

UNE COM
Student Supervision Policies
for Clinical Experiences

UNE COM Policies for Clinical Experiences **(Curricular and Extra-curricular)**

Students participating in Clinical Experiences:

1. Must complete prematriculation physical exam and annual immunization requirements before being allowed to participate in clinical experiences.
2. Must complete online training required by the university or clinical setting including, but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) training before being allowed to participate in clinical experiences.
3. Must be supervised during clinical experiences by licensed practicing professionals, such as physicians, physician assistants, and nurse practitioners, and/or residents whose license allows them to practice at the level at which the students are acting.

Club Supervision Policy
Off Campus Activities

Contacts:

- Assistant Director of Medical Student Services – Office of Recruitment, Student & Alumni Services
- Club advisor
- Club advisor’s department chair

Resources:

- The Navigator
- Official UNE COM club/ [SGA website](#)

Requirements by Activity Type: All activities must have submitted the COM Clubs & Organizations Event and Fundraiser Registration form, and received approval from the club advisor and the Office of Recruitment, Student & Alumni Services.

- Volunteering, non-medical (e.g. soup kitchens)
 - Does not require clinical supervision
 - Student must abide by rules of hosting entity
 - Does not require on-site clinical supervision
 - Does not require an affiliation agreement
 - Event registration form must confirm participating students have signed the “Indemnification, Assumption of Risk, Waiver, and Release from Liability” form, available from COM Recruitment, Student & Alumni Services.
 - Content must be approved by club advisor and host site
 - documented by email & contained in Event registration form
- Non-medical interventional – e.g. Maine Adaptive Skiing - **REQUIRES AFFILIATION AGREEMENT**
 - Supervision, training & liability by host institution
- Volunteering, Clinical Activities
 - Sponsored by UNE (e.g. Beach to Beacon OMT)
 - Supervision at level of function students performing (e.g. RN for vaccines, social worker for care management) or higher by UNE faculty
 - Malpractice of supervisor covered by UNE
 - Malpractice of student covered by UNE

- Sponsored by non-UNE entity – (essentially elective preceptorship) **REQUIRES AFFILIATION AGREEMENT**
 - Supervision at level of function students performing by HOST
 - *EXCEPT* Students performing blood pressure screening can be deemed competent by a clinician and perform blood pressure independently provided the training includes instructions for symptomatic hypertension
 - UNE student malpractice covers student
 - Malpractice of supervisor covered by HOST
- IPE
 - Base general content as above but included in Event Plan by all involved colleges; each college to account for its own students

UNECOM Student Clinic

Goals:

The goal of the Student Clinic is to give the student direct patient care experience under the guidance of preceptors. Students will be present for at least two patient care sessions. This experience is aimed at integration of osteopathic principles in patient care.

Objectives:

Upon conclusion of this experience the student should be able to:

1. Conduct a focused/targeted history including chief complaint, history of present illness, past medical/family/surgical/trauma history, medications, medical allergies, social history and targeted review of systems.
2. Accurately assess patient vital signs.
3. Perform a targeted physical exam.
4. Perform an osteopathic structural exam as part of an integrated physical exam.
5. Verbally present the patient to the attending in an accurate and concise manner.
6. Write an accurate and organized targeted history and physical exam note as well as a targeted SOAP note which will become a part of the patient's permanent record.
7. Perform Osteopathic Manipulative Treatment with the guidance of the preceptor.
8. Address family medicine issues appropriately.

Expectations:

The student is expected to come to the clinic with a desire to learn all they can about integration of osteopathic principles and outpatient care.

1. The student will promptly report to the clinic in professional dress with white coat and medical equipment (minimum = reflex hammer & stethoscope).
2. The student will build rapport with patients, attending and staff.
3. The student will conduct themselves in a professional manner as outlined in the UNECOM student manual.
4. The student will maintain patient confidentiality at all times paying close attention to HIPPA guidelines and the patient's wishes.
5. The student will construct an appropriate note for the patient's chart on **each** patient seen (H&P for new patients, SOAP notes for established patients) **next day by 5 PM** after the date of the patient encounter.

Evaluation:

Students will be evaluated in the following areas:

1. Patient Encounter Notes
 - a. Each student will be expected to write patient encounter notes as a part of this experience. The intention is for each student to write at least one history & physical and one follow-up SOAP note; however, the exact type and number of notes written by each student will depend on the number of patients seen. Students who see patients in tandem with another student may submit a single note that is the combined effort of both students. Preceptors will provide either written or verbal feedback on the submitted notes. According to feedback, adjustments may be necessary and the student(s) will be expected to make them accordingly. These notes become a part of the patient's permanent record.
 - b. Students should turn in all notes to the student clinic secretary, Nancy Goulet (hard copy or email).
2. Professionalism
 - a. Students are expected to adhere to the standards of professionalism outlined in the UNECOM student manual.
 - b. Students are expected to adhere to national HIPPA guidelines at all times.
 - c. Students are expected to be present for all session to which they are assigned.
 - d. Students are expected to submit all notes in accordance with the guidelines and timeframes as outlined in this document.

Collation of Supervision Documentation Off Campus Clinical Experiences

PRECLINICAL (OMS-1 & 2):

From Preceptor affiliation agreement (for UNE initiated sites – electives have just a sign-up form)

“HOST SITE/PRECEPTOR will provide an orientation for assigned medical students to acquaint them with HOST SITE/PRECEPTOR protocols and facilities, and will provide supervision of the students throughout training by members of the faculty of HOST SITE/PRECEPTOR, as well as any resident and intern staff.”

CLINICAL (OMS-3 & 4):

From Clinical Training Manual:

“Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section below titled Specific Elective Rotations or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.” Page 42

From Elective Clinical Affiliation Agreement article 2

“The Clinical Affiliate shall:

2.1 Administer, staff and operate the Clinical Affiliate medical experience and maintain standards of and supervise patient care at the Clinical Affiliate locations.

2.2 Designate Clinical Affiliate personnel as “Preceptors” who will carry out the Clinical Rotation at each Clinical Affiliate location. Preceptors will provide supervision of the students in the Clinical Rotation in accordance with Program requirements.”

Continued: Student Name _____

Host Site/Preceptor Rights and Responsibilities

HOST SITE/PRECEPTOR will provide an orientation for assigned medical students to acquaint them with HOST SITE/PRECEPTOR protocols and facilities, and will provide supervision of the students throughout training by members of the faculty of HOST SITE/PRECEPTOR, as well as any resident and intern staff.

The HOST SITE/PRECEPTOR, agrees to be responsible for assisting the student in developing and implementing educational objectives for this preceptorship. The specific duties and responsibilities of the students assigned to HOST SITE/PRECEPTOR shall be in accordance with the overall preceptorship guidelines as maintained by UNECOM.

Students are required by UNECOM to maintain standards of professionalism. If the host site/preceptor has any concerns, they should contact Victoria Thieme, DO vthieme@une.edu.

UNECOM Rights and Responsibilities:

UNECOM agrees to be responsible for the assessment of the goals related to this preceptorship. The above –named student is formally enrolled in good standing in the College of Osteopathic Medicine (UNECOM) program at the University of New England). As such, s/he is covered, through UNECOM, by a blanket professional liability insurance policy at a \$2,000,000/\$4,000,000 level.

Students at UNECOM are required to: a) maintain health insurance coverage while enrolled at the university; b) document acceptable titers for Measles, Mumps, Rubella and Varicella; c) document Hepatitis B series + titer (or waiver); d) document annual tuberculosis screening; e) document current tetanus vaccine (Tdap); f) maintain certification for Basic Life Support; g) annually update training regarding HIPAA regulations and OSHA blood borne pathogens.

Kathryn Brandt, DO, MS.MEdL
 Chair Primary Care
 UNECOM

STUDENT: List goals for this preceptorship

1.	
2.	
3.	
4.	

Submit This Registration In Advance of the Intended Start of Your Preceptorship to:

Pam Smith
 Community Preceptor Program
psmith@une.edu
 Tel: 207-602-2354

Community Preceptor Program
 Decary Hall Room 36, 11 Hills Beach Road, Biddeford, ME.
 Fax: 207-602-5943

PRECEPTORSHIP AFFILIATION REGISTRATION and APPROVAL FORM

UNECOM MEDICAL STUDENT

Submit This Registration in Advance of the Intended Start of your Preceptorship
 Preceptor Program Office **MUST** approve every preceptorship in advance of its start for you to be covered by professional liability insurance

STUDENT INFORMATION	PRECEPTORSHIP INFORMATION
----------------------------	----------------------------------

Student Name				Preceptorship Name			
Grad Year		Phone		Dates			
Email				PRINTED Name/Degree of Clinical Trainer ↓			
Current Address							
City		State		Zip		Email of Trainer	

SITE INFORMATION

Site Name				Contact Name/Title					
Address				Email					
City		State		Zip		Phone #		Fax #	
Address to which application should be mailed if different from above									
City		State		Zip		Name/Dept.			

HOST SITE/PRECEPTOR

Please complete the section below and fax (207-602-5943) or e-mail psmith@une.edu to the UNECOM Community Preceptor Program office. Call 207-602-2354 if questions

Site Confirmation and Information

Upon your confirmation, this preceptorship becomes an academic requirement to which the student is obligated. Only under extraordinary circumstances may a student be excused from this commitment

Is the supervising physician Board certified or Board eligible in this discipline →		YES		NO
This preceptorship is Approved →		YES		NO
This preceptorship is Approved by → Please print				
Signature →				
Date				

Educational Agreement

This document will serve as the education agreement for this clerkship. If a more detailed agreement is required, please forward your agreement to, or request our agreement from Pam Smith @ psmith@une.edu (Phone: 207-602-2354)

UNECOM Community Preceptor Program OFFICE
--

This preceptorship is	___ Approved	___ Not Approved	By	
Date Received		Date Returned		Victoria Stacey Thieme, DO



UNIVERSITY OF
NEW ENGLAND

College of Osteopathic Medicine



Clinical Training Manual

Policies and Resources

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INTRODUCTION

As you progress through your third and fourth year clinical rotations, we sincerely hope that you find all of your scheduled rotations to be valuable and rewarding educational experiences.

The *Clinical Training Manual* contains general policy governing your clinical years and other information that will be helpful to you while you are on rotations. This is not a comprehensive statement of all policies and procedures, nor is it intended to preclude the implementation of changes in the UNECOM program during your medical school tenure. From time to time, content in this document may be added or updated. The most recent revision date is printed at the end of each section. This manual is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine.

Forms referenced in this document can be found in *Forms and Documents* in the Clinical Education Essentials course on Blackboard. In several sections of this manual, you are directed to another section heading for more information. You can get to the referenced section in various ways:

- From the Table of Contents, CTRL + click to go to that section
- Click on the link, if available.
- Do a document search by topic or keyword

This document contains a significant amount of information, all of which is important to your successful completion of graduation requirements. With each revision of the manual, we strive to improve students' ability to locate and navigate through the various topics. We welcome your feedback in this regard.

Please read the entire manual, and refer back to specific sections as questions arise. If questions remain after reading this material, contact the appropriate person in our office for further assistance:

Judy Beauchemin (jbeauchemin@une.edu or 207-602-2674)

Class of 2017: Last name A-K

Class of 2018: Last name A-J

Susan Winey (jhawkins1@une.edu or 207-602-2527)

Class of 2017: Last name L-Z

Class of 2018: Last name K-Z

See **[ADMINISTRATIVE CONTACTS](#)** for additional contact information and office hours for everyone in COM Clinical Education.

To Schedule an Appointment:

Guy DeFeo, D.O. - contact Anne Dadura - adadura@une.edu or 207-602-2348.

Rita Brown – rbrown@une.edu or 207-602-2333.

Additional Reading:

COM Academic Catalog - <http://www.une.edu/registrar/2016-2017-academic-catalog/professional-catalog/osteopathic-medicine>

COM Student Handbook Supplement (in "Shared Files" for your class on MyUNE) - for topics not covered in this manual.

Residency Planning Manual (in the Clinical Education Essentials course on Blackboard) – for residency related topics and timeline. This manual is updated annually in June.

Anatomy/OMM Fellows: Clinical Requirements for Anatomy/OMM Pre-doctoral Fellows (in the Clinical Education Essentials course on Blackboard)

We wish you all the best throughout your clinical training.

Guy DeFeo, D.O., Associate Dean for Clinical Education
Rita Brown, Clinical Coordinator

Lisa Bean, Judy Beauchemin, Sue Gagnon, Susan Winey



MISSION, VISION, AND CORE VALUES

MISSION

The University of New England College of Osteopathic Medicine fosters health care leaders across the continuum in undergraduate, predoctoral, graduate medical and continuing medical education, to advance exceptional osteopathic healthcare locally and globally through practice, research, scholarship, education and community health.

VISION STATEMENT

(To be) the Preeminent College of Osteopathic Medicine.

CORE VALUES

Facilitate learning, critical thinking, research and scholarship.

Excel in practice-focused research in health, function and medical education.

Advance our commitment to the heritage and principles of osteopathic medicine.

Utilize evidence-based methods, practice-focused research, scholarship, critical thinking and a variety of learning modalities to improve health education and healthcare outcomes.

Maintain a caring, collegial environment.

Foster integrity and accountability through a strong ethical base.

Support the creation and maintenance of outstanding medical practices.

Promote an innovative, interprofessional and entrepreneurial culture.

Actively seek internal and external collaboration to further our mission.

ADMINISTRATIVE CONTACTS

COM Clinical Education Office

OFFICE HOURS: Monday through Friday, 7:30 a.m. to 4:00 p.m.

ADDRESS: COM Clinical Education Office
226 Stella Maris Hall
University of New England
11 Hills Beach Road
Biddeford, ME 04005

FAX: 207-602-5908

PHONE: 207-602-2779, or you may direct dial as follows:

	NAME	PRIMARY FUNCTIONS	SCHEDULE	PHONE	E-MAIL
	Lisa Bean	Coordinates faculty appointments, Clerkship Caucus and student programs, e.g., Showcase	M-F 8:00am-4:30 pm	207-602-2648	Lbean1@une.edu
	Judy Beauchemin	Primary contact for students whose last names begin with A-K (2017) & A-J (2018); coordinates COMAT Exams; reports grades to Registrar	M-TH 7:00am-3:00pm F 7:00am-noon	207-602-2674	Jbeauchemin@une.edu
	Rita Brown	Clinical Coordinator; liaison with Clinical Campus administration; resource for students seeking residencies	M Works off campus T-F 7:30am-4:00pm	207-602-2333 EMERGENCY # during non-office hours: 207-967-3908	Rbrown@une.edu
	Anne Dadura	Administrative Coordinator; Dr. DeFeo's Assistant	M-F 7:30am-4:00pm	207-602-2348	adadura@une.edu
	Guy DeFeo, D.O.	Associate Dean for Clinical Education	M-F 8:00am-4:00pm	Office: 207-602-2799 Cell: 207-467-5932 EMERGENCY # during non-office hours: Cell	Gdefeo@une.edu
	Susan Gagnon	Advises/assists students with ERAS applications; manages multiple rotations related requirements	M-F 7:00am-3:30pm	207-602-2822	Sgagnon@une.edu
	Susan Winey	Primary contact for students whose last names begin with L-Z (2017) & K-Z (2018)	M-F 8:30am-4:30pm	207-602-2527	swiney@une.edu

UNECOM / May 2016

UNE Campus Contacts

UNE faculty and staff phone extensions and addresses are available at <http://www.une.edu/>, **About, Faculty & Staff Directory**. Following is a quick reference to selected departments:

DEPARTMENT	CONTACT	PHONE NUMBER
Campus Services (Insurance Questions)	Alethea Cariddi	207-602-2507
Career Services (for assistance with CV, personal statements)	Mary Jones, Ph.D., Director	207-602-2096 (Roberta Ferreira)
Financial Aid	Kathryn Blair-Enman	207-602-2404
Office of Disability Services		207-602-2815
Office of Recruitment, Student and Alumni Services	Pat Kelley, Assoc. Dean of Students Tracie Purcell, Admin. Assistant Teresa Campbell, Admin. Assistant	207-602-2329 207-602-2430 207-602-2543
Registrar		207-602-2320
Student Academic Success Center	Carrie Bogue, Admin. Assistant	207-602-2443
Student Accounts		207-602-2457
Student Health Center (Petts Center, Biddeford Campus)	Kristin May, Medical Assistant	207-602-2358

Clinical Campus Contacts

CLINICAL CAMPUS	CORE SITE	CONTACT	STUDENT LIAISON 2016-17
CT Manchester	Manchester Memorial Hosp 71 Haynes Street Manchester, CT 06040	Kelly Wong Ph. 860-533-2219 E-mail: kwong@echn.org	Divya Harpalani dharpalani@une.edu
MA Attleboro	Sturdy Memorial Hosp 211 Park Street Attleboro, MA 02703-0963	Brian Kelley, MD VP Medical Affairs Ph. 508-236-7046 E-mail: bkelly@sturdymemorial.org	Elizabeth McAndrew emcandrew@une.edu
MA Pittsfield	Berkshire Med Ctr 725 North St Pittsfield, MA 01201	Stephanie Wade Ph. 413-395-7879 E-mail: swade@bhs1.org	Julet Baltonado jbaltonado@une.edu
MA Springfield	Mercy Med Ctr 271 Carew St Springfield, MA 01104	Erica Lunden Ph. 413-748-9021 E-mail: erica.lunden@sphs.com	Maeghan Ciampa mciampa@une.edu
ME Augusta	MaineGeneral Health Family Medicine Institute 15 E. Chestnut St Augusta, ME 04330	Jaew Henry Ph. 207-626-7298 E-mail: jaew.henry@mainegeneral.org	Kelsi Bean kbean2@une.edu
ME Bangor	Eastern Maine Med Ctr 489 State St Bangor, ME 04401	Molly Baillargeon Ph. 207-973-7242 E-mail: mrbaillargeon@emhs.org Katie Petersen Ph. 207-973-7303 E-mail: kpetersen@emhs.org Frank Bailey – Medical Educator Ph. 207-973-9060 E-mail: fabailey@emhs.org	Corey Cole ccole4@une.edu
ME Lewiston	Central Maine Med Ctr 76 High St Lewiston, ME 04240	Jill Freda Ph. 207-795-2824 E-mail: fredaji@cmhc.org	Rachel Sluder rsluder@une.edu
ME Lewiston	St. Mary's Reg Med Ctr Campus Ave, PO Box 291 Lewiston, ME 04240-0291	Jacqueline (Jacquie) Caron Ph. 207-777-8757 E-mail: JacquelineCaron@stmarysmaine.com	Rachel Sluder rsluder@une.edu

CLINICAL CAMPUS	CORE SITE	CONTACT	STUDENT LIAISON 2016-17
ME Portland / South Portland / Biddeford	Maine Med Ctr 22 Bramhall St Portland, ME 04102 InterMed (Outpatient Pediatrics) 100 Foden Road South Portland, ME 04106 Southern Maine Health Care (Surgery) 1 Medical Center Drive Biddeford, ME 04005	MED. ED.: Samantha Caprari Ph. 207-662-7062 E-mail: scaprari@mmc.org FM: Susan Grondin Ph. 207-662-5856 E-mail: gronds@mmc.org IM: Melissa Norton Ph. 207-662-2651 E-mail: nortom@mmc.org PED: Geraldine (Gerri) Therault Ph. 207-662-6930 E-mail: gtherault@mmc.org PSY: Ann Cross Ph. 207-662-7142 E-mail: crossa@mmc.org Mealea Lewis Ph. 207-347-2858 E-mail: mlewis@intermed.com Jodie Griffith Ph. 207-523-3721 E-mail: jgriffith@intermed.com Celeste Rouleau Ph. 207-344-4595 E-mail: crouleau@intermed.com Kate-Lynn Stickney Ph. 207-283-7666 E-mail: kbstickney@smhc.org	Anthony Pastore apastore@une.edu
NH Berlin	Androscoggin Valley Hosp 59 Page Hill Road Berlin, NH 03570	Suzanne Landry Ph. 603-326-5608 E-mail: Suzanne.Landry@avnhn.org	Kathleen Rutecki krutecki@une.edu
NH Laconia	Lakes Region General Hosp 80 Highland Ave Laconia, NH 03246 & Franklin Regional Hosp 15 Aiken Ave Franklin, NH 03235	Julie Boisselle Ph. 603-527-2997 E-mail: jboisselle@lrgh.org	Anisha Contractor acontractor@une.edu
NH New London	New London Hosp 273 County Road New London, NH 03257	Pegs Lucarelli Ph. 603-526-5533 E-mail: pegs.lucarelli@newlondonhospital.org	Tyler Patrick tpatrick1@une.edu
NJ Newark, etc.	St. Michael's Med Ctr 111 Central Ave Newark, NJ 07102 AND other NJ core affiliates	Terry Sarao Ph. 973-877-5541 E-mail: tsarao@smmcnj.org	Carolyn Riehle criehle@une.edu
NY Hudson	Columbia Memorial Hospital 71 Prospect Avenue Hudson, NY 12532	Ashley McCarthy Ph. 518-697-3557 E-mail: amccarthy@cmh-net.org	Samantha Chu schu@une.edu
NY Utica	St. Elizabeth Med Ctr 2209 Genesee St Utica, NY 13501	Holly Connors Ph. 315-734-4317 E-mail: hconnors@mvhealthsystem.org	Brian Zylinski bzylinski@une.edu
PA Reading	Penn State Health St. Joseph 2500 Bernville Rd Reading, PA 19603	Dale Weitzel Ph. 610-378-2060 E-mail: dweitzel1@pennstatehealth.psu.edu	Allison Hockman ahockman@une.edu

CLINICAL CAMPUS	CORE SITE	CONTACT	STUDENT LIAISON 2016-17
RI Warwick	Kent Hospital 455 Toll Gate Rd Warwick, RI 02886	Rebecca (Becky) Gaumitz Ph. 401-737-7010 Ext. 35640 E-mail: rgaumitz@kentri.org	Michelle Foley mfoley5@une.edu
RI Providence	Roger Williams Med Ctr 825 Chalkstone Ave Providence, RI 02908	Sue Saccoccia Ph. 401-456-2388 E-mail: ssaccocc@chartercare.org	Michelle Foley mfoley5@une.edu
RI Worcester, MA	St. Vincent Hosp 123 Summer St Worcester, MA 01608	Donna Davisson Ph. 508-363-6177 E-mail: donna.davisson@stvincenthospital.com	Michelle Foley mfoley5@une.edu

UNECOM / June 2016

PRE-REQUISITES FOR CLINICAL TRAINING

Prior to starting 3rd year clinical clerkships, each student must demonstrate:

- Documentation of compliance with UNECOM immunization requirements
 - Tetanus/diphtheria/pertussis (Tdap), if Tdap was not received previously **or** Td if Tdap was received previously (Td is then renewable every 10 years)
 - Measles (Rubeola) – positive titer (numeric with numeric range)
 - Rubella – positive titer (numeric with numeric range)
 - Mumps – positive titer (numeric with numeric range)
 - Chicken Pox – positive titer (numeric with numeric range)
 - Hepatitis B – 3-vaccine series + positive titer (numeric with numeric range)
- Documentation of a 2-step PPD (tuberculosis) test upon admission to UNECOM and an annual 1-step PPD thereafter, **or** documentation of appropriate follow-up to a previous positive PPD (e.g., chest X-ray, QuantiFERON-TB Gold test, T-SPOT®.TB test (T-Spot), and/or INH therapy followed by an annual TB Symptom Report signed by a health care professional). **NOTE:** Mountainside Hospital, part of the Newark Clinical Campus, requires a student who has had a prior positive PPD to present documentation of a chest X-ray dated within 1 year prior to the **end date** of the student's scheduled rotation there. They will not accept documentation of any alternative test.
- Deliver immunization and/or PPD documentation to the UNECOM Clinical Education Office as follows: E-mail to sgagnon@une.edu, jbeauchemin@une.edu, or swiney@une.edu, or FAX to 207-602-5908.
- Documentation of current certification for
 - HIPAA – January of 2nd, 3rd and 4th years
 - OSHA – January of 2nd, 3rd and 4th years
 - BLS (CPR) – Spring of 2nd year (COM provides) and every two years thereafter, as necessary (Student's responsibility)
 - ACLS - Spring of 2nd year (COM provides) and every two years thereafter, as necessary (Student's responsibility)
- Background check – Required in 2nd year prior to 3rd year clerkships; see log-in instructions below; if the report reveals any "red flags," it will be sent to your clinical campus for their review and determination regarding your eligibility to rotate there. Financial aid in the 2nd year includes an amount for miscellaneous rotation expenses, including the cost of a background check. The 2016-17 cost of a background check from VCI within the U.S. is \$125. Canadian students may pay more to check Canadian provinces. In general, you can expect the data in the report to be acceptable to any rotation site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 7-10 business days.

- Respirator Mask Fit Test – COM Clinical Education will notify the class of test dates and times; each student must complete a health questionnaire prior to testing; fit test takes about 20 minutes, including pre-test instructions.
- Signed authorization allowing the UNE Health Center to release immunization records and physical report to COM Clinical Education and the student's clinical training sites.
- Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.
- Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer.
- Documentation of a passing score for COMLEX-USA Level 1. (See the section titled [COMLEX-USA LEVELS 1, 2CE AND 2PE](#) for details.) Before being allowed to sit for COMLEX-USA Level 1, the student must:
 - successfully remediate any academic deficiencies
 - take a **timed** COMSAE (version A) as directed during second year to determine baseline preparation; for student and COM administration information purposes only
 - achieve a score ≥ 500 on a **timed** COMSAE (version D)
- Compliance with such additional standards as may be required by the clinical campus at which the student will rotate, including but not limited to:
 - Application materials
 - Report of recent physical examination
 - Drug screen

Continuing on Rotations

The Clinical Education Office must provide a Letter of Good Standing to your rotation site(s) confirming that you are current with all of the above requirements and any others that may apply at a specific site. You must be compliant as stated above to begin 3rd year clerkships. To continue in 4th year, you are required to renew the following as necessary. You will receive a reminder from our office as expiration nears. Follow the instructions for each requirement. Individual sites may have others (e.g., physical exam, drug screen or flu vaccine within a stated period prior to rotation), and it is your responsibility to coordinate with and provide these to the training site, with a copy to COM Clinical Education for your file and UNE medical record.

Health Insurance Portability and Accountability Act (HIPAA)

- Annual re-certification required via the UNE sponsored Web-based course.
- UNECOM students are required to re-certify as follows:
 - ❖ **OMS-2:** Between January 1 and January 30 of 2nd year for pre-rotation, 3rd year compliance
 - ❖ **OMS-3:** Between January 1 and January 31 of 3rd year for 4th year compliance and February VSAS registration.
- You will receive an e-mail from our HIPAA training service requesting that you complete the yearly HIPAA training. The e-mail will provide you with access instructions.
 - ❑ Contact Judy or Susan if you have questions about the protocol.
 - ❑ Direct training-specific questions to: **Brittany Roy** (207-602-3504; broy3@une.edu).
 - ❑ It is imperative that UNE demonstrate compliance with all requirements imposed upon us by regulatory agencies. Our failure to do so could lead to fines, penalties, and legal sanctions. More importantly, misuse of patients' and clients' private health information could result in damage to our reputation in medical education and health care as well as lead to a lawsuit in which the student would be named.

Occupational Safety and Health Administration (OSHA)

- To comply with OSHA 29CFR.1910.1030 regulations, health care professionals and medical students are required to receive annual training regarding occupational exposure and blood borne pathogens.

- UNECOM students are required to re-certify as follows:
 - ❖ **OMS-2:** Between January 1 and January 31 of 2nd year for pre-rotation, 3rd year compliance
 - ❖ **OMS-3:** Between January 1 and January 31 of 3rd year for 4th year compliance and February VSAS registration.
- You will receive instructions via e-mail regarding online OSHA training.
- Your completion of this course will be electronically reported to the Office of Clinical Education and an OSHA certification letter will be uploaded to your Personnel Data section of New Innovations.

Immunizations

- Students are required to update immunizations as necessary while on rotations. FAX (207-602-5908) or E-mail documentation to sgagnon@une.edu, jbeauchemin@une.edu, or swiney@une.edu.
- Most likely to require updating during rotations is the Tetanus/diphtheria/pertussis (Tdap), if Tdap was not received previously **or** Td if Tdap was received previously.
- An individual rotation site may have immunization requirements that exceed UNECOM's. Students are expected to comply with any such local requirements (e.g., annual flu vaccine).
- A student who fails to comply with immunization requirements is subject to suspension or dismissal from rotations at the discretion of COM Clinical Education or host hospitals.
- Vaccinations generally are not covered by health insurance. The cost of vaccinations is the responsibility of the student. Student health insurance is accepted at the UNE Student Health Center.
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

Tuberculosis Test (PPD)

- The tuberculosis test (PPD) must be updated at least annually. Some elective rotation sites may require a more recent test.
- TB testing must be renewed between January 1 and January 31 of 3rd year. The COM Clinical Education Office reimburses our clinical campuses that can offer PPD testing to our students. Check with clinical campus Medical Education personnel for dates of their PPD clinic.
- A student who cannot be present for a sponsored clinic or who needs to update the PPD at another location must arrange and pay for testing as necessary. Send proof of the test/result to COM Clinical Education Office: E-mail to sgagnon@une.edu, jbeauchemin@une.edu, or swiney@une.edu, or FAX to 207-602-5908. **Documentation must include date planted, date read, pos/neg and induration in millimeters.** To obtain reimbursement from COM Clinical Education, send the paid bill to our office (via e-mail, FAX or U.S. mail).
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

Basic Life Support (BLS/CPR)

- BLS training is included in the UNECOM Year 2 curriculum. You must re-certify every 2 years thereafter.
- As of January 31 of 3rd year, your BLS certification (for health care providers) must extend at least to the anticipated date of graduation in order to be VSAS compliant. Students who are "off-cycle" can seek re-certification at their clinical campus or they can schedule re-certification with one of the following or a legitimate training provider of their choosing:
 - *American Heart Association (AHA)*, for dates and locations of upcoming classes. http://www.heart.org/HEARTORG/CPRECC/CPR_UCM_001118_SubHomePage.jsp
 - Ask at your rotation site if they are hosting a re-cert. course you would be allowed to join.
- Re-certification must include a hands-on clinical skills component. It is not acceptable to complete a course entirely online, as this course is only for experienced health care providers.
- The student is responsible for the cost of re-certification. COM Clinical Education will reimburse the student upon receipt of the original receipt and a copy of both sides of the new BLS card. The card will be uploaded and will be accessible to you on New Innovations.
- If you fail to re-certify before your BLS card expires, you may be required to take the full course again rather than the shorter, less expensive re-certification course. UNECOM will pay only the average cost of a re-certification course.

Advanced Cardiac Life Support (ACLS)

- ACLS training is included in the UNECOM Year 2 curriculum. You must re-certify every 2 years thereafter. UNECOM neither offers nor reimburses the cost of ACLS re-certification.
- ACLS training provider:
 - *American Heart Association (AHA)* - for dates and locations of upcoming classes, http://www.heart.org/HEARTORG/CPRECC/HealthcareProviders/AdvancedCardiovascularLifeSupportACLS/Advanced-Cardiovascular-Life-Support-ACLS_UCM_001280_SubHomePage.jsp
 - Ask at your rotation site if they are hosting a re-cert. course you would be allowed to join.
- Re-certification must include a hands-on clinical skills component. It is not acceptable to complete a course entirely online, as this course is only for experienced health care providers.
- If you fail to re-certify before your ACLS card expires, you may be required to take the full course again rather than the shorter, less expensive re-certification course.
- Provide the COM Clinical Education Office with a copy of your new card (both sides) following successful completion of training. The card will be uploaded and will be accessible to you on New Innovations.
- A valid BLS card is a pre-requisite for ACLS certification and re-certification.

Respirator Mask Fit Test

UNECOM provides testing in Year 2 prior to the start of clinical rotations. Elective sites require annual renewal of this test. Re-testing is available at no charge through the UNE department of Environmental Health & Safety, Biddeford Campus. Call 207-602-2488 to make an appointment. Students re-tested elsewhere are responsible for the cost.

Background Check

UNECOM has worked with Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure for background checks required for newly admitted students and students on rotations. This is to ensure a safe clinical environment and to meet the contractual requirements of our affiliated healthcare facilities, core, selective and elective.

- The student will initiate the request and pay for the background check required in year 2 prior to the start of Core clerkships. In general, you can expect the data in the report to be acceptable to any rotation site you go to for a period of one year from the date of the report. You need to update your background check when applying to VSAS only if the programs you apply to require it. Cost of a 3rd year report is not covered by financial aid, but you can request it by contacting Kathy Blair-Enman in the Financial Aid Office, kblair@une.edu.
- Results of the data search will be provided to you and will be available to COM Clinical Education, Pat Kelley, Associate Dean of Students, James Vaughn, Ph.D., Chair of the Committee on Student Progress, and to administration at your clinical campus(es). If negative information is found, you have an opportunity to challenge it through the Adverse Action process associated with Verified Credentials. See below for contact information.
- If a training site requires a drug screen, you will have to arrange and pay for that independently. COM Clinical Education can provide a referral form that you can take to a lab of your choosing or one designated by your rotation site.
- Each hospital in our clinical campus system has standards regarding background checks, which apply to hospital personnel as well as to visiting medical students. A conviction may affect a student's eligibility to participate in clinical rotations and to complete degree requirements. If you have questions, consult with the Clinical Coordinator or Associate Dean for Clinical Education.

2017 UPDATE FOLLOWS



UNIVERSITY OF
NEW ENGLAND
College of Osteopathic Medicine

BACKGROUND CHECKS

A background check of clinical personnel (including students) helps to ensure a safe clinical environment for healthcare professionals and the public. UNECOM has worked with Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure, which includes the following searches:

- ID Trace
- County and State Criminal Records
- National Sex Offender Registry
- FACIS® (Fraud and Abuse Control Information System) Level 3 – OIG/GSA, other federal sources, plus all

50 states

You, the student, will initiate the request and pay for the background check. (NOTE: Financial aid in the 3rd and 4th years includes an amount for miscellaneous rotation expenses, and this covers the cost of a background check in each year.) **Students must use Verified Credentials.** The current cost is \$125 for students who have a U.S. Social Security number (\$165.00 for Canadian students, due to searches in two countries) and, in general, you can expect the data in the report to be acceptable to any clinical site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 10-14 business days.

The results of the data search will be provided to you and will be available to the COM Office of Clinical Education, Office of Recruitment, Student and Alumni Services and the Chair of the Committee on Student Progress. If your report contains information that you believe is inaccurate, you will have the opportunity to challenge the information through VCI's Adverse Action process. Call VCI Client Services, 800.938.6090, to initiate the process.

Please note that a drug screen is not available through Verified Credentials.

Please follow the directions below to request a background report from Verified Credentials:

- ***Preferred browser is Internet Explorer or Mozilla Firefox***
- **Access UNE page: <http://student.verifiedcredentials.com/?organization=une>
DO NOT ACCESS VERIFIED CREDENTIALS ANY OTHER WAY.**

If you previously ordered a report from the UNE page of Verified Credentials, enter your Username and Password in the "Returning Users" section on the right side of the page rather than re-entering all of your information; cost for additional reports is the same as for the original. Call VCI Client Services if you need assistance, 800.938.6090.

1. Log in and register

First Time Users who have a U.S. Social Security Number:

Enter the code below in the "First Time Users" section on the right side of the page and click "Get Started!"

College of Osteopathic Medicine

VWHYB-84924

Canadian Students: Use the following code, and enter your Canadian ID if you do not have a U.S. Social Security Number. If you have a U.S. SSN, use the code above.

College of Osteopathic Medicine

GHXBX-49292

2. Create an account
3. Enter all required information
4. Provide supporting documentation as needed
5. Track your progress
6. The report will be shared automatically with UNE COM as described above

You can pay for your report with a personal credit card, debit card or PayPal.

If you have any questions about the background screening process or results, please contact VCI Client Services at 800.938.6090.

Please direct questions of a general nature to the following UNE COM contacts:

Incoming 1st year students, contact:

Tracie Purcell, Student Support Specialist
 University of New England College of Osteopathic Medicine
 Office of Recruitment, Student and Alumni Services
 207.602.2430

2nd, 3rd or 4th year students, contact:

Matthew Robinson, Academic Coordinator, Years 3 & 4
 University of New England College of Osteopathic Medicine
 Office of Clinical Education
 207.602.2633

April 2017

COMSAE AND COMLEX-USA LEVELS 1, 2CE AND 2PE

General expectations:

- All students must take and pass COMLEX Level 1 in order to begin clinical rotations.
- All students must pass COMLEX level 1 before they are eligible to take COMLEX level 2PE and CE.
- All students must take and pass COMLEX Level 2PE and CE as a condition of graduation.
- All students will have a maximum of three attempts to pass COMLEX-USA Levels 1, 2CE and/or 2PE.
- Students who do not pass in three attempts may be recommended for dismissal from the College of Osteopathic Medicine.

COMSAE POLICY

- Students are required to take a **timed** Comprehensive Osteopathic Medical Self-Assessment Exam (COMSAE) prior to sitting for both COMLEX Level 1 and Level 2CE. The college pays for two COMSAEs prior to COMLEX Level 1 and one COMSAE prior to COMLEX Level 2CE. Students may take additional COMSAEs at their own expense.
- **Level 1 Baseline COMSAE:** The student will take a **timed** Level 1 baseline COMSAE (version A) within a COM designated period in Year 2 and must send the results to the Office of Recruitment, Student and Alumni Services, COMSA@une.edu, and James Vaughn, Ph.D., Chair of the Committee on Student Progress (CSP), jvaughn@une.edu. *This version will not count toward achievement of the score ≥ 500 required to gain eligibility to take COMLEX Level 1; rather, it will serve as an indicator to help the student determine where to focus their educational efforts.*
- **Level 1 and Level 2CE Gateway COMSAE:** The student must send the **results** of the **timed** COMSAE (version D) to the Office of Recruitment, Student and Alumni Services, COMSA@une.edu, and James Vaughn, Ph.D., Chair of the Committee on Student Progress (CSP), jvaughn@une.edu, no later than 10 business days prior to their scheduled COMLEX exam date.
- **The student must achieve a score ≥ 500 on the timed COMSAE (version D) to maintain eligibility to take COMLEX Level I and Level 2CE.**

- A student who is unable to demonstrate a timed COMSAE score ≥ 500 will take and report results of one or more additional COMSAEs (version B and, if required version C). The cost of these additional COMSAEs is the responsibility of the student.
- A student who continues to be unable to demonstrate a timed COMSAE score ≥ 500 is required to meet with the Chair of CSP to formulate a plan for additional COMSAE/COMLEX preparation.
- **UNECOM will report a student's status as "ineligible" for COMLEX Level 1 or Level 2CE to the NBOME if the timed COMSAE requirement is not met.** Any cancellation or rescheduling fees incurred as a result of this will be the student's responsibility.
- **Clinical rotations will be delayed until the timed COMSAE and COMLEX Level 1 requirements are met.** If, for any reason, a student is unable to take the timed COMSAEs (versions A and D) and/or COMLEX, Level 1 during the OMS-2 year prior to the start of clinical rotations, a written explanation must be submitted to the Committee on Student Progress (James Vaughn, Ph.D., Chair) for consideration.
- **Anyone who attempts to take COMLEX Level 1 or Level 2CE without first submitting a COMSAE (version D) score ≥ 500 will be subject to further action by the CSP.**

COMLEX Level 1

Operating expectations:

- All second year students, who have no outstanding academic or course deficiencies, have taken a timed COMSAE (version A), and have achieved a gateway score ≥ 500 on a timed COMSAE (version D) will be approved to sit for and take COMLEX Level 1.
- Students are expected to take COMLEX Level 1 before the end of June of their second year curriculum.
- Passage of COMLEX Level 1 is a prerequisite for starting clinical rotations. It takes 4-6 weeks for Level 1 results to be received; therefore, students should schedule the exam with this in mind. A failure of COMLEX I must be remediated prior to commencing clinical clerkships; otherwise, initiation of clerkships will be delayed.
- Students who do not pass COMLEX Level 1 on the first attempt will not be allowed to start clinical rotations until they have passed. (However, they are expected to attend the scheduled orientation at their clinical campus and, while awaiting the results of Level 1, should contact the coordinator at their clinical campus for permission to participate in Academic Day and other academic activities. Until passing results are posted, students may not shadow physicians in the clinical setting or engage in any patient care activities.)
- **A student who is unable to achieve a passing COMLEX I score by December 31 of the current clerkship year will be reassigned as a member of the following year class.** Any student so reassigned must have a passing COMLEX I score prior to participating in the Clinical Campus Assignment Process (CCAP). Students who elect to take their COMLEX I exam after the CCAP will be assigned a clerkship site by the Office of Clinical Education.
- All students have a maximum of three attempts to be successful with any given level of the boards. Students who are not successful in three attempts may be recommended for dismissal.

Eligibility guidelines:

- To be eligible to take COMLEX level 1, a student must be in good academic standing, must take a baseline timed COMSAE (version A), and must achieve a gateway score ≥ 500 on a timed COMSAE (version D).
- Good academic standing is defined as having no outstanding course or academic deficiencies.

Students who have outstanding course or academic deficiencies will:

- Not be considered eligible to take COMLEX Level 1 until outstanding deficiencies are completed. The school will indicate to NBOME that the students are not eligible, and therefore ineligible, to obtain a test date.
- Remediate outstanding course work by June 30th. The plan of action regarding remediation and the scheduling of boards must be approved/endorsed by the CSP. Students who do not

complete course remediation by June 30th will be made ineligible to take the COMLEX Level 1 until the remediation has been successfully completed.

- Once outstanding deficiencies are successfully completed, the student will be made eligible, by the institution, to take boards. It will be the student's responsibility to make arrangements for a test date with NBOME.
- If the student receives a passing board score, (s)he will be allowed to begin clinical rotations on the start date of the next scheduled clinical rotation.
- If the student does not receive a passing COMLEX score **by December 31 of the current clerkship year**, the student will not be allowed to begin clinical rotations and will be placed in the following year class.

Students who do not receive a passing board score must:

- ✓ Meet with the CSP to develop an educational plan of action.
- ✓ Meet with Rita Brown, COM Clinical Education Office, to discuss adjustments to their clinical schedule.
- ✓ The objective of the education plan of action will be to enhance the likelihood of success in future administrations of the COMLEX Level 1.
- ✓ This educational plan of action may include, but is not limited to, additional formal board preparation programs; formal class instruction; activities associated with test-taking, time management and the like.
- ✓ The school will indicate to NBOME that the student is not eligible, and therefore ineligible, to obtain a test date until such time as the educational plan of action has been approved, in operation, and an assessment made of the student's readiness to take subsequent administrations of the boards.
- ✓ If a student has received a test date and the CSP believes the student is not properly prepared to be successful in the test administration, the Committee on Student Progress may make the student ineligible to proceed until a later determined date. Final determination of the date students will be eligible to take boards will reside with the school.
- ✓ If the student passes boards by December 31 of the current clerkship year, the student will be eligible to start clinical rotations.
- ✓ Students who are unable to achieve a passing COMLEX I score by December 31 of the current clerkship year will proceed according to the statement under Operating Expectations.

COMLEX Level 2

Operating expectations:

- All fourth year students, who have no outstanding course or academic deficiencies are advised to take COMLEX Level 2PE and CE (See Eligibility Guidelines below) by December 1 of their fourth year curriculum (*for UNE graduation purposes*).
- Passage of COMLEX level 2PE and CE is a condition for graduation. It takes 4-6 weeks for CE board scores and 8-10 weeks for PE board scores to be received; therefore, students should plan sufficient time to allow passing board results to be received in time to certify eligibility for graduation. Results for both parts of Level 2 should be available no later than April 15. Students who do not have passing PE and CE boards scores will not be allowed to graduate until such time as passing results are obtained.
- ***Because passage of Level 2CE and 2PE is required for graduation, students should keep in mind that, whether specifically stated or not, most residencies require results of these two exams at least 4-6 weeks prior to the date that Rank Order Lists are due (AOA ROL is due mid-January; ACGME ROL is due mid-February).***
- Students who do not pass PE or CE will meet with the CSP to develop an educational plan of action. They will be made ineligible to take the boards until they have met with the committee and their remedial plan of action has been approved.
- Students who do not pass boards will be expected to engage in supplemental educational activities in preparation for passage of the boards. This plan will be developed and modified at the discretion of the CSP. Students who are not successful in three attempts on either PE or CE will be recommended for dismissal.

Eligibility guidelines:

- To be eligible to take COMLEX Level 2CE, a student must be in good academic standing and have achieved a minimum score of 500 on a timed COMSAE Level 2 (version D). The student may schedule COMLEX Level 2CE for a date any time after the end of the 2nd week of their last Core clerkship.
- To be eligible to take COMLEX Level 2PE, a student must be in good academic standing and have completed a minimum of 18 weeks of rotations; however, we strongly recommend additional weeks of clinical experience prior to taking this exam.
- Good academic standing is defined as having no outstanding course or academic deficiencies.

Students who have outstanding course or academic deficiencies will:

- Not be made eligible to take boards until such time as the deficiencies have been remediated.
- Students will meet with the CSP to develop an educational plan of action to address remediation.
- Once outstanding deficiencies are successfully completed, the student will be made eligible, by the institution, to take boards. It will be the student's responsibility to make arrangements for a test date with NBOME.

Students who do not receive a passing board score must:

- ✓ Meet with the CSP to develop an educational plan of action.
- ✓ Meet with Rita Brown, COM Clinical Education Office, to discuss possible changes to their clinical schedule and the potential impact on residency.
- ✓ The objective of the educational plan of action will be to enhance the likelihood of success in future administrations of the COMLEX Level 2PE or CE.
- ✓ This educational plan of action may include, but is not limited to, additional formal board preparation programs; formal class instruction; formal clinical skills assessment; activities associated with test-taking, time management and the like. Students may be removed from clinical rotations in order to participate in and carry out the remedial plan of action.
- ✓ The school will indicate to NBOME that the student is not eligible, and therefore ineligible, to obtain a test date until such time as the educational plan of action has been approved, in operation, and an assessment made of the student's readiness to take subsequent administrations of boards.
- ✓ If a student has received a test date and the CSP believes the student is not properly prepared to be successful in the test administration, the Committee on Student Progress may make the student ineligible to proceed until a later determined date.

UNECOM / June 2016

GENERAL INFORMATION

Change of Name, Address, Phone

It is the student's responsibility to keep the university apprised of any change of name, address, phone number, etc.

- NAME, ADDRESS, PHONE NUMBER CHANGE – Log in to U-Online <http://uonline.une.edu> and click Personal Information and Settings. Name changes require documentation.
- **It is imperative that you update your personal data promptly, as this is the only source we have for your contact information.**

Student Records

- Students can access their BLS & ACLS cards and rotation evaluations on New Innovations.
- Students may have access to their Clinical Education file during regular office hours.
- Files are located in Stella Maris 226. Ask someone in that office to pull your file for you. The file may not be removed from the office.
- In order to protect your privacy, a request to send documents from your file, either to you or to someone else, must be in one of two formats:
 - Written or typed and signed by you; send to the Clinical Education Office via U.S. mail or FAX (207-602-5908);

- E-mail from your **UNE e-mail address only**;
- To protect your information, we cannot honor verbal requests.

UNE Library Resources

The UNE Ketchum Library offers extensive resources to medical students, both on site and online. For a listing of online resources and librarian assistance, go to <http://www.une.edu/library>.

Mobile Apps: The "Mobile Apps" link can be found on the UNE Library Services homepage in the Medicine Subject Guide under Websites: <http://www.une.edu/library/sguide/medicine>

UpToDate as a Mobile App: From the UNE Library Services homepage under "Get Help" click on "FAQs," then click on "Mobile Apps," & see UpToDate
<https://docs.google.com/document/d/1oOcqxQJBPY38flqIA1QH2UlfZE5tdMHI01rFbfo4Ex0/edit?pli=1>

If you need further help or information, contact:

Barbara J. Swartzlander, MEd, MLS, Director of Reference Services
 University of New England / Library Services

bswartzlander@une.edu

<http://www.une.edu/library>

1-207-602-2315

@UNELibraries, #UNELibraries

Students with Disabilities

- If you have specific physical, psychiatric or learning disabilities and require accommodations, **including additional time for testing**, it is your responsibility to ensure that proper arrangements are in place with both the COM Clinical Education Office and your clinical campus **no later than June 1** before the start of third year rotations, so that your learning needs can be met in an appropriate and timely fashion.
- Provide documentation of your disability to the Office of Disability Services <http://www.une.edu/studentlife/disability-services> located in Stella Maris 128, 207-602-2815, as that will form the basis for accommodations during rotations.
- Following notification and documentation from the student, the COM Clinical Education Office will work with Disability Services to effect an appropriate plan.
- It is the student's responsibility to obtain an appropriately detailed accommodations outline from Disability Services and to provide a copy, **by June 1 before the start of 3rd year clerkships**, to both the COM Clinical Education Office and to administration at the student's clinical campus.

Identification

- Identification will be worn at all times, unless hospital policy dictates otherwise.
- It is the student's responsibility to replace lost or damaged university identification. Contact the UNE Safety & Security Office (207-602-2298) to obtain a replacement nametag or photo ID.
- Our Core affiliates require photos of our students who will be rotating at the various hospitals.
 - Photos are for identification and security purposes.
 - The Clinical Education Office notifies the class of the date, time and place that photos will be taken.
 - Attendance at the photo session is mandatory for all students.
 - Attire must be professional, including white jacket with UNECOM patch.
 - In addition, students are asked to sign an authorization, which allows Clinical Education to use their photos in conjunction with clinical training.

Attire on Rotations

- Students at all times will maintain a critical awareness of personal hygiene and dress in a neat, clean, professional manner.
- Unless specifically instructed otherwise by the hospital or service, students also will wear clean white clinical jackets with UNECOM identification.
- Individual supervising physicians may request students to make reasonable alterations in dress.
- On services where scrubs are required, these will be provided by the hospital.

- Students wishing to purchase new white jackets with UNECOM logo can contact Teresa Campbell, Office of Recruitment, Student and Alumni Services, 207-602-2543 or tcampbell1@une.edu, to place an order.

Title / Demeanor

- It is inappropriate for students to represent themselves, in any medium or venue, as doctors until after they receive the D.O. degree. **This includes e-mail addresses.**
- Students may refer to themselves as student doctor or student physician.
- Students will address clinical faculty with terminal degrees (e.g., D.O., M.D. or Ph.D.) as Doctor unless invited to use a less formal address.
- Students will treat all hospital/clinic/office personnel respectfully at all times and can expect similar and appropriate respect in return.

Professional Fees for Medical Care

- As a student, you may not accept any fee for providing medical care.
- To do so is a violation of school policy and will result in disciplinary action, up to and including dismissal from UNECOM.
- Accepting financial compensation also may constitute the unlawful practice of medicine without a license, thereby resulting in civil and/or criminal sanctions against the student.

Meals / Housing

- UNECOM does not require our Core affiliates to provide meals to students. Provision of meals is within the discretion of the site.
- Our clinical campuses are not required to provide housing for visiting students. At those clinical campuses where housing is available through the hospital (student only), the student is responsible for all related costs, including rent, utilities, and the cost of repairs or extraordinary cleaning, which may be necessary in connection with the student's use of such housing. If a student fails to honor such bills, the cost will be added to the student's UNE account and must be paid before the student can receive a diploma.
- Rotation sites may require a student to pay rent, post a deposit and/or sign an agreement related to the student's responsibility for upkeep of the assigned housing.
- All costs associated with student housing are the sole responsibility of the student.

Transportation

Students are responsible for providing their own transportation throughout their clinical years. Reliable transportation is required for the Community Health rotation.

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PROFESSIONALISM

"Professionalism is the basis of medicine's contract with society." (From the Preamble to the Charter on Medical Professionalism published in the *Annals of Internal Medicine*, February 2002.) The word "professionalism" brings to mind other words and phrases, among them, ethics, values, honor, service, putting others first, self-control, dependability, trustworthiness and personal accountability. In pursuing a career in medicine, the student commits himself/herself to the highest standards of professionalism, not only as an individual, but also in relationships with peers, patients and others. The professional student/future physician also adheres to the AOA Code of Ethics and the UNECOM Standards for Professional Behavior and Conduct, which are printed below.

UNECOM deems professionalism to be of such importance that we give this competency special emphasis on the physician's evaluation of the student and in day-to-day conduct on rotations. Lapses in professional behavior are addressed quickly, and repeat offenses can result in dismissal from school. See also [EVALUATION AND GRADING-Evaluation of Medical Student Clinical Competency](#).

UNECOM Standards for Professional Behavior and Conduct

Each student enrolled in the University of New England College of Osteopathic Medicine is expected to:

1. Behave in a responsible, reliable and dependable manner (e.g., manage time well; be on time for assignments, meetings, and appointments; plan ahead and follow through with commitments; cooperate with person(s) in charge of programs; and take responsibility for absences or missed assignments).
2. Demonstrate personal integrity, honesty, and self-discipline (e.g., be consistent and truthful, to show appropriate personal control; take on tasks that he/she can manage; be honest in reports and self-evaluations).
3. Project a professional image in manner, dress, grooming, speech, and interpersonal relationships that is consistent with the medical profession's accepted contemporary community standards (e.g., maintain awareness of personal hygiene; wear a white coat and name tag, if expected; notify preceptor or other leader in case of emergency absence or calls; apologize if unable to notify in advance; be respectful of other students and patients when doing physical diagnosis or treatment).
4. Recognize his/her personal limitations and biases, whether they are intellectual, physical or emotional and to strive to correct them (e.g., overcome negative behaviors such as procrastination; learn to be a team member; adapt to new situations; and avoid discriminatory conduct or speech).
5. Demonstrate the professional and emotional maturity to manage tensions and conflicts which occur among professional, personal, and family responsibilities, seeking professional help if necessary (e.g., meet with supposed antagonists to resolve misunderstandings; get needed help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons; show ability to prioritize appropriately one's personal, professional, and academic expectations and activities).
6. Demonstrate the ability to exercise sound judgment and to function under pressure (e.g., request help when needed and to avoid endangering others; respect the difference between physician and physician-in-training (i.e., doctor and student doctor) ; remain focused on the task at hand; remember that as student doctor he/she represents UNE COM and the osteopathic profession to the greater community at large).
7. Demonstrate the ability to learn from mistakes and failures and to heed admonitions and warnings from officers of UNE COM and of clinical supervisors (e.g., be responsive to feedback and constructive criticism regarding professional behavior and attitude, and understand the seriousness of academic and disciplinary warnings).
8. Demonstrate compassion and respect toward others (e.g., work cooperatively with differences and diversity in personalities and in cultural backgrounds as well as with differences in social and in economic status; and respect the privacy and individual choice of others).
9. Demonstrate consistent respect for administrators, faculty, staff, and fellow students of the University.

These standards are taken very seriously and evaluated regularly. Failure to abide by these standards may result in academic warning, probation, or dismissal.

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HIPAA ACADEMIC POLICIES (Health Insurance Portability and Accountability Act)



Faculty, staff, and students from academic units move into covered entities internal and external to UNE for educational experiences. Therefore, specific policies have been developed to assure compliance with HIPAA regulations and restrictions by employees and students from academic units serving in covered entities.

Professional Conduct in a Clinical Setting. UNE students, faculty, and staff are trained in the UNE standards of professional and ethical conduct in clinical settings. They are required to read and sign a confidentiality statement/s that includes assurances for reasonable safeguards for verbal, written, and electronic forms of protected health information.

Confidentiality Safeguards. Students, faculty and staff are expected to comply with HIPAA regulations for appropriate handling of Protected Health Information.

Clinical students are responsible for taking reasonable precautions to keep medical records, lab reports, x-rays, etc. out of view of other patients and/or the waiting area.

Clinical students are responsible for making reasonable attempts to keep conversations quiet when patient information is being discussed among employees in a common area.

Clinical students are responsible for taking patients to a private area or speaking quietly when discussing protected health information (for example, extensive discussions regarding treatment, medical history, and current problems should not be conducted in common areas).

Clinical students are responsible for avoiding talking about patients outside of the office (for example, in elevators, hallways, or at restaurants during lunch hour).

Clinical students are responsible for locking the office and cabinets, as applicable, at the end of the day.

Clinical students are responsible for safeguarding electronic patient information by logging off of computers when they are finished using them and not sharing their log-in information with anyone.

Clinical students are responsible for putting charts away at the end of the day or placing them in a covered bin in situations wherein a provider is working on them.

General Academic Use of Protected Health Information (PHI). Students, interns, and residents in healthcare programs of study are permitted to have access to PHI when observing and performing direct patient/client care as part of their training. As such, they must follow approved HIPAA policies on usage of PHI for treatment, payment, and office operations. When information (PHI) is being used or disclosed for any purpose other than treatment, payment, operations, it must be de-identified prior to its removal or transmittal from a covered entity site. UNE employees and students must not make or receive copies or prepare summaries of patient information unless the information has been de-identified. UNE students, faculty, and staff may not present information (PHI) to classmates and others for any purpose outside of the treatment setting without de-identifying the patient information.

For example, students on clinical assignments and rotations are often required by their academic program to submit patient information to their academic programs such as student logs of patient/client interactions, a History and Physical Exam Report, case studies that exemplify diagnosis and/or treatment, and student evaluations by clinical preceptors. Each student is expected to comply with requirements and expectations for appropriate storage and transmittal of patient information. No PHI can leave a covered entity site unless the person is responsible for the ongoing, direct patient/client care while off site. If a faculty member or student believes that he or she needs to take or present patient information for educational purposes without de-identifying the information, then it is the responsibility of the person to obtain permission to use the information. The person must make a reasonable request to the faculty supervisor who will forward the request in writing to the UNE HIPAA Privacy Officer.

PHI that will be used in a de-identified format must be de-identified at the covered entity. To de-identify information, HIPAA requires the removal of all of the following identifiers:

- Names
- All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes, except for the initial three digits of a ZIP Code if, according to the current publicly available data from the Bureau of the Census:
 - a. The geographic unit formed by combining all ZIP Codes with the same three initial digits contains more than 20,000 people.
 - b. The initial three digits of a ZIP Code for all
- Telephone numbers.
- Facsimile numbers.
- Electronic mail addresses.
- Social security numbers.
- Medical record numbers.
- Health plan beneficiary numbers.
- Account numbers.
- Certificate/license numbers.
- Vehicle identifiers and serial numbers, including license plate numbers.
- Device identifiers and serial numbers.
- Web universal resource locators (URLs).

- such geographic units containing 20,000 or fewer people are changed to 000.
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- Internet protocol (IP) address numbers.
- Biometric identifiers, including fingerprints and voiceprints.
- Full-face photographic images and any comparable images.
- Any other unique identifying number, characteristic, or code, unless otherwise permitted by the Privacy Rule for re-identification.

Students in clinical programs will receive training in use and disclosure of PHI, proper storage and transmittal of patient information, granting access to patient information by a third party, notification to patients of their rights regarding PHI, as well as appropriate notification procedures of any instance in which the confidentiality of a patient's PHI is breached.

Use of PHI in Research. UNE faculty and students involved in research must comply with HIPAA policies relating to PHI collected from both internal and external covered entities. When research using identifiable PHI does not involve treatment, the requirement to obtain authorization can be waived or altered by the Institutional Review Board of UNE or another authorizing IRB or Privacy Board. When research projects using PHI include treatment, the covered entity must first obtain an authorization to release from the individuals to whom the PHI pertains. UNE requires an approved authorization form or another HIPAA compliant IRB release. Issues related to research are considered part of a broader issue of Reasonable Safeguards. Policies and procedures are further explicated in the UNE Privacy Manual.

Electronic Records. Students, interns, residents, faculty and staff will learn and be expected to comply with HIPAA regulations for appropriate handling of Protected Health Information. UNE requires appropriate administrative, technical, and physical safeguards that will reasonably protect health information from any intentional or unintentional use or disclosure as regulated in this policy and appropriate Privacy Regulations. UNE has developed protocols establishing minimum administrative and physical standards regarding the safeguarding of PHI that each healthcare site must enforce, if applicable. Health care sites may develop additional protocols and procedures that are stricter than the parameters set forth below that may address key healthcare components such as mental health. UNE health care personnel must reasonably safeguard PHI to limit incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure.

Safeguarding Computers (including laptops and mobile devices), FAX, and E-mail. HIPAA privacy and security regulations require that technical safeguards be put in place to safeguard protected health information (PHI). If a computer contains protected health information (PHI), access to the computer should be protected by the use of passwords. Each student is responsible for keeping his or her password confidential. Students should not use their name as a password or any other word that could be easily guessed by others. Students should not share computer passwords. Students should logout of the computer when it is not in use.

Students should sign a confidentiality agreement stipulating that they will only access the computer for information that they need to know and will not attempt to access the computer if they are not authorized to do so. Any workstation, laptop or mobile device not connected to the University of New England's network or with PHI on the local hard drive must be password protected at the system level. These systems must also comply with the screen saver password policy to further protect data while not at your station. Students are mandated to have virus protection updated daily on their computers to protect the network. Students should be aware of and protected from spy ware and illegal peer-to-peer file-sharing programs, as both will open the computer to others on the network and or Internet. Poor technical skills and/or benign neglect are equal to non-compliance and are tantamount to willful intent to commit a HIPAA violation.

UNE students should take reasonable safeguards to protect fax communications. Students should take reasonable steps to ensure that fax transmissions are sent to their intended destinations, including:

refraining from sending highly confidential information via fax; double checking fax numbers before dialing; periodically reminding fax recipients to update the office with any changes in fax numbers; making sure that all faxes are accompanied by a fax cover sheet that contains a confidentiality statement; and if an employee becomes aware that a fax has been misdirected, contacting the recipient and asking them to discard the misdirected fax.

E-mail has become a major means of communication particularly when an individual needs access to information quickly. Unfortunately, e-mails are easy to inadvertently send to many people and are very accessible to others. The University of New England e-mail may not be automatically forwarded to an external destination. It is an unacceptable practice to move PHI by e-mail that is not encrypted. UNE does not have an encryption system; therefore, no one should e-mail PHI at any time for any reason. Do not forward e-mail from University containing PHI to your personal e-mail. If accessing work e-mail from home, secure e-mail from household members and shred any printed materials. All e-mail going out of the UNE network will have a footer containing:

"This message may contain privileged and/or confidential information. This information is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. If you have received this e-mail in error or are not the intended recipient, you may not use, copy, disseminate or distribute it; do not open any attachments, delete it immediately from your system and notify the sender promptly by e-mail that you have done so. Thank you."

Enforcement of HIPAA Regulations: If a student is not compliant with required HIPAA training, s/he will not be allowed to participate in clinical experiences and will not receive grades for current academic courses.

If a student is found responsible for violating University HIPAA policies or regulations, s/he will be subject to appropriate sanction. The type of sanction applied will vary depending on factors such as the severity of the violation, whether the violation was intentional or unintentional, and whether the violation indicates a pattern or practice of improper use or disclosure of protected health information. Disciplinary sanctions range from, but are not limited to: (a) a verbal warning; (b) a written reprimand; (c) re-education; (d) suspension; and/or (e) dismissal. Additional disciplinary actions are possible through the judicial process if the violation deems necessary. Any student found to have violated these policies should be subject to disciplinary action, up to and including dismissal.

The fully HIPAA Privacy and Security Policy can be found at <http://www.une.edu/research/compliance/hipaa-and-une> you will need your UNE username and password to access this document.

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INSURANCE TYPES AND KEY FACTS

Health

- For information about UNE's Graduate and Medical Student insurance plan, click on the appropriate links at <http://www.une.edu/studentlife/shc/information/student-health-insurance>.
- See the section of this manual titled [STUDENT HEALTH](#) for specifics related to required health insurance and protocols for health related events, **e.g. needle sticks**.
- If you have general questions about University-offered health insurance programs, or need further assistance, e-mail Alethea Cariddi in the UNE Campus Services office, acariddi@une.edu.
- For assistance navigating healthcare, insurance and billing issues, regardless of who your health insurer is, UNE provides students with free access to Health Advocate, an independent resource. Call 866-695-8622. See their flyer in the Appendix to this document.

Personal Liability

Neither the university nor administration at host hospitals is responsible for loss of or damage to students' personal belongings. Check with your personal liability carrier to ensure that appropriate coverage is in force to cover these circumstances.

Professional Liability

See the section below titled [PROFESSIONAL LIABILITY INSURANCE](#).

Travel Insurance

- Provides persons traveling abroad with coverage for medical care, emergency evacuation and repatriation.
- The school **requires** this insurance for students planning rotations outside the U.S. Coverage is available, at no cost to the student, through the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602-2051.

Workers' Compensation

- Workers' compensation covers only employees of the hospital or facility where you may rotate.
- Students are not hospital employees and, therefore, are not covered under the hospital's plan.
- Students, unless they are employees of the college, are not covered by the college's workers' compensation plan.
- Payment of medical treatment costs for any illness or injury a student may incur at a training site is subject to the coverage provided by the student's health insurance. Excess charges are the student's responsibility.

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PROFESSIONAL LIABILITY INSURANCE

As a student of UNECOM, you are covered by the university's professional liability insurance while you are on registered rotations. The COM Clinical Education Office registers you for Core clerkships. You must pre-register every clinical experience/rotation that you arrange on your own in order to be afforded this coverage on those rotations. See [DOCUMENTATION OF CLINICAL EXPERIENCE, Clerkship Registration and Approval Form \(CRA\)](#) for more information.

UNECOM carries \$2,000,000/\$4,000,000 professional liability insurance (PLI), and the COM Clinical Education Office provides proof of this coverage for registered rotations in the 50 United States, Puerto Rico, Guam, and Canada. Students who schedule Selective or Elective rotations at medical facilities requiring higher limits must arrange and pay for the excess coverage. For assistance, contact Donna Bisson, dbisson@une.edu, UNE Campus Services Office.

COM's professional liability coverage does not extend beyond the 50 United States, Puerto Rico, Guam, and Canada. Other countries, including U.S. Territories, are excluded from coverage. Most international medical facilities do not require PLI; however, students who need such coverage for elective rotations outside the U.S. must acquire and pay for it on their own. Begin by asking for assistance from the hospital at which you wish to rotate or the organization coordinating the rotation. Additional resources include the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602-2051, and/or Donna Bisson, UNE Campus Services Office, dbisson@une.edu.

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section [CLINICAL CURRICULUM: SELECTIVES & ELECTIVES, Specific Elective Rotations](#). On medical services utilizing a multi-disciplinary team approach, a D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

Student Involvement on Clinical Rotations

A UNECOM student is not a licensed physician and, therefore, is legally and ethically not permitted to practice medicine. A student may assist in the care of a patient, but only with the direction, supervision and guidance of a licensed professional. The professional is responsible for medical care of the patient and for countersigning all orders, progress notes, etc. written by the student. A student is prohibited from engaging in any medically related activity beyond the scope of the educational assignment.

Because of legal ramifications, any violation of this policy must be reported immediately to the UNECOM Office of Clinical Education. Clinical Education will follow up with other university departments and the COM Committee on Student Progress, as appropriate.

Report Professional Liability Exposure

In the event you become involved in any situation that you believe may result in a professional liability action, whether groundless or not, IMMEDIATELY report the details, IN WRITING, to the UNE Campus Services Office and COM Clinical Education Office. Contact Donna Bisson (dbisson@une.edu) for a Claim Notice form from our insurance carrier.

UNE Campus Services Office: UNE Campus Services Office
11 Hills Beach Road
Biddeford, ME 04005
1-207-602-2262 or 1-207-602-2365

COM Clinical Education: COM Clinical Education Office
Stella Maris 226
University of New England
11 Hills Beach Road
Biddeford, ME 04005
1-207-602-2333

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STUDENT HEALTH

In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key. Follow the medical facility's established procedures. The COM Clinical Education Office will support and assist students in this regard.

The following information is from policies outlined by University of New England, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

For illness that does not resolve quickly and for **ANY** accident and/or injury that occurs during rotations, the student, pursuant to university policy, must:

- a. **immediately seek medical attention commensurate with nature of illness or injury.**
- b. Contact, or ask someone else to contact, the UNECOM Clinical Coordinator as soon as possible (within 24 hours) – phone 207-602-2333 or e-mail rbrown@une.edu.
- c. follow the protocols of the facility where you are treated.
- d. In the case of an injury, whether incurred in the course of clinical training (e.g., needle stick) or outside the medical facility, complete and return a UNE Student Accident Report to the COM Clinical Education Office within 48 hours of the event. The form is in the Appendix to this document and on Blackboard, Clinical Education Essentials course, Forms and Documents folder. A copy of the report will be retained in your Clinical Education Office file. The original goes to, and is retained by, the Office of Recruitment, Student and Alumni Services, which sends copies to the UNE Risk Manager, Human Resources, and UNE Safety Officer for review and recommendations.

Health Insurance Coverage

- COM students are required to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times.
- Give your insurance card to hospital intake at the time you are treated. If the facility at which you are treated does not accept your insurance, promptly obtain a university health insurance claim form online or from the UNE Student Health Center by calling 207-602-2358, and apply directly to the UNE carrier for payment of treatment costs. If you have coverage elsewhere, contact your carrier for a claim form.

- Students purchasing health insurance through the university will be covered for testing, re-testing and prophylaxis for up to 12 months after a reported bloodborne pathogen exposure (e.g., needle stick), pursuant to policy provisions and limits. See <http://www.une.edu/studentlife/shc/information/student-health-insurance> or contact Alethea Cariddi in the UNE Campus Services Department, acariddi@une.edu, for more information.
- **All insurance policies are not the same. Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for bloodborne pathogen exposure, since this is the most commonly encountered injury during clinical training.**
- Students are responsible for their own deductible and any costs not covered by their insurance.
- Some hospitals or hospital departments may extend “professional courtesy” to a visiting student and waive some or all of the costs associated with a needle stick; **however, do not assume this to be the case.** Provide your insurance information at the time of treatment, and be sure you are absolutely clear regarding your responsibility for payment of bills not covered by insurance. The cost of testing, etc. following a needle stick incident is small compared to the risk of sacrificing your medical career by leaving an injury unchecked and untreated.
- UNECOM students and their dependents have access to confidential, personalized assistance from Health Advocate™, a 24/7 service that can help find physicians/hospitals, schedule appointments or tests, secure second opinions, untangle claims, correct billing errors, navigate your insurance plan (from any company), and explain conditions and/or treatments to help you make informed decisions. **For assistance call 866-695-8622.** (NOTE: Health Advocate is not affiliated with any insurance company or third party provider. Health Advocate does not replace health insurance coverage, provide medical care or recommend treatment.)

Absence from Rotation Due to Illness or Injury

For an absence in excess of two days, follow the instructions under [Attendance](#) in this document.

Bloodborne Pathogens

- Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. All students are provided with information and education pertaining to:
 - a. Universal precautions
 - b. OSHA regulations
 - c. Hepatitis B and hepatitis B vaccine
 - d. Human immune deficiency virus
- A student who experiences a needle stick or other exposure to bodily fluids should **immediately seek evaluation and treatment**, following established guidelines and the protocols of the medical facility. In addition:
 - a. Contact, or ask someone else to contact, the UNECOM Clinical Coordinator as soon as possible (within 24 hours) – phone 207-602-2333 or e-mail rbrown@une.edu.
 - b. Complete and return a UNE Student Accident Report to the COM Clinical Education Office within 48 hours of the event. The form is on Blackboard, Clinical Education Essentials course, Forms and Documents folder. A copy of the report will be retained in your Clinical Education Office file. The original goes to the Office of Recruitment, Student and Alumni Services, which sends copies to the UNE Risk Manager, Human Resources, and UNE Safety Officer. The original is retained in the student's file in the Office of Recruitment, Student and Alumni Services.
 - c. Provide your insurance card at point of treatment or promptly file a claim with your insurance carrier to ensure payment of associated/covered costs. Remember, the cost of testing, etc.

following a needle stick incident is small compared to the risk of sacrificing your medical career by leaving an injury unchecked and untreated.

- Students are expected to practice and adhere to the following guidelines to minimize occupational exposure to blood borne pathogens, e.g. hepatitis B and C and human immune deficiency viruses (HIV).
- Upon admission to the school, every COM student is required to document a 3-vaccine series for hepatitis B and a titer indicating level of immunity.

Needle Stick / Bodily Fluids Exposure

Should an exposure incident occur:

- Immediately cleanse the affected area:
 - Wash needle sticks and cuts with soap and water
 - Flush splashes to the nose, mouth or skin with water
 - Irrigate eyes with clean water, saline or sterile irrigants
- Report the exposure to the education department director, occupational health, infection control or other designated contact at the host site and to the COM Office of Clinical Education (207-602-2333). If incident occurs at a time that designated hospital contacts are not readily available, report to the emergency department.
- Pursuant to OSHA standards, the host site is required to
 - Immediately arrange for a confidential evaluation of the exposure.
 - Document the routes of exposure and how the exposure occurred.
 - Identify and document the source individual (unless the hospital can establish that identification is infeasible or prohibited by state or local law).
 - Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV and HBV infectivity; document that the source individual's test results were conveyed to the student's health care provider.
 - If the source individual is already known to be HIV, HCV or HBV positive, new testing need not be performed.
 - Assure that the exposed student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning identity and infectious status of the source individual (e.g., laws protecting confidentiality).
 - After obtaining consent, collect exposed student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
 - If the student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least ninety (90) days; if the exposed student elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

The following steps are integral to post-exposure follow-up, but are not the direct responsibility of the host site. In addition, the student may have moved on to another training site by the time these events may or should occur, making follow-up with the original training site difficult or impossible. At the time of initial evaluation for an exposure, the student should obtain written instructions regarding recommended follow-up. **If indicated, the student should:**

- have the opportunity for re-testing at 3, 6 and 12 months.
- receive post-exposure prophylaxis as indicated by the exposure, in accordance with generally accepted medical practice.
- consult their primary care provider regarding coordination of follow-up testing and/or treatment.
- consult their insurance carrier to ensure insurance coverage as spelled out in their policy.

Contact the Student Health Center on the UNE Biddeford campus (207-602-2358) if you have questions about protocol and/or follow-up.

Where to Obtain Medical or Psychological Care

➤ UNE Biddeford and Portland Campuses

Health: Locations, hours, forms, policies, etc. <http://www.une.edu/studentlife/shc>

Counseling Services: Hours, emergency information, etc. <http://www.une.edu/studentlife/counseling>

Note: A student on rotations may consult with UNE counseling personnel if the student previously established a therapeutic relationship with someone in that office. Counseling personnel cannot establish a new relationship via phone or e-mail. The student must seek one-on-one assistance at their clinical campus or with a community counselor of their choosing.

➤ Clinical Campuses

- Each Clinical Campus has medical and psychological services available to students as needed.
- Students will receive information at the orientation conducted by their clinical campus regarding access to health services. Students also can talk to the clinical campus Regional Assistant Dean, Medical Education Coordinator or their attending. In the event of an emergency or during weekend or evening hours, go to the hospital's emergency department.
- Students are required to have health insurance to defray the cost of such services, and the student is responsible for costs not covered by health insurance.

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STUDENT RESPONSIBILITIES AND DUTIES

Learning Performance and Guidelines

➤ Students will endeavor to:

- Develop an honest self-evaluation attitude to identify strengths and weaknesses.
- Encourage an open and honest exchange of ideas, opinions and feelings among students, patients and faculty to maintain a forum-like educational environment.
- Encourage peer interaction and support in areas of learning difficulties.
- While on a rotation service the student will, at all times, be responsible to the personnel in charge of the unit involved. In addition, all students are expected to comply with the general rules established by the hospital, clinic or office at which they are being trained.
- In the event of a planned or unplanned absence by a preceptor, it is anticipated that the student will be assigned to another physician for the duration of preceptor's absence. If the student is not assigned elsewhere, the student shall immediately call their contact in the Clinical Education Office for assistance. Failure to do so will result in required make-up of the missed days at another time and/or disciplinary action.
- The student should immediately communicate problems or difficulties, in collaboration with the hospital's chain of command, as identified at first-day orientation, and/or the clinical campus student liaison, if appropriate. Contact the Associate Dean for Clinical Education if the problem remains unresolved or is of significant gravity.
- There is a syllabus for each Core clerkship and the Community Health Selective. They are posted on Blackboard, Clinical Education Essentials course. The student should review the syllabus with his/her attending at the beginning of the rotation to ensure that goals and objectives are understood.
- Students must attend all assigned activities related to their rotation and/or the clinical campus educational program. Students should attempt to attend any other conference or educational program of interest as long as it does not interfere with required duties. Hospital administration will make available to the student a schedule of the hospital's educational programs.

- The student is directly and financially responsible for all items loaned to her/him by the hospital including, but not limited to, pagers, books, instruments, scrub suits, computer software, etc.
- Before departing from a rotation site, the student is responsible for leaving living quarters in a clean and orderly condition, paying all debts, and returning keys, pagers, books, etc. Failure to do so may result in charges to the student. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period of time, the charges will be added to the student's UNE account and must be paid before the student can receive a diploma.
- The student will at all times respect, support and maintain confidentiality with regard to patients' medical and personal information.

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ATTENDANCE

As a physician in training, you must be acutely aware of timeliness and attendance at rotations. Your supervisors, peers and patients depend on you to be present as scheduled.

- Students are excused from clinical activities on the last Friday of each Core clerkship (IM – only after completion of 12 weeks) in order to complete the required End of Service (COMAT) exam. Each clinical campus can set its own release and exam times. See [EVALUATION AND GRADING](#) for details. In addition, students are excused to attend fall and spring OPTI district meetings (one day each – see [Mandatory Semi-Annual Meetings](#)). COM Clinical Education will notify clinical training sites of dates and locations of these meetings.
- **Except as noted above, students are expected to be in attendance from the first through the last day of each rotation. There are no “personal days,” “travel days” or other time off at the student’s discretion.**
- EVERY anticipated absence (wedding, boards, etc.) from a rotation must be requested well in advance, made up during the affected rotation, and documented on the Absence Request form. The Absence Request must detail the make-up time, be signed by the appropriate person at the clinical campus, and must be received in the COM Clinical Education Office prior to the first day of the anticipated absence.
- In the event of sudden illness or other emergency, the student must notify, or ask a classmate to immediately notify, the rotation supervisor, clinical campus Medical Education personnel and the UNECOM Clinical Education Office (Rita Brown, 207-602-2333 or rbrown@une.edu).
 - Nights or weekends, use the emergency numbers listed for COM Clinical Education personnel (see [ADMINISTRATIVE CONTACTS](#)).
 - The student will arrange make-up time upon return to the rotation and will submit the Absence Request within 24 hours of resuming rotations.
- If the clinical facility cannot provide the student with additional assignments to compensate for missed time, the Associate Dean for Clinical Education may require the student to use “free” time elsewhere in their schedule to make up the time missed.

Rotation sites report student attendance to the COM Clinical Education Office. A student who fails to follow the above protocol and/or report absence(s) is subject to disciplinary action by the Committee on Student Progress including, but not limited to, a failing grade for the rotation.

Absence from Rotation Due to Illness or Injury

If an illness or injury results in **more than 2 days** absence from rotations:

- **The student must seek medical attention**

- In addition, the student must arrange to have the treating physician send to the Associate Dean for Clinical Education a letter (e-mail gdefeo@une.edu, copy Anne Dadura, adadura@une.edu, or fax to 207-602-5908)
 - listing the dates of initial examination and follow-up medical appointments and
 - stating the recuperation period and the date that the student may return to rotations.
- The student also must give a copy of this letter to the Clinical Campus Regional Assistant Dean, DME, Medical Education Coordinator or other designated individual at the rotation site.
- A student may not return to rotations, and will not receive credit for any clinical activity, until the Clinical Education Office confirms receipt of the physician's letter, even if the rotation was properly pre-registered.
- The student is required to make up missed time.
- An Absence Request form is required. If the absence involves an injury, the student also will submit an Accident Report Form.
- See also [STUDENT HEALTH](#).

Winter Break

The third year clerkship schedule includes a winter break in December. In the fourth year, students desiring time off must schedule it by using "free" time and arranging it so that there is no break in the middle of a rotation.

No Spring Break

Students on rotations continue on their clinical schedule throughout the spring. *There is no "spring break" during rotations.*

Jury Duty

A student who receives a notice for jury duty or Grand Jury service should immediately send a copy of the notice to the Clinical Education Office. We will request a deferment on your behalf. If you are notified that the jurisdiction will not grant you a deferment, e-mail this fact to your COM Clinical Education contact person, complete the jury service and send your COM contact an Absence Request form detailing how the missed time will be made up.

Holidays

- Holidays are designated by each hospital.
- These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which (s)he is rotating at the time.
- Typically, students will follow the same holiday schedule as the hospital's medical education office personnel.

Religious Holidays

- Religious holidays must be respected.
- A student requesting time off for a religious observance that is not factored into UNECOM's or the hospital's regular schedule will complete an Absence Request form well in advance of the holiday. (S)he will further ensure with the supervising physician that there is adequate clinical coverage by another student or a member of the hospital's physician staff.
- Student is required to make up all missed academic or clinical work, as decided by the supervising physician and/or hospital administration. Make-up arrangements will be noted on the Absence Request form.

Residency Interviews

Students should schedule interviews using “free” time rather than taking time off during a scheduled rotation. If this is not possible, it is imperative that the student alert the supervising physician and the student coordinator on his/her rotation well in advance of the scheduled interview dates and arrange to make up the missed days. **An Absence Request form is required with the make-up time clearly spelled out.** In no event should a student miss more than 2 days from a 4-week rotation (1 day from a 2-week rotation) for interviews at another hospital. Excessive absence from a rotation during “residency season” is a common reason for a marginal or failing grade on the evaluation.

Mandatory Activities

Training sites may designate certain educational activities mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon lectures, and/or academic day. The student must complete all activities that the training site designates as mandatory.

Irregular or Inappropriate Behavior

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a Fail grade for the rotation and is subject to disciplinary action, which may include dismissal from UNECOM.

A student who is prohibited by a rotation site from attending future rotations at that site, based on substantive documentation, will be referred to the Committee on Student Progress and is subject to disciplinary action that may include academic warning, probation, suspension or dismissal from UNECOM.

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EXTENDED LEAVE FROM ROTATIONS

A student may wish to consider an extended period of time away from rotation activities due to prolonged illness or personal matters of significant gravity. A student on rotations shall confer with the COM Clinical Education Office regarding the reason for requesting time away from rotations. It will then be determined how to proceed, and the appropriate context for any time off, whether “free” time, other academic activity or an official leave.

Free Weeks

- Each 3rd/4th year rotation schedule includes several “free” weeks. Calculate the number of free weeks in the schedule by deducting 83 weeks (82 weeks of clinical requirements + 1-week Senior Week prior to commencement) from the total number of weeks from the first scheduled day of rotations to the date of graduation. **Note, however, that free weeks do not automatically equate to vacation.** In addition to the 3rd year winter break, students use free weeks for boards study, travel between rotations, illness, personal/family matters, residency interviews, rotations make-up time, etc. Time left after all obligations are met may be taken as vacation. **Count carefully, and re-check your status periodically to ensure that you can complete requirements prior to commencement.** Free weeks are taken a minimum of one at a time and may not be taken during the course of any rotation. A Clerkship Registration and Approval Form (CRA) is required.

Leave of Absence

- May be appropriate for any leave that exceeds the total number of “free” weeks in the student’s clinical schedule, but typically is requested for a period of one full year. The length of the leave will be determined by the student’s circumstances.
- Protocol for a leave of absence during rotations is as follows:
 - ❑ Student consults with the Clinical Education Office (Rita Brown) regarding his/her plans.
 - ❑ If a leave of absence is deemed appropriate, student will meet with Pat Kelley, Associate Dean for Recruitment, Student and Alumni Services, to discuss details and obtain a Request for Leave of Absence form. You also may obtain a Request for Leave of Absence on the

UNE Registrar's Forms page, <http://www.une.edu/registrar/registration/registration-forms>.

Call 207-602-2329 for an appointment with Dean Kelley.

- ❑ Complete the leave request.
 - ❑ Complete an Extended Curriculum Plan (ECP); form available from the Office of Recruitment, Student and Alumni Services.
 - ❑ Obtain all required signatures on both documents, and follow up with appropriate suggested contacts.
 - ❑ Return the completed Request for Leave and ECP to the Office of Recruitment, Student and Alumni Services.
 - ❑ Upon approval of, and sign off on, the leave request, a copy will be sent with confirming letter to the student, and the LOA form, ECP and copy of the student's letter will be forwarded to the Registrar. In addition, all appropriate university offices will be notified.
 - ❑ The Registrar will record the change of the student's enrollment status.
- A student on a leave of absence
 - ❑ remains matriculated.
 - ❑ does not receive financial aid or pay tuition for the period that the leave is in effect.
 - ❑ School sponsored health insurance coverage continues through the insurance enrollment period in effect at the time the leave begins.
 - ❑ Time accrued during a leave of absence does not count toward UNECOM's six-year limit for completion of D.O. degree requirements.
 - ❑ Is eligible for COMLEX exams (Level 1, 2CE and/or 2 PE) as outlined in the section of this document titled [COMSAE AND COMLEX-USA LEVELS 1, 2CE AND 2PE](#).

Independent/Directed Study Contract

A student contemplating an extended leave from UNECOM to pursue research or another degree may request an Independent/ Directed Study Contract rather than a Leave of Absence. Contact Patricia Kelley, Associate Dean for Recruitment, Student and Alumni Services, for more information.

Protocol for Return from an Extended Leave

Students absent from clinical coursework, including those who did not initiate rotations on schedule, for any period of time exceeding 6 consecutive months will complete the following steps prior to returning to school. The student must initiate this process a minimum of 90 days in advance of the intended return date. Failure to comply with this protocol may result in forfeiture of clinical assignment or administrative withdrawal from UNECOM.

Students who are away from rotations for periods shorter than 6 months may be required to comply with some or all of the following.

1. Submit a written petition to James Vaughn, Ph.D., Chair of CSP (jvaughn@une.edu), and cc Patricia Kelley, Associate Dean for Recruitment, Student and Alumni Services, requesting permission to return to active status and a date to meet with the committee. The petition will address the following:
 - a. State the date you initiated the leave of absence, the rationale for the leave and the anticipated date of return. Please include any conditions noted in your approval for leave, as well as any requirements noted prior to return to active status.
 - b. If applicable, describe the corrective action you completed to address the conditions that justified the leave of absence. Include any professional intervention required or utilized in this process.
 - c. Describe the activities you engaged in during the LOA and how they relate to your professional and academic development.
 - d. Describe your readiness to return to active status. Provide details regarding your plan of action to ensure your success with this program. Include references to any plan stipulated by CSP prior to the leave and your compliance with terms of that plan.
 - e. For a LOA due to medical reasons, provide written medical documentation from your medical or psychiatric provider concerning your diagnosis, presence or absence of functional limitations, and plan for ongoing treatment, if required. The documentation must include your provider's opinion of your ability to safely and effectively perform the essential functions of a

physician in training who participates in direct patient care. This report should include sufficient data to substantiate the logical conclusions in a fair, accurate and legally defensible manner. If such documentation is not submitted, or if the appropriate assessment does not clearly indicate your ability to perform as noted above, the university reserves the right to require that an independent fitness for duty examination be completed.

2. Consult with the Clinical Education Office (Rita Brown, rbrown@une.edu or 207-602-2333) regarding the rotations schedule. If the leave occurs during Core rotations, Clinical Education will attempt to reschedule the missed rotations in the following manner, based on availability: 1) At the clinical campus the student was assigned to at the time the leave began or 2) at another clinical campus or 3) at hospitals outside the clinical campus framework.
3. Demonstrate maintenance of appropriate knowledge and clinical skills for level of training at the time of initiating the leave of absence, which may include, but is not limited to, the following:
 - a. If you did not take and pass COMLEX prior to your leave:
 - i. Present documentation of a timed COMSAE (version D) score ≥ 500 at least 10 business days prior to taking COMLEX. If you are taking COMLEX Level 1, **this must be preceded** by a reported timed COMSAE (version A) score (readiness assessment only). E-mail this information to James Vaughn, Ph.D., CSP Chair, jvaughn@une.edu, and Patricia Kelley, Associate Dean for Recruitment, Student and Alumni Services, COMSA@une.edu.
 - ii. UNECOM administration will monitor the NBOME Web page for your COMLEX result.
 - iii. **IMPORTANT NOTE:** A returning student must have a passing COMLEX I score prior to participating in the Clinical Campus Assignment Process (CCAP). Returning students who elect to take their COMLEX I exam after the CCAP will be assigned a clerkship site by the Office of Clinical Education.
 - b. Other written examination(s), e.g., COMAT, UNECOM subject examination.
 - c. Oral examination.
 - d. Clinical skills performance observed by faculty.
 - e. Completion of clinical documentation, e.g., history and physical, SOAP note, progress or discharge note.
 - f. Simulated (standardized) patient encounters, which will be videotaped and evaluated, including comparison to prior videotaped encounters of a similar type, if such exist.
 - g. CSP will coordinate the above assessment(s) and provide the student with a schedule and outline of material to be tested.
4. Provide documentation of the following to the UNECOM Clinical Education Office (FAX 207-602-5908 or e-mail jbeauchemin@une.edu or jhawkins1@une.edu):
 - a. **BLS** certification through expected graduation date.
 - b. **ACLS** certification through expected graduation date.
 - c. **OSHA** online training within 3 months prior to anticipated return date.
 - d. **HIPAA** online training within 3 months prior to anticipated return date.
 - e. **Tuberculosis Test (PPD)** within 3 months prior to anticipated return date. If more than a year has passed since last test, a **2-step PPD** is required (two separate tests, 1-3 weeks apart; your physician can advise regarding the timing of the second test.)
 - f. **Tdap** vaccine within 10 years prior to anticipated return date; follow-up vaccines may be Td.
 - g. **Background Check** within 2 months prior to anticipated return date. Order the report from UNECOM's provider, Verified Credentials, Inc.
 - h. **Physical exam** within 3 months prior to anticipated return date, if required by the clinical campus to which you are assigned.
 - i. **Other** skills, certifications and/or immunizations that may have been implemented and are now required.
5. Additional: The student is responsible for maintaining connection with **Financial Aid** (207-602-2342 or https://i.une.edu/fb/Financial_Aid_Contact_Form.html), **Student Accounts** (207-602-2425 or https://i.une.edu/fb/Ask_Student_Accounts.html), and the COM **Office of Recruitment, Student and Alumni Services** (207-602-2329 or COMSA@une.edu).

Based on all of the above documentation/assessment(s), the Committee on Student Progress will recommend that the student is or is not ready to commence or resume clinical training. A student who fails to meet reasonable performance standards for his/her level of training or acceptable fitness for duty standards may be subject to one or more of the following:

- a. additional assignments and/or assessment at UNECOM.
- b. additional assignments and/or assessment outside of UNE.
- c. administrative withdrawal, with the opportunity to reapply when benchmarks for re-admission have been met.

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DUTY HOURS

- A student can expect a typical day to begin at 7:00 a.m. and end at 7:00 p.m., although the hours that constitute a "day" may vary. For example, the schedule may include a week of days and a week of nights or a regular schedule of nights.
- A student can expect the schedule to include weekends and "call" that extends late into the evening or overnight.
- The student's schedule is determined by the chief of service or designee in each hospital department and may vary from hospital to hospital and/or one rotation to the next.
- It is anticipated that, in general, a student will spend
 - a minimum of 40 hours per week in an outpatient setting and
 - 50-60 hours per week in a hospital. Usual and customary practice for the house staff of the institution will prevail.
- A student's duty week shall be limited to a maximum of 80 hours. Any additional hours shall be on a voluntary basis only.
- The student shall be given a minimum of 24 consecutive hours off in a 7-day period or 48 consecutive hours off in a 14-day period.
 - Examination time (last Friday of a 6-week rotation (after 12 weeks for IM)) on Core rotations does not count as time off.
 - Scheduled holidays may be counted as days off in compliance with this policy.
- The maximum duration of any duty period, including call, will be 24 hours and must be followed by a minimum of 12 hours off duty.
- A student's schedule shall be arranged such that his/her time off does not conflict with scheduled formal educational programs developed for students.
- Holidays are designated by each hospital.
 - These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which (s)he is rotating at the time.
 - Typically, students will follow the same holiday schedule as the hospital's medical education office personnel.
 - See [ATTENDANCE](#) for more information about civil and religious holidays.
- Students may not hold employment or engage in any other activity that conflicts with clerkship requirements.

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STUDENT LIAISONS

Each Clinical Campus has a Student Liaison. This is a Student Government Association position that is achieved through a competitive process.

Eligibility

Eligible individuals are rising third year students who have not been elected as Class Officers. In the circumstance that no student at a clinical campus wishes to serve as Liaison for that site, the opportunity to run for Site Liaison shall then be extended to Class Officers.

Duties of Elected Liaisons

- Serve as Representatives of their Class to the SGA in years 3 and 4.
- Prepare a quarterly summary during 3rd Year (in October, January, April and July) including the following headings **FM, IM, OB/GYN, PED, PSY, SURG, COMM HEALTH** (brief synopsis, 2-3 sentences, of student feedback regarding typical day, changes in the clerkship or faculty, opportunities for student involvement, etc. on these rotations), **CLINICAL CAMPUS REGIONAL ASSISTANT DEAN(S) & STUDENT COORDINATOR(S)** (student impressions regarding support, guidance and responsiveness). E-mail the report to the COM Clinical Coordinator, Rita Brown (rbrown@une.edu). A sample report is posted on Blackboard, Clinical Education Essentials course, Forms and Documents tab.

In addition, during the clerkship (3rd) year, it is the Student Liaison's responsibility to:

- arrange a brief meeting with clinical campus administration upon arrival to exchange introductions, contact information and mutual expectations regarding the Liaison's role.
- facilitate communication from school to students and from students to school.
- serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience.
- help to resolve common issues at their clinical campus by working with students and site administration; forward issues to the Clinical Education Office as necessary.
- assist the Clinical Education Office with site visits by
 - polling students regarding questions, concerns and issues.
 - helping with overall coordination of the visit.
- participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising 3rd years, Clinical Campus Showcase, Clerkship Caucus, etc.
- be a resource to 1st and 2nd year students preparing for rotations.
- work collaboratively with liaisons from all clinical campuses to compile information about the liaison's role, and to forward written recommendations to Rita Brown (rbrown@une.edu) in the COM Clinical Education Office at the end of 3rd year.

Student Liaisons for Academic Year 2016-17

If the Primary Liaison is unable to fulfill his/her responsibilities, the Alternate will assume the role of Liaison.

Location	Primary Liaison	Primary Liaison Email	Alternate Liaison	Alternate Liaison email
Manchester CT	Divya Harpalani	dharpalani@une.edu	Casey Lenderman	clenderman@une.edu
Attleboro MA	Elizabeth McAndrew	emcandrew@une.edu	Christian McCartney Melstad	cmccartneymelstad@une.edu
Pittsfield MA	Julet Baltonado	jbaltonado@une.edu	Alyssa Cali	acali@une.edu
Springfield MA	Maeghan Ciampa	mciampa@une.edu	Duncan Grossman	dgrossman1@une.edu
Augusta ME	Kelsi Bean	kbean2@une.edu	Ruslan Abdukaliyov	rabdukaliyov@une.edu
Bangor ME	Corey Cole	ccole4@une.edu	Kristina Michaud	kmichaud2@une.edu
Lewiston ME	Rachel Sluder	rsluder@une.edu	Michael Burns	mburns9@une.edu

Location	Primary Liaison	Primary Liaison Email	Alternate Liaison	Alternate Liaison email
Portland ME	Anthony Pastore	apastore@une.edu	Andre Trzaskowski	atraskowski@une.edu
Berlin NH	Kathleen Rutecki	krutecki@une.edu	Only 1 person here	
Laconia NH	Anisha Contractor	acontractor@une.edu	Amanda O'Donnell	aodonnell4@une.edu
New London NH	Tyler Patrick	tpatrick1@une.edu	Amanda Pierce	apierce8@une.edu
New Jersey	Carolyn Riehle	criehle@une.edu	Satadru Pramanik	spramanik@une.edu
Hudson NY	Samantha Chu	schu@une.edu	Matthew Langston	mlangston@une.edu
Utica NY	Brian Zylinski	bzylinski@une.edu	Eloise Rogers	erogers4@une.edu
Reading PA	Allison Hockman	ahockman@une.edu	Parth Shah	pshah2@une.edu
Rhode Island	Michelle Foley	mfoley5@une.edu	Peter Sidhom	psidhom@une.edu

Scheduled Meetings for Liaisons 2016-17

October 6, 2016 Liaison Meeting & Clinical Campus Showcase – UNE, Biddeford Campus
(You will receive information via e-mail from COM Clinical Education)

December 2016 (Tentative) Student panel presentation prior to Clinical Clerkship Assignment Protocol
Date TBD (The second year class will make these arrangements with Liaisons)

See also [Mandatory Semi-Annual Meetings](#) for a description of these meetings.

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DOCUMENTATION OF CLINICAL EXPERIENCE

DOCUMENTATION OF CLINICAL EXPERIENCE	
<p>CONTACT: Judy Beauchemin (2017: A-K; 2018: A-J) Phone: 207-602-2674 E-mail: jbeauchemin@une.edu</p> <p>Susan Winey (2017: L-Z; 2018: K-Z) Phone: 207-602-2527 E-mail: swiney@une.edu</p>	<p>OFFICE ADDRESS & FAX: COM Clinical Education Office 226 Stella Maris Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005</p> <p>FAX: 207-602-5908</p>
DOCUMENT	NOTES
<p>Clerkship Registration and Approval Form (CRA)</p>	<ul style="list-style-type: none"> ✓ Required for every rotation or extra-curricular clinical experience that a student arranges and to schedule "free" weeks. ✓ Must be in the COM Clinical Education Office at least 45 days in advance of the start date, but no more than 6 months prior. ✓ Failure to pre-register a rotation = no professional liability coverage + no credit for the clinical activity + possible disciplinary action ✓ See SCHEDULING SELECTIVE AND ELECTIVE ROTATIONS for important information. ✓ Clinical Education will not process CRAs for a student whose immunizations/certifications are not current or whose paperwork (Evaluation of Clinical Experience and/or COMAT Exam) is delinquent for two or more rotations. <p>Required Format:</p> <ul style="list-style-type: none"> • See "Personnel Records" on New Innovations for your personalized CRA form, with photo. • Save the CRA to your computer, fill in the data for each rotation, save again, and send to your COM Clinical Education contact person as an e-mail attachment or via FAX. • See instructions for completing the CRA in the Clinical Education Essentials course on Blackboard: "Tutorials & FAQs" tab, "New Innovations Tutorials" folder.
<p>Student Evaluation of Clinical Experience</p>	<ul style="list-style-type: none"> ✓ Must be submitted to the Office of Clinical Education within a week of the end of <u>every</u> rotation. ✓ Provides COM Clinical Education with feedback about the student's observations and impressions regarding the content and quality of training received on each service. ✓ Students are expected to present criticisms in a professional, i.e., tactful and respectful, manner. ✓ The UNECOM online form must be completed in addition to any evaluation form that might be requested of you by your training site. ✓ Clinical Education periodically sends a composite evaluation to each Core site. Individual student evaluations are not given to sites. ✓ Submit one eval if your Internal Medicine Core is 12 consecutive weeks. If Core IM is two separate 6-week blocks, submit a separate eval for each block. <p>Required Format:</p> <ul style="list-style-type: none"> • New Innovations (electronic submission). • See instructions for completing the Student Evaluation of Clinical Experience in the Clinical Education Essentials course on Blackboard: "Tutorials & FAQs" tab, "New Innovations Tutorials" folder.
<p>Evaluation of Medical Student Clinical Competency</p>	<ul style="list-style-type: none"> ✓ The student has ultimate responsibility for collecting outstanding evaluations from clinical supervisors, preferably within 10 days of the end of each rotation. ✓ Clinical Education requests your clinical supervisor to complete and submit a single, online composite evaluation of your performance at the conclusion of the rotation. ✓ Each student is asked to provide your attending's e-mail address on the CRA form or via e-mail to your Clinical Education contact person if the information is unknown before rotation starts. This allows an accurate "match" so that the correct physician receives a notification to complete an evaluation at the end of the rotation. ✓ There is one evaluation format, regardless of the rotation. ✓ You should schedule time to review your progress mid-rotation and your final evaluation with your clinical supervisor during the last few days of the rotation; impress upon him/her the importance of submitting the evaluation promptly. ✓ If the evaluation is not posted to New Innovations for your review within 6 weeks of rotation end, contact the attending to follow up; there is no credit for a rotation until the evaluation is received. ✓ It is critical that students ensure delivery to our office of the evaluation from their last rotation before commencement. You cannot receive a diploma until all grades are posted. ✓ Students may view their evaluations on New Innovations.

Required Format:

- Clinical Education sends instructions for completion of the online evaluation to the training site/physician as advised by the student.
- In the event your clinical supervisor does not receive this information or cannot access the online form, the student can download a printable version from the Forms, Docs & Syllabi section of the Clinical Education Essentials course on Blackboard.
- FAX handwritten evaluations to your COM Clinical Education contact person (FAX 207-602-5908).

Delinquent Paperwork

A student whose paperwork, as outlined above, is delinquent for two or more rotations will be reported to the COM Committee on Student Progress for possible further action, which may include probation and/or suspension.

We will not process Clerkship Registration and Approval forms (CRAs) or upload documents to VSAS for a student whose immunizations/certifications are not current or whose paperwork (Evaluation of Clinical Experience and/or COMAT Exam(s)) is delinquent for two or more rotations.

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EVALUATION AND GRADING

Clinical evaluators recommend a student's grade by their input on the Evaluation of Medical Student Clinical Competency. The Clinical Education Office is responsible for assigning the final grade based on the evaluation(s) and the End of Service (COMAT) Exam, as applicable.

Purpose and Scope**1. Formative Core Clerkship Assessment****Knowledge**

UNECOM maintains a subscription for all students to access two Online Case Learning tools. The clinical campus faculty have requested these tools to augment your clinical experiences. We consider the content of the clinical cases designated in Blackboard to be an integral component of your clinical curriculum, which means you are responsible for learning the material in these cases. Please access the case assignments in Blackboard through the "MEDU" tab in the Clinical Education Essentials course. Since the APGO subscription is relatively new you can cross reference the Obstetrics/Gynecology topics listed in Med-U to the APGO clinical cases.

Access instructions:

Med-U:

www.med-u.org

Click the gray "Register" button.

Select "registering as a student".

Must use your @une.edu email address

APGO (Association of Professors of Gynecology and Obstetrics):

www.apgo.org

Click on "Log in", located at the top right of the screen.

Select "University of New England" from the drop down box.

Must use your @une.edu email address

Clinical Performance and Evaluation

Students are expected to review their clinical progress with their preceptors at the midpoint of their clerkship using the Evaluation of Medical Student Clinical Competency as a guide. For a more meaningful dialog and to further their abilities to self-assess, students should complete the evaluation form for themselves prior to discussing their progress with their preceptors.

Formative assessment results should be used by students to set goals to address any deficit areas for the remainder of the core clerkship. Students are encouraged to contact the clerkship director to review any issues or concerns identified during their formative assessment process.

2. Summative Core Clerkship Assessment:

The recommended final grade is based on scoring levels on the Evaluation of Medical Student Clinical Competency **AND** the score achieved on the End of Service Exam (COMAT). Students **MUST Pass both** components in order to pass the clerkship.

a. The End of Service Exam (COMAT):

Assesses medical knowledge content areas for the core discipline as outlined in the syllabus objectives. These may or may not be directly related to actual patients or cases encountered during the core clinical clerkships experience. The required core discipline reference materials establish a standard baseline curriculum to be obtained by each student.

- i. The Comprehensive Osteopathic Medical Achievement Test **COMAT** is designed for end-of-course assessment or end-of-clinical rotation/clerkship assessment for osteopathic medical students. This examination emphasizes core knowledge and elements of osteopathic principles and practice that are essential at the advanced beginner level (osteopathic medical student) for each discipline.
- ii. Except for Internal Medicine (a 12-week clerkship), each core clerkship is one 6-week block: The student will take one COMAT at the end of 6 weeks. For Internal Medicine, the exam will be taken at the end of 12 weeks, whether the rotation is 12 weeks continuous or two separate 6-week blocks.

b. The Evaluation of Medical Student Clinical Competency Form:

Reflects the student's clinical performance and competency during the clerkship. The competencies assessed are based on the AOA national competencies. Evaluations should consider the student with respect to other students at the same level of training and should represent a composite summary of the student's clinical performance and competency based on the observations of one or more clinical trainer(s) during the clerkship. The student's professional behavior and conduct are heavily valued in the evaluation process.

- i. Numerical equivalents for the four grading categories on the Clinical Evaluation are:
 - "Unsatisfactory" = 55
 - "Marginal" = 71
 - "Meets Expectations" = 84
 - "Outstanding" = 96
- ii. Calculating the Clinical Evaluation recommended grade:
 - The average of all (30) ratings for the seven competencies constitutes 70% of the recommended grade. Items left blank are excluded from the calculation.
 - The rating for "General Impressions" constitutes 30% of the recommended grade.
- iii. The same evaluation form is used for all clinical rotations (see Blackboard, Clinical Education Essentials, Forms & Documents).
- iv. The Discipline Chief, Regional Assistant Dean, Director of Medical Education or senior attending completes and submits the composite Clinical Evaluation, preferably via New Innovations.
- v. It is possible that the person who compiles the data for your evaluation will be someone with whom you did not have direct or regular contact throughout your rotation; however, the evaluation will reflect the written and/or verbal input of the physicians who observed your performance.

- vi. If evaluators submit multiple evaluations, rather than a single composite, for a given rotation, the grade will be the numerical average of the evaluations from all qualified evaluators. The evaluations will not be weighted.
- vii. Evaluations from providers other than attendings or residents >PGY-1 will not factor into the recommended grade, but will be retained in the student's file for their commentary and may be referenced in the Medical Student Performance Evaluation (MSPE).
- viii. The student may be required to complete site-specific exams or projects, the quality of which will be factored into the evaluation for that rotation.
- ix. Student attendance and participation at site designated, mandatory educational activities (e.g., morning report, academic day) also will be factored into the evaluation.
- x. Evaluations that reflect a pattern of weak performance will be forwarded to the COM Committee on Student Progress for review and follow-up with the student, even if the evaluations do not constitute failing grades.

Protocol for End of Service Exam (COMAT)

End of Service Exam Dates 2016-17

Rotation Block #	Clerkship Dates	End of Service Exam Date
1	8/1/16 – 9/9/16	9/9/16
2	9/12/16 – 10/21/16	10/21/16
3	10/24/16 – 12/2/16	12/2/16
4	12/5/16 – 12/16/16 & 1/2/17 – 1/27/17	1/27/17
Winter Break	12/17/16 – 1/1/17	Make-up Exam: 12/19/16
5	1/30/17 – 3/10/17	3/10/17
6	3/13/17 – 4/21/17	4/21/17
7	4/24/17 – 6/2/17	6/2/17
8	6/5/17 – 7/14/17	7/14/17
		Make-up Exam: 7/17/17

1. A student who is unable to take a scheduled COMAT has the following options: **a)** take it on the UNECOM Biddeford campus as follows: Missed exams for the first 3 blocks – **Monday, December 19, 2016** (during the 3rd year Winter Break); missed exams for the last 5 blocks – **Monday, July 17, 2017** (following the last Core clerkship block). The student will notify the COM Clinical Education Office of his/her intent to exercise this option, and Clinical Education will notify the student if the above dates change and will send additional information to the student in advance of the make-up date. **b)** schedule and take the COMAT at the nearest Prometrics site. If the student chooses this option, student will reimburse UNECOM for costs over and above the NBOME's standard charge for a COMAT exam.
2. Anatomy/OMM Fellows will take each COMAT on the date above that is nearest to the end of their core clerkship. The Fellow may take the exam at UNECOM or at a UNECOM Clinical Campus, if given prior written permission. The Fellow **must** confirm his/her intention to take an exam, and the preferred location, by e-mailing Judy Beauchemin (jbeauchemin@une.edu) at least 2 weeks before the desired exam date, as the NBOME requires submission of exam rosters well in advance of each exam.
3. Exam Day
 - a. Students completing the first 6 weeks of Internal Medicine will remain on their clerkship throughout the day.
 - b. Except for students completing the first 6 weeks of Internal Medicine, all students will report to the designated exam location at the time announced by their clinical campus. Reporting time

should be approximately one-half hour before the exam opens to allow time for system checks, announcements and instructions.

- c. Each student is required to sign an honor code prior to taking each Core COMAT and will, at all times, adhere to the honor/ethics code and the UNECOM Standards for Professional Behavior and Conduct. A student who behaves in an unethical/unprofessional manner will be excused without completing the COMAT and will be reported to the Committee on Student Progress for disciplinary action. See UNECOM Standards for Professional Conduct in this manual.
 - d. Students will work independently. A sheet of standard lab values and blank scrap paper will be provided. No other reference materials of any kind are permitted during the exam. Electronic devices of all types (e.g., pagers, cell phones, calculators, watches with alarms) will be turned off and stored at the front of the room during the exam.
 - e. The COMAT in each discipline consists of 125 questions, and students will have 2.5 hours to complete the exam. The exam is proctored. Students may be allowed to leave the room, one at a time, for a brief break during the exam, but the exam clock continues to run. (NOTE: Students registered with the UNE Office of Disability Services will be given reasonable test accommodations commensurate with their documented special needs. Contact the Office of Disability Services and Judy Beauchemin, COM Clinical Education Office no later than June 1 prior to the start of third year rotations to make arrangements.)
4. COMAT Results
- a. It takes approximately one week from the date of each COMAT exam to receive results from the NBOME.
 - b. The COM Clinical Education Office will advise students and clinical campuses of exam results as soon as possible after we receive and compile them.
 - c. A student who does not pass the COMAT End of Service Exam will re-test by taking another COMAT exam in the same discipline at a time to be determined, but no later than Friday of the 3rd week of the next rotation block. The COM Clinical Education Office will coordinate the date and time for the re-test with the clinical campus and the student.

Grading Policy

1. **Formative Core Assessment Score:**

The assessment score(s) do not contribute to the final grade.

2. **Summative Core Clerkship Grade:**

The recommended final grade is based on scoring levels for the Evaluation of Medical Student Clinical Competency **AND** the score achieved on the COMAT. Students **MUST pass both** components in order to pass the clerkship.

3. **Core Rotations:**

To Achieve a PASS Grade, a student must:

- a. Achieve a Standard Score ≥ 84 on the COMAT exam on first or second attempt ...AND
- b. Achieve a final recommended score ≥ 70 on the Evaluation of Medical Student Clinical Competency Form...AND
- c. Achieve a passing rating on ALL components of the Professionalism Competency on the Evaluation of Medical Student Clinical Competency Form...AND
- d. Complete and submit the Evaluation of Clinical Experience on time.

To Achieve a HIGH PASS Grade, a student must:

- a. Achieve a Standard Score ≥ 84 on the COMAT exam **on the first attempt** ...AND
- b. Achieve a final recommended score ≥ 80 on the Evaluation of Medical Student Clinical Competency Form...AND

- c. Achieve a passing rating on ALL components of the Professionalism Competency on the Evaluation of Medical Student Clinical Competency Form...AND
- d. Complete and submit the Evaluation of Clinical Experience on time.

To Achieve a HONORS Grade, a student must:

- a. Achieve a Standard Score ≥ 84 on the COMAT exam **on the first attempt** ...AND
- b. Achieve a final recommended score ≥ 90 on the Evaluation of Medical Student Clinical Competency Form...AND
- c. Achieve a passing rating on ALL components of the Professionalism Competency on the Evaluation of Medical Student Clinical Competency Form...AND
- d. Complete and submit the Evaluation of Clinical Experience on time.

A student may receive a FAIL Grade if (s)he receives

- a. a final recommended score < 70 on the Evaluation of Medical Student Clinical Competency, regardless of the score achieved on the COMAT; or
- b. a Standard Score < 84 on the COMAT **and** on the subsequent COMAT re-test, regardless of the score achieved on the Evaluation of Medical Student Clinical Competency; or
- c. an "Unsatisfactory" rating for any component under the "Professionalism" competency on the Evaluation of Medical Student Clinical Competency, regardless of the overall numerical average for that clerkship or the COMAT score. The COM Clinical Education Office will review the circumstances related to a recommendation of FAIL with faculty at the student's clinical campus and make a final determination regarding the rotation grade.

A student who requires more than one attempt to pass the COMAT exam will receive a grade no higher than PASS for the rotation, regardless of the preceptor recommended grade on the Evaluation of Medical Student Clinical Competency.

- ❑ If Core Internal Medicine is in two separate 6-week blocks: The student will take one COMAT exam at the end of the second 6-week IM block. As described above, the results of the COMAT exam will affect the Evaluation of Medical Student Clinical Competency score from each 6-week segment.
- ❑ If Core Internal Medicine is in one 12-week block: The student will take one COMAT exam at the end of 12 weeks. The Evaluation of Medical Student Clinical Competency and the COMAT, as described above, will constitute the recommended final grade for the 12-week clerkship.
- ❑ A student who receives a failing score on the Evaluation of Medical Student Clinical Competency but passes the corresponding COMAT will fail the rotation and will remediate the rotation but will not have to take another COMAT. In the case of a 12-week IM, the student will remediate only 6 weeks of IM.
- ❑ A student who receives a passing score on the Evaluation of Medical Student Clinical Competency but fails the corresponding COMAT (exam and re-test) will fail the rotation and remediate both the rotation and COMAT. In the case of a 12-week IM, the student will remediate only 6 weeks of IM and will take another IM COMAT.
- ❑ A student who fails 2 COMATs for IM:
 - will be required to repeat 6 weeks of Core IM, not the entire 12.
 - will take the IM COMAT again at the end of the 6 weeks.
 - If the student passes the COMAT, (s)he will receive an F for 6 of the original 12 weeks and a P for the other 6; also a P for the repeat 6 weeks.
 - If the student again fails the COMAT, (s)he will meet with the Committee on Student Progress to review her/his academic challenges.

4. **Selective and Elective Rotations:**

The student will be graded as described above for Core rotations, except that there is no End of Service Exam (COMAT) for Selective and Elective rotations.

5. Notes

- a. A student who receives an "Unsatisfactory" rating in the same competency on more than one (1) rotation during the third and fourth clinical years may be removed from rotations, at the discretion of the Associate Dean for Clinical Education, pending review by the COM Committee on Student Progress for formal recommendations and determination.
- b. **There is strong emphasis on professionalism.**
 - **An "Unsatisfactory" rating for any component under the "Professionalism" competency will result in Failure of the rotation, regardless of the overall numerical average on the evaluation form for that rotation, or the score on the COMAT exam.**
 - **Failure to attend mandatory educational activities in their entirety is considered unprofessional and can result in a failing grade for the rotation.**
 - **Irregular or inappropriate behavior: A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a Fail grade for the rotation and is subject to disciplinary action, which may include dismissal from UNECOM.**
 - **A student who is prohibited by a rotation site from attending future rotations at that site, based on substantive documentation, will be referred to the Committee on Student Progress and is subject to disciplinary action that may include academic warning, probation, suspension or dismissal from UNECOM.**
- c. It is inappropriate and unprofessional to "lobby" your clinical trainers for a grade or grade change. If you have a concern about a grade, contact the COM Clinical Education Office.

Grade Reporting

The Clinical Education Office will report a grade to the Registrar for each registered rotation when all of the following documents have been received and recorded. See [DOCUMENTATION OF CLINICAL EXPERIENCE](#) for details.

- Evaluation of Medical Student Clinical Competency – from supervising physician following each rotation
- Evaluation of Clinical Experience – from student following each rotation
- End of Service Exam (COMAT) – from student at end of each Core clerkship **ONLY**

Students may view the details of the Evaluation of Medical Student Clinical Competency on New Innovations or grades on U-online: <http://uonline.une.edu>. Note that the grade for any given rotation may change due to receipt of additional evaluations from senior faculty. Typically, changes do not occur more than 60 days after the end of a rotation.

In the Event Your Recommended Final Rotation Grade = Fail

If a training site recommends a grade of Fail, via the Evaluation of Medical Student Clinical Competency, the Associate Dean for Clinical Education will contact the training site to gather additional facts. In making a determination related to the student's grade, relevant evaluations, in order of importance, will be: 1) A composite evaluation; 2) an attending evaluation (if not included in a composite); 3) a resident (>PGY-1) evaluation (in addition to the attending evaluation, if not included in the composite). Evaluations from interns or first year residents will not be considered.

- If the Associate Dean for Clinical Education determines that the final grade is indeed Fail, the evaluation will be forwarded to the COM Committee on Student Progress for a determination of sanctions. (See the COM Student Handbook on MyUNE for your rights and responsibilities in these circumstances.)

- A failed rotation (same discipline) must be repeated at a training site assigned by the COM Clinical Education Office.
- A student failing one (1) clinical rotation (whether a Core, Selective, Elective or repeat in any of these categories) will receive one of the following:
 - ❑ Academic Warning
 - ❑ Probation (A student on probation cannot travel for UNECOM in any capacity, serve in any club or organization, and no added degree work will be allowed.)
 - ❑ Recommendation for dismissal
- A student failing two (2) clinical rotations (whether Core, Selective, Elective or repeat in any of these categories) will receive one of the following:
 - ❑ Probation (A student on probation cannot travel for UNECOM in any capacity, serve in any club or organization, and no added degree work will be allowed.)
 - ❑ Recommendation for dismissal
- A student failing three (3) clinical rotations (whether Core, Selective, Elective or repeat in any of these categories) will be recommended for dismissal from the UNE College of Osteopathic Medicine.
- Instances of probation, whether academic or disciplinary, may be referenced in the Medical Student Performance Evaluation (MSPE), together with comments regarding the student's handling of the probationary period and current status. Academic warnings are not referenced in the MSPE.

UNECOM / June 2016

CLINICAL CURRICULUM: OVERVIEW

General Timeline

Year 3	August	Rotations begin
	Fall – Date will be announced	Mandatory semi-annual regional meeting co-sponsored by UNECOM and the Northeast Osteopathic Medical Education Network (NEOMEN)
	December	Winter Break
	January	Update OSHA & HIPAA training, BLS, ACLS if needed, and PPD in preparation for access to Visiting Student Application Service (VSAS) for 4 th year rotations. Update background check only if required by 4 th year elective sites, Schedule COMLEX Level 2CE and 2PE for dates late 3 rd year or early 4 th year, but no later than October 31 (PE) and mid-November (CE) of 4 th year in order to update scores on ERAS prior to submission of Rank Order Lists.
	March	Complete and submit the MSPE Profile and your CV to the COM Clinical Education Office (Sue Gagnon, sgagnon@une.edu)
	Spring – Date will be announced	Mandatory semi-annual regional meeting co-sponsored by UNECOM and the Northeast Osteopathic Medical Education Network (NEOMEN) ERAS opens for work on application and LoR uploads only
	July	- End of Core clerkships (Before leaving your clinical campus, ensure that all clerkship evaluations have been submitted; contact any physicians whose evaluations are outstanding) - AOA residencies begin accepting applications

Year 4 See the Residency Planning Manual for timeline and details regarding Year 4	August	- 4 th Year begins - Residency rotations / interviews continue thru January
	September	ACGME residencies begin accepting applications
	October	AOA and ACGME residencies begin downloading MSPEs from ERAS
	December	Military Match results announced
	January	Final month for residency rotations and interviews
	February	AOAIRP Match results announced
	March	NRMP Match results announced
	May	Senior Week and Commencement. Both activities are Mandatory
	July	Residency begins!

Training Requirements – Years 3 & 4

The following policies outline general requirements for satisfactory completion of third and fourth year training.

From the end of second year to May of the fourth year, the student must satisfactorily complete a minimum of 82 weeks of clinical training. A passing grade must be received for each rotation in order to fulfill requirements for graduation. See the section titled [COMLEX-USA LEVELS 1, 2CE AND 2PE](#) as it relates to graduation. (See more about graduation requirements in the COM Student Handbook Supplement on MyUNE.)

3rd and 4th Year Graduation Requirements: 82 required clinical weeks are distributed as follows:

CORE	# WKS.	LOCATION	NOTES / PREREQUISITES
Family Medicine	6	One of the UNECOM Clinical Campuses	All Cores are 3 rd year rotations
Internal Medicine	12		
Obstetrics/Gynecology	6		
Pediatrics	6		
Psychiatry	6		
Surgery	6		
SELECTIVE			
Community Health	4	Vicinity of Clinical Campus	3 rd year rotation
Emergency Medicine	4	Student's choice, subject to approval by COM Clinical Education Office	4 th year rotation
Osteopathic Manipulative Med.	4		Prereq. for Subspecialty Internal Medicine or Pediatrics: Core in the appropriate discipline Prereq. for Subspecialty: Core Surgery
Internal Medicine or Pediatrics	4		
Surgery	4		
ELECTIVE	20		

The student is required to complete a minimum of 16 weeks of rotations from the selective and elective categories in an osteopathic setting, i.e., at a hospital that has an AOA residency or under the supervision of a D.O.

Key Dates 2016-17

Rotation Block #	Clerkship Dates	End of Service Exam Date	Community Health Rotation Dates	2-Week Elective Dates
1	8/1/16 – 9/9/16	9/9/16	8/1/16 - 8/26/16	8/29/16 - 9/9/16
2	9/12/16 – 10/21/16	10/21/16	9/12/16 - 10/7/16	10/10/16 - 10/21/16
3	10/24/16 – 12/2/16	12/2/16	10/24/16 - 11/18/16	11/21/16 - 12/2/16
4	12/5/16 – 12/16/16 & 1/2/17 – 1/27/17	1/27/17	1/2/17 - 1/27/17	12/5/16 - 12/16/16
Winter Break	12/17/16 – 1/1/17	Make-up Exam 12/19/16		

Rotation Block #	Clerkship Dates	End of Service Exam Date	Community Health Rotation Dates	2-Week Elective Dates
5	1/30/17 – 3/10/17	3/10/17	1/30/17 - 2/24/17	2/27/17 - 3/10/17
6	3/13/17 – 4/21/17	4/21/17	3/13/17 - 4/7/17	4/10/17 - 4/21/17
7	4/24/17 – 6/2/17	6/2/17	4/24/17 - 5/19/17	5/22/17 - 6/2/17
8	6/5/17 – 7/14/17	7/14/17	6/5/17 - 6/30/17	7/3/17 - 7/14/17
		Make-up Exam 7/17/17		

Clinical Campuses 2016-17 for the Class of 2018

For the list of Clinical Campuses, rotations available at each hospital, and links to individual Web pages: <http://www.une.edu/com/predoc/clerkships/clinical-campuses>. **Note that student schedules may include one or more core clerkships at affiliate medical facilities within a hospital system or at medical facilities outside the assigned Clinical Campus.**

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section [CLINICAL CURRICULUM - SELECTIVES & ELECTIVES, Specific Elective Rotations](#) or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

Student Eligibility for Rotations

To be eligible for clinical training, a student must:

1. satisfactorily complete all second year academic requirements;
2. pass COMLEX-USA Level 1 (pre-requisite is a score ≥ 500 on a timed COMSAE);
3. document compliance with UNECOM immunization and tuberculosis test requirements;
4. document current certification in HIPAA, OSHA, BLS (CPR) and ACLS;
5. complete a background check using the UNECOM approved vendor;
6. meet such additional standards as may be required by the clinical training site(s) at which the student will rotate 3rd year.

See [PRE-REQUISITES FOR CLINICAL TRAINING](#) for detailed information.

General Information Regarding Rotations

1. The number of rotation weeks a student registers in any clinical category (Core, Selective, Elective) equals the number of credits the student will receive upon successful completion of the rotation. One week assumes a full week, which may include weekends. Students who complete more than the minimum number of weeks required in the Core (42 weeks) and/or Selective (20 weeks) categories may complete fewer than 20 weeks of Electives, as long as the total of all three categories is at least 82 weeks.
2. Students must pre-register (by submitting to the **COM Clinical Education Office, not the rotation site**, a Clerkship Registration and Approval form – CRA) for every rotation that they directly arrange in order to be covered by professional liability insurance and to receive transcript credit. This includes rotations scheduled via the Visiting Student Application Service (VSAS). Students who fail to pre-register will not receive credit and are subject to disciplinary action.
3. Time permitting, students may schedule additional elective experiences over and above the required 82 clinical weeks, subject to Clinical Education Office approval and the guidelines for scheduling a rotation.
4. Students may not enroll in and receive credit for more than one rotation or academic activity at a time. Also, students will not receive credit twice for the same activity.
5. Students are responsible for providing proof of health insurance coverage and/or evidence of a current physical, drug screen and/or any other health screening if required by a rotation site. Required certifications (BLS, ACLS, OSHA, HIPAA), immunizations and PPD (or TB Symptom Report) must be kept current. A background check must be updated as required. The student is responsible for all costs involved. Students who fail to comply will be denied permission to continue clinical training.

6. A student who has not completed all academic, clinical and/or administrative requirements by the date of commencement may attend the graduation ceremony, provided (s)he can reasonably be expected to complete all requirements by December 31 of the same year. The diploma will be granted following successful completion of graduation requirements and will be dated the final day of the last required activity. (**NOTE:** It takes approximately 4 weeks from date ordered to receive a diploma.) In the interim, upon written request, COM Clinical Education will send an official letter to your residency verifying your graduation and eligibility to begin residency.
7. Remember that what a training site may allow in terms of rotation length or content can differ from what is defined by UNECOM to meet graduation requirements. You are bound by UNECOM requirements.
8. Students must attend all mandatory Senior Week activities. Also, as stated in the COM catalog, students are required to attend commencement in order to receive their degree.

UNECOM / June 2016

CLINICAL CURRICULUM: 3RD YEAR CORE CLERKSHIPS

Critically Important

Circumstances may necessitate changes by the COM Clinical Education Office to Core sites or the order of scheduled rotations with little or no prior notice to the student. Students may not change their schedules without prior written approval from the COM Clinical Education Office, regardless of what the training site may allow.

Student Housing

Students are responsible for their own housing and meals at their assigned clinical campus. Some sites offer clean, comfortable housing (student only) at very favorable rental rates. See clinical campus information in the Clinical Education Essentials course on Blackboard, or contact your clinical campus directly regarding availability and cost. If COM Clinical Education assigns a student to a location other than his/her assigned clinical campus for a single clerkship, our office will pay the cost of hospital provided student housing at the assigned location.

Registration for Core Clerkships

The Clinical Education Office provides all required paperwork to Core sites within our clinical campus network and to any other training site to which Clinical Education assigns a student.

Core Clerkships

- Cores must be completed in Year 3 at one of the UNECOM Clinical Campuses. In the event of an unavoidable absence (e.g., illness or difficulty with COMLEX Level 1), missed Cores will be scheduled at the beginning of Year 4.
- Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are 6 consecutive weeks in length, starting on the first Monday of the Core block and ending on the last Friday of that block. Depending on your clinical campus, Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous in the schedule.
- Cores may not be replaced in whole or in part with cranial courses, elective opportunities, etc.
- The last Friday afternoon of each Core block is reserved for the End of Service (COMAT) exam, except for students completing the first 6 weeks of Internal Medicine. See [EVALUATION AND GRADING](#) for details regarding COMAT.

Books: Required Texts and other Resources for Core Clerkships

See the clerkship syllabi for the book list for each Core discipline. Syllabi are posted to the Clinical Education Essentials course in Blackboard.

Mandatory Semi-Annual Meetings

In addition to the educational offerings at our clinical campuses, the UNECOM Office of Clinical Education and the Northeast Osteopathic Medical Education Network (NEOMEN) coordinate and present semi-annual (fall and spring), day-long conferences in each of the four NEOMEN districts. Activities include an OMT topic presentation, a meeting of students and COM representatives to discuss clerkships, and student discussions with COM administration, interns and residents from NEOMEN affiliate hospitals regarding the steps leading to residency. Students on Core clerkships are required to attend these conferences in the district that includes their clinical campus, unless they are on their Community Health rotation. Please note that there is no reimbursement for travel.

Meetings are as follows and will take place either at one of the clinical campuses or in a centrally located venue. Dates will be announced a minimum of a month in advance via e-mail.

Northern District (Maine: Bangor, Augusta, Lewiston, Portland)

Southern District (New Jersey)

Western District (Utica, NY)

Eastern District (CT, RI, MA, NH)

UNECOM / June 2016

CLINICAL CURRICULUM: SELECTIVES & ELECTIVES

Your Clinical Education Office Contact

Judy Beauchemin (jbeauchemin@une.edu or 207-602-2674)

Class of 2017: Last name A-K

Class of 2018: Last name A-J

Susan Winey (swiney@une.edu or 207-602-2527)

Class of 2017: Last name L-Z

Class of 2018: Last name K-Z

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section below titled [Specific Elective Rotations](#) or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

Critically Important

We are obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times; **the student MUST pre-register with the Clinical Education Office for every clinical experience that (s)he directly arranges by sending a Clerkship Registration (CRA) to the designated Clinical Education Office contact, not to the rotation site.**

This issue is sufficiently important that unauthorized scheduling, rescheduling or extension by a student of any rotation (required, elective or remedial) will result in sanctions. **A student who engages in unauthorized rotation activity is not covered by professional liability insurance, will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for possible disciplinary action.**

- A rotation is unauthorized if it has not been approved and documented, in advance, by the COM Clinical Education Office.
- A rotation is approved when Clinical Education sends the student's CRA, a copy of the professional liability certificate and all other required documents to the rotation site. If the student accepts a rotation offer via VSAS, the student must immediately send a CRA to their Clinical Education Office contact. Students in Maine who are notified (via e-mail) of their Community Health assignment by the Maine AHEC Network also must immediately send a CRA to their Clinical Education Office contact.
- Upon approval by the Clinical Education Office, the rotation becomes an academic requirement to which the student is obligated.

- Students may check the status of their CRAs on New Innovations. An approved rotation will be posted to the student's NI schedule. If there is a reason that the Clinical Education Office cannot approve a student's CRA, this will be communicated to the student promptly via e-mail.

Registration for Selective/Elective Rotations and Free Time

- For each rotation that a student arranges directly with a training site or via VSAS, (s)he must submit to the Clinical Education Office a Clerkship Registration and Approval (CRA) form a minimum of 45 days in advance of the proposed start date. It is understood that offers via VSAS may be made fewer than 45 days ahead of the rotation's start date. In this case, it is imperative that the student immediately send a CRA to the COM Clinical Education Office.
- The student must submit a CRA for "free" time so that the dates can be entered in the student's schedule. This also will stop NI e-mail reminders to the student regarding unscheduled time.
- See [SCHEDULING SELECTIVE AND ELECTIVE ROTATIONS](#) for step-by-step instructions.

Changes to Scheduled Rotations

- A student wishing to add one or more weeks to a scheduled rotation must:
 - Obtain approval from administration and the attending physician at the training site.
 - Secure approval from the Clinical Education Office by e-mailing your Clinical Education contact with the proposed new dates of the rotation and the written confirmation from the training site.
 - If the new dates do not conflict with another scheduled requirement, the extension will be confirmed via e-mail, and the dates will be changed on the student's NI schedule.
 - This will ensure that you are covered by professional liability insurance throughout the entire rotation.
 - Additional time must be a continuation of the same service at the same site.
 - Failure to notify Clinical Education of an extension in advance will be considered an unauthorized scheduling, and no credit will be given for the unscheduled time.
- A student may not make ANY change to a scheduled Core, Selective or Elective rotation (dates, discipline, etc.) without prior written approval from the COM Clinical Education Office, even if the rotation site is agreeable. Such a change will be considered unauthorized. **A student who engages in unauthorized clerkship activity is not covered by professional liability insurance, will not receive credit for the unauthorized time and will be referred to the COM Committee on Student Progress for possible disciplinary action.**
- The student is responsible for communicating via e-mail to his/her COM Clinical Education Office contact any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

AOA Credit

- Exclusive of Cores, at least 16 weeks of Selective and/or Elective rotations must qualify as AOA approved.
- You may schedule A) at institutions that have AOA approved postgraduate programs (NOT affiliates of these programs) OR B) at any medical facility under the direct supervision of a D.O., who must be your primary supervisor and evaluator.
- The 4-week Community Health Selective counts toward this requirement, regardless of whether you are supervised by a D.O. or M.D.
- The 4-week OMM Selective counts toward this requirement.
- Students with a military obligation may count weeks spent on rotations at military hospitals.
- See the *Opportunities* database for the list of hospitals with AOA approved postgraduate programs, <http://opportunities.osteopathic.org/search/search.cfm>. Search by "Residency" and click **Search** at bottom of page to obtain an alphabetical list by state.

2-Week Elective Block – Third Year

- In conjunction with the 3rd year Community Health rotation, there is a 2-week elective block. Students are strongly encouraged to schedule a rotation rather than taking vacation during this time.
- It is understood that many training facilities, particularly large teaching institutions, may decline to accept third year students for elective rotations because of their obligation to third year students from their affiliate schools.
- We recommend that students consider the following options/locations for the 2-week elective:
 - Pathology, Radiology, Family Medicine, Geriatrics, General Internal Medicine, General Pediatrics, or the first 2 weeks of the OMM Selective
 - Consider scheduling in an office-based setting or at a non-teaching, community hospital
 - Approach your “contacts” about a rotation – family members or friends who are doctors or your family’s pediatrician or primary care physician.

Selective Rotations

- There are five required, 4-week Selective rotations: Internal Medicine (**or** Pediatrics), Surgery, Emergency Medicine, Osteopathic Manipulative Medicine and Community Health.
- All Selectives must be completed within the 50 United States. See below for information about Community Health.
- Schedule Selectives for a minimum of 4 consecutive weeks at one site on one service. The only exception to this is for OMM, which may be scheduled in two 2-week blocks, either consecutively or at two different times. See OMM below for more information. The student may schedule longer rotations, which will effectively reduce the number of Elective weeks required.

Internal Medicine (or Pediatric) Selective

- The selective may be general or subspecialty, either hospital or office based. It may be, but does not have to be, a sub-internship. (See below for more about Sub-Internships/Acting Internships.)
- The Internal Medicine (**or** Pediatrics) Core must precede a subspecialty Selective or Elective in the corresponding discipline.
- Sub-internships or Acting Internships may be scheduled following completion of all Core rotations. The Sub-I or AI is a 4th year rotation. To have a rotation shown on the transcript as a Sub-internship, the student must provide to the Clinical Education Office a printed course description or written verification from the hospital’s Medical Education Office that the rotation is in fact designated as a Sub-internship or Acting Internship.

Surgery Selective

- The Surgery Selective may be general or subspecialty. It may be, but does not have to be, a sub-internship.
- The Surgery Selective should be a predominantly ($\geq 50\%$) OR-based experience.
- The General Surgery Core must precede a Surgery subspecialty.
- **Anesthesiology, Obstetrics/Gynecology, Interventional Radiology, and Surgical Critical Care rotations do not fulfill the Surgery Selective requirement.** See the table below for rotations that do.
- You may fulfill the Selective requirement with a pediatric rotation in any of the listed Surgery subspecialties.
- Sub-internships or Acting Internships may be scheduled following completion of all Core rotations. The Sub-I or AI is a 4th year rotation. To have a rotation shown on the transcript as a Sub-internship, the student must provide to the Clinical Education Office a printed course description or written verification from the hospital’s Medical Education Office that the rotation is in fact designated as a Sub-internship or Acting Internship.

Examples of Internal Medicine, Pediatric & Surgery Subspecialties

INTERNAL MEDICINE	Gastroenterology	Cardiology (including interventional)	Preventive Medicine/ Public Health	Endocrinology/ Diabetes / Metabolism
	Pulmonology	Hematology/ Oncology	Neurology	Nephrology
	Critical/Intensive Care	Rheumatology	Allergy/ Immunology	Dermatology
	Physical Med & Rehab	Surgical Critical Care	Geriatric Medicine	Infectious Disease
	Genetics	Sports Medicine	Substance Abuse	Palliative Care
PEDIATRIC	Cardiology (including interventional)	Neurology	Endocrinology/ Diabetes / Metabolism	Allergy/ Immunology

Examples of Internal Medicine, Pediatric & Surgery Subspecialties				
	Critical/Intensive Care	Neonatology	Gastroenterology	Hematology/ Oncology
	Sports Medicine	Nephrology	Adolescent Health	Rheumatology
	Dermatology	Infectious Disease	Pulmonology	
SURGERY	Vascular	Thoracic	Plastic/ Reconstructive	Orthopedic
	Gynecological	Neurological	Ophthalmology	Urology
	Proctology	Otolaryngology (ENT)	Trauma	Transplant

Emergency Medicine Selective

- Must be general EM, including patients of all ages.
- **Pediatric Emergency Medicine does not fulfill this requirement.** No exceptions.

OMM Selective

- OMM is the only exception to the Selective requirement for 4 consecutive weeks of rotation time. It may be scheduled in two 2-week blocks, either consecutively or at two different times in the student's schedule.
- Student may schedule with an OMM physician or any specialty physician (e.g., Family Medicine, Physical Medicine and Rehabilitation) who incorporates at least 50% OMM into daily practice.
- Consult the Electives Database on Blackboard, Clinical Education Essentials course, for OMM rotations completed by prior students. Contact any physician on this list to confirm dates for the rotation, and then send a CRA to your COM Clinical Education contact person.
- To request approval of a preceptor not listed, submit the physician's name, e-mail address, phone and fax numbers to your Clinical Education contact person who will contact the physician to determine the OMM content of the practice. You will be notified of the determination via e-mail.
- For information about, or to schedule a rotation with, the UNECOM OMM Department in the Alfond Center for Health Sciences, contact Nancy Goulet at 207-602-2898 or ngoulet@une.edu.

Community Health Selective

- The Community Health (CH) rotation is defined as follows:
 - Four consecutive weeks on the same service at the same location; minimum of 40 hours per week
 - Primary care (Family Medicine, general Internal Medicine, general Pediatrics)
 - Preferably in a rural clinic, private practice, or community hospital (non-teaching=no residencies); same medical venues in an urban location also are acceptable
 For more in-depth information, see the syllabus (Blackboard, Clinical Education Essentials course, Forms, Docs and Syllabi tab).
- In each 6-week block of 3rd year, Community Health is scheduled for 4 weeks. The student may schedule an Elective rotation for the remaining 2 weeks. For 2016-17 these dates are:

Block #	Community Health Rotation	2-Week Elective
1	8/1/16 - 8/26/16	8/29/16 - 9/9/16
2	9/12/16 - 10/7/16	10/10/16 - 10/21/16
3	10/24/16 - 11/18/16	11/21/16 - 12/2/16
4	1/2/17 - 1/27/17	12/5/16 - 12/16/16
5	1/30/17 - 2/24/17	2/27/17 - 3/10/17
6	3/13/17 - 4/7/17	4/10/17 - 4/21/17
7	4/24/17 - 5/19/17	5/22/17 - 6/2/17
8	6/5/17 - 6/30/17	7/3/17 - 7/14/17

- Assignment Protocol
 - Students at a Maine clinical campus will be assigned to a CH rotation in Maine during 3rd year, generally within 30-45 minutes of their clinical campus
 1. If you have friends or family (housing) elsewhere in the state, not including Cumberland or York counties, let us know.
 2. **DO NOT contact Maine physicians directly.** Contact MaryFrances Smith, msmith4@une.edu, to discuss your preferences and options.
 - The Maine AHEC Network Program Office will send an e-mail notification of your assignment when it is confirmed, but generally no later than 45 days before your rotation start date. (A

- Clerkship Registration and Approval form (CRA) is required when you receive notification of your assignment).
- o Students assigned to a Maine clinical campus who want to arrange their CH rotation out of state must e-mail the Maine AHEC Network, MaryFrances Smith, msmith4@une.edu, **and** their COM Clinical Education contact person at least ninety (90) days before the start date of their CH rotation. The rotation must be completed in Year 3 at the time shown in your schedule. A CRA is required.
 - o Students at clinical campuses outside of Maine will schedule their own CH rotation in the appropriate 3rd year time period (CRA required). Search for rotations on the Electives Database (Blackboard, Clinical Education Essentials course). If you have friends or family (housing) in Maine (**excluding** York and Cumberland counties) and wish to rotate here, e-mail your COM contact person with the information at least 90 days in advance of the rotation date. Your request will be sent to the Maine AHEC Network Program Office for consideration. There is no guarantee of an assignment in Maine.
 - o Students with legitimate academic reasons may request to move their CH rotation to 4th year, for example, students who begin clinical training later than the first rotation block and students in the (military) Health Professions Scholarship Program with CH scheduled in the 7th or 8th block. E-mail Rita Brown (rbrown@une.edu) regarding your circumstances. **NOTE:** Non-military students may not replace the 3rd year CH with an elective rotation.

Elective Rotations

- The student is required to complete 20 weeks of Elective rotations.
- Rotations are typically 4 consecutive weeks at one site on one service. The student may schedule longer rotations.
- The minimum length for an Elective rotation is 2 consecutive weeks at one site on one service. **In the course of clinical training, the student may schedule a maximum of four 2- or 3-week Elective rotations.** This includes the 2-week block that precedes or follows the 3rd year Community Health rotation.
- Rotations scheduled outside of the 50 U.S. states may be registered for Elective credit only. They do not fulfill Core or Selective requirements. Outside of the 50 United States, professional liability coverage is available only for rotations in Canada, Guam, or Puerto Rico.

Acting Internships

During the 4th year, students are strongly encouraged to complete one or more Acting Internships, also known as Sub-Internships, in the specialty and hospital(s) they are considering for residency. As the name implies, the Acting Internship (AI) or Sub-Internship (SI) requires the student to demonstrate a high level of responsibility and polished skills in patient care. This rotation is an excellent way to show program directors that you are ready for residency.

Specific Elective Rotations

The following rotations may be done for Elective credit only. They may not be used to fulfill Core or Selective requirements.

Summer Rotations between 2nd and 3rd Years

1. May be scheduled prior to the start of Core clerkships by a student who has received a passing score on COMLEX Level 1
2. For-credit rotations must be a minimum of two weeks in length, but not more than four
3. The student must submit a Clerkship Registration and Approval form (CRA) as far in advance of the rotation start date as possible
4. The COM Clinical Education Office must approve the rotation before the student may start
5. At the conclusion of the rotation, the supervising physician must submit an Evaluation of Medical Student Clinical Competency, and the student must submit a Student Evaluation of Clinical Experience.

Complementary/Alternative Medicine Elective

1. A student may schedule a maximum of four weeks of C/AM electives in years 3 and 4 (One 4-week rotation or two 2-week rotations).

2. Submit a complete rotation proposal and appropriate supporting documentation to your COM contact person no fewer than 60 days before the anticipated start of the rotation. A complete proposal includes:
 - a course description for the proposed rotation including specific goals and objectives for this experience and a schedule of days and hours for the rotation (daily or weekly schedule for the practice's hours of operation will suffice)
 - a short paragraph explaining your interest in this discipline and how this rotation will contribute to your career pathway
 - URL of relevant Web site (if any)
 - a letter from the supervising health care professional stating his/her willingness to precept the student (not required if the rotation occurs at a teaching hospital).
3. Submit a Clerkship Registration and Approval form (CRA) with your proposal
4. Approval is subject to review of student's documentation by the COM Clinical Education Office.
5. The student will receive written notification, via e-mail, regarding approval or denial of their proposal. This notification will be given no fewer than 45 days prior to the anticipated start date of the rotation.
6. Incomplete proposals or proposals submitted fewer than 60 days from the anticipated start date will not be considered.
7. The evaluation of the student must be submitted by an appropriate health care professional, as determined by COM Clinical Education at the time the rotation is approved.

International Elective

1. The student may schedule a maximum of 8 weeks of international electives in years 3 and 4.
2. Review the following Web sites for immunization requirements and health, political and cultural information regarding your proposed destination country:
 - Immunization recommendations (CDC): <http://www.cdc.gov/travel>
 - World Health Organization: <http://www.who.int/en>
 - U.S. State Department: <http://travel.state.gov/content/travel/english.html>

UNE's Global Education Office can provide information and guidance as well as travel insurance for UNECOM approved international rotations. They also can register the student with the U.S. State Department via the Smart Traveler Enrollment Program. It is best to schedule an appointment.

Global Education Program
Decary 126, Biddeford Campus
www.une.edu/global/ed

Sandra Larned, Coordinator: slarned@une.edu; 207-602-2585
Emily Dragon, Director: edragon@une.edu; 207-602-2451

3. Submit a complete application packet and appropriate supporting documentation to your COM contact person no later than 90 days before the anticipated start of the rotation. The application and Release of Liability are available in the Forms, Docs and Syllabi section of the Clinical Education Essentials course on Blackboard. E-mail or FAX (207-602-5908) the completed package or deliver or mail it to: UNE College of Osteopathic Medicine, Clinical Education Office, 226 Stella Maris Hall, 11 Hills Beach Road, Biddeford, ME 04005.
4. Students do not have to submit an application packet for rotations in Canada, Guam, or Puerto Rico. Submit a CRA as you would for a rotation in the United States. The university provides professional liability insurance coverage for approved rotations in these three countries.
5. If the rotation is designated "Medical Spanish" or any other language, the course description must clearly outline a classroom/clinical schedule of at least 40 hours per week, with a minimum of 20 hours spent in a clinical setting.
6. Approval is subject to review of student's documentation by the Clinical Education Office and that office's interpretation of the U.S. State Department's assessment of current conditions in the destination country. See <http://travel.state.gov/content/travel/english.html>, "Alerts and Warnings." Do not book travel until you have a determination regarding your application.

7. The Clinical Education Office will not approve a rotation in any country that is on the U.S. State Department's Travel Warning List. No exceptions. Travel Alerts, which tend to be seasonal or event specific, will be considered on a case by case basis.
8. The evaluation of the student must be completed and submitted by a D.O. or M.D.
9. UNECOM's professional liability insurance covers rotations in the 50 United States, Canada, Guam, and Puerto Rico. If professional liability insurance is required for rotations in other countries, contact the rotation sponsor or the UNE Office of Global Education (Decary Hall 126, Biddeford Campus, phone 207-602-2051) for assistance in obtaining coverage.
10. Travel Insurance is required. Contact the UNE Office of Global Education to obtain travel insurance to cover costs of emergency medical care, evacuation or repatriation of remains in the event of death. There is no cost for this coverage to the student on an approved international elective.
11. Due to concerns regarding receipt of post-rotation documentation and potential delays in return travel, **international electives must be scheduled with an end date no later than April 30 of the 4th year.**
12. If, at the conclusion of the rotation, online submission of the Evaluation of Medical Student Clinical Competency is not feasible, the student will obtain the physician's written evaluation and return it to the COM Clinical Education Office. Do not rely on international mail.
13. The international political climate is ever-changing. COM Clinical Education reserves the right to withdraw approval for an international elective at any time that it determines the destination country to be an unsuitable training locale.

Research Elective

1. The student may schedule a maximum of 6 weeks of research elective time in years 3 and 4.
2. Review the following documents in the Forms, Docs and Syllabi section of the Clinical Education Essentials course on Blackboard:
 - Comprehensive Guide to Research for the Medical Student
 - Application for Research Elective - Research Proposal
3. Submit a complete research proposal and appropriate supporting documentation to your COM contact person no fewer than 90 days prior to the anticipated start of the rotation. E-mail or FAX (207-602-5908) the completed package or deliver or mail it to: UNE College of Osteopathic Medicine, Clinical Education Office, 226 Stella Maris Hall, 11 Hills Beach Road, Biddeford, ME 04005.
4. Submit a Clerkship Registration and Approval form (CRA) with the research proposal.
5. Approval is subject to review of student's documentation by the Clinical Education Office and the COM Research Division. If additional information or documents are requested, they must be provided no fewer than 60 days prior to the anticipated start date of the rotation.
6. The student will receive written notification, via e-mail, regarding approval or denial of their proposal no fewer than 45 days prior to the anticipated start date of the rotation.
7. Incomplete proposals or proposals submitted fewer than 90 days prior to the anticipated start date will not be considered.
8. To allow time to prepare a poster for the May NEOMEN Research Forum, a for-credit research elective must be completed no later than March 31 of 4th year. Non-credit research electives may be scheduled after March 31.
9. To receive a grade for the research elective, the following are required:
 - Research Mentor's evaluation of the student: The Mentor should complete the Evaluation of Medical Student Competency form to the best of their ability. Clinical Education will accept an evaluation completed by a person holding a doctoral degree other than D.O. or M.D.
 - Student's Evaluation of Clinical Experience (New Innovations online form)
 - Student will prepare and present a poster at the Northeast Osteopathic Medical Education Network (NEOMEN) Research Forum in May.
10. If the student does not present a poster at the NEOMEN Research Forum, the research elective will be re-classified as a non-credit experience, which may jeopardize the student's ability to meet graduation requirements by the date of commencement.

Clinical Enrichment Experience

During 3rd year, a student may engage in a non-credit, clinical experience outside of the Core clerkship, for example, shadowing physicians in the ER on weekends. The non-credit time must not in any way interfere with the student's Core schedule or obligations. The student must 1) obtain the approval of the hospital's Medical Education Office and the department in which (s)he wishes to spend time and 2) pre-register by submitting a Clerkship Registration and Approval (CRA) to COM Clinical Education. This ensures that you will have professional liability coverage. If the enrichment experience will be intermittent over several weeks, enter the range of dates on the CRA to ensure that professional liability coverage is in effect throughout. Neither the supervising physician nor the student will submit an evaluation at the conclusion of the experience. The Clinical Enrichment Experience is strictly non-credit and cannot be used to fulfill any clinical requirement.

Scheduling Selective and Elective Rotations

	DETAILS / NOTES
<p>CONTACT: Judy Beauchemin (2017: A-K; 2018: A-J) Phone: 207-602-2674 E-mail: jbeauchemin@une.edu</p> <p>Susan Winey (2017: L-Z; 2018: K-Z) Phone: 207-602-2527 E-mail: swiney@une.edu</p>	<p>OFFICE ADDRESS & FAX: COM Clinical Education Office 226 Stella Maris Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005 FAX: 207-602-5908</p>
<p><input type="checkbox"/> Contact the medical facility for tentative approval</p>	<ul style="list-style-type: none"> ✓ Make 1st call A MINIMUM of 2-3 months before you plan to start the rotation. ✓ Identify yourself and your level of training. ✓ State the rotation (e.g., cardiology) and the starting and ending dates you want. Be ready to consider alternate dates if offered. ✓ Ask about housing if you need it; not all hospitals have housing for visiting students. ✓ If scheduling at the office of a private physician, obtain the name and address of each hospital at which the physician has privileges.
<p><input type="checkbox"/> Submit the UNECOM Clerkship Registration and Approval (CRA) form to the Clinical Education Office (NOT to the hospital or physician)</p>	<ul style="list-style-type: none"> ✓ If rotation is office-based, include the name and address of each hospital at which the physician has privileges. Clinical Education must send duplicate paperwork to each facility so that you can accompany the physician into the hospital. ✓ The CRA must be received A MINIMUM of 45 days prior to the intended start of the rotation. ✓ Submit the CRA via e-mail (preferred) or via U.S. mail or FAX. ✓ Failure to submit a CRA will result in no credit for time spent in clinical activity and may result in disciplinary action by the Committee on Student Progress.
<p><input type="checkbox"/> Include the hospital's application materials and/or additional required documentation (if applicable)</p>	<ul style="list-style-type: none"> ✓ Complete all documents that are your responsibility, and send the packet to the Clinical Education Office. ✓ E-mail submission preferred, but if sending via U.S. mail, notify your contact person that additional documents are in transit. ✓ Student will determine if the training site requires an affiliation agreement with UNECOM and will facilitate by providing both the site and Clinical Education Office with their contact's name, phone number and e-mail. NOTE: It can take several weeks or months for an agreement to be reviewed and approved by attorneys for the hospital and university. Plan accordingly.
<p><input type="checkbox"/> The Clinical Education Office will forward the CRA and will verify the following</p>	<ul style="list-style-type: none"> ✓ Student's current BLS, ACLS, OSHA and/or HIPAA status. ✓ Student's immunization / PPD status. ✓ Summary of results of the student's most recent background check. ✓ UNECOM's professional liability certificate for clinical activity (will send document). ✓ The following documents are not sent automatically; student must request if required by the training site: UNECOM transcript, COMLEX scores, Background check.

<p>❑ As specified by the training site, the student will provide the following to the COM Clinical Education Office for inclusion with the CRA, or provide directly to the training site</p>	<ul style="list-style-type: none"> ✓ Proof of personal health insurance ✓ Documentation of recent health assessment ✓ Additional medical records required by the site, if not available from UNE Student Health ✓ Drug screen – the student will cooperate with the medical facility and is responsible for any costs. ✓ Keep BLS, ACLS, OSHA and/or HIPAA cards/certificates with you at all times.
<p>❑ Clinical Education will review your CRA and, if approved, forward all documentation, as noted above, to the training site</p>	<ul style="list-style-type: none"> ✓ Approval is subject to all applicable pre-requisites, including valid BLS, ACLS, OSHA, HIPAA, immunization and PPD status. ✓ Contact will be via e-mail if we have questions or if your request is denied. ✓ Once approved, your completed application packet will be sent to the medical facility within 3 business days of receipt of CRA and all additional required documentation.
<p>❑ Check status of your requested rotation</p>	<p>When the rotation has been approved by the COM Clinical Education Office, it will be added to your clerkship schedule on New Innovations.</p>

Additional Notes Regarding Scheduling:

- Know when each program begins accepting applications for 4th year rotations and submit your application in a timely manner. Check AOA program Web sites for this information or contact the program to ask. Contact information is available in the AOA *Opportunities* database, <http://opportunities.osteopathic.org/search/search.cfm>. For ACGME programs participating in VSAS, consult that Web site. For non-participating programs, check Web pages or contact programs.
- Some training sites/services
 - will accept only 4th year students for rotations.
 - will accept applications only via VSAS.
 - are part of a university system, and arrangements for rotations must be made through the university. The hospital should direct you.
 - require an application fee or tuition. Any costs associated with the rotation are your responsibility if you choose to rotate at these hospitals. It is not recommended that you agree to pay tuition to any other institution. Contact the COM Clinical Education Office for guidance.
- “Free” weeks MUST be registered so that Clinical Education can note the dates in your schedule and can contact you, if necessary, while you are away from rotations. Submit a CRA as you would for a rotation, including the dates of your “free” weeks, your phone number, and e-mail address.
- Once you are registered (Clinical Education has sent your paperwork to the medical facility):
 - the rotation becomes an academic requirement.
 - the rotation may not be canceled without prior, written approval from the COM Clinical Education Office. Students who cancel without permission may be subject to disciplinary action. See “Cancellation of Rotations” below.
- If a training site does not approve your rotation request or cancels after accepting your application
 - notify your COM contact person immediately via e-mail.
 - attach the e-mail advising you of the cancellation.
 - Find and register for another rotation.

Visiting Student Application Service (VSAS)

This service is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSAS allows students to apply for 4th year elective rotations by filling out and submitting one electronic application, which then can be sent to any of the participating “host schools” (hospitals). COM Clinical Education will e-mail VSAS registration pre-requisites and instructions to the class mid-way through 3rd year.

VSAS opens on or about February 1 of 3rd year, **and it is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and PPD are current before you register for VSAS.** "Current" means that they will be effective during the dates of your 4th year rotations, not just at the time you register. Many rotation sites reject applications if these items will expire prior to the **end** of the planned rotation. The following **must be updated in January of 3rd year: OSHA training, HIPAA training, BLS** (if it expires during 4th year rotations), **ACLS** (if it expires during 4th year rotations), **PPD**, and **TDaP** (or Td) if close to or more than 10 years old. Individual rotation sites may require a current physical exam. You need to update your background check only if the 4th year rotation sites you apply to require it. You can find more information about VSAS at <https://www.aamc.org/students/medstudents/vsas/>

Not all hospitals/residency programs participate in VSAS. To set up a rotation at a non-participating program, refer to "Scheduling Selective and Elective Rotations" above. Contact Judy or Susan in COM Clinical Education for assistance.

Canceling Selective or Elective Rotations

UNECOM policy that requires a student to pre-register rotations sufficiently in advance takes into account the time required by a training site to process paperwork and properly credential the student prior to his/her arrival. Similarly, our policy regarding cancellation of rotations is intended to recognize both the student's and the school's obligations to training sites and to be respectful of a hospital's policy in this regard. It is important to maintain good will with all training partners in order to ensure that they will continue to welcome UNECOM students.

Careful planning on the student's part should minimize the need to cancel rotations; however, **in the event a student deems it necessary to cancel a scheduled rotation, (s)he must obtain prior written permission from the COM Clinical Education Office as follows:** As far in advance as possible, e-mail your COM contact person with your reason for requesting a cancellation, and attach the medical facility's cancellation policy. If you are unable to find the policy online, call the medical education office or student coordinator at the site, and ask them to e-mail their policy to you, with a copy to your UNECOM contact person. We will confirm receipt. We must have documentation of your compliance with the site's cancellation policy before we will process a new CRA. If you cancel a rotation without following the above steps, your request for a new rotation may be denied.

APPENDIX



College of Osteopathic Medicine

Absence Request Form

Students are required to make up all missed clinical time due to absence. Each absence, regardless of length, must be documented. The Student must obtain prior approval for all planned absences. Protocols are detailed in the *Clinical Training Manual*. Failure to follow protocol constitutes an unauthorized absence and may result in disciplinary action.

After the Medical Student and the Discipline Chief/Attending complete the appropriate sections below, the student **must** submit this request to the COM Associate Dean for Clinical Education c/o Susan Winey, Fax: 207-602-5908

To Be Completed By UNECOM Medical Student	
Student Name _____	Class of _____
Rotation Site _____	Fax No. (REQUIRED) _____ - _____ - _____
Rotation Contact Name _____	Department _____
Rotation Name _____	Rotation Dates _____
Date(s) of Requested Absence _____	
Reason for Absence (attach supporting documentation):	

To Be Completed By Discipline Chief or Attending	
UNECOM students are expected to make up absences from rotations, regardless of the reason. Please indicate how the above absence(s) will be made up:	
If the structure of this rotation does not afford the student make up time, please check here: <input type="checkbox"/>	
The UNECOM Clinical Education Office will work with the student to provide an appropriate alternative.	
Approved: _____ Discipline Chief/Attending	Date ____/____/____
Approved: _____ Clinical Campus Director/Hospital DME	Date ____/____/____

To Be Completed By UNECOM Office of Clinical Education	
Approved: _____ UNECOM Associate Dean for Clinical Education	Date ____/____/____

Following UNECOM approval, this form will be faxed to the Clinical Campus Director, Hospital DME or other designated office at the number provided above. The original will be placed in the student's file.

SUBMIT COMPLETED FORM TO: **Susan Winey, Fax: 207-602-5908**, Email: swiney@une.edu, Phone: 207.602.2527



Student Accident Report

Immediately notify the COM Clinical Education Office (rbrown@une.edu or phone 207-602-2333) of the event. Within 48 hours of an accident/injury, submit this completed report to the same office via e-mail (rbrown@une.edu), FAX (207-602-5908) or U.S. mail: COM Clinical Education Office, 226 Stella Maris Hall, UNECOM, 11 Hills Beach Road, Biddeford, ME 04005.

Student Name _____ Telephone No. _____

Address _____

Age _____ Date of Birth _____

STUDENT STATEMENT:

_____ was injured at _____
(print name) (location)

on _____ at _____
(date) (time)

1. Please describe in full detail how the accident occurred. _____

2. Name of witness(es), if any, to accident or injury. _____

3. Please describe injury in detail and include parts of the body affected. _____

4. What medical treatment did you receive? _____

5. If you received medical treatment, name/address/phone of provider: _____

6. Did you miss time from class/rotations after returning from medical treatment? YES__ NO__

If yes, how many days? _____ What is the expected date of return to rotations? _____

NOTE: If your absence from rotations will exceed two (2) days, COM Clinical Education will need a letter from your physician stating the extent of your injuries, dates of follow-up medical appointments, and the date you can resume clinical activities. You may not return to rotations until we have this letter.

7. Will you be returning to a doctor or other health care provider for follow-up care? YES__ NO__

If yes, name/address/phone of provider: _____

Student Signature

Date

FACULTY/ACADEMIC REPORTING SUPERVISOR:

1. When, how and by whom were you notified of the accident? _____

2. What actions have been taken to prevent this type of accident from happening again? _____

3. Do you have any recommendations? _____

Faculty/Academic Reporting Supervisor Signature

Date

COM CLINICAL EDUCATION COORDINATOR:

1. I received notification of this accident via phone / e-mail on (date) _____ at (time) _____
and the person who contacted me is _____.

2. Additional Comments: _____

Clinical Education Coordinator Signature

Date

Original report sent to Office of Recruitment, Student and Alumni Services on (date) _____ by
(name) _____

cc: Risk Manager
Human Resources
Safety Officer

March 2015



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Find the right doctors

We'll also locate the right hospitals, dentists and other leading healthcare providers anywhere in the country.

Schedule appointments

We can help expedite the earliest appointments with providers including hard-to-reach specialists and arrange treatments and tests.

Help resolve insurance claims

Experts get to the bottom of your issue to assist with negotiating billing and payment arrangements.

Assist with eldercare

We address senior issues such as Medicaid and related healthcare issues facing your parents and parents-in-law.

Assist in the transfer of medical records

We'll also handle the details of transferring X-rays and lab results.

Work with insurance companies

Our team works on your behalf to obtain appropriate approvals for needed services.

Answer questions

We help you become informed about test results, treatments and medications prescribed by your physician.

Get cost estimates

Our new SmartPhone App features the Health Cost Estimator™ tool for pricing estimates of common medical procedures in your area.

Help is Only a Phone Call Away

Your Health Advocate benefit is paid by your employer or plan sponsor and covers eligible employees, their spouses, dependent children, parents and parents-in-law.



Download our **NEW** SmartPhone App
App Store / Google Play
Plus, access Health Cost Estimator™



HealthAdvocate[®]

Always at your side