Community Clinic Orientation Checklist: Save this sheet for reference, sign, date, and return at the end of rotation.

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- **required** Read online syllabus: Enroll in Centernet/Students/OMS III & IV/Community Clinic/.
- **required** 100% attendance
- **5%** Friday Lectures and Quiz
- **5%** Curriculum Vitae
- **10%** Mobile Telemedicine Clinic Experience & Evaluation
- **15%** Procedure/Skills Card
- **15%** Case Presentations
- **required** Student’s Site Evaluation (Student completes online)
- **50%** Performance Evaluation (Preceptor completes online)
- **required** NBOME Family Practice Shelf Exam

Schedules: 100% Attendance is required. Your schedule is through the doctor and should fall within the handbook guidelines. Any absence must be approved by the preceptor, in advance when possible, and make-up may be required. You must then complete the Exception to the Rotation Form (email to ruralhealth.clerkship@okstate.edu or fax to 918-582-8938). If your preceptor will be out of the office or there are problems on your rotation notify the OSU Regional Coordinator immediately. You must be supervised by a pre-approved physician (DO or MD, not a Physician Assistant, Nurse Practitioner, Nurse, etc.) Centernet/Students/OMS III & IV/Community Clinic/Forms and Evaluations/General Forms/Exception to the Rotation Form.

Friday Lectures and Quiz (5%): Schedules may change and are updated on the online syllabus (Assignment Box in upper right corner). There will be a quiz the end of the rotation. Points may be deducted for missed lectures and/or non-participation. Conference Days will have special instructions. Some lectures have required readings and/or assignments and may require the use of your clickers. On Centernet/Students/MSIII & IV/Community Clinic/ (top right) Lecture Sign-in Sheets and Lecture Evaluations: If you will be late or will need to leave early, be sure to notify Sherry Eastman and note it on the sign-in sheet. Please complete an evaluation after each lecture. Be honest and complete. Your comments are used to improve the didactics for this rotation.

Careers in Medicine and the Curriculum Vitae (5%): During one of your lectures you will be given a personal token used to log-in to the Careers in Medicine Website; be sure you can log-in before the lecture. The lecture will provide an overview of the various websites, personality assessments available online, personal statements, curriculum vitae guidelines, and more. http://www.aamc.org/students/cim/start.htm On Centernet/students/Career Development/Careers in Medicine.

Mobile Telemedicine Clinic Experience & Evaluation (10%): You have been assigned to the Mobile Telemedicine Clinic (MTC) for [__________]. Call Debbie Martin @ 561-8564 (cell # 688-4770). DO NOT BE LATE, BUS LEAVES AT SCHEDULED TIME! Evaluation form must be completed and emailed ruralhealth.clerkship@okstate.edu or handed in no later than the last day of the rotation to receive credit. See details at Centernet/MSIII & IV/Community Clinic/Forms and Evaluations/Community Clinic/MTC Instructions and MTC Experience.

Procedures/Skills Cards (15%): Physician should complete the back and initial, date and enter level for each procedure/skill in which you observe, assist with or perform. Use the blanks to enter any not listed. Start with a new card for each rotation. Use as many cards as needed. Minimum of 5 are required. Highly encouraged to use for all rotations. Competency Report with results will be provided prior to graduation.

Case presentations (15%): Power Point must be sent to ruralhealth.clerkship@okstate.edu the day before the presentations. Videoconference from the Phoenix Building Conference Room (sign-in sheet required) to Dawn Campbell, D.O. at 4th floor conference room, CHS Main Campus. Tech Support: Debbie Martin (561-8564 cell: 918-688-4770) will provide instruction on Videoconferencing and Case Presentation requirement and assist with loading your presentations. You can refer to the online syllabus and the instruction sheets for more detail. On Centernet/MSIII & IV/Community Clinic/Forms and Evaluations/General Forms/Case Presentation Guidelines and Video Design Guidelines and Video Presentation Guidelines.

Site Evaluation (Required): Due end of month and points will be deducted if completed after the 7th of the following month. Please be honest and include details when completing these evaluations. This documentation is used to make improvements in the sites. https://www1.ems-webs.com/oklahomast/. 

NBOME Family Practice Shelf Exam: (required): Scheduled 2-hour practice exam. DO NOT BE LATE.

Student Performance Evaluation (50%): To be completed by the preceptor. ALL evaluations will be done using the online EMS system. Points will not be deducted from your grade for preceptor’s late evaluation. If preceptors have issues using the online form, have them call Xan Bryant(918-401-0074) or Debra Black(584-4387). OKC call Angelica Burrell(918-401-0073).

Student Information Forms: Online form to be used for news releases and Center for Rural Health Newsletter articles. When completed and submitted, pick up a Flash Drive from Sherry to be used for all Center for Rural Health rotation assignments. (Yours to keep) On Centernet/MSIII & IV/Community Clinic/Forms and Evaluations/General Forms/

Personal Documents: HIPAA Certification (Joe Neel @ 381-0134), Immunization Records, Proof of Personal Health Insurance, Letter of Good Standing, Background Checks, etc should be available upon request by hospital or physician.

Professionalism and Contact Information: Check Email Often! Return calls promptly. Must wear white coat (unless in scrubs/surgery) and ID anytime you are in the hospital or with a patient.