

√	Community Clinic Orientation Checklist: Sign, date, and return during Orientation. You will be given a copy.		
	Signature	Phone Number	Date
required	Read online syllabus Centernet/ students/ OMS III & IV/ Community Clinic/		
required	100% attendance Exception to the Rotation Form required for ANY absence		
10%	Friday Lectures & Conferences Dates and times may vary. Please see schedule and watch for change notices		
10%	Mobile Telemedicine Clinic Experience & Evaluation LATE AFTER THE 7th OF FOLLOWING MONTH		
15%	Procedure/Skills Card Due end of month – LATE AFTER THE 7th OF FOLLOWING MONTH		
15%	Case Presentations PowerPoint must be sent to ruralhealth.clerkship@okstate.edu the day before		
required	Student's Site Evaluation (Student completes online) LATE AFTER THE 7th OF FOLLOWING MONTH		
50%	Performance Evaluation (Preceptor completes online)		
<p>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</p>			
<p>Friday Lectures (15%): Schedules may change and updates will be sent by email. Points may be deducted for missed lectures, non-participation or disruptive or rude behavior. Conference Days will have special instructions. Some lectures have required readings and/or assignments. Bring your TurningPoint Clickers to Friday lectures.</p>			
<p>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. Exception to the Rotation forms must be completed for missed lectures. Please complete an evaluation after each lecture. Be honest and complete. Comments are used to improve the rotation.</p>			
<p>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 & Evaluations/ Community Clinic/ MTC Instructions and MTC Experience</p>			
<p>Procedures/Skills Cards (15%): Physician must complete the back and initial, date and enter level for each procedure/skill in which you Observe, Assist or Perform. DO NOT COMPLETE FOR THE PHYSICIAN. 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.</p>			
<p>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 & Evaluations/ General Forms/ Case Presentation Guidelines and Video Design Guidelines and Video Presentation Guidelines.</p>			
<p>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 at the sites, our office, and the clerkship. https://www.ems-webs.com/oklahomast/.</p>			
<p>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 Vicky Pace (584-4387). OKC call Augelica Fleming(918-401-0073).</p>			
<p>Documents: HIPAA Certification (Jamie Shaffer @ 361-8391), Immunization Records, Proof of Personal Health Insurance, Letter of Good Standing, Background Checks, etc should be available upon request by hospital or physician.</p>			
<p>Professionalism and Contact Information: Check Email Often! Return calls promptly. Professional conduct required. Must wear white coat (unless in scrubs/surgery) and ID anytime you are in the hospital or with a patient.</p>			
OSU-CHS COM Contact Information			
Course Coordinator, Associate Dean of Rural Health	William Pettit, D.O.	918-584-4379	
Director of Rural Medical Education	Vicky Pace, M.Ed.	918-584-4332	
Tulsa Coordinator	Sherry Eastman	918-584-4375	
SW Region Coordinator - Lawton	Augelica Fleming, M.HR.	918-401-0073	
SE Region Coordinator - Durant	Kelby Owens	918-401-0273	
NW Region Coordinator - Enid	Kelly Duncan	918-584-0274	
NE Region Coordinator - Tahlequah	Xan Bryant, M.B.A	918-401-0074	
Technical Support (Videoconferencing and Laptops)	Debbie Martin	918-561-8564	

Revised 7/27/11