Clinical Education Clerkship Handbook
Clinical Education Website
http://www.healthsciences.okstate.edu/college/clinical/index.cfm

The Office of Clinical Education houses two services for medical students at OSU Center for Health Sciences. These services are listed and described below.

Clerkship Program
The Clerkship Program is directed by individual clinical departments and the Office of Clinical Education of Oklahoma State University College of Osteopathic Medicine, and is designed to provide the student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. The Clerkship Program is divided into a sequence of 22 four-week clerkship rotations, 4 one-week Didactic Weeks, 2 one-week required vacations (12/23/13-1/3/14), and including 1 four-week required vacation and 1 optional four-week vacation. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make preceptor and/or site changes when necessary. Each rotation is four weeks of actual clinical experience. Any questions, concerns or suggestions for the Clerkship Program should be directed to Noreen Phillips, Program Coordinator I, or Debbie Evans, M.S., Interim Director for Clinical Education.

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**Standardized Patient Program**

The standardized patient experiences currently occur as part of the Primary Care Clinic and OMM rotations during a student’s third year of medical school. There are currently 4 standardized patient encounters. Two encounters are behavioral health related cases in which the student gets experience dealing with delivering bad news and conducting brief psychiatric screenings. The other two encounters are tests called Clinical Practical Exams. The Clinical Practical Exams are designed to simulate the structure of NBOME’s Level 2 PE. Students have timed encounters with standardized patients that have been trained to act out a given scenario. Each encounter is 14 minutes long and during this time the student is expected to take a brief but focused history and conduct a focused physical exam. The students will then have 9 minutes to write a SOAP note (Subjective findings, Objective findings, Assessment and Plan). For each of the Clinical Practical Exams, the students rotate through multiple stations performing the same sequence of events 4 times. The encounters are recorded and reviewed by faculty members who score the encounters as well as the SOAP note. The students then meet with faculty to get detailed feedback about their performance. In addition to the aforementioned standardized patient encounters, students are required to participate in a Mock PE session. Dates for the Mock PE sessions will be scheduled late in the 3rd year and/or early in the 4th year. Students will be notified when the dates become available and will be asked to sign-up for an available session. The Office of Clinical Education is in the process of incorporating additional standardized patient encounters into the medical school curriculum. Any questions, concerns or suggestions for the Standardized Patient Program should be directed to Emily Lim, Standardized Patient Program Coordinator.

Emily Lim
Standardized Patient Program Coordinator
918-561-8241
emily.lim@okstate.edu
**Students' Rights to Privacy**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. An OSU student has the right to:

- Inspect and review information contained in his or her educational records.
- Challenge the contents of the educational record.
- Have a hearing if the outcome of a challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
- Secure a copy of the institutional policy, which includes the location of all educational records.
- Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

**Withholding Disclosure of Information**

Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

**Access to Records**

No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. Parents of a dependent student may challenge denial of access by producing the most current copy of Internal Revenue Form 1040.
**Definitions**

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution. "Directory Information" includes: student’s name; local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number, composite photograph; major field of study; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received; academic classification such as MSI, MSII, MSIII, MSIV, etc.; gender; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations and activities.

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise.

"Legitimate educational interest" is defined as an interest resulting from the duties officially assigned to a school official and which are related to such a school official’s responsibility for facilitating the student's development.

**Office of Clinical Education Disclosure**

The Office of Clinical Education updates and edits the Clerkship Handbook annually, in order to familiarize students with current clerkship program policies, procedures, and available College services. As clinical clerkship related policies and procedures change, every attempt will be made to notify students participating in the program. The Office of Clinical Education’s primary means of notification is email. It is the students’ responsibility to check their OSU email account for announcements and correspondence from this office. If you have questions, please contact the responsible Course Coordinator or the Office of Clinical Education.

**THE RULES AND PROCEDURAL GUIDELINES OUTLINED IN THIS HANDBOOK WILL GUIDE STUDENTS DURING THEIR CLERKSHIP. THE COLLEGE IS NOT RESPONSIBLE FOR ANY MISREPRESENTATION OF ITS REQUIREMENTS OR PROVISIONS RESULTING FROM:**

- editorial or print errors in the preparation of this handbook, or
- Official changes in College policy approved after the publication of these guidelines.
Getting the Most Out of Clinical Clerkship Rotations

Clinical clerkships offer opportunities to explore the different medical specialties as well as different residency programs. However, there is no way that you can be exposed to all the possibilities, so it is important that you use your clerkship time wisely to find out all you can about specialty areas of interest. Elective time is precious. Use it wisely!

Essentials of Specialty Selection

- Keep an open mind as you rotate through the required courses.
- Be open to the many new possibilities and experiences offered to you.
- Seek new, interesting career opportunities.
- Remember what excites you about a medical career.
- Take every opportunity to interact with residents and physicians. They can provide you with valuable “insider information.”


Making a Good Impression during Rotations

- Use each rotation to find out as much as you can about that specialty area.
- Call ahead. Find out what is expected of you for this rotation.
- You may want to send a letter of introduction and/or your CV before starting the rotation as a way of introducing yourself.
- Show up early, stay late, finish the paperwork.
- Show enthusiasm for learning all you can about this rotation.
- Be prepared, read up on patients and procedures.
- Be an active, responsible and reliable team member.
- Be professional, courteous, respectful of attendings, staff, patients, other student doctors, residents, etc.
- Complete paperwork on time.
- Get letters of recommendation as you complete rotations, while you are still fresh in the mind of the preceptor.

Requesting a Letter of Recommendation

- Prepare a letter of intent that is dated and has your signature. ERAS has a suggested format that you may use, or you may create your own.
• Include CV and personal statement along with the cover letter.
• Include an addressed stamped envelope addressed to (for ERAS applicants): Email is now the preferred method of delivery so we don’t recommend sending a self-addressed stamped envelope any more. On the ERAS coversheet it states email is the preferred method of delivery as well.
• Enclose an ERAS coversheet which can be obtained from the Career Development Website or from Angela Bacon. 
  
  http://www.healthsciences.okstate.edu/college/clinical/career/index.cfm

  Angela Bacon, M.S.
  Director of Student Services
  Office: 918.561.8312
  FAX: 918.561.8243
  angela.bacon@okstate.edu

• If you are not applying through ERAS, give the address of the program/matching service that you are applying to. Most all programs require students to use ERAS...effective in 2014-15 all applications will go through ERAS.
• Select letter writers carefully; you want the strongest letters possible.

Interview Physicians - Questions to Ask
• What do you like most about this specialty?
• What do you like least about this specialty?
• What are some of the specific challenges for a physician in this field?
• What abilities and talents do you think are important for someone considering this specialty?
• What advice would you give to a student considering this specialty?
• What other electives would be helpful to someone considering this specialty?

Goals for Choosing Clerkship Electives
• to explore a new area (either a new medical field of study, a new medical center or a geographic area for possible relocation);
• to broaden their knowledge and skill base; to consolidate or strengthen knowledge in areas not likely to be covered
intensively in your planned specialty residency or prepare for residency;
• to "audition" in a program or institution in which they are interested; many specialty societies discourage more than 2 elective rotations in the specialty area, but many programs won't interview you unless you rotate with them.
• for some surgical subspecialties, students will audition at another institution to acquire a recommendation letter from that program
• to enhance knowledge and clinical skills in the discipline in which an “audition” elective is scheduled to optimize performance and impression to be made; and/or
• to “try out” a specific discipline that they are considering as a possible career.

Elective Rotations
• May utilize rotations of your choice
• May do an elective with ANY board certified or board eligible D.O. or M.D.
• Rotations are to be four weeks in length. Students have the option of splitting two electives into consecutive two-week blocks.

Necessary Items for Clerkship Rotations (Student Responsibility)
• Background check
• HIPAA certification
• ACLS and BLS cards
• Board scores
• Official transcripts
• Personal insurance and Malpractice insurance verification
• Immunization records, include yearly TB skin test
• Blood tests which would include Measles, mumps, rubella, varicella, Hep B SAg, Hep B Ab, and Hep C Ag
• Also keep clerkship evaluations and application for elective rotation forms.
• Passport sized photos
Applying for Elective Rotation

- Contact the person specified by the information source
- Complete the Application for Elective Rotation to send with student portion of the application
- Prepare the student portion of the application. This may involve...
  - Getting a Memo of Understanding (MOU) from the Office of Clinical Education, providing immunization records and other records (see above)
  - Getting Signatures from preceptor and GME of hospital
  - Writing a check for application fee, if there is one
  - Send completed packet to Host institution/preceptor for approval and signatures. Normally, the host will FAX the Application for Elective Rotation back to OSU Clinical Education
  - Student should **always** follow up to make sure that application has been received by OSU Office of Clinical Education 6 weeks prior to the beginning of the rotation
  - Follow up: student must complete site evaluation within 7 days of completing the rotation. Make sure that preceptor completes online student evaluation as well. Students are responsible for verifying the correct e-mail address for preceptors while on rotations.

How to Find an Elective

- Personal and professional contacts
- *D.O. Online* has information about osteopathic residency programs: [http://opportunities.osteopathic.org/index.htm](http://opportunities.osteopathic.org/index.htm)
- Fellowship and Residency Electronic and Interactive Database (FREIDA) has information about allopathic residency programs: [http://www.ama-assn.org/ama/pub/category/2997.html](http://www.ama-assn.org/ama/pub/category/2997.html)
- The Extramural Electives Compendium (EEC) is an electronic document published by the AAMC Section for Student Affairs and Programs. The EEC contains information for medical students in a searchable database format about the scheduling of elective opportunities at AAMC-member US medical schools: [http://www.aamc.org/students/medstudents/electives/start.htm](http://www.aamc.org/students/medstudents/electives/start.htm)
**Required Courses**

- CE 9011  ACLS
- CE 9115  Medicine I
- CE 9125  Medicine II
- CE 9175  OB/GYN
- CE 9195  Surgery
- CE 9155  Pediatrics
- CE 9165  OMM
- CE 9145  Rural Clinic
- CE 9245  Community Clinic
- CE 9185  Psychiatry
- CE 9235  Primary Care Clinic
- CE 9215  Community Hospital I
- CE 9225  Community Hospital II
- CE 9255  Emergency Medicine

**Required Elective Courses**

- CE 9815  Elective I - Primary Care
- CE 9825  Elective II - Primary Care
- CE 9855  Elective I
- CE 9865  Elective II
- CE 9875  Elective III
- CE 9885  Elective IV
- CE 9265  Elective V
- CE 9275  Elective VI

**Required Didactic Week Courses**

- CE 9211  Didactic Week 1
- CE 9221  Didactic Week 2
- CE 9231  Didactic Week 3
- CE 9241  Didactic Week 4

**Required Vacations**

- 1 Week – 12/30/2013 – 01/04/2014
4 Week Vacation – scheduled during an open 4-week block

**Rural Medical Track Required Courses**

- CE 9011  ACLS
- CE 9115  Medicine I
- CE 9125  Medicine II
- CE 9175  OB/GYN
- CE 9195  Surgery
- CE 9155  Pediatrics
- CE 9165  OMM
- CE 9145  Rural Clinic
- CE 9245  Community Clinic
- CE 9185  Psychiatry
- CE 9235  Primary Care Clinic
- CE 9215  Community Hospital I
- CE 9225  Community Hospital II
- CE 9255  Emergency Medicine
- CE 9285  Sub Internship I
- CE 9295  Sub Internship II
- CE 9805  Selective I
- CE 9325  Selective II
- CE 9335  Selective III

**Rural Medical Track Required Didactic Week Courses**

- CE 9211  Didactic Week I
- CE 9221  Didactic Week II
- CE 9231  Didactic Week III
- CE 9241  Didactic Week IV

**Rural Medical Track - 3 Blocks Required from the Following**

- CE 9855  Elective I
- CE 9865  Elective II
- CE 9835  Selective IV
- CE 9315  Sub Internship III
- CE 9852  2 Week Elective I
- CE 9862  2 Week Elective II
- CE 9872  2 Week Elective III
**Rural Medical Track Required Vacations**
- 1 Week – 12/30/2013 – 01/04/2014
- 4 Week Vacation – scheduled during an open 4-week block

**Office of Clinical Education**
[http://www.healthsciences.okstate.edu/college/clinical/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/index.cfm)

Clerkship website:
[http://www.healthsciences.okstate.edu/college/clinical/clerkship/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/clerkship/index.cfm)

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SORH website: 
http://www.healthsciences.okstate.edu/ruralhealth/orh.cfm

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http://www.healthsciences.okstate.edu/college/fammed/index.cfm

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**Pediatrics**  
[http://www.healthsciences.okstate.edu/college/clinical/pediatrics/syllabus.cfm](http://www.healthsciences.okstate.edu/college/clinical/pediatrics/syllabus.cfm)

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Circulation Desk  
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Professor of Pediatrics  

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Office of Rural Health  (918) 584-4310

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Obstetrics and Gynecology Department  (918) 586-4522
Pediatrics Department  (918) 382-3190

Required Schedule of Events
Class of 2015 – Third Year
Blood-borne Pathogen Certification (Online)  Deadline: April 30, 2013
Instructions provided

HIPAA Certification  Deadline: June 30, 2013

National Background Check (Online)  Deadline: April 30, 2013
Instructions provided

ACLS/BLS Certification and  Deadline: June 30, 2013
Training provided

Annual Mask Fitting  Deadline: June 30, 2013

COMLEX Level 1
Students are required to take the exam.

Annual TB Skin Test/Immunization Update  STUDENT RESPONSIBILITY
OSU Health Care Center  Deadline: June 30, 2013
2345 Southwest Blvd., Tulsa, OK
(918) 582-1980
Student Agreement (Online)  
Deadline: **June 30, 2013**  
Students must complete online Student Agreement prior to beginning rotations.

Note: Class of 2015 Student Agreement and Clerkship Handbook will be available prior to beginning of rotations. Class will be notified when available.

Rotations Begin  
**July 1, 2013**

**Required Schedule of Events**  
**Class of 2015 – Fourth Year**

- **Blood-borne Pathogen Certification (Online)**  
  Instructions provided  
  Deadline: **April 30, 2014**

- **Annual Mask Fitting**  
  Location and Dates TBA  
  Deadline: **May 31, 2014**

- **Annual TB Skin Test/Immunization Updates**  
  STUDENT RESPONSIBILITY  
  Deadline: **Prior to 4th Year**  
  Available at Board Review

- **Annual HIPAA Certification**  
  Deadline: **Prior to 4th Year**

- **COMLEX Level 2 CE Board Review**  
  Location TBA  
  July 14-18, 2014

*Plan to be in Oklahoma the entire month of July 2014! In regards to taking the COMLEX Level 2 CE exam, students should sign-up for an exam date as early in their 4th year as possible but after **COMLEX Level 2 Board Review**.*

- **COMLEX Level 2 CE**  
  Students are required to take the exam.  
  Deadline: **Prior to Graduation**

- **Mock COMLEX Level 2 PE Session**  
  Students are required to participate in one of these sessions prior to taking the COMLEX Level 2 PE. There will be available dates in late 3rd year and/or early 4th year. Students will be notified by email when these dates have been scheduled.
The Office of Clinical Education and/or OSU COM reserves the right to revise any and all dates as needed.

### Clerkship Calendar

<table>
<thead>
<tr>
<th>Rotation #</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Rotation #1</td>
<td>07/01/2013</td>
<td>07/26/2013</td>
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<tr>
<td>Rotation #2</td>
<td>07/29/2013</td>
<td>08/23/2013</td>
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<td>Rotation #3</td>
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<td>03/07/2014</td>
</tr>
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<td>Rotation #9</td>
<td>03/10/2014</td>
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<td><strong>Didactic Week #3</strong></td>
<td>04/07/2014</td>
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<td>Rotation #10</td>
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<td>05/09/2014</td>
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<td>Rotation #11</td>
<td>05/12/2014</td>
<td>06/06/2014</td>
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<td><strong>Didactic Week #4</strong></td>
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<td>Rotation #13***</td>
<td>07/14/2014</td>
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<tr>
<td>Rotation #14</td>
<td>08/11/2014</td>
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<td>Rotation #15</td>
<td>09/08/2014</td>
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<tr>
<td>Rotation #16</td>
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<td>10/31/2014</td>
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<td>Rotation #17*</td>
<td>11/03/2014</td>
<td>11/28/2014</td>
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<td>Rotation #18**</td>
<td>12/01/2014</td>
<td>12/26/2014</td>
</tr>
<tr>
<td>Rotation #19</td>
<td>12/29/2014</td>
<td>01/23/2015</td>
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<tr>
<td>Rotation #20</td>
<td>01/26/2015</td>
<td>02/20/2015</td>
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<tr>
<td>Rotation #21</td>
<td>02/23/2015</td>
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</tr>
<tr>
<td>Rotation #22</td>
<td>03/23/2015</td>
<td>04/17/2015</td>
</tr>
</tbody>
</table>

* INCLUDES 1 DAY THANKSGIVING HOLIDAY (scheduled at discretion of preceptor)

** INCLUDES 2 DAY CHRISTMAS HOLIDAY (scheduled at discretion of preceptor)
*** COMLEX LEVEL 2 BOARD REVIEW (dates TBA) Mandatory Attendance

MOCK PE (dates TBA) Mandatory Attendance

GRADUATION - May - (Exact date TBA by the Dean’s Office)

National Board Examination and Board Review
COMLEX Level 2 Board Review is scheduled during the 13th rotation. Students will attend board review and then report to their rotation site for remainder of their rotation. Students will be notified of the details for the board review as soon as they become available.

Students register on the NBOME website to take the COMLEX Level 2 CE Exam. The computerized exam is offered at various times throughout the year and the schedule of dates when the exam is offered is on the NBOME website. The exam is offered at Thomson Prometric test sites. Students should schedule to take the exam at the earliest date possible after the board review. Students are required to have taken and passed the COMLEX Level 2 CE exam as a requirement for graduation. Students are also required to have taken and passed the COMLEX Level 2 PE Exam as a requirement for graduation. Students register to take the Level 2 PE Exam on the NBOME website and this exam should be scheduled as early in the student’s fourth year as possible. Students are required to return to campus late in the 3rd year or early in the 4th year to participate in a Mock PE standardized patient encounter. Students will be notified when the available dates are set and they will be required to sign-up for one of these sessions. **Students who are on electives in July (the first rotation of their fourth year) should schedule those electives in the Tulsa area because they will be required to attend on-campus activities during that timeframe.**

Holidays and Vacations
Students in their third year receive time off during Thanksgiving and Christmas. Students receive one day off for the Thanksgiving holiday and two weeks off for the Christmas holiday. Students may request approval for specific days off for Thanksgiving from their preceptor and/or Course Coordinator.

Students in their fourth year receive time off during Thanksgiving and Christmas. Students receive one day off for the Thanksgiving holiday and
two consecutive days off for the Christmas holiday as assigned by their preceptor.

Students have one mandatory four-week rotation to be scheduled as vacation time. Also, students may choose to take an additional vacation by using a non-primary care elective, if needed. Vacation time may be requested for any rotation which is not scheduled for required courses. Extracurricular rotations may be requested during these vacation rotation periods. Vacation requests and/or extracurricular rotation requests must be submitted to the Office of Clinical Education six weeks prior to the vacation or rotation.

**Tuition and Fee Payment**

Students whose tuition and fees have not been paid by the posted dates (TBA Office of Student Affairs) will not be officially enrolled in any clerkship rotation. Unpaid accounts will have holds placed on future enrollments and transcripts.

The supervising physician will be notified of the student’s status. The non-compliant student will not receive credit for this period of time. This time must be made up and could delay graduation.

Please contact the OSU-Tulsa Bursar’s Office for current tuition and fee schedule at (918) 594-8320.

**Student Health and Hospital Insurance**

All students are required to provide their own health care including immunization upkeep and records, while attending OSU-COM clinical rotations. All students must obtain and maintain health and hospitalization insurance, and be able to show proof of coverage. Immunization records may be obtained at Student Health Records at the Healthcare Center at 2345 SW Boulevard, 918-582-1980.

Many sites require immunization records at the beginning of rotations. It may be advisable to keep several copies with you for such purposes.
Liability Insurance

Liability insurance is provided by OSU-COM for each student participating in the Clerkship Program. All students shall be supervised by an on-site licensed physician. All rotations must be approved by the Office of Clinical Education and/or responsible clinical department six weeks prior to beginning the rotation in order to be covered by liability insurance and receive course credit. Current insurance coverage will apply anywhere in the world provided that the claim is reported to the carrier and the suit is brought within the United States of America, its territories or possessions, Puerto Rico, or Canada. Requests for proof of liability coverage may be directed to the Office of Clinical Education.

High Risk Exposure Policy and Procedures

Blood Borne Pathogen (BBP) Exposure Procedures

(Please refer to the most recent OSHA and CDC guidelines for updated information.)

It is the policy of Oklahoma State University Center for Health Sciences (OSU-CHS) that all students having occupational exposure to blood or other potentially infectious materials will be offered the post-exposure evaluation and follow-up required by OSHA. Should an exposure incident occur, it must be immediately reported to the student’s supervising physician, site administration, OSU Safety and the Office of Clinical Education at OSU-CHS.

It is the policy of the College to offer immediate medical evaluation and follow-up to all students who have an exposure incident. This service is provided at no charge to the student. All costs, at Medicare approved rates, for the student will be reimbursed by the College while the site will incur all costs for source patient testing and follow-up. All post-exposure evaluations and follow-ups must remain confidential.

If an exposure incident occurs, the student must identify the source patient, if known. The incident must be documented on the appropriate form located with this policy and be Faxed to the Safety Officer at OSU-Health Care Center (OSU-HCC).

The source patient will be contacted for consent and appropriate testing should the HBV/HCV/HIV antibody status be unknown - the site will incur all costs for source patient testing and follow-up. Test results should be reported to Student Health Services at OSU-HCC within 48 hours. If the testing shows the source patient to be positive or if the patient refuses to be tested, refer to the following sections for guidelines.

Post-exposure evaluation should include the following:

- A blood sample will be drawn and tested as soon as feasible for HBV/HCV/HIV status (baseline HIV, Hepatitis panel ABC)
- Counseling will be provided.
- The student will be advised that they are entitled to a medical evaluation in addition to testing for HIV status.
- If the initial test is seronegative for HIV, retesting will be offered through the OSU-HCC at 3, 6, and 12 months after the incident.

Steps To Take In Case Of An Exposure Incident:

Within the Tulsa Area

- Provide immediate care to the exposure site (wash it); notify your supervisor and OSU Safety Office, (918)561-8391.
- Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-Safety, FAX (918)561-1261.
• Have student blood drawn at OSU-HCC, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)582-1980 if the incident occurs between 8am and 5pm M/F. Afterhours exposures will be sent to OSU Medical Center (OSUMC-ER) (918)599-5373. All follow-up testing will be at OSU-HCC
• If post exposure prophylaxis is required have the physician call Drug Warehouse, 6336 East 4th Place, Tulsa, OK 74112, (918)833-5180 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-Clinic Financial Services (OSU-CFS) Student Health, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)561-5747 FAX

Outside the Tulsa Area
• Provide immediate care to the exposure site (wash it); notify your supervisor and the OSU Safety Officer at (918)561-8391.
• Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU Safety, FAX (918)561-1261.
• Student blood will be drawn based on the attending physician recommendations at the exposure site, have the results forwarded to the OSU Safety, FAX (918)561-1261.
• All follow-up testing will be conducted at the exposure site unless you are assigned to the Tulsa area when the next test is required.
• If post exposure prophylaxis is required have the physician call the nearest pharmacy and inform the clerk that this prescription is for an OSU Medical Student. Send bill to OSU CFS, 2345 Southwest Boulevard, Tulsa, OK 74107, FAX (918)561-5747.

Contacts:
Matt Sharpe, Safety Officer (918) 561-8391 (918)830-1367 cell (918)561-1261 FAX
Health Care Clinic (918) 582-1980
OSU Clinical Education (918) 561-1232 (800) 799-1972
OSU Clinical Financial Services (918) 561-5747 FAX

Student Affairs
Requests for Official School Documents
http://www.healthsciences.okstate.edu/student/registrar/records.cfm
All requests for official documents (transcripts, class rank, board scores, letters of enrollment/certification and Dean’s letters) must be made in writing. No documents will be released without the student’s written consent. Requests may be made in person, by mail, or by FAX.

The following information is needed to place a request for official school records:
• Name (please print)
• List of documents requested
• Address (or FAX number) to which the documents are to be sent
• Phone number where student can be reached
• Signature (required for all requests)

Transcripts are provided by the OSU-CHS Registrar at no charge. Transcripts from previously attended undergraduate schools are the permanent property of the College, and will not be released under any
circumstances. All Dean’s letter requests must be accompanied by a request form, which is available in the Office of Student Affairs.

**Name or Address Changes**
A name change on official school records will be made after submission of one of the following:

- Copy of a court filed marriage license
- Copy of a court filed divorce decree
- Copy of a court order dictating a change of name

Students are to notify both the Office of Student Affairs and the Office of Clinical Education of a change of residential address within 48 hours of the change. Information (i.e., results of Intern match, grades, correspondence, etc.) will be mailed to the student’s permanent mailing address during their rotations.

**Medical Library Services**
The medical library at the OSU Center for Health Sciences has one of the largest collections of biomedical books, journals, and audiovisuals in Oklahoma. The Library provides access to over 12,000 electronic journals. The Library has over 58,000 volumes in its collection. The Library also provides access to numerous online medical databases, including OVID Medline, DynaMed, MD Consult, and StatRef, online books and Evidence Based Medicine Reviews.

A complete list of resources is available on the Library’s website at: [http://www.healthsciences.okstate.edu/medlibrary](http://www.healthsciences.okstate.edu/medlibrary)

**Regular Hours**
- Monday – Thursday: 7:00 a.m. – Midnight
- Friday: 7:00 a.m. – 9:00 pm
- Saturday: 9:00 a.m. – 9:00 pm
- Sunday: 9:00 a.m. – Midnight

**Reference Assistance Hours**
- Monday – Friday: 8 a.m. - 5:00 pm
- Wednesday evening: 6 p.m. - 8:00 pm
- Saturday: 9 a.m. - 5:00 pm
**Holidays and Special Hours**
Please check the Hours and Holidays schedule on the Library’s website.

**Library Contact Numbers**
- Circulation: (918) 561-8449
- Reference: (918) 561-1119
- Inter-Library Loan: (918) 561-8448
- FAX: (918) 561-8412

**Responsibilities of the Student**
1. **It is the student’s responsibility to become knowledgeable with regard to the clerkship guidelines contained within this document.**

2. **The student is to maintain excellent social, civil, and professionally appropriate conduct while on clinical assignment during each clerkship rotation. Any behavior which reflects negatively on the College, the assigned site, or the supervisory clinical educators will be referred to appropriate College committee(s) for review.**

3. **A student should be cognizant that he or she should not:**
   - Alter or falsify a patient’s chart or record.
   - Present himself/herself as a graduate or licensed physician nor allow themselves to be presented as a graduate or licensed physician (refer to OSU-COM Academic Standards handbook). A student suspected of such conduct will be referred to appropriate College committee(s) and possible disciplinary action if appropriate.

4. **A student is not to publish any material relative to his or her clinical learning experience (i.e., patient history/physical, diagnosis, consultation, procedure, therapy, etc.), that has not been reviewed and approved, in writing, by the clerkship site Medical Director, Director of Medical Education or supervising Physician, and the OSU-COM Office of Clinical Education. This restriction is mandatory to assure the patient’s and the facility’s right to privacy. Any article written by a student which has been based on information acquired through his or her clinical learning experience must clearly reflect that the clerkship site, hospital, professional staff, and the College does not endorse the article, even where a review has**
been made prior to publication. This is to be accomplished by requiring a
disclaimer paragraph to appear with each such article written: “The opinion
and conclusions presented herein are those of the author and do not
necessarily represent the views of the clinical site, Hospital (name),
professional staff, or OSU-COM.”

5. The Student is, at all times, responsible to the physician supervisor
or his or her designee at each site and is required to comply with the rules
and regulations of the clinical site. It is the student’s responsibility to
become knowledgeable in regard to each site’s rules, code of conduct, or
professional mode of implementing medical care. If there is a question, the
student should request the physician supervisor to provide him or her with
information pertinent to the area of concern. Students should discuss with
their supervising physician whether they should withhold questions on
differential diagnosis and other treatment decisions until they are no longer
in the presence of a patient. It is the student’s responsibility to refrain from
performing procedures which are beyond his or her skill level or comfort
level. If possible, the student should discuss his/her level of participation
with their supervisor beforehand. The student is responsible for obtaining
specific charting instructions from the supervising physician. The student
should sign all entries he/she enters on a medical record and indicate
educational status (i.e., John Doe, MSIII). If the student has problems or
concerns with the site’s rules, regulations, or the student’s responsibilities
as a medical clerk, the student should immediately consult the Office of
Clinical Education or the responsible clinical department coordinator.

6. Students are responsible for their own housing and meals. Some
Rural Health rotation sites provide housing and meals as a courtesy to
students. Students are advised to contact the OSU-COM responsible clinical
department or designated Clinical Faculty/DME at the site at least four
weeks prior to starting the rotation to inquire about housing availability.
OSU-COM Regional Coordinators located in each quadrant of the state can
be contacted for assistance. In the event housing is not available at your
rotation site, it is the student’s responsibility to contact the OSU-COM
Regional Coordinator as soon as possible for housing assistance.

7. The student’s actual working days and hours shall fall within the
clerkship calendar. The specific scheduling of days and hours shall be made
with the clinical facility, by the supervising physician, and shall generally conform to the following:

- A typical working day (or night) is considered to be 12 hours in length; however, there may be instances when the working period exceeds 12 hours.
- Each clerkship rotation is four weeks in length. The schedules shall be arranged to provide at least two (2) days off out of every fourteen (14) days, as in every other weekend.

8. One hundred percent (100%) attendance is REQUIRED on all clinical rotations. The student is not to leave this assigned facility during assigned hours for any reason, unless his or her absence is acknowledged and approved by the supervising physician. The student is to inform the supervising physician, in a timely manner, of any tardiness or absences. ALL ABSENCES ARE REQUIRED TO BE MADE UP BY THE STUDENT. Students are to make arrangements with the supervising physician to make up any missed time. The Office of Clinical Education and the clinical department should be contacted if a student or the supervising physician has any questions regarding scheduled or unscheduled time off. Students are to contact the Office of Clinical Education and the clinical department for directions if their preceptor is unable to supervise them for a portion of their rotation. This typically occurs when a preceptor becomes ill or takes a vacation.

9. A student will request a Leave of Absence for any absences anticipated to exceed 30 days. A Leave of Absence is defined as: an extended period of time (greater than 30 days) away from Clinical rotation activities that may become necessary due to prolonged illness or personal matters of significant gravity. Requests of this nature are to be made in writing and submitted to the Office of Clinical Education. Leaves of Absence are granted by the Provost/Dean.

10. Assignments (patient care, physical and history, etc.) are to be completed and documented before the student leaves the rotation site.

11. The student is to dress appropriately. Unless specified differently by the supervising physician, the student will wear a cleaned and pressed white clinical jacket during all clerkship rotations. Men are expected to wear a shirt, tie, and dress trousers. Women may wear either slacks or a
dress. (Please refer to the OSU-COM Student Handbook). An OSU-COM College approved identification tag must be worn at all times. Name tags may be obtained from the Security Department.

12. The student is to attend required hospital conferences related to his or her rotation; if attendance does not conflict with required clinical duties (it is recommended that the student discuss schedule conflicts with the supervising physician). Attendance at conferences or programs off the facility campus during duty-hours requires approval of the supervising physician. It is the student’s responsibility to secure approval. Such absences are limited to one-half working day (four hours) per week.

13. The student is responsible for scheduling electives and military rotations and securing written approval from the supervising physician. The student is to submit all Applications for Elective Rotation form’s to the Office of Clinical Education six weeks prior to the date each rotation is to commence for approval or it may not be approved. Students may request a two week extension prior to the six week deadline by providing proof that you have been in contact with the rotation site. It is imperative that the student adheres to this request, because he or she will:
   - be assured that he or she is participating in an approved rotation for course credit, and
   - be assured of approved liability insurance coverage.

Each clerkship rotation timeframe is considered a separate college course and is assigned a course number by the College. All requested dates are expected to conform with scheduled dates of the clerkship calendar. Failure to meet these requirements within the allotted timeframe will result in non-approval of the clerkship rotation. The student will be expected to make-up non-approved rotations and will be scheduled for make-up during vacation time and/or following the regularly scheduled clerkship program which MAY INTERFERE WITH THE STUDENT’S OFFICIAL GRADUATION DATE (all course requirements must be completed prior to graduation).

14. The student is to complete site evaluations for each clerkship course rotation. Site evaluations are due within seven days of the completion of each clerkship course rotation, and are considered a course requirement for grade submission to the Registrar. Site evaluations for rotations are completed in the online E*Value system.
15. The student is to report to his or her official course rotation on the specified date. Students are to contact the rotation site at least one week prior to the starting date of the rotation for pre-arrival instructions.

16. Completion of all course requirements and obtaining a passing grade are mandatory for graduation. Failure of the student to report to the assigned rotation site, unless approved by the supervising physician, the clinical department, and the Office of Clinical Education, will result in the student’s referral to the appropriate College committee(s) with a recommendation of additional clinical training or other action deemed appropriate by the committee(s). Also, I understand it is my responsibility to read and follow requirements defined in course syllabi. Students should read the syllabus for their upcoming rotations four weeks in advance because some rotation sites have requirements (background checks, paperwork etc…) that take considerable time to complete. Failure to complete these requirements prior to the first day of the rotation may result in the student receiving a “Needs Improvement” non-cognitive grade and/or the student being required to take a vacation during that timeframe.

17. A student may request a change in an officially approved clerkship rotation. When requesting a change, adhere to the following procedures:
   - Students may request a change of rotation sites and dates. Students may also request to exchange identical course rotations by swapping with other students. Change of Rotation form must be provided to the responsible clinical department coordinator. When changing an elective, a new Application for Elective Rotation form must be provided to the Office of Clinical Education.
   - If the request gains approval, the responsible clinical department notifies the previous/new sites for required rotations, while the student is expected to notify the previous/new sites for elective rotations.
   - A change of rotation may not take place unless the Office of Clinical Education or the responsible clinical department coordinator has received the above documents six weeks prior to the start date of the rotation. Non-approval of a rotation change request, as a result of not adhering to the application deadline, may require extension of the student’s regularly scheduled clerkship program to address
attendance requirements. Forms for clerkship rotation changes may be obtained from the Clerkship Guide website at http://www.healthsciences.okstate.edu/college/clinical/clerkship/forms.cfm or the Office of Clinical Education.

- Students receiving non-approval of change or exchange of rotation applications may petition the Office of Clinical Education for a review of their applications. The Office of Clinical Education’s decision, in regard to a matter of this nature, is to stand as final.

18. Participation in Graduation Commencement is REQUIRED for all graduating students. Information regarding graduation may be obtained from the Student Services Office.

19. Many medical facilities require criminal background checks for all physicians, nurses, staff, interns, residents and medical students. The Office of Student Affairs and the Office of Clinical Education, with the assistance of the OSU legal counsel, have developed a set of guidelines to address this requirement.

- Students are responsible for contacting their clinical sites and determining which background check, if any, is required for their clinical activities.
- Students are responsible for obtaining copies of their own background checks and providing the background checks to the clinical facilities when necessary.
- The cost of background checks will be the responsibility of the student. If financial aid adjustments are necessary, they will be approved.

General Information

Military Rotations

Students participating in Military rotations are required to notify the Office of Clinical Education of their scheduled rotation by completing an Application for Rotation and provide to the College the following:

- A phone number at the site where the student may be contacted in case of an emergency or College business;
- A proper mailing address;
• The name and signature of the supervising physician to whom the student is assigned at the rotation site.

**Rotation Information**
Official records of each student’s rotation status will be maintained by the Office of Clinical Education. Students are solely responsible for maintaining their schedule. Additionally, if a student has mailed required course materials, each student is encouraged to contact the appropriate College department, to verify that the required materials have been received. If the course materials have not been received by the office, it is suggested that copies of the materials be the appropriate department to provide assurance that the required materials will be received prior to the deadline.

An individual Clinical Clerkship Rotation assigned slot/position vacated because of student reassignment, illness, leave of absence, student withdrawal from college, etc., will not be routinely available for reassignment. The Office of Clinical Education determines slot/position utilization.

**Student Evaluations and Grades**
Students are responsible for scheduling time to receive feedback from their preceptors. Students are also responsible for verifying their preceptors email address and following up until the preceptor has completed their evaluation in E*Value. Students are also required to complete site evaluations for every rotation (elective and required) within 7 days of completing the rotation.

Students should schedule a meeting with their supervising physician during the last week, before the end of the rotation, to discuss their performance.

THE COMPOSITION OF GRADES WILL BE DETERMINED BY EACH CLINICAL DEPARTMENT AND WILL BE OUTLINED IN THE SYLLABUS COMPOSED AND PROVIDED BY EACH OF THE CLINICAL DEPARTMENTS.

Letter grades will be issued in the required rotations (Emergency Medicine, Rural Clinic, Community Clinic, Internal Medicine I & II, OB/GYN, Pediatrics, Psychiatry, Surgery, Community Hospital I and II, Primary Care Clinic, OMM). Ratings of “ST” – Satisfactory and “U” – Unsatisfactory will be issued
in elective rotations. Additionally, non-cognitive grades will be submitted for all courses. **Students who do not comply with OSU-COM Evaluation policy will be automatically dropped a letter grade for required courses and will be required to repeat the rotation for elective courses. Students may be given an “N” non-cognitive grade for not complying with OSU-COM Evaluation policies.** Inquiries regarding course grades may be directed to the Coordinator of Student Records in the Office of Student Affairs.

**Clerkship Course Description**

**Core Teaching Hospital**

The student assigned to Core Teaching Hospital will be under the supervision of the OSU COM Course Coordinator within the Departments of Internal Medicine, Surgery, and OB/GYN, who will coordinate medical staff supervisors in Core Teaching Hospital rotations. While on Core Clerkship, students will encounter eight weeks of Internal Medicine training in the hospital setting. Students will have the opportunity to participate in general Internal Medicine and many students will also have the opportunity for inpatient subspecialty training. Students will learn the process of inpatient medicine from admission to discharge of the patient. Students are expected to learn by participation in clinical rounds as well didactic presentations, 100% participation in all didactic programs is required.

Core Teaching Hospital locations are Tulsa, Oklahoma City, and Lawton. Core Teaching Hospital locations for Rural Medical Track are Durant, Enid, Lawton, McAlester, Muskogee, and Tahlequah.

Each Core Teaching Hospital assignment is sixteen weeks in length, and is composed of four four-week block rotations. The rotations assigned to Core Teaching Hospital are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine I</td>
<td>CE 9115</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Medicine II</td>
<td>CE 9125</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Surgery</td>
<td>CE 9195</td>
<td>4 weeks</td>
</tr>
<tr>
<td>OB/GYN</td>
<td>CE 9175</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>
**Center for Rural Health**
Early Electives include:
- Summer Rural Externship
- Early Rural Externship

Required Rotations include:
- Rural Clinic
- Community Clinic
- Community Hospital I & II
- Emergency Medicine
- Sub-Internship (Rural Medical Track Only)
- Selectives (Rural Medical Track Only)

Rural Clinic and Community Clinic courses are designed to give students an opportunity to experience the role of the Family Practice physician in an office practice in the community. The Center for Rural Health Clerkship rotation assignments are composed of two 4 week rotations during the 3rd year of medical training. The course rotations are:

<table>
<thead>
<tr>
<th>Course</th>
<th>CE Code</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Clinic</td>
<td>CE 9145</td>
<td>(4 weeks)</td>
</tr>
<tr>
<td>Community Clinic</td>
<td>CE 9245</td>
<td>(4 weeks)</td>
</tr>
</tbody>
</table>

**Rural Clinic**
The Rural Clinic rotation provides ambulatory care training, as well as community health and social experiences in rural communities. Students are assigned to supervising physicians for both courses through the Center for Rural Health. This rotation is at sites away from major urban areas. Housing for Rural Clinic is arranged by OSU Regional Coordinators.

For more information visit:
http://www.healthsciences.okstate.edu/college/clinical/crh/index.cfm

Training site information can be found at:
http://www.healthsciences.okstate.edu/college/clinical/crh/rural_clinic/preceptor.cfm
Community Clinic
The Community Clinic rotation provides students with clinical experiences in a small community close to Tulsa, Oklahoma City, or Lawton (Durant, Enid, or Tahlequah with special permission only). Each Friday will be spent in didactic sessions at the Center for Rural Health. This may be through the use of videoconferencing. This structured didactic curriculum is designed to develop skills necessary for a medical practice, e.g., computer applications, interviewing techniques, telemedicine, etc.

For more information, visit the Center for Rural Health at:
http://www.healthsciences.okstate.edu/college/clinical/crh/community_clinic/syllabus.cfm

Training site information can be found at:
http://www.healthsciences.okstate.edu/college/clinical/crh/community_clinic/preceptor.cfm

Emergency Medicine
The Emergency Medicine rotation is designed to give 4th year students experience in the management of trauma and medical emergencies. Each Emergency Medicine Rotation assignment is four weeks in length. The course rotation is:

   Emergency Medicine       CE 9255       (4 weeks)

For more information about rotations and affiliated clinical sites visit the Center for Rural Health’s Medical Education website at:
http://www.healthsciences.okstate.edu/college/clinical/crh/emergency_medicine/syllabus.cfm

Training site information can be found at:
http://www.healthsciences.okstate.edu/college/clinical/crh/emergency_medicine/preceptor.cfm

Community Hospital
Each Community Hospital assignment is eight weeks in length, and is composed of two four-week rotations. The course rotations are:

   Community Hospital I     CE 9215       (4 weeks)
   Community Hospital II    CE 9225       (4 weeks)
Each Community Hospital rotation generally occurs at a small community hospital. The course is designed to allow the student an opportunity to manage patient care in a hospital setting, and to perform basic diagnostic procedures which are routinely performed in community hospitals.

For more information about rotations and affiliated clinical sites visit the Center for Rural Health's Medical Education website at: [http://www.healthsciences.okstate.edu/college/clinical/crh/community_hospital/syllabus.cfm](http://www.healthsciences.okstate.edu/college/clinical/crh/community_hospital/syllabus.cfm)

Training site information can be found at: [http://healthsciences.okstate.edu/college/clinical/crh/community_hospital/preceptor.cfm](http://healthsciences.okstate.edu/college/clinical/crh/community_hospital/preceptor.cfm)

**Primary Care Clinic**
All students rotate through the OSU-COM Health Care Center during their 3rd year of medical training. This course is designed to give students the opportunity to provide continuity of care to a case-load of patients in an ambulatory setting. The Primary Care Clinic experience is four weeks in length. The course rotation is:

**Primary Care Clinic** CE 9235 (4 weeks)

For more information about this rotation visit the Family Medicine website at: [http://healthsciences.okstate.edu/college/fammed/index.cfm](http://healthsciences.okstate.edu/college/fammed/index.cfm)

**Pediatrics**
The Pediatric rotation is designed to give students a primary care clinical experience in ambulatory pediatric settings. Each Pediatric rotation assignment is four weeks in length. The course rotation is:

**Pediatrics** CE 9155 (4 weeks)

For more information about this rotation visit the Pediatric website at: [http://www.healthsciences.okstate.edu/college/clinical/pediatrics/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/pediatrics/index.cfm)

**Psychiatry**
The Psychiatry rotation is designed to familiarize the student with the diagnosis and treatment of psychiatric disorders. Each Psychiatry rotation assignment is four weeks in length. The course rotation is:

**Psychiatry** CE 9185 (4 weeks)
For more information about this rotation visit the Psychiatry website at: [http://www.healthsciences.okstate.edu/college/clinical/behavioral/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/behavioral/index.cfm)

**Osteopathic Manipulative Medicine (OMM)**

The Osteopathic Manipulative Medicine (OMM) clerkship is designed to provide students with an opportunity to experience OMM in the clinical setting. Students will perform Osteopathic Manipulative Treatment under the supervision of a licensed osteopathic physician. The rotation is four weeks in length. Students spend one week in the hospital setting and three weeks in the ambulatory clinic.

OMM CE 9165 (4 weeks)

For more information about this rotation visit the OMM website at: [http://www.healthsciences.okstate.edu/college/clinical/omm/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/omm/index.cfm)

**Surgery**

The goal for the clerkship is to prepare the student to work effectively, as a primary care provider, within a multidisciplinary medical team caring for the surgical patient. The curricula will emphasize the importance of evaluation of potential surgical patients, the appropriate referral to a surgical specialist, and effective communication with both the patient and the specialist.

Surgery CE 9195 (4 weeks)

For more information about this rotation visit the Surgery website at: [http://www.healthsciences.okstate.edu/college/clinical/surgery/index.cfm](http://www.healthsciences.okstate.edu/college/clinical/surgery/index.cfm)

**Electives**

Electives - Primary Care:

- Elective I - Primary Care CE 9815 (4 weeks)
- Elective II - Primary Care CE 9825 (4 weeks)

The following guidelines are to be followed when applying for a Clerkship Primary Care Elective rotation (must be with Board Eligible or Board Certified physician, D.O. or M.D.):

Primary Care electives include:

- General Internal Medicine
- Family Practice/OMM
Each student may request to utilize his or her Primary Care Elective rotations in a medical situation of their choosing, providing the rotation request fulfills guideline criteria.

Electives:

- **Elective I** CE 9855 (4 weeks)
- **Elective II** CE 9865 (4 weeks)
- **Elective III** CE 9875 (4 weeks)
- **Elective IV** CE 9885 (4 weeks)
- **Elective V** CE 9265 (4 weeks)
- **Elective VI** CE 9275 (4 weeks)

Each student may request to utilize his or her elective rotations in either an osteopathic or allopathic medical situation of their choosing, under the supervision of an approved licensed practicing physician. One elective may be research based under the direction of a Ph.D. and/or one elective may be taken as a second vacation, if needed. Students are encouraged to schedule elective rotations in a variety of clinical practice areas for broad based clinical exposure. The Office of Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Rotations may not be fragmented to less than four weeks, except for the option of two split electives.

[http://www.healthsciences.okstate.edu/college/clinical/clerkship/electives.cfm](http://www.healthsciences.okstate.edu/college/clinical/clerkship/electives.cfm)

If at any time there is a question or concern regarding the program that might require the attention of the College, students should contact the Office of Clinical Education.