



UNIVERSITY OF NEW ENGLAND
COLLEGE OF
OSTEOPATHIC MEDICINE



Clinical Training Manual

Policies and Resources

Welcome to Clinical Education

Welcome to the world of clinical education. Congratulations on your progress through the preclinical curriculum which has prepared you to enter the world of experiential clinical learning. This Clinical Training Manual is designed to provide tips and resources to navigate this environment. This is a crucial process in your professional development, and we want to assure you that our entire Department of Clinical Education is here to support you as you work towards your individual career goals. You are the most important component of this system as you develop an individual career path in the medical profession.

All of us here at UNE COM have collectively worked to design and build a system that provides the means for you to complete all of your curricular requirements and position yourself in achieving a position in a residency training program, while developing knowledge and skills to thrive as a lifelong learner. Your clinical experiential training (years 3-4) occurs in a system of affiliated educational sites not owned or operated by UNE. The third year core clerkships are coordinated through a system of clinical campuses with at least twenty-six clinical sites throughout Maine, New England and other states in the Northeast, including sites in rural and underserved areas.

Throughout this whole process we are here to provide support and we encourage everyone to maintain a sense of balance throughout your medical education and ultimately in your professional career. Please do not hesitate to contact us for assistance in dealing with any issue that might be affecting you. You also have a wonderful support system in each of the clinical training sites, as well as with your peers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Guy DeFeo".

Guy DeFeo, D.O.
Associate Dean of Clinical Education

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CLINICAL EDUCATION POLICIES AND PROCEDURES

The Department of Clinical Education coordinates all phases of the Clinical Curriculum (Years 3 and 4) at affiliated clinical training sites. UNE COM maintains responsibility for all affiliation agreements and ensures that each site operates its educational activities in a manner consistent and compliant with all UNE COM policies and procedures. The policies and procedures in this Clinical Training Manual describe all of the approved methodologies for you to complete the entire clinical education curriculum. This clinical experiential training occurs in a system of affiliated educational sites not owned or operated by the COM. The third year core clerkships are coordinated through a system of Clinical Campuses with at least twenty-six clinical sites throughout Maine, New England and other states in the Northeast, including sites in rural and underserved areas.

In keeping with our mission to focus on the training of primary care physicians serving rural and underserved areas, we have created many opportunities for students to learn in these settings. Clinical facility partners include those sites with the NEOMEN Osteopathic Postdoctoral Training Institution (OPTI), as well as other medical facilities capable of providing opportunities for core and elective rotations for our students. UNE COM establishes written affiliation or educational agreements with the participating hospitals and clinics within our clinical campus system that define the rights of both parties for each clinical clerkship teaching facility. We continue to develop this system of clinical campuses to provide a seamless continuum of training, enhancing the quality of predoctoral education and integrating with postdoctoral graduate education when applicable. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Department of Clinical Education also assists students in developing a schedule to fulfill curricular requirements for fourth year while providing opportunities and guidance to proceed through the residency search and application process.

We partner with our core clinical campuses to secure and delegate positions in their system to provide rotation slots for students to complete the selective rotations of Emergency Medicine, Internal Medicine, Surgery and Osteopathic Manipulative Medicine. This allows students to maintain an ongoing relationship with these institutions and provides a longitudinal component to their learning activities.

The purpose of UNE COM's clinical clerkship curriculum is to prepare students to enter into and be successful in graduate medical education programs with a focus on becoming competent, compassionate physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's stated mission and objectives. During the middle of the second year, students are assigned to a specific clinical campus to complete their core clerkship rotations and their third-year curriculum. Rotations are designed to provide students with active, hands-on learning experiences in medical situations. Under the supervision of clinical faculty, students become involved in the case management of patients as they refine their problem-solving, diagnostic, and therapeutic skills. Rotation schedules are constructed with assistance from administrative personnel to ensure that curricular requirements are met. Each rotation is a separate learning experience, and each student's evaluation is based on an individual assessment by his or her preceptor(s) supervising the rotation.

Concurrent with these experiences, various didactic activities are incorporated into the curriculum to augment student learning, utilizing such instructional modalities as lectures, professional development seminars, clinical case conferences, tumor board meetings, case-based discussions, interactive computer assignments, and the use of self-instructional audio-visual materials. UNE COM subscribes to the Aquifer (formerly MedU) series, which utilizes online virtual patient cases to enhance clinical experiences. Aquifer is another tool used in the UNE COM curriculum to help students link factual knowledge to patient cases, develop a deeper understanding of clinical science, strengthen clinical reasoning skills, and recognize patterns between patients.

As part of required core rotation and certain selective rotation requirements, students must pass Comprehensive Osteopathic Medical (Student) Achievement Tests (COMAT). These are standardized specialty subject tests created by the National Board of Osteopathic Medical Examiners (NBOME). UNE COM purchases these exams from the NBOME.

BASIC NAVIGATION

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. From time to time, content in this document may be added, deleted 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. Students are assigned a Student Support Specialist who will answer questions and generally guide the student through rotations.

Additional Reading:

COM Academic Catalog -

<https://www.une.edu/registrar/2018-2019-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)



ADMINISTRATIVE CONTACTS

COM CLINICAL EDUCATION OFFICE

Office Hours: Monday-Friday, 7:00 a.m. to 4:30 p.m.
 University of New England College of Osteopathic Medicine
 11 Hills Beach Road
 Biddeford, ME 04005

Clinical Education Faculty and Staff

<https://www.une.edu/com/administrative-department-faculty-and-staff#clinical>

To Schedule an Appointment:

Associate Dean for Clinical Education: 207-602-2348
 Academic Coordinator Years 3 & 4: 207-602-2633

EMAIL: comclinicaleducation@une.edu

FAX: 207-602-5908

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	PHONE NUMBER
Campus Services (Insurance Questions)	207-602-2855
Financial Aid	207-602-2342
Student Access Center (formerly Disability Services)	207-221-4418
Office of Recruitment, Student and Alumni Services	207-602-2329 207-602-2430 207-602-2543
Registrar	207-602-2320
Student Academic Success Center	207-602-2443
Student Accounts	207-602-2457
Student Counseling Center (Petts Center, Biddeford Campus)	207-602-2549 or 866-743-2230
Student Health Center (Petts Center, Biddeford Campus)	207-602-2358

[Clinical Campus Contact List](#)

PRE-REQUISITES FOR CLINICAL TRAINING

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

- Documentation of compliance with UNE COM immunization requirements
 - Tetanus/diphtheria/pertussis (Tdap) (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)
 - Varicella (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 UNE COM 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 UNE COM Clinical Education Office (137-144 Decary Hall), E-mail to your Student Support Specialist (comclinicaleducation@une.edu), or FAX to 207-602-5908.

- Documentation of current certification for
 - HIPAA - annual
 - OSHA - annual
 - BLS (CPR) – Spring of 2nd year (COM provides) and every two years thereafter, as necessary
 - ACLS - Spring of 2nd year (COM provides) and every two years thereafter, as necessary

- 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. 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. The student must review and accept the report online before it is deemed final.

- Drug Screen – if required by the clinical campus to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials. See instructions below.

- 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. There is no cost to the student for this test.

- 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 Student Handbook Appendix B) <https://www.une.edu/com/about/policies>
- 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 (referral available from Verified Credentials, Inc.)

CONTINUING REQUIREMENTS FOR CLINICAL TRAINING

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. You will receive a reminder from our office as expiration nears. Follow the instructions for each requirement. Individual sites may have additional requirements (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.
- You will receive an e-mail from our HIPAA training service when it is time to complete the yearly HIPAA training. The e-mail will provide you with access instructions.
 - Contact your Student Support Specialist if you have questions about the protocol.
 - It is imperative that UNE demonstrate compliance with all requirements imposed upon us by regulatory agencies. 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.
- 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.

Immunizations

- Students are required to update immunizations as necessary while on rotations. FAX (207-602-5908) or e-mail documentation to your Student Support Specialist.
- An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific 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.

- The COM Clinical Education Office reimburses our clinical campuses that can offer PPD testing to our students. Check with clinical campus Medical Education personnel regarding availability.
- 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 your Student Support Specialist 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 original 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 UNE COM 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 the *American Heart Association (AHA)*:
http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp
- 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.

Advanced Cardiac Life Support (ACLS)

- ACLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter. UNE COM does not offer reimbursement for ACLS courses taken outside of UNE COM.
- Students who recertify ACLS outside of UNE COM should do so with a recognized training provider, such as the *American Heart Association (AHA)*,
http://www.heart.org/HEARTORG/CPRAndECC/HealthcareProviders/AdvancedCardiovascularLifeSupportACLS/Advanced-Cardiovascular-Life-Support-ACLS_UCM_001280_SubHomePage.jsp
- 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

UNE COM provides testing in Year 2 prior to the start of clinical rotations. Elective sites may 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/Drug Screen

UNE COM 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.

- Each student is required to have a background check in year 2 prior to the start of Core clerkships. After that, you need to update your background check only if the hospitals you apply to for 4th year rotations (via VSAS or

otherwise) require it. Cost of an updated report is not automatically included in your financial aid package, but you can request it by contacting the Financial Aid Office.

- 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 Academic Coordinator or Associate Dean for Clinical Education.
- If a training site requires a drug screen, you can obtain a low-cost referral from Verified Credentials, Inc. Information is included in the instructions below.

BACKGROUND CHECKS and DRUG SCREENS - Instructions

BACKGROUND CHECKS

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

- ID Trace
- Statewide Criminal Records
- National Criminal Database
- National Sex Offender Registry
- FACIS® (Fraud and Abuse Control Information System) Level 3 – OIG/GSA, other federal sources, plus all 50 states

The student will initiate the request and pay for the background check. (NOTE: Financial aid includes funds for the required background check prior to 3rd year clinical clerkships.) **Students must use Verified Credentials.** 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 7-10 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 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:

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:

Academic Coordinator, Years 3 & 4

University of New England College of Osteopathic Medicine

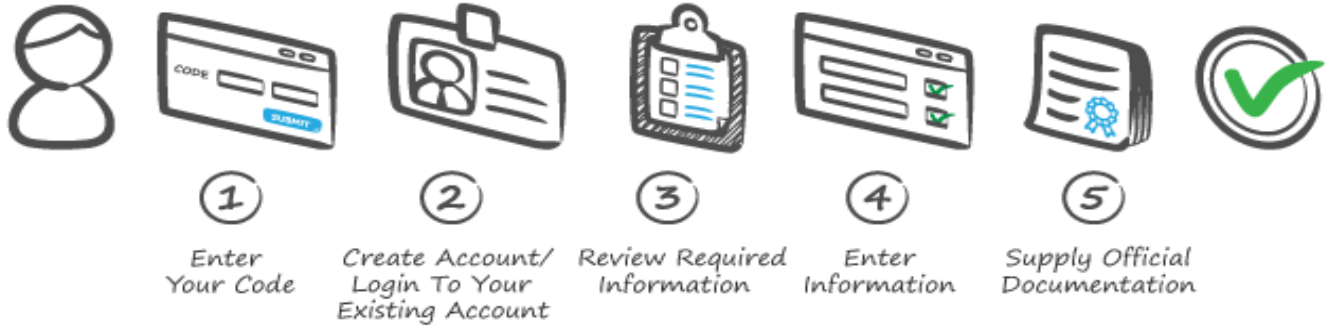
Office of Clinical Education

207.602.2633

DRUG SCREENS

Verified Credentials partners with [LabCorp](#), [Quest Diagnostics](#) and [eScreen](#) to offer collection site locations in every state. This convenient network makes it easy to test on a local, statewide or national scale. The student is responsible for the cost of a drug screen.

How it Works:



GET STARTED at:

<http://scholar.verifiedcredentials.com/une>

For Best Results - Use a laptop or desktop computer to complete this process.

IMPORTANT – Use the CODE that matches the drug screen you need:

Program Phase:	Code:
5 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy)	HHFYV-43988
9EO Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, MDMA, Nitrite, Oxycodone	DDJXY-34998
10 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Methaqualone	BBJVV-24482
12 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Meperidine, Oxymorphone, Tramadol	MPWHM-78464

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 also communicate these changes to the COM Clinical Education Office. E-mail the Academic Coordinator or your Student Support Specialist.**

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 Decary 137. 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/1o0cqxQJBPY38flgIA1QH2UlfZE5tdMHIO1rFbfo4Ex0/edit?pli=1>

If you need further help or information, contact:

Director of Reference Services

University of New England / Library Services

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

1-207-602-2315

@UNELibraries, #UNELibraries

Accommodations for Students - please see Student Handbook Supplement.

(The Associate Dean of Clinical Education is the course director for all rotations)

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 UNE COM 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 UNE COM 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 UNE COM logo can contact Office of Recruitment, Student and Alumni Services, 207-602-2543, 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., Ph.D.) as Doctor unless invited to use a less formal address.

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 UNE COM.
- 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

- UNE COM 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, no pets), 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.
- Housing must be within an appropriate range from the clinical campus the student is assigned. Housing should be no more than 1-hour travel time away from the site, as the weather may impact travel time and student schedules can be very demanding.

Transportation

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

TITLE IX SEXUAL MISCONDUCT, NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Students will conduct themselves in a professional manner at all times. They will treat everyone with respect, and they can expect similar and appropriate respect in return. A student who feels that they are the target of bullying, sexual harassment or discrimination of any kind, by anyone they encounter during rotations, should immediately contact the Associate Dean for Clinical Education or any member of the UNE COM Clinical Education Office or the Office of Recruitment, Student and Alumni Services. All phone numbers are on pages 10 and following in this manual.

The University of New England has very detailed policy in this regard, and we strongly advise every student to read it so that they will be neither an aggressor nor a victim. Please see <https://www.une.edu/title-ix> for the most current policy.

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 UNE COM Standards for Professional Behavior and Conduct, which are printed below.

UNE COM 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 quickly addressed, and repeat offenses can result in dismissal from school. See also [EVALUATION AND GRADING-Evaluation of Medical Student Clinical Competency](#).

UNE COM Standards for Professional Behavior and Conduct

Refer to Student Handbook, Section V: Professional Behavior and Conduct, <https://www.une.edu/com/about/policies>

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 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.
- 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).
- 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 log out 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.

INSURANCE TYPES AND KEY FACTS

Health

- For information about UNE's Graduate and Medical Student insurance plan, click on the appropriate links at <https://www.une.edu/sfs/undergraduate/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 questions about University-offered health insurance programs, or need further assistance, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>.
- 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. For more information, <https://www.une.edu/sites/default/files/Health-Advocate-UNE-Students-2.pdf>.

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 address 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 UNE or the hospital or facility where you may rotate.
- Students are not employees and, therefore, are not covered under UNE's or the hospital's 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.

PROFESSIONAL LIABILITY INSURANCE

As a student of UNE COM, 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.

UNE COM 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 a quote for excess coverage, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>, and provide the following information: Your Name / Your PRN / Name & Address of the medical facility requiring the additional coverage / required limits (Example, \$4M/6M) / start and end dates of rotation.

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 sponsoring the rotation. Additional resources include the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602-2051, and/or UNE Campus Services Office, <https://www.une.edu/campus/risk-management>.

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 UNE COM 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 UNE COM 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 UNE Campus Services for a Claim Notice form from our insurance carrier, <https://www.une.edu/campus/risk-management>.

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

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 the nature of illness or injury.**
- b. Contact, or ask someone else to contact, the UNE COM Academic Coordinator as soon as possible (within 24 hours) – phone 207-602-2633 or e-mail your Student Support Specialist.
- 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 / Forms and Documents. 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. Insurance may not cover physician and hospital charges, and the student is responsible for these costs. For more information, please contact the UNE Risk Manager at 207-602-2855.

- **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.
- UNE COM 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, a doctor’s letter is required in order for the student to return to rotations. 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 UNE COM Academic Coordinator as soon as possible (within 24 hours) – phone 207-602-2633
 - 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 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. <https://www.une.edu/student-health-center>

- **Counseling Services:** Hours, self-help resources and emergency information, etc.
<https://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, it must be done in person. The student also can seek one-on-one assistance at their clinical campus or with a community counselor of their choosing.

Crisis Response: Off-campus resources available 24 hours per day: Maine locations (888) 568-1112; Outside of Maine, contact the National Suicide Prevention Hotline (1-800-273-8255).

- 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.

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 other conference or educational program of interest, only if they do 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.

ATTENDANCE

See Student Handbook for Attendance Policy. <https://www.une.edu/com/about/policies>

EMERGENCY PREPAREDNESS

Disasters, natural or otherwise, can occur anywhere at any time. In these situations, you must be your own best advocate. Of utmost importance is your individual health and safety. Obligations to your education and associated scheduled activities can be addressed through clear communication with your training site and the school. In the event of an emergency, it is important that you respond quickly and decisively, especially if you are away from your home base. We have gathered the following tips and recommendations from numerous online sources. We urge you to read this material carefully and to take steps to prepare in advance. While this is focused on you, the student, it naturally also applies to family members who may be traveling with you.

BE PREPARED EVERY DAY

- Know the evacuation routes and locations of shelters in your area. Have a plan, with backups, for where you will go if an evacuation order is given. If you are in a new city for clinical training and this is not covered at orientation, ask. Obtain a map, as cell service may be interrupted in an emergency.
- When the gas gauge in your car approaches half, refill.
- Recharge your phone regularly. Have a charger in your car in the event electricity is out. For additional suggestions, <https://qz.com/1062340/hurricane-harvey-ten-ways-to-make-your-cell-phone-last-the-whole-storm-even-if-the-power-goes-out/>.
- Refill medications promptly and maintain sufficient quantities of other needed medical supplies.
- Keep extra cash on hand.
- In addition to the contacts on your phone, make a written list of emergency contacts, including at school, and have it with you. Share it with one or more people on the list so that they can contact the others in the event your ability to do so is limited. Contact information for school personnel is listed below.
- If you have pets, be sure they are up to date with all shots. If they are on medication, have a supply on hand. Consider having your pets microchipped. Keep copies of pets' medical records with other important papers that you will take with you.

- Have important papers and personal mementos in one, easily accessible location. Place a note in your emergency kit to remind you to take them. Be sure to include your UNE photo ID.
- Know how to use a fire extinguisher and how to shut off the utilities in your house.
- Add an emergency alert app (NOAA or other) to your phone. At the very least, pay attention to local newscasts and information available at your training site. Social media is not your best resource for accurate information regarding the emergency overall, but it can be helpful regarding traffic patterns, conditions in specific areas, etc.
- Have an emergency kit packed and ready for travel. See one or more of the following for suggested contents:

<https://www.ready.gov/build-a-kit#>

<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/get-a-kit>

<https://www.nytimes.com/2017/07/03/smarter-living/packing-emergency-kit-disaster.html>

IN THE EVENT OF AN EMERGENCY

- Exercise good judgment to ensure your health and safety and that of others for whom you may have responsibility.
- Respond as directed by local emergency management personnel and/or supervisory personnel at your rotation site. If you are advised to go home or leave the area, tell several individuals at your training site (preceptor, residents, administrative staff) before you leave the building.
- If you must evacuate, make every reasonable effort to take your pets with you, or arrange to leave them with someone who can safely care for them.
- As soon as you are able, communicate with your emergency contacts, including at school, regarding where you are and where you are going. Update them every few hours if possible, at least until you arrive at a safe location.
- When you are settled, communicate with your training site regarding when you can expect to return to your rotation. Ensure that they know how to contact you.
- Most hospitals have an emergency preparedness plan, and the hospital where you are rotating may expect you to participate.
- If your participation is not expected, and your safety and that of your family is not at risk, consider offering your assistance to the medical personnel in charge at a hospital or local shelter. As a health care professional in training, you may be able to provide valuable support.

CONTACT UNE COM

If an emergency situation arises, please contact any or all of the following at UNE COM as soon as you can. We will communicate with each other if you are able to connect with only one person, and we will keep in touch with you as well.

[Emergency Contact Information](#)

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 will 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.** Students use free weeks, including the 3rd year December study block (1 week), 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 graduation requirements prior to Senior Week.** 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 (Matthew Robinson) regarding his/her plans.
 - If a leave of absence is deemed appropriate, student will meet with Patricia Kelley, Associate Dean for Recruitment, Student and Alumni Services, to discuss details, implications for tuition and financial aid, and to obtain a Request for Leave of Absence form. This form is also available on the UNE Registrar’s Forms page, <http://www.une.edu/registrar/registration/registration-forms>. Call 207-602-2329 for an appointment with the Associate Dean for Recruitment, Student and Alumni Services
 - Complete the leave request and return it to the COM Clinical Education Office or your Student Support Specialist.
 - A copy of the leave request, with confirming letter, will be sent to the student. The Registrar and other 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 they are on leave.
 - School sponsored health insurance coverage continues through the insurance enrollment period in effect at the time the leave begins.
 - Time accrued during a leave continues to count toward UNE COM’s six-year (150% of the 4-year curriculum) 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 UNE COM 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 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 administrative withdrawal from UNE COM.

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 the Chair of the Committee on Student Progress (CSP) and cc the UNE COM Clinical Coordinator and Academic Coordinator 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, 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 attached to your leave. Include any professional intervention required or utilized in this process.
 - c. Describe the activities you engaged in during the leave 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 the CSP prior to the leave and your compliance with terms of that plan.
 - e. For a leave due to medical reasons, provide authorization to your medical or psychiatric provider to send a letter to the Associate Dean for Clinical Education briefly outlining 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. Send an e-mail stating your intention to return to school, and the start date, to the following departments: Registrar's Office, Financial Aid, Student Accounts, and the Associate Dean for Recruitment, Student and Alumni Services. Note that the return date should coincide with the start of a term, i.e., Fall term, July 1 – December 31; Spring term January 1 – June 30.

3. Consult with the Clinical Education Academic Coordinator (207-602-2633) 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.

4. 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 score ≥ 500 between ten (10) and thirty (30) days prior to your scheduled COMLEX exam date. E-mail a screen shot of the COMSAE score result as follows:
 1. Level 1: to the CSP Chair and the Associate Dean for Academic Affairs
 2. Level 2CE: to the CSP Chair and the Clinical Coordinator
 - ii. UNE COM 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-USA Level 1 exam after the CCAP will be assigned to a clinical campus by the Office of Clinical Education.
 - b. Other written examination(s), e.g., COMAT, UNE COM 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.

5. Provide documentation of the following to the UNE COM Clinical Education Office (FAX 207-602-5908 or e-mail your Student Support Specialist:
 - 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.
 - g. **Background Check** within 2 months prior to anticipated return date. Order the report from UNE COM'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 added to the list of requirements.

6. Additional: The student is responsible for maintaining contact with **Financial Aid** (207-602-2342), **Student Accounts** (207-602-2425), and the COM **Office of Recruitment, Student and Alumni Services** (207-602-2329) for information and/or protocols relevant to a return from leave.

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 UNE COM.
- 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.

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. A typical schedule can be expected to include Academic Day, transition meetings between shifts, specialty-specific teaching sessions, and other teaching/experiential activities outside of "regular" clinical hours.
- It is anticipated that, in general, a student will spend
 - a minimum of 40 hours per week in an outpatient setting and
 - a minimum of 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 [Student Handbook Attendance Policy](#) for more information about civil and religious holidays.
 - Students may not hold employment or engage in any other activity that conflicts with clerkship requirements.

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 in good standing 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 September, December, March and June) 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 Academic Coordinator 3rd and 4th year. A sample report is posted on Blackboard / Clinical Education Essentials / Forms and Documents.

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 the Academic Coordinator in the COM Clinical Education Office at the end of 3rd year.

Student Liaisons for Academic Year 2018-19

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

https://www.une.edu/sites/default/files/student_liaisons.pdf

Scheduled Meetings for Liaisons 2019-20

https://www.une.edu/sites/default/files/scheduled_meetings_for_liaisons.pdf

DOCUMENTATION OF CLINICAL EXPERIENCE

CONTACTS: Email: comclinicaleducation@une.edu		OFFICE ADDRESS & FAX: COM Clinical Education Office 144 Decary Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005 FAX: 207-602-5908
DOCUMENT	NOTES	
Clerkship Registration and Approval Form (CRA)	<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"> • Instructions available at Blackboard / Clinical Education Essentials / Tutorials and FAQs / New Innovations Tutorials / Clerkship Registration Approval (CRA) 	
Student Evaluation of Clinical Experience	<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 UNE COM online form must be completed in addition to any evaluation form that might be requested from 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 evaluation if your Internal Medicine Core is 12 consecutive weeks. If Core IM is two separate 6-week blocks, submit a separate evaluation for each block. <p>Required Format:</p> <ul style="list-style-type: none"> • New Innovations (electronic submission). • Instructions available at Blackboard / Clinical Education Essentials / Tutorials and FAQs / New Innovations Tutorials / Student Evaluation of Clinical Experience 	

Evaluation of Medical Student Clinical Competency	<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 should provide their attending's e-mail address on the CRA form or via e-mail to your Student Support Specialist 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. <p>Required Format:</p> <ul style="list-style-type: none"> • 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 contact his/her Student Support Specialist for assistance. Although not the preferred format, as a last resort, the student can download a printable version of the competency evaluation from Blackboard / Clinical Education Essentials / Forms, Docs & Syllabi. • You can scan and e-mail the handwritten evaluation to your Student Support Specialist, or FAX to their attention at 207-602-5908.
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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.

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

UNE COM maintains a subscription for all students to the online case learning tool Aquifer (formerly MedU). The COM Clinical Education Office will send an e-mail to the class regarding access to Aquifer and expectations for student use of this resource.

To complement your preparation for the COMAT at the end of each core clerkship, review the NBOME's content outline for each exam: <https://www.nbome.org/exams-assessments/comat/clinical-subjects/>.

Clinical Performance and Evaluation

Students will review the syllabus for each core clerkship, both on an individual basis and with their supervising physician, to ensure that expectations are clear.

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
 - “Needs Improvement” = 71
 - “Meets Expectations” = 84
 - “Exceeds Expectations” = 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, Docs and Syllabi).
- 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](#)

1. A student who is unable to take a scheduled COMAT or who fails a COMAT on the first attempt will take or re-take this exam **a)** at their clinical campus if COM Clinical Education can arrange a time acceptable to the proctor at the clinical campus or **b)** at the nearest Prometric site.
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 UNE COM or at a UNE COM 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 comclinicaleducation@une.edu at least 2 weeks before the desired exam date, as the NBOME requires submission of exam rosters 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 UNE COM 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 UNE COM 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 Student Access Center will be given reasonable test accommodations commensurate with their documented special needs. Contact the Student Access Center <https://www.une.edu/student-access-center> and comclinnicaleducation@une.edu, 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 UNE COM.
 - 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 UNE COM.
- 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.)
- The student will repeat the failed rotation in the same discipline at a training site assigned by the COM Clinical Education Office.
- A student failing one (1) clinical rotation (whether a Core, Selective or Elective) will receive one of the following:

- ❑ Academic Warning
 - ❑ Probation (A student on probation cannot travel for UNE COM 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 UNE COM 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.
- Clinical evaluators' comments from both the "Strengths" and "Recommendations for further learning" sections of the clinical evaluation form may be referenced in the Medical Student Performance Evaluation (MSPE). Instances of probation, whether academic or disciplinary, together with comments regarding the student's handling of the probationary period and current status also may be included. Academic warnings are not referenced in the MSPE.

CLINICAL CURRICULUM: OVERVIEW

General Timeline

Year 3	June	Student will complete the Transition to Rotations course and post-tests.
	July	Many clinical campuses will conduct orientation during the week preceding the start date for Core clerkships. Core clerkships begin
	August	ERAS opens for registration and Letter of Recommendation uploads only
	Fall – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)
	Late December	In December, there is a block during which the student may engage in study time (non-credit) or a possible elective rotation (for-credit), depending on length of block
	January	Complete prerequisites for access to Visiting Student Application Service (VSAS) for 4 th year rotations. COM Clinical Education Office will advise details. Update background check only if required by 4 th year elective sites. Schedule COMLEX-USA Level 2CE and 2PE for dates late 3 rd year or early 4 th year, but no later than September 30 of 4 th year in order to update scores on ERAS prior to submission of Rank Order Lists.
	March	Date by which to complete and submit the MSPE Profile and your CV to the COM Clinical Education Office
	Spring – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)

	June	End of Core clerkships (Before leaving your clinical campus, ensure that all clerkship evaluations have been submitted; contact any physicians whose evaluations are outstanding)
	July	4 th Year begins
Year 4 See the <i>Residency Planning Manual</i> for timeline and details regarding Year 4	August	Residency rotations / interviews continue thru January
	September	ACGME residencies begin accepting applications
	October	Residencies download MSPEs from ERAS
	December	Military Match results announced
	January	Final month for residency rotations and interviews
	February	NRMP Rank Order Lists due
	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 July 1 of third 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.

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 UNE COM 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		Prerequisite. for Subspecialty Internal Medicine or Pediatrics: Core in the appropriate discipline
Internal Medicine or Pediatrics	4		
Surgery	4		Prerequisite. for Subspecialty: Core Surgery
ELECTIVE	20		
The student is required to complete a minimum of 12 weeks of rotations from the selective and elective categories in an osteopathic setting, i.e., at a hospital that has an ACGME residency with Osteopathic Recognition or under the direct supervision of a D.O., in any clinical setting, who also completes the evaluation.			

Core Clerkship Key Dates

https://www.une.edu/sites/default/files/core_clerkship_key_dates.pdf

Clinical Campuses

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 UNE COM immunization and tuberculosis test requirements;
4. document current certification in HIPAA, OSHA, BLS (CPR) and ACLS;
5. complete a background check using the UNE COM 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 Community Health rotations set up by the Maine AHEC office and 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 during the same time period.
5. All rotations, core, selective and elective, must be experiential. As stated in the standards from the AOA Commission on Osteopathic College Accreditation: “The science and art of osteopathic medicine must be gained by direct, in-person interaction with instructors and clinical education supervisors.” Although online courses have educational value, they do not meet this standard and will not be approved for credit.
6. 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.

7. 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 the student's written request, COM Clinical Education will send an official letter to your residency verifying your graduation and eligibility to begin residency.
8. Students must be able to successfully complete all UNE COM graduation requirements by June 30 of 4th year in order to be eligible to participate in the NRMP for residencies beginning July 1.
9. Remember that what a training site or individual preceptor may allow in terms of rotation length or content can differ from what is defined by UNE COM to meet graduation requirements. You are bound by UNE COM requirements.
10. 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.

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, no pets) 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 for Core clerkships 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 UNE COM Clinical Campuses. In the event of an unavoidable absence (e.g., illness or difficulty with COMLEX-USA 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 **Protocol for End of Service Exam (COMAT)** on page 35 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 OMT Update / District Meetings

In addition to the educational offerings at our clinical campuses, the UNE COM 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, as listed below. Students are encouraged, but not required, to attend if they are on their Community Health rotation on the meeting date. Please note that there is no reimbursement for travel.

DISTRICTS:

Northern: All of Maine

Northern New Hampshire: Laconia NH, New London NH, Berlin NH, and Littleton NH

Eastern: Rhode Island (including St. Vincent), Connecticut, and Nashua NH

Western: Springfield MA, Pittsfield MA, Utica NY, Hudson NY, and Syracuse NY

Southern: Reading PA, New Jersey, and Southampton NY

DATES AND LOCATIONS FOR OMT UPDATES

https://www.une.edu/sites/default/files/dates_and_locations_for_omt_updates.pdf

CLINICAL CURRICULUM: SELECTIVES & ELECTIVES

Your Clinical Education Office Contacts

E-mail: comclinicaleducation@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 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 completing the online Clerkship Registration (CRA). The online form and instructions are available at Blackboard / Clinical Education Essentials / CRA Form.**

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 documented (student's CRA) and approved, in advance of the start date, 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.
- 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:
 - A. Obtain approval from administration and the attending physician at the training site.
 - B. Secure approval from the Clinical Education Office by e-mailing your Student Support Specialist with the proposed new dates of the rotation and the written confirmation from the training site.
 - C. 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 in advance of the extended time will be considered an unauthorized scheduling, and no credit will be given for the additional 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 UNE e-mail to his/her COM Student Support Specialist 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 12 weeks of Selective and/or Elective rotations must qualify as AOA approved.
- You may schedule A) at an institution that has one or more ACGME residency programs with Osteopathic Recognition 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 hospitals with ACGME programs offering education in osteopathic principles and practice - <https://apps.acgme.org/ads/Public/Reports/Report/17>. A rotation in any discipline at these hospitals will qualify for AOA credit.

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 time off 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.
- 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.

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.

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	Addiction Medicine	Palliative Care
PEDIATRIC	Cardiology (including interventional)	Neurology	Endocrinology/ Diabetes / Metabolism	Allergy/ Immunology
	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 American Academy of Osteopathy Web page for names of physicians you can contact to seek a rotation.
- To request approval of a preceptor not listed on the AAO site, submit the physician's name, e-mail address, phone and fax numbers to your Student Support Specialist 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 UNE COM OMM Department in the Alford Center for Health Sciences, contact 207-602-2898.

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, federally qualified health center (FQHC), private practice, or community hospital (non-teaching=no residencies); same medical venues in an urban location also are acceptable
 For more information and assignment protocols, see the syllabus (Blackboard / Clinical Education Essentials / Forms, Docs and Syllabi).
- 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 2018-19 these dates are: [Community Health Rotation Dates](#)

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. **Students may not request time off during a 2-week rotation, and interviews may not be scheduled during this time.**
- 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, if this type of rotation is offered. 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 with respect to patient care and medical team participation. 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.

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 Student Support Specialist 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 will be 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: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

UNE's Global Education Office can provide information and guidance as well as travel insurance for UNE COM 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
Coordinator; 207-602-2585
Director: 207-602-2451

3. Submit a complete application packet and appropriate supporting documentation to your COM Student Support Specialist 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, 137 Decary 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 (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>). Do not book travel until you have a determination regarding your application.
 7. The Clinical Education Office will not approve a rotation in a country that the U.S. State Department designates as Travel Advisory Level 3 or Level 4. Requests for travel to countries designated as Level 2 will be considered on a case by case basis. The decision of the Associate Dean for Clinical Education is final - no exceptions.
 8. The evaluation of the student must be completed and submitted by a D.O. or M.D.
 9. UNE COM'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 research elective in year 4 (**minimum 4 consecutive weeks, maximum 6 consecutive weeks**).
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 Student Support Specialist 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, 137 Decary 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. Four to six-week 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

CONTACTS: E-mail: comclinicaleducation@une.edu		OFFICE ADDRESS & FAX: COM Clinical Education Office 144 Decary Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005 FAX: 207-602-5908	
<input type="checkbox"/> Contact the medical facility for tentative approval	<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. 		
<input type="checkbox"/> Submit the UNE COM Clerkship Registration and Approval (CRA) form	<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. ✓ Complete and submit the CRA. Failure to submit a CRA will result in no credit for time spent in clinical activity and may result in disciplinary action by the CSP. 		
<input type="checkbox"/> Include the hospital's application materials and/or additional required documentation (if applicable)	<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 Student Support Specialist that additional documents are in transit. ✓ Student will determine if the training site requires an affiliation agreement with UNE COM 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.
<input type="checkbox"/> The Clinical Education Office will forward the CRA and will verify the following	<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. ✓ UNE COM'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: UNE COM transcript, COMLEX scores, Background check report.
<input type="checkbox"/> As specified by the training site, student will provide the following to the COM Clinical Education Office for inclusion with the CRA, or provide directly to the training site	<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. ✓ BLS, ACLS, OSHA and/or HIPAA cards/certificates.
<input type="checkbox"/> Clinical Education will review your CRA and, if approved, forward all documentation, as noted above, to the training site	<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.
<input type="checkbox"/> Check status of your requested rotation	When the rotation has been approved by the COM Clinical Education Office, it will be added to your clerkship schedule on New Innovations.

Additional Notes Regarding Scheduling:

- Know when each program begins accepting applications for 4th year rotations and submit your application in a timely manner. Check FREIDA or VSAS Web sites for this information or contact the program to ask.
- Some training sites/services
 - will accept only 4th year students for rotations.
 - will accept applications only via VSAS.
 - 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 Student Support Specialist 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, also known as Visiting Student Learning Opportunities (VSLO), 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 in December/January of 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. Programs may reject applications if these items will expire prior to the **end** of the requested rotation. COM Clinical Education will e-mail students with instructions and prerequisites for VSAS. 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/VSLO 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, directly contact the Medical Education Office at the hospital.

Canceling Selective or Elective Rotations

UNE COM 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 UNE COM 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 scheduled training site and send it to the COM Clinical Education Office as follows:** As far in advance as possible, e-mail your COM Student Support Specialist (SSS) 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 or to agree to your cancellation via e-mail, with a copy to your SSS. 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.

Forms and Reports

Absence Request Form

https://www.une.edu/sites/default/files/absence_request.pdf

Student Accident Report

<https://www.une.edu/pdfs/student-accident-report>

Health Advocate

<https://members.healthadvocate.com/Home>