



**TOURO**  
UNIVERSITY  
NEVADA

College of  
Osteopathic Medicine

# CLINICAL CLERKSHIP MANUAL

*Department of Clinical Education*

**ACADEMIC YEAR**

**2025 - 2026**

*OMS III Class of 2027*

*OMS IV Class of 2026*

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# INTRODUCTION

## MISSION STATEMENT

The Clinical Education Department at the College of Osteopathic Medicine is dedicated to delivering a top-tier clinical education experience, creating a dynamic and supportive environment for TUNCOM students. Our mission is to prepare students with the skills, knowledge, and professional expertise necessary to succeed in licensing exams, excel in residency, and ultimately become compassionate, skilled osteopathic physicians.

We achieve this through strong, ongoing partnerships with a diverse range of esteemed physicians, clinics, and healthcare institutions, both locally and nationally. These collaborations enrich our clinical education program, providing students with high-quality, hands-on training across various settings.

Our curriculum seamlessly blends classroom learning with real-world clinical experiences, building upon the foundational knowledge gained in the first two years of our systems-based curriculum. Through structured clerkships and a presentation-focused approach to clinical education, we ensure that our students are not only prepared for the challenges of residency but also equipped to make meaningful contributions to patient care.

## CONTACT INFORMATION

### DEPARTMENT OF CLINICAL EDUCATION

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***TUNCOM may revise and modify this document at any time.***

***Edited with assistance from ChatGPT (OpenAI, 2024) for clarity and conciseness.***

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## STAFF

### Assistant Administrative Director

Beverly Delacarrera, MSHS

702-777-3144

[bdelacar@touro.edu](mailto:bdelacar@touro.edu)

*Responsible for clerkship badging processes, Continuing Medical Education credit, preceptor credentialing and oversight of the Clinical Coordinators.*

### Sr. Clinical Clerkship Coordinator

Andrea Sjolie

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*Responsible for scheduling and coordinating clerkships for third-year students.*

### Sr. Clinical Clerkship Coordinator

Ann Phillips

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*Responsible for scheduling and coordinating clerkships for fourth year for students with Last Name A-K.*

### Clinical Clerkship Coordinator

Anahis Ibarra

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Sr. Clinical Clerkship Coordinator

Suzanne McGee

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*Responsible for scheduling and coordinating all subject examinations, as well as student clerkship evaluations.*

Administrative Clerkship Coordinator

Brittany Harris

702-777-3149

[bharris14@touro.edu](mailto:bharris14@touro.edu)

*Responsible for the oversight and administration of clinical clerkships under the direction of the Associate Dean of Clinical Education, including a wide range of related administrative duties.*

Clinical Clerkship Coordinator

Samantha Fulcher

702-777-73973

[sfulcher@touro.edu](mailto:sfulcher@touro.edu)

*Responsible for the oversight and administration of clinical clerkships, for third- and fourth-year medical students, under the direction of the Assistant Administrative Director for Clinical Education.*

# CLINICAL CLERKSHIP OVERVIEW

Students are required to adhere to the following policies and procedures while on clerkships.

## Clinical Clerkship Coordinators

For matters pertaining to clinical education, the TUNCOM Clinical Clerkship Coordinators are available to students via e-mail or telephone during regular University business hours.

***Email is the best mode of communication with your respective coordinator.***

OMS III scheduling questions: email Andrea Sjolie. [asjolie@touro.edu](mailto:asjolie@touro.edu)

OMS IV scheduling questions: email coordinator based on first letter of last name

- Ann Phillips (A-I). [ann1.phillips@touro.edu](mailto:ann1.phillips@touro.edu)
- Yetzi Rezendiz (J-L). [yresendiz@touro.edu](mailto:yresendiz@touro.edu)
- Ana Ibarra (M-Z). [aibarra@touro.edu](mailto:aibarra@touro.edu)

Other questions: email [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu).

1. All forms, including but not limited to, Local and Away Clerkship Requests, Clerkship Change Requests, Absence Requests, Verification Forms and Badging Paperwork should be emailed in PDF or Word.
2. Most forms can be found on eMedley.
3. Email submissions allow for confirmation of received forms and materials.

## Communication

Students are responsible for:

1. Checking e-mail daily
2. Any questions regarding schedules, including clerkship requests and changes must be sent directly to the coordinators. Any emails sent on a holiday or weekend will be responded to on the next business day.
  - a. Formal communication from Clinical Education is delivered through university e-mail.
    - i. As such, students are required to read and respond to all communications via their official TUNCOM e-mail address within 48 hours.
    - ii. Recurrent failures to comply will lead to referral to Clinical Student at Risk Committee (CSTARC) for professionalism issues.
  - b. Informal communications, such as preceptor assignments or site-specific information, will be available via eMedley.
  - c. Students who experience technical problems with e-mail should contact the Information Technology (IT) Helpdesk at 702.777.4781



3. Students are obligated to ensure that the University is in possession of current contact information, including current/permanent mailing address, telephone numbers and current emergency contact. Any change in this information should be immediately updated via the TouroOne Student Portal and in eMedley.
4. All information disseminated by Clinical Education and the University, which might be pertinent to your registration, financial aid, student status and specific to campus safety and communication.
5. Complying with privacy policies, including Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). For more information, please refer to Appendix A of the [TUN Catalog](#) regarding FERPA and the section on Compliance in this handbook regarding HIPAA.
6. Clinical Education will only communicate information directly to the medical student (e.g., no spouses, parents, etc.). This is following FERPA compliance. Clinical Education provides information to students via weekly emails, end-of-block information sessions for OMS III and as needed information sessions for OMS IV.

### Clinical Clerkship Definitions

Clinical clerkships, also known as clerkships or clinical experiences, involve teaching physicians called preceptors or attendings. Students must follow each site's scheduling protocols, which may exceed forty hours per week and include holidays, overnights, and weekends. Students should be available according to their assigned preceptor/attending schedule. For scheduling concerns, contact the Clinical Education department at [TUN.Clinical.Education@touro.edu](mailto:TUN.Clinical.Education@touro.edu).

### Absences

#### **Anticipated Absences from Clerkships**

Students may request anticipated non-credited time off from any clerkship, except for the first two days or shelf exam day. This applies to both third- and fourth-year students and may include time-off for conference attendance, travel or personal time. Fill out an "Absence Request Form" from eMedley. Third-year students can take an academic day before the shelf exam. Students do not receive time off during elective clerkships for academic or shelf days. The schedule is available in eMedley based on your CORE exam schedule.

Students must follow the process below to obtain approval for anticipated absences.

1. Inform and obtain approval and signature from your preceptor on the Absence Request Form prior to sending it to Clinical Education for final approval.
2. Submit the signed form to [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu), preferably no later than 30 days prior to the requested time off.

3. This request will be reviewed and either approved or denied by Clinical Education. Approval is not guaranteed, and students should not book travel arrangements until approval is received from Clinical Education.
  - a. Students must first request permission from Clinical Education to attend nonacademic events for the University that involve travel or time away from clerkships or academic obligations.
4. Fourth-year students who have scheduled interviews outside of their allotted NCT days must contact [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) for assistance.
5. Make up assignments are at the discretion of Clinical Education leadership and may include virtual assignments or in-person clerkships. If it is deemed by clinical education that the appropriate amount of time has not been achieved on a clerkship, additional weeks may be added at the end of the academic year.
6. Fourth-year students should verify policies regarding time off with the clinical clerkship site. *Clinical sites have the prerogative to schedule any student for holiday duty as federal, state and university holidays and breaks DO NOT APPLY during clinical training.*

For any questions about absences, please contact [TUN.Clinical.Education@touro.edu](mailto:TUN.Clinical.Education@touro.edu).

#### Unanticipated Absences from Clerkships

1. For unanticipated absences, such as accidents, acute illnesses, bereavement, family or other emergencies, contact your preceptor first and Clinical Education afterwards, preferably prior to the start of an assigned shift. We will assist you if you have an emergency or need additional assistance. To ensure your continued academic progress the number of days off requested will be reviewed by Clinical Education.
  - a. In the event you cannot reach the preceptor/site first, please email [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) directly, so arrangements can be made.
  - b. If your preceptor gives you time off, you are to notify the Clinical Education Department. Students do not receive academic credit for absences. Therefore, any absence for any reason (no matter how long the absence lasts) must be reported to [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu). These are considered unexcused absences and could result in failure of the clerkship or required extension of the student's degree program.
  - c. Clinical Education reserves the right to request documentation of an absence for emergent, unforeseen circumstances. A student absent for three or more days due to illness must submit a physician's note to the TUNCOM Clinical Education Department by emailing [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) clearing them prior to returning to clinical duties. Chronic absenteeism may cause disciplinary action.

- d. Make up assignments are at the discretion of Clinical Education leadership and may include virtual assignments or in-person clerkships. If it is deemed by clinical education that the appropriate amount of time has not been achieved on a clerkship, additional weeks may be added at the end of the academic year.
  - e. Failure to report an absence is considered unprofessional behavior and may result in referral to CSTARC, failing clerkship, and referral to SPC.
2. For unanticipated non-clinical time due to unavailability of preceptor/site (ie preceptor takes time-off) it is the student's responsibility to notify the Clinical Education Department as soon as they are made aware of the change to their schedule.
- a. If your preceptor gives you time off, you are to notify the Clinical Education Department. Students do not receive academic credit for absences. Therefore, any absence for any reason (no matter how long the absence lasts) must be reported to [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu). These are considered unexcused absences and could result in failure of the clerkship or required extension of the student's degree program.
  - b. The student may be scheduled by the site to work with an alternative eligible preceptor if the regularly scheduled preceptor is taking time off.
  - c. Failure to report any non-clinical time is considered unprofessional behavior and may be referred to CSTARC.

### Ineligible Clinical Time

The following clinical experiences are not allowed during the third- or fourth year:

1. Shadowing Experience
  - a. Students may not participate in observation only or shadowing experiences during their clinical academic years at TUNCOM.
2. Clerkships with Family or Friends
  - a. Students are not allowed to participate in a clerkship with a family member or friend.
  - b. The close personal relationship places the integrity of the grade in question.
  - c. Family members include, but are not limited to, parents (biological or adopted), aunts, uncles, sisters, brothers, cousins, spouses, and in-laws.
3. Clerkships with Their Own Healthcare Providers
  - a. Students are not allowed to participate in a clerkship with a preceptor who is currently their healthcare provider.

### Clinical Students at Risk Committee (CSTARC)

CSTARC is a student advocate and advising committee for clinical years three and four.

CSTARC makes required recommendations to students and, when appropriate, directs them to resources for additional assistance or may refer them to another committee.

1. CSTARC may also see students who have expressed a concern or who have been referred to us by TUNCOM preceptors, faculty, or staff.
2. CSTARC meets with students who exhibit unprofessional behavior or who fail a clerkship or end-of- clerkship exam, or who have a second failure on COMLEX Level 1 or Level 2CE.
3. The following conditions may result in referral to Student Promotion Committee (SPC) and/or Student Conduct Committee:
  - a. Failure/Refusal to meet with CSTARC.
  - b. Failure to comply with CSTARC recommendations.
  - c. Serious violation(s) of the Student Code of Conduct.
  - d. Failure to progress academically or professionally.

### Career Counseling

Students may seek Career Counseling to discuss their career path during the clinical years.

1. To schedule career counseling, email [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu).
2. After the session, students may be referred to additional faculty or physicians for further advice.
3. For information on the match and residencies, visit the NRMP for data on U.S. Osteopathic Medical School Seniors.
4. The AAMC website offers resources on careers and residency applications.
  - a. All students have access to a Careers in Medicine (CiM).

### Scheduling

The DO program requires the completion of 84.5 credit hours of clinical clerkships which includes eight required core clerkships, Emergency Medicine (EM), and enough elective clerkships to make up the remaining credit hours. This includes the mandatory CAPSTONE, CMR I/II, OMM and OSCE courses. Please refer to the [TUN Catalog](#) for specific information on curriculum and graduation requirements.

### Clinical Management Review (CMR) Study Block

#### **CMR I**

Students have a required clerkship at the beginning of their third year to solidify foundational medical knowledge in preparation for clinical clerkships. This course will run for approximately 6 weeks and will commence with third-year orientation. The requirements to be enrolled in this clerkship are as follows:

1. Students must have completed their second year.
2. Typically, this block is June 1 – July 15 for most students.
3. Any exceptions must be approved by the Senior Associate Dean for Academic Affairs.
4. A CMR Study Block plan must be submitted and approved by the Director of Student Success for the COM prior to the start of your CMR Study Block.
5. Students are not allowed to sign up for USMLE Step 1 without approval from the Senior Associate Dean.
  - a. Step 1 Approval Criteria: In the top half of the cohort AND did not fail any preclinical courses AND score above one SD below the mean on the CBSE. The student who does not meet the criterion can petition to take the exam but must score a 70 or above on the CBSSA. The CBSSA must be purchased by the student and completed in the TUN testing center under proctored conditions.

## **CMR II**

Students have a required clerkship, with an emphasis on improving knowledge in clinical medicine during the start of their fourth year. The requirements to be enrolled in this clerkship are as follows:

1. Students must have completed their third year. This includes passing scores in all 8 CORE clerkships and 2 electives.
2. Typically, this block is June for most students. Students who are delayed may have this block scheduled in July, August or after.
3. Any exceptions must be approved by the Senior Associate Dean for Academic Affairs.
4. A CMR Study Block plan must be submitted and approved by the Director of Student Success for the COM prior to the start of your CMR Study Block.
5. Students are not allowed to sign up for USMLE Step 2 without approval from the Senior Associate Dean.
  - a. Step 2 Approval Criteria: In the top half of the cohort AND did not fail COMLEX level 1 and/or USMLE Step 1 AND did not fail any shelf exam. The student who does not meet this criterion is eligible to petition to be allowed to sit for USMLE Step 2 and they must take a CCSSA and score a 235 or above. The CCSSA must be purchased by the student and completed in the TUN testing center under proctored conditions.

### CLNV 905/910/915

These courses are designed to facilitate individualized extended examination preparation or remediation for COMLEX Level 1, Level 2 or CORE clerkship subject examinations. Please refer to the course syllabus for expectations and requirements. They do not count towards required clinical credit total for graduation.

1. CLNV 905 is used for extended exam preparation for COMLEX Level 1.
  - a. Automatic enrollment in CLNV 905 if any the following criterion
    - i. COMSAE <450 and recommendation from CSTARC OR
    - ii. Failure of  $\geq 3$  preclinical courses OR
    - iii. CBSE  $\leq 1$ SD from the cohort mean
    - iv. Need for 1 or more summer remediations
2. CLNV 910 is used for study time and shelf re-takes for third year CORE clerkships.
  - a. Automatic enrollment in CLNV 910 at the next elective if the following criteria:
    - i. Failure of a shelf exam.
3. CLNV 915 is used for extended exam preparation for COMLEX Level 2.
  - a. Automatic enrollment in CLNV 915 if any the following criterion:
    - i. Failure of COMLEX level 1 AND failure of 2 or more shelf exams (including failing the same shelf 2 times) OR
    - ii. Failure of 3 or more shelf exams (including failing the same shelf more than once) OR
    - iii. COMSAE < 500 and recommendation from CSTARC.

### Third-year curriculum

The third year includes ten clerkship blocks. Core clerkships are assigned and scheduled by Clinical Education. Students are not allowed to complete more than one block in any given specialty. Students also complete a mandatory longitudinal OMM course via CANVAS and an OSCE Callback course, also available on CANVAS. Students must complete all third-year curriculum to progress to fourth year.

1. Core Clerkship (8 blocks in third year)
  - a. Family Medicine (1 block)
  - b. Internal Medicine: General (1 block)
  - c. Internal Medicine: Subspecialty (1 block)
  - d. Obstetrics and Gynecology (1 block)
  - e. Pediatrics (1 block)
  - f. Psychiatry (1 block)
  - g. Surgery: General (1 block)

- h. Surgery: Subspecialty (1 block)
  - i. Students may rotate with a single preceptor for a maximum of 4 weeks.
- 2. Elective Clerkships (2 blocks in third year)
  - a. Scheduled by the Clinical Education Department with required submission of a Clerkship Request form to Andrea Sjolie ([asjolie@touro.edu](mailto:asjolie@touro.edu)).
  - b. Students may rotate with a single preceptor for a maximum of 4 weeks.
  - c. Please see Appendix A for complete list of available elective rotations.
- 3. Mandatory Courses delivered through CANVAS:
  - a. OMM Course
  - b. OSCE Callback
    - i. Third year students are required to participate and pass the OSCE Callback course.
    - ii. Sessions may be held on-campus in the OSCE lab, with each OSCE Callback involving multiple clinical encounters with standardized patients.
    - iii. It is the students' responsibility to be in town when scheduled.
    - iv. If a student is required to remediate an OSCE callback, students are required to participate on the dates requested.
- 4. Scheduling Process for TUN Preceptors used for 3<sup>rd</sup> year Clerkships
  - a. Scheduling of any TUN preceptor must go through the TUNCOM Clinical Clerkship Coordinators.
  - b. Students are not allowed to schedule or contact local clerkship preceptors directly.
  - c. The Clinical Education Department schedules students based upon the physician-stated availability each year.
  - d. If you should desire a preceptor that is not currently credentialed, or if you do not know if they are, please email [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) for credentialing and scheduling questions.
- 5. Exchanging Clerkships
  - a. Exchanging one clerkship for another may be requested between students.
  - b. Once the students have agreed upon the exchange, they must notify the Clinical Clerkship Coordinator, who will make the appropriate change in the master schedule if approved.
  - c. Some local hospitals require 60-90 days for paperwork so an exchange may not be approved due to hospital rules.
- 6. Changing a Clerkship
  - a. Students may request a change to their IM 2, Surgery 2 or elective rotations in their third year.
    - i. Maximum of 2 changes permitted throughout the year.
    - ii. Must submit change request 75 days in advance.
    - iii. Changes are not allowed for Veterans Affairs (VA) or Nellis Air Force Base (NAFB) Clerkships.

- b. Changes are not permitted to assigned core rotations, except for IM 2 and Surgery 2 within the above parameters.

#### Fourth-year curriculum

The fourth year includes ten clerkship blocks. To maximize your educational opportunities, you must schedule at least 8 weeks away (two 4-week, one 4-week and two 2-week, or four 2-week blocks) clerkships outside of the Southern Nevada Region. Students may rotate with a single preceptor for a maximum of 4 weeks. Students are not allowed to schedule or contact local clerkship preceptors directly.

1. Fourth Year Required Clerkships (2 blocks)
  - a. Emergency Medicine; required (1 block). Typically taken in fourth year unless taken during third year as one of the electives.
  - b. Clinical Management Review Study (1 block; typically, in June)
2. Elective Clerkships
  - a. The remaining clerkships are the student's choice and may be scheduled one of two ways:
    - i. Local clerkship: must be scheduled through respective fourth year coordinator
    - ii. Away clerkship: student's responsibility to schedule all "Away" clerkships.
      1. This may include "Audition" or "Sub-I" clerkships.
3. Mandatory Courses delivered through CANVAS:
  - a. OMM Course
  - b. OSCE Callbacks in person may be required
4. Visiting Student Learning Opportunities (VSLO) and Away or Audition Clerkships
  - a. Students are entered into the Visiting Student Learning Opportunities (VSLO) in November of the 3<sup>rd</sup> year to research and apply for 4<sup>th</sup> year clerkships.
    - i. Most clerkships do not become available until March/April.
  - b. Accepted Away/Audition clerkships (VSLO or not participating in VSLO): students must submit a Clerkship Request Form within 5 business days of accepting a clerkship to ensure proper institutional paperwork is completed.
    - i. To receive credit for a clerkship and coverage under TUN's medical professional liability insurance, all clerkships must be approved by Clinical Education prior to the start date and meet the following criteria:
      1. Institutional paperwork (e.g., site application, hospital forms, immunization/health forms, etc.) completed, signed, and submitted to the TUN Clinical Clerkship Coordinator a minimum of 75 days prior to the requested clerkship start date.



2. Clerkship Request forms available on eMedley must be submitted directly to: [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu).
    3. Clerkships must be arranged by Clinical Education at an approved site, with a current affiliation agreement or accepted Letter of Good Standing, and with a licensed, board certified or board eligible D.O. or M.D.
  - c. Failure to comply may result in assignment to any available clerkship and referral to CSTARC.
5. Gaps in 4<sup>th</sup> year schedule
  - a. At the discretion of clinical education, you may be assigned on-line learning modules or other assignments to fill in a scheduling gap to ensure full credit is received.
  - b. Students cannot exceed three gap weeks filled through the above assignments in the academic year. The gap weeks are intended to fill one-week periods of time between two in person clerkships. They cannot be used to fill gaps between an in person and a virtual, or an in person and NCT.
  - c. Students may also use their NCT to assist in filling these weeks.
6. Clerkship Change Requests
  - a. Once a clerkship is scheduled, students may not cancel or change the dates or service type without prior approval from Clinical Education.
    - i. Two changes to local clerkships may be requested in the 4<sup>th</sup> year.
  - b. If a clerkship is approved to be changed, it is final.
  - c. Requesting a change of clerkship in the same block more than once is not allowed.
  - d. Changes are not allowed for Veterans Affairs (VA) or Nellis Air Force Base (NAFB) Clerkships.
7. Exchanging Clerkships
  - a. Exchanging one clerkship for another may be requested between students.
  - b. Once the students have agreed upon the exchange, they must notify the Clinical Clerkship Coordinator, who will make the appropriate change in the master schedule if approved.
  - c. Some local hospitals require 60-90 days for paperwork so an exchange may not be approved due to hospital rules.
8. Virtual Clerkships
  - a. Please submit **syllabus and clerkship request** form with dates to your coordinator prior to applying and paying for the application.
  - b. A Clinical Education Dean will have to approve any virtual courses prior to you applying or accepting one.
    - i. See Appendix B for a list of previously approved virtual clerkships.

- c. Four weeks of virtual clerkships will be allowed (this can be two 2-week clerkships or one 4-week).
- d. These virtual clerkships must be at a university and credit bearing.
- e. Students in Virtual Courses cannot receive Honors as a final as there is no physical preceptor evaluation.

#### 9. Case Study Assignments

- a. Students may request to complete a Case Study Report for academic credit during a one-week period in their fourth year.
  - i. The report should focus on a case that you plan to submit for publication or present at a conference.
- b. Submit the Case Study Report Application to the Assistant Dean for Clinical Education for approval.
  - i. Once approved, the fourth-year coordinator will confirm the assignment with the student and the Assistant Administrative Director.
- c. The CANVAS NV DO (see Appendix C for how to enroll) course includes resources and examples for writing case reports. Reports should be 1100-2500 words, with quality visuals and references.
- d. The case study must be in a publishable format with a well-cited discussion section. Journals often provide detailed formatting guidelines.
- e. Submit your report to [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) by the last day of your schedule gap to avoid a failing grade. You can continue refining it for publication after submission. A rubric is available on Canvas NV DO and eMedley.

#### 10. OMS IV Research Clerkships

- a. Students may take a research elective clerkship in the second semester of their fourth year, guided by a preceptor and approved topic.
- b. Approval must be obtained from an Assistant Dean of Clinical Education.
- c. After completion, students must submit their research outcome (e.g., publication, presentation, patent, case report) along with the preceptor evaluation to Clinical Education to receive a passing grade. The Research Clerkship request form is available on CANVAS NV DO and eMedley.

#### 11. Fourth-Year International Clerkships

- a. International clerkships are available as electives for 4th-year students, limited to one 4-week clerkship. Approval by Clinical Education is required.
- b. International clerkships cannot be taken during the last two clerkships before graduation.
- c. Interested students must first contact [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu) for information and the application.
- d. Applications are reviewed by the department and approved by the Touro University Nevada.
- e. Students are responsible for all costs of international clerkships.

- f. Approval can take several blocks and is granted on a case-by-case basis.
  - g. Please refer to the checklist in eMedley for all requirements.
12. Application and other fees
- a. Touro University Nevada does not cover application, transportation, lodging, or other fees for 4th-year clerkships.
  - b. Travel arrangements are the student's responsibility, and clerkships must be approved by Clinical Education before booking travel.
  - c. Students are responsible for all out-of-pocket expenses related to clinical education, including transportation, housing, meals, attire, lab fees, background checks, mask fit testing, ACLS/BLS renewals, and drug screenings.
  - d. Some facilities may charge additional clerkship fees, which are also the student's responsibility.

### DO/MPH Students

Students in the DO/MPH dual degree must meet with Clinical Education faculty for academic advisement. Clerkships for Public Health have special requirements.

- 1. Students must complete enough hours to receive full academic credit for the clerkship.
  - a. Per the Credit Hour Policy located in the University Catalog, one credit is equal to a minimum of 37.5 hours per week.
  - b. Some clerkships require more than 37.5 hours per week which students are required to complete based on the clerkship's expectations.

### NCT (Non-Clinical Time)

During the 3<sup>rd</sup> and 4<sup>th</sup> year students may be assigned Non-Clinical Time (NCT). Students will still have mandatory requirements for OMM and OSCE that they will complete during this time. NCT does not count towards required clinical credits.

- 1. In the 3<sup>rd</sup> year, students will have a 4-week NCT block.
  - a. Those needing extra time for COMLEX Level 1 or shelf exams may be required to forfeit their NCT.
- 2. In the 4<sup>th</sup> year, students will have a 4-week NCT block and up to 20 additional days of NCT for interviews (NCTi).
  - a. Approval is required to miss clerkship days for interviews.
  - b. After 5 missed days, 1 clinical credit will be deducted.
  - c. Students have 20 days (4 clinical credits) from October to February for NCTi.
    - i. Exceptions will be made for military students as we recognize the military interview season occurs earlier in the year.
  - d. NCT cannot be taken in the first or last month of the academic year.

### Student Clinical Supervision Policy

During clinical clerkships, students must examine patients under proper supervision, with appropriate consent from all parties.

1. Students must always be supervised by a qualified preceptor or their designated supervisor.
2. All preceptors must be licensed and board-certified, previously board-certified, or board eligible (DO or MD) and vetted through TUNCOM's credentialing process.
  - a. Residents in postgraduate training may supervise patient care in residency programs.
  - b. Advanced practice providers may supervise students for specific tasks or days.
3. Students may observe, interact with patients under direct supervision, or engage in indirect supervision where the preceptor is immediately available.
4. Preceptors must inform patients and obtain consent before student involvement in direct care.
5. After patient contact, students must discuss findings with the supervisor. If documenting in the patient chart, the supervisor must co-sign.
6. The supervisor or designee must be present during:
  - a. Invasive procedures (preceptor verifies findings and signs documentation).
  - b. Sensitive exams (e.g., pelvic, breast, GU exams) must have a chaperone present, and students should document exam details in the record.
    - i. Irrespective of the gender of the examining student and the patient being examined, a chaperone, defined as another medical professional, preferably the preceptor, is required during all intimate examinations.
    - ii. Students are highly encouraged to record the date, time, and the results of the examination as well as the name of the chaperone in the medical record.
7. Students must wear their TUN ID badge and introduce themselves as medical students.

### Reporting Clerkship Concerns

1. Students are encouraged to discuss issues and concerns with the utmost degree of professionalism.
2. During the clerkship, immediate concerns (harassment, patient safety, etc.) should be reported to Clinical Education, but may also be brought to the attention of the preceptor and/or clinical site.
3. General concerns should be addressed directly with the preceptor and/or clinical site if possible.

- a. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact Clinical Education.

### Title IX

1. Touro University Nevada maintains a policy of non-discrimination against any person in employment or in any of its programs. (Further details see [Touro University Catalog](#)) Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

Title IX states that

- a. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

### Workers’ Compensation

Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during clinical clerkships as a part of the student’s academic program.

### Transportation

Students are required to maintain adequate transportation throughout their clinical years.

1. Travel arrangements are the sole responsibility of the student.
2. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student’s academic program.

### Student Identification

While performing duties related to patient care, all students must clearly identify themselves as a medical student both verbally and by wearing their TUN picture identification badge in addition to any hospital issued identification.

1. Misrepresentation of oneself as a licensed physician is illegal, unethical, and subject to disciplinary action.
2. Should the TUN identification badge become lost or broken, the student should contact TUN Security immediately to order a replacement and a charge may apply.

### Cell Phone Use During Clerkships

Students should only use electronic devices for educational purposes during clinical clerkships.

1. With preceptor approval, devices may be used for clinical resources (e.g., medical apps).
2. If phone use is necessary, students should store phones with the camera obscured, disable voice-to-text, and use airplane mode to prevent HIPAA violations.
3. Students must follow site-specific policies and confirm preceptor expectations at the start of each clerkship.
4. Failure to comply with these policies is unprofessional and may lead to clerkship failure or referral to CSTARC or SPC.

### Dress Code for Clinical Activities

1. On clinical clerkships and during any clinical activity, students must wear professional attire.
2. Pierced jewelry is only allowed in the ears; all jewelry should be minimal and in good taste.
3. Nails must be clean and trimmed; hair should be neat, clean, and styled off the face. Facial hair must be neatly trimmed.
4. Students must contact the preceptor prior to starting clerkship to inquire about appropriate dress.
5. Shoes must be closed toe; sneakers allowed only with scrubs.
6. Students must wear a white coat with their name, program, and "DO student" identification.
7. Failure to comply with these policies is unprofessional and may lead to clerkship failure or referral to CSTARC or SPC.

### Hospital Rules and Regulations / Financial Responsibilities

1. Each hospital/health care system has its own rules. Students must familiarize themselves with and follow all protocols, including those for hospital facilities, housing, and equipment.
2. Students are financially responsible for any damage or loss of hospital or training site property (e.g., badges, library materials, pagers, keys). Final grades will be withheld until all property is returned.

## TUNCOM Needlestick/Blood/Bodily Fluid Exposure Policy

Please refer to the [TUN Catalog](#) Appendix F for detailed information in the event of accidental exposure.

## Duty Hours and Fatigue Mitigation

TUNCOM has guidelines to manage duty hours and reduce fatigue, supporting students' well-being amid academic and clinical demands.

1. Students follow their preceptor's schedule, which may include longer hours, weekends, and holidays.
2. If struggling with workload or study balance, students are encouraged to contact Clinical Education for support at [TUN.Clinical.Education@touro.edu](mailto:TUN.Clinical.Education@touro.edu).
3. Please refer to the ACGME's [Well-Being in GME](#) website for resources in addressing fatigue mitigation.

## Letters of Recommendation (LORs)

1. Letters of Recommendation (LORs) are required for your residency application through ERAS.
  - a. Other LORs may be required for VSLO and other application services for auditions and away clerkships.
2. Most students request LORs from preceptors in their 3rd year.
3. For more details, refer to ERAS, AAMC, VSLO, CiM, and other medical student sites, as well as end-of-block information sessions.
4. If you have any additional questions about LORs that are not answered in the resources above, please contact Clinical Education at [tun.clinical.education@touro.edu](mailto:tun.clinical.education@touro.edu).

# **ASSESSMENT**

## Clinical Clerkship Assessment

To pass each CORE clerkship students must demonstrate progress on the evaluation by their preceptor and pass the applicable subject exam. Each CORE clerkship has an associated syllabus (located in eMedley) that contains assignments and resources. All the components listed below are required before a final grade is assigned by TUNCOM:

1. Subject Exam (for core clerkships only)
2. Student Evaluation of Preceptor
3. Preceptor Evaluation of Student Performance
4. Required assigned coursework in Aquifer (if applicable)

## End-of-Clerkship Subject Examinations

### 1. NBME Subject Exams

- a. Students are required to pass National Board of Medical Examiners (NBME) subject examinations for five of the core clerkships
  - i. Internal Medicine
    1. The subject exam is only used in the determination of the grade for Internal Medicine 1.
    2. The Internal Medicine 2 grade is the preceptor evaluation grade.
  - ii. Obstetrics and Gynecology
  - iii. Pediatrics
  - iv. Psychiatry
  - v. Surgery
    1. The subject exam is only used in the determination of the grade for Surgery 1.
    2. The Surgery 2 grade is the preceptor evaluation grade.
- b. The Internal Medicine and Surgery subject examinations are given at the end of the second block of each respective specialty
- c. We strongly advise students utilize the NBME self-assessments to provide a baseline for their shelf readiness
- d. For scoring and more information about these standardized exams visit the following link: <https://www.nbme.org/assessment-products/assess-learn/subject-exams>.

Subject	Passing Grade	Honors
Internal Medicine	≥59	≥83
Obstetrics and Gynecology	≥65	≥83
Pediatrics	≥63	≥86
Psychiatry	≥74	≥91
Surgery	≥59	≥83

### 2. NBOME COMAT Exam



- a. Students are required to pass National Board of Osteopathic Medical Examiners (NBOME) Family Medicine subject examination.
- b. For information on COMATS visit: <https://www.nbome.org/assessments/comat/>
- c. **This exam is proctored in-person on the TUN campus.**

Subject	Passing Grade	Honors
Family Medicine	≥86	≥112

### 3. Grading for non-virtual core rotations

Evaluation	Exam Score	Final Grade (Grade in Degree Works)
Honors	Honors	Honors (H)
High Pass	Honors	High Pass (HP)
Honors	Pass	High Pass (HP)
Pass	Honors	High Pass (HP)
High Pass	Pass	Pass (P)
Pass	Pass	Pass (P)
Pass or Higher	Failed first attempt, Pass or Higher second attempt	Unsatisfactory Pass (UP)
Fail	Pass or Honors	Fail (F)
Any Grade	Fail	Fail (F)

### Additional Opportunities for Shelf Exams

1. Students may elect to take the following optional NBME subject exams that are not required:
  - a. Emergency Medicine
  - b. Neurology
2. Students may elect to take the NBOME OPP COMAT that they took in the second year.
  - a. Students may also elect to retake any subject exam they have previously passed.
  - b. The initial exam performance will always be reflected as the final clerkship grade on the transcript but may include as an additional score in their MSPE.

- c. The student will be responsible for the cost of all elective exams, including Neurology and Emergency Medicine.
  - d. This includes all repeated exams.
  - e. Students should contact Suzanne McGee ([smcgee@touro.edu](mailto:smcgee@touro.edu)) at least one block in advance to schedule one of these elective exams and to arrange payment. The exam will not be scheduled until payment has been received by TUN accounting department.
3. Optional exams will be scheduled on the normally occurring mid-month or end-of-month exam schedule.

### Academic Day for Shelf Preparation

- 1. An Academic Day is provided the day before each CORE clerkship's mandatory standardized shelf exam, giving students a protected study day.
  - a. Students may choose to skip this day and remain in their clerkship.
- 2. There is no Academic Day for students without a shelf exam or those retaking an exam.
- 3. The schedule, including exam dates and times, is available on eMedley.
- 4. For IM and Surgery, only one Academic Day is given during the second block.

### General Testing Procedures

- 1. Students are required to make sure their laptops are fully functional and in working order.
  - a. We strongly advise requesting a loaner from IT should you need to have your laptop serviced.
  - b. Laptop loaners are not guaranteed and are available on a first come, first served basis.
- 2. Please pay attention to updates in browser specifics as they change frequently.
- 3. Prior to your test day:
  - a. Ensure your computer is in reasonable working order (enough to use a web browser). If not, contact IT immediately for assistance.
  - b. Bring your power cord to the exam. Don't rely on the battery.
  - c. Know your Touro Student ID number as you will need it to log on.
  - d. Ensure the correct browser is installed on your computer.
  - e. Visit <http://wbt.nbme.org/exam> and download the NBME browser in advance of your first exam (do it now).
    - i. Be sure to re-download the browser 48 hours before this test.
  - f. Follow the detailed advice sent by the Exam Coordinator prior to each exam.
  - g. Failure to comply with these standards will result in referral to CSTARC or SPC, and/or delays in your clerkship scheduling.
- 4. Day of examination

- a. You must have your TUN ID to show prior to exam administration to the proctor.
  - b. What to Bring (and not to bring)
    - i. Required on your desk:
      - 1. Cell phone powered off (not on silent), face down.
      - 2. TUN ID on top of phone with photo visible.
    - ii. Stored at the front of the room:
      - 1. Food of any kind.
      - 2. Backpacks and personal items.
      - 3. All other devices (i.e. watches, tablets, etc.).
        - a. Must be powered off and stored in your bag.
      - 4. Headwear (unless religious), including hoods, hats, beanies.
      - 5. Headphones/earbuds.
        - a. Earplugs will be provided.
      - 6. Laptop sleeves, device risers, privacy screens.
        - a. Non-removable stands must be pre-approved by proctor.
  - c. Students are required to arrive (in person) 15 minutes prior to the scheduled examination start time.
    - i. Students who are late will not be allowed in the testing room and will be referred to CSTARC.
  - d. No talking is allowed once an examination starts.
  - e. Restroom policy
    - i. Only one student may leave the room at a time.
    - ii. Raise your hand and wait to be acknowledged.
    - iii. Leave your powered-off phone and badge clearly visible on your desk while you are away.
  - f. Students are expected to uphold the Code of Student Conduct of Touro University Nevada.
  - g. Finishing and exiting exam.
    - i. Show your badge and “exam completed” screen to the proctor.
    - ii. Complete sign-out sheet.
    - iii. Exit quietly through the back of the room (or designated exit).
    - iv. Do not congregate outside of the exam rooms.
  - h. Failure to comply with this or any other reasonable request of a proctor will result in the immediate dismissal of the student from the examination.
    - i. In such instances, the student will receive a zero for the examination, and a disciplinary referral to CSTARC.
    - ii. We will be adhering to the NBME and NBOME guidelines
5. Examination absence

- a. If you are absent for any reason on exam day in person or virtually, please email [TUN.Clinical.Education@touro.edu](mailto:TUN.Clinical.Education@touro.edu) and Suzanne McGee ([smcgee@touro.edu](mailto:smcgee@touro.edu)) as soon as possible.
  - i. If your absence is illness related, please submit a physician's note as soon as possible.
  - ii. Students who miss an exam without proper notification and/or permission will fail the subject examination and referred to CSTARC and/or SPC.

### Subject Examination Failure

1. First failure
  - a. The student will receive notification from Clinical Education of their failure.
  - b. They will be required to meet with the Director of Student Success (Dr. Obodai) to discuss test-taking strategies.
  - c. They will be automatically enrolled in CLNV 910 for designated study time and exam re-take.
    - i. If the student has unused NCT available, they may forego 2- or 4-weeks of their NCT to accommodate CLNV 910.
    - ii. If the student does not have NCT available, they will use one of their elective blocks to take CLNV 910 and will make up the elective at a later date.
    - iii. If the student does not have either NCT or elective time left, they will take CLNV 910 at the end of the academic year and must pass the outstanding subject examination prior to promotion to OMS IV and taking CMR II.
  - d. The student will be referred to CSTARC.
  - e. The highest clerkship grade that can be achieved is a U/P.
2. Second failure of the same subject examination
  - a. The student will be referred to SPC.
  - b. The student will receive a failing grade (F) for the clinical clerkship.
  - c. The student will be required to repeat the clinical time and the subject examination. This may delay graduation.
3. Failure of different subject examinations
  - a. Two fails will result in referral to CSTARC.
    - i. Subject examinations will be scheduled for remediation during CLNV 910
  - b. Three fails will result in referral to SPC.
4. All repeat examination fees are the responsibility of the student and must be paid in advance prior to the exam being scheduled.

## Grading

1. Final grades are either Honors, High Pass, Pass, Unsatisfactory Pass (Remediation), or Fail.
2. Virtual CORE clerkships are graded High Pass, Pass or Fail.
  - a. If you fail to complete any portion of the virtual course, you will fail the clerkship and be required to complete an in-person clerkship before advancing to 4th year.
3. Electives do not have subject exams, and final grades are solely the result of the preceptor's evaluation.
4. Evaluations of the preceptor must be completed to receive a passing grade.
5. If you do not complete requirements as outlined in the course syllabus your letter grade may be demoted by one grade (e.g. from Honors to High Pass, High Pass to Pass, etc.)
6. Honors
  - a. CORE clerkship: Honors on preceptor evaluation and end-of-clerkship subject examination
  - b. Elective: Honors on preceptor evaluation
7. High Pass
  - a. CORE clerkship:
    - i. High Pass on preceptor evaluation and Honors on end-of-clerkship subject examination OR
    - ii. Honors on preceptor evaluation and Pass on end-of-clerkship subject examination OR
    - iii. Pass on preceptor evaluation and Honors on end-of-clerkship subject examination.
  - b. Elective: High Pass on preceptor evaluation.
8. Pass
  - a. CORE clerkship:
    - i. Pass on preceptor evaluation and Pass on end-of-clerkship subject examination OR
    - ii. High Pass on preceptor evaluation and Pass on end-of-clerkship subject evaluation.
  - b. Electives: Pass on preceptor evaluation.
9. Unsatisfactory Pass (UP)
  - a. Students will receive a UP on a clerkship if they fail the end-of-clerkship exam on their first attempt but successfully pass on their second attempt.
  - b. Students must receive a "Pass" or higher on their preceptor evaluation.
10. Failure
  - a. Students will fail a clerkship under any of the following conditions:
    - i. Receiving a failing grade on the preceptor evaluation.
    - ii. Failing to pass the end-of-clerkship exam on the 2<sup>nd</sup> attempt.
    - iii. Failing to do required assignments as defined in the syllabus.

- iv. Not reporting to the clerkship or failing to report absences.
- v. Violating Student Code of Conduct as outlined in the [TUN Catalog](#).
- b. All clinical clerkship failures will be referred to SPC and/or Student Conduct Committee.
- c. If a student fails a clerkship, they will be required to make up that clinical time which may affect their graduation date.
- d. Students are not allowed to contact a clinical site or preceptor if they receive a failing grade.
- e. Grounds for dismissal
  - i. Receiving a failing grade in two clerkships on the end-of-clerkship evaluation by the preceptor.
  - ii. Failing a total of four end-of-clerkship subject examinations (NBME and/or NBOME).

#### Preceptor Evaluation of Student Performance

1. Preceptors complete end-of-clerkship evaluations via eMedley.
  - a. There is a section specifically for comments to be included in the MSPE for residency applications.
  - b. Preceptors may leave additional comments for other formative feedback.
2. It is recommended that students meet with the primary preceptor on the first day, mid-clerkship and in the final week.
3. At no time is it appropriate for a student to request a preceptor to change a rating, revise comments or challenge a preceptor regarding an assessment.
4. All evaluations are reviewed by Clinical Education as they come in
  - a. If significant performance issues are identified students will be referred to CSTARC.
5. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to CSTARC, SPC and/or Student Conduct Committee.

#### COMLEX-USA

Please refer to the COMLEX section of the TUN College of Osteopathic Medicine-Student Handbook (Didactic Courses).

### The Medical Student Performance Evaluation (MSPE aka Dean's Letter)

The MSPE summarizes your medical school experience. It is not a letter of recommendation. It is prepared at the end of Year 3 by the Deans in Clinical Education and is submitted by the school to your electronic residency application (ERAS).

Please refer to the AAMC website for more detailed information:

[Medical Student Performance Evaluation \(MSPE\) | AAMC](#)

## **CLINICAL SITE REQUIREMENTS**

The following items must be completed for participation in clinical clerkships. Throughout the year other requirements may be necessary due to site specific requirements. Students out of compliance may be pulled from their clerkship until they are cleared and may miss clinical time which will have to be made up at a later time and could result in an incomplete or withdrawal from a clerkship.

### Fourth Year Requirements

1. Some clerkship sites require additional background checks, mask fit test, drug screen and/or screening procedures.
2. The student is responsible for initiating these requests and is responsible for any related fees.

### Vaccinations/Immunizations

1. A student must provide and maintain official up-to-date immunization records, in accordance with university requirements, to begin or continue with clinical training.
2. A registration hold may be placed on your account resulting in suspension of your clinical clerkship and referral to the appropriate University official for disciplinary action should you fail to comply.
3. If you have an immunization expiring in the middle of a clerkship block, you must have the immunization updated and recorded prior to the start of the expiration block.

### Background Checks and Drug Screens

1. Prior to beginning clinical clerkships each academic year, all TUNCOM students are required to complete a criminal background check and a urine drug screen at the TUNCOM designated site.
2. The background check is to be performed by a certifying organization retained by TUNCOM.

- a. The background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving patient care.
  - b. Any criminal activity occurring prior to or after matriculation must be immediately reported to the appropriate University official.
  - c. Failure to report may result in disciplinary action to potentially include dismissal
3. TUNCOM reserves the right to require students to complete additional drug screens at any time for any reason during clinical clerkships.
  - a. If a student is unable obtain these requirements at the assigned time, they will be responsible for the cost.

### Mask Fit and ACLS/BLS

1. TUNCOM provides Mask Fit certifications prior to starting third year clerkships.
  - a. This certification is valid for one year.
  - b. Students may need to recertify at your own cost should sites in the fourth year require an updated mask fit certification.
2. Advanced Cardiac Life Support and Basic Life Support certification training is also provided prior to starting third year clerkships.
  - a. These certifications are valid for two years and should expire at the end of May in the fourth year of clerkships.
  - b. Students returning from time off can reach out to Clinical Education to inquire about this cost being covered.
3. If a student is unable obtain these requirements at the assigned time, they will be responsible for the cost.

## **COMPLIANCE**

### Health Insurance

1. All students are always required to maintain personal health insurance during their tenure at TUNCOM.
2. Students are required to immediately report any break in coverage or change in health insurance to Clinical Education, e-mailing an electronic copy of the front and back of the new insurance card to the Office of the Bursar ([bursar@tun.touro.edu](mailto:bursar@tun.touro.edu)).
3. In accordance with university requirements, a student must provide and maintain documentation of current personal health insurance coverage, to begin or continue with clinical training.

### HIPAA Regulations and Patient Encounters

1. All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191



including The Privacy Rule published by the US Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of Federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. Covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/).

2. As a medical student, these standards pertain to all individually identifiable health information (Protected Health Information or PHI) encountered during medical training with the University including, but not limited to, medical records and any patient information obtained. This includes all health records of any patient who has not been assigned to you by your clinical service, including yourself or your family members.
3. HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law therefore, each student must utilize reasonable safeguards to protect any information he or she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates, or maintains. The misplacement, abandonment, or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove, or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.
4. Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.
5. Any of the following behaviors and activities are not only considered unprofessional, but may violate various state and/or federal laws:
6. Any violation of the confidentiality of any medical, personal, financial, and/or business information obtained through the student's educational activities in any academic or professional practice setting.
7. Any neglect of responsibilities to include clinical assignments, hospital assignments, patients' rights, and/or pharmaceutical privileges.
8. Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials.
9. Any observation of the above or similar behaviors or activities by a student or employee should immediately be reported to Clinical Education. Students engaging in such behaviors and activities may be referred for disciplinary action by the appropriate University official or committee.

10. Any questions related to compliance with the HIPAA Privacy Regulations or other privacy policies should be directed to the University compliance officer.
11. Any documentation entered by a student in a patient's medical record must clearly indicate the student's name and level of training (e.g., John Doe, OMS III).

#### Medical Professional Liability Insurance

1. TUN provides medical professional liability insurance. Malpractice coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Non-clinical claims (e.g., property or equipment loss or damage) are not covered by this policy. Changes made to clerkship dates, type, and/or location without prior Clinical Education approval can jeopardize malpractice coverage.
2. Students may wish to participate in volunteer activities such as health fairs during their medical training. Student malpractice coverage extends only to TUNCOM approved activities which grant academic credit. It is the student's responsibility to personally determine that any activity in which he or she participates outside of clerkship assignments is covered by alternative malpractice coverage (e.g., volunteer, medical missions or other activities). The student is personally responsible should an issue of medical malpractice arise during activities not covered by TUNCOM malpractice insurance.
3. Worker's Compensation Insurance
4. Medical students on credit bearing clinical clerkships are not employees of the University or affiliated health care partners; therefore, TUNCOM does not provide worker's compensation insurance. If coverage is required, coverage may be offered at the facility.
5. Any expense incurred is the student's responsibility. As a reminder, needle stick occurrences and any other injuries or illness obtained during clerkships are not covered by worker's compensation insurance and are the responsibility of the student's health insurance.

## APPENDIX A: ELECTIVE OPTIONS

The following list contains elective options for the 3<sup>rd</sup> or 4<sup>th</sup> year. While this is a comprehensive list, due to the changing nature of clinical rotations and preceptor availability, it may not be all inclusive. If there is a specific specialty that you would like to rotate in that is not on the following list, please reach out to your respective coordinator.

1. Anesthesia (OR based or Pain Management)
2. Dermatology
3. Emergency Medicine - If available (4<sup>th</sup> year students have priority to meet graduation requirement)
4. General Pathology
5. Forensic Pathology
6. OB/GYN
  - a. Oncology
  - b. Urogynecology
7. OMM
8. Neurology
9. Neuro Critical Care
10. PM&R
11. Psychiatry
  - a. Child/Adolescent Psychiatry
12. Radiology
13. Sports Medicine
14. Urgent Care
15. Wound Care
16. Internal Medicine Subspecialties:
  - a. Cardiology
  - b. Gastroenterology
  - c. Endocrinology
  - d. Hematology-Oncology
  - e. Infectious Disease
  - f. Nephrology
  - g. Neuro-Critical Care
  - h. Pulmonology-Critical Care
  - i. Rheumatology
  - j. Occupational Medicine
  - k. Geriatrics
  - l. Hospice Care
17. Surgical Subspecialties:
  - a. Colorectal

- b. Cardiothoracic
  - c. Neurosurgery
  - d. Orthopedic
  - e. Pediatric Ortho
  - f. Pediatric Urology
  - g. Urology
  - h. Urogynecology
  - i. Vascular
  - j. ENT
  - k. Ophthalmology
  - l. Hand
  - m. Plastics
  - n. Breast Surgery
18. Pediatric Subspecialties:
- a. Neonatology
  - b. Cardiology
  - c. Pulmonology
  - d. Gastroenterology
  - e. Oncology
  - f. Orthopedic Surgery
  - g. Emergency Medicine

## APPENDIX B: APPROVED VIRTUAL CLERKSHIPS

Site	Course Name
George Washington Univ	Pediatrics
Georgetown	Fertility Awareness Based Methods for Women's Health, Preventing Pregnancy and Addressing Infertility A and B
Georgetown	Radiology
Loyola Univ Chicago	Anatomic and Clinical Pathology
Pennsylvania State U COM	Virtual Radiology Elective
Univ of IL COM - Chicago	Clinical Medical Spanish
Univ of IL COM - Peoria	Compassion, Resilience, and Emotional Awareness Training for Healthcare Professionals
Univ of IL COM - Peoria	Psychiatry
Univ of Minnesota	Sports Medicine
Univ of North Dakota	Death Investigation and Rural Coroners
Univ of TX	Clinical Conversational Spanish
Univ of TX	History of Dermatology
Univ of Utah	AWLS
Univ of Washington	Radiology
Univ of Wisconsin	Health Informatics
Weill Cornell NYP	Radiology
UTMB	Unbeatable Otolaryngology
UCSF	Radiation Oncology
Child Family Health Int (CFHI)	Virtual Global Health elective
Univ of TX Medical Branch at Galveston	Skin Diseases in Modern World Literature

**This is not an all-inclusive list, but an idea of where to begin to look for clerkships that have previously been approved.**

**Please refer to the virtual clerkship section of this manual and follow the instructions to get ANY virtual clerkship approved (including those on this list).**

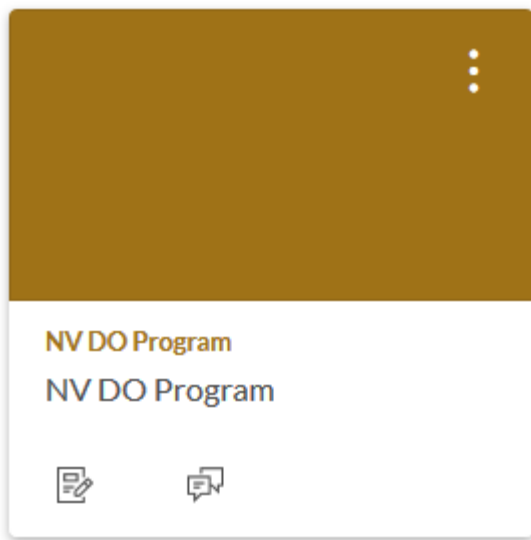
## APPENDIX C: OMS III AND OMS IV SELF ENROLLMENT FOR CANVAS NV DO COURSE

First, complete the self-enrollment process. Click on this link:

<https://touro.instructure.com/enroll/3JW3YT>

Make sure you look all the way to the far right and select self-enroll

Add NV DO Program to your dashboard. You can find this course under All Courses.



Clinical Education notifications, trainings, power points, presentations and forms will be available in this course and on eMedley.

## **APPENDIX D: AOA CODE OF ETHICS**

The AOA's Code of Ethics provides guidance on medical ethics and professional responsibilities.

Areas of focus include interacting with patients, engaging in professional relationships and conducting research.

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge

related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading. Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless she/he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary, a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.



Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

Section 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

Section 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

## **APPENDIX E: POLICY ON STUDENT COMPLAINTS REGARDING INSTITUTIONAL COMPLIANCE WITH ACCREDITATION STANDARDS**

### **Policy on Student Complaints Regarding Institutional Compliance with Accreditation Standards**

1. The Dean of the College of Osteopathic Medicine, or another institutional official designated by them, will address the expressed informal concerns of students regarding institutional compliance with COCA accreditation standards and procedures.
  - a. Under most circumstances, a response to those concerns will be made in writing.
  - b. If the complaints are judged to be valid, the Dean, or institutional official designated by them, will institute documented changes in institutional policy or procedures to bring the College of Osteopathic Medicine into compliance with COCA standards.
2. Formal complaints filed through the AOA-COCA Assistant Secretary will be managed according to AOA-COCA Accreditation Standards.
  - a. All records of the proceedings regarding receipt, adjudication and resolution of student formal and informal complaints in these matters will be maintained in the Office of the Dean.

### **Students Rights & Responsibilities in Reviewing Standards & Policies of Accreditation**

1. Students have the right to review the standards and policies for accreditation of the institution as published by the COCA.
2. Copies of accreditation standards and procedures will be available online through the TUNCOM Library, the Office of the Dean of the College, or at <https://osteopathic.org/accreditation/standards/>.
3. Individual students (or their elected class representatives) may register formal or informal concerns or complaints regarding the compliance of the institution with accreditation standards or procedures as published by the AOA-COCA.
  - a. Informal concerns should be addressed to the Dean of the College of Osteopathic Medicine, preferably in writing.
    - i. The Commission on Osteopathic College Accreditation (COCA) has established a complaint review procedure to protect the integrity and the maintenance of accreditation standards and procedures as they relate to approved colleges of osteopathic medicine (COM) having recognition from the COCA.
  - b. Formal concerns or complaints should be filed in accordance with the procedures of the AOA-COCA described in the document below.

- i. These concerns must be in writing, signed and should be addressed to the AOA-COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.
  - ii. Concerns can be emailed to: [predoc@osteopathic.org](mailto:predoc@osteopathic.org).
  - iii. The phone number is (312) 202-8174.
- c. The complaint review procedures are set forth in the COCA Policies and Procedures document at <https://osteopathic.org/index.php?aam-media=/wp-content/uploads/COCA-Complaint-Review-Procedures.pdf>.