

√	Community Clinic Orientation	8:00 AM, First Friday of the Month
	Student Signature (sign and return at the end of the rotation)	Phone Number _____ Date _____
	Online Syllabus (Be sure to read) See syllabus for instructions. On Centernet/ MSIII & IV/ Community Clinic	
	Practice Interest Survey: If you did not complete the Practice Interest Survey before starting your rotations. You will be notified to complete it again just before graduation. On Centernet/ MSIII & IV/ starburst (bottom right)	
	The forms highlighted in yellow must be turned in to OSU-CHS at the end of the month to receive your grade. If all required paperwork is not in our office by the 7th of the following month points will be deducted (up to 10 points will be deducted per month for being late)	
	Friday Lectures and Quiz (10% of grade,): Schedules may change and are updated on the online syllabus (Assignment Box in upper right corner). There will be a quiz the last Friday after Case Presentations worth 10 points. 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. On Centernet/ MSIII & IV/ Community Clinic/ (top right)	
	Exception to the Rotation Form: Online form required if you miss any lecture or if you miss more than 3 days from the rotation for ANY reason or combination of reasons. Be sure to give reason (documentation may be required). Can't submit online. You will need to email to ruralhealth.clerkship@okstate.edu or fax to 918-582-8938 or hand deliver to Sherry Eastman. If approved you may be allowed to make-up work or time missed. No make-up is allowed if absence is not approved. On Centernet/ MSIII & IV/ Community Clinic/ Forms & Evaluations/ General Forms/	
	Lecture Sign-in Sheets: 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. You may be required to complete an Exception to the Rotation Form if you miss too much of the lecture. Be prepared to give a good reason. Points may be deducted.	
	Lecture Evaluations: 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 (10% of grade): 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 website, personality assessments available online, personal statements, curriculum vitae guidelines, and more. You will be given 3 hours to work on your CV and/or Case Presentations. http://www.aamc.org/students/cim/start.htm On Centernet/ students/ Career Development/ Careers in Medicine	
	Mobile Telemedicine Clinic Experience & Evaluation (10% of grade): You have been assigned to the Mobile Telemedicine Clinic (MTC) for _____ Call Trisha Goins, EMT 561-1113 (cell # 200-5748 for emergencies) DO NOT BE LATE, BUS LEAVES AT SCHEDULED TIME! An evaluation form must be completed and emailed to 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 & Evaluations/ Community Clinic/ MTC Instructions and MTC Experience	
	Procedure/Skills Card (5% of grade): Have physician sign back of card and initial, date, and enter level for each procedure or skill during rotation. Enter any on back that are not listed. Minimum of 5 required.	
	Case presentations (15% of grade): Presentation date: Friday, August 28, 2009 at 8:00 a.m. Power Point must be sent to ruralhealth.clerkship@okstate.edu the day before the presentations. You must sign in for Case Presentations. Return sign-in sheet to Sherry or Debra at Center for Rural Health: Phoenix Building. Presented from: Phoenix Building Conference Rm Presented to: Dawn Campbell, D.O. at 4th floor CHS Main Campus Tech Support: Debbie Martin (561-8564 Cell: 918-688-4770) will meet with you for a brief training and to load your presentations. There will be a lecture on the Case Presentation and Videoconferencing plus you can refer to the online syllabus and the instruction sheets. Presentation must be at least 10 minutes but no more than 20 minutes. You are <i>required</i> to use a patient you have seen during the Community Clinic rotation. Give your presentation a descriptive title. Use evidence-based medicine as one of the three resources for the case presentation. Use pictures when appropriate. Wear your white coats. Switch the camera view several times; do not leave it on you or the slides for the entire presentation. On Centernet/ MSIII & IV/ Community Clinic/ Forms & Evaluations/ General Forms/ Case Presentation Guidelines and Video Design Guidelines and Video Presentation Guidelines.	
	Site Evaluation (Required): To be completed online by the student. Points will be deducted if turned in late. ALL evaluations will be done online using the EMS system https://www1.ems-webs.com/oklahomast/ . Please be honest and include details when completing these evaluations. This documentation is used to make improvements in the sites.	
	Student Performance Evaluation (50% of grade): To be completed by the preceptor. ALL evaluations will be done using the online EMS system. Preceptors have received instructions by email/fax. Points will not be deducted from your grade for preceptors turning in evaluations late. If preceptors have problems using the online form, have them call the Xan Bryant (918-457-6677) or Debra Black (584-4387). OKC area call Augelica Burrell (580-483-8988) or Clinical Education (594-1251)	
	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 or Debra to be used for all Center for Rural Health rotation assignments. (Yours to keep) On Centernet/ MSIII & IV/ Community Clinic/ Forms & Evaluations/ General Forms/	
	Personal Documents: HIPAA Certification (361-8332), 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.	

