



Touro University Nevada
College of Osteopathic Medicine

TUNCOM
Clinical Clerkship Manual

Department of Clinical Education

ACADEMIC YEAR
2021-2022

3rd Year DO Class of 2023
4th Year DO Class of 2022

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INTRODUCTION

Clinical Education – MISSION

Clinical Education is a center for excellence in all aspects of osteopathic clinical education. The department passionately supports TUNCOM students with a focus on service and quality education through developing and maintaining professional partnerships in an ever-changing environment.

Clinical Education

Throughout the University's history, strong and valued partnerships have been established with highly regarded physicians, clinics, and hospital systems across the nation.

All clerkships are supported by a presentation-based curriculum, which continues the students' foundation built during the systems-based curriculum offered during the first two years of training at TUNCOM.

TUNCOM MAY MODIFY / CHANGE THIS DOCUMENT AT ANY TIME

CONTACT INFORMATION

DEPARTMENT OF CLINICAL EDUCATION

874 American Pacific Drive • Henderson, NV 89014 • 702.777.4777 • Fax: 702.777.3967

FACULTY

Associate Dean for Clinical Education

Joseph P. Hardy, M.D. 702-777-3202 – jhardy2@touro.edu

Responsible for continuing relationships with physicians, faculty, and hospitals; primarily for the Southern Nevada Region, working closely with clinical clerkship experiences.

Clinical Assistant Dean for Clinical Education

Scott Harris, D.O. 702-777-1824 – sharris11@touro.edu

Directs the oversight of clinical student development and clinical faculty development.

Assistant Dean for Clinical Education

Anne Poliquin, PhD 702-777-4769 – apoliqui@touro.edu

Directs the oversight of clinical clerkship experiences throughout the continuum of the College of Osteopathic Medicine's educational curriculum

STAFF

Administrative Director

Lisa Jones, M.Ed 702-777-3179 – lrjones4@touro.edu

Oversees the daily operations of the department, working closely with the Associate and Assistant Deans

Assistant Administrative Director

Beverly Delacarrera, MHS 702-777-3144 – bdelacar@touro.edu

Responsible for clerkship badging processes, Continuing Medical Education credit and preceptor credentialing

Sr. Clinical Clerkship Coordinator

Andrea Sjolie 702-777-1793 – asjolie@touro.edu

Responsible for scheduling and coordinating clerkships for third year students

Clinical Clerkship Coordinator

Madison Day 702-777-3196 – mday@touro.edu

Responsible for scheduling and coordinating clerkships for fourth year students

Clinical Clerkship Coordinator

Samantha Borresch 702-777-3113 – Samantha1.borresch@touro.edu

Responsible for scheduling and coordinating clerkships for fourth year students

Clinical Clerkship Coordinator

Ann Phillips 702-777-4786 – ann1.phillips@touro.edu

Responsible for scheduling and coordinating clerkships for fourth year students

Clinical Clerkship Coordinator

Suzanne McGee 702-777-1788 – smcgee@touro.edu

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

CLINICAL CLERKSHIP OVERVIEW

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

TUNCOM Clinical Clerkship Coordinators

TUNCOM Clinical Clerkship Coordinators are the initial point of contact for matters pertaining to clinical education. The TUNCOM Clinical Clerkship Coordinators are available to students, via e-mail or by telephone during regular University business hours. When in doubt send an email to the tun.clinical.education@touro.edu mailbox so that your query is recorded. This box is monitored daily.

For your protection, we ask that all forms be emailed directly to tun.clinical.education@touro.edu. Should you discuss a form in person such as: Local and Away Clerkship Requests, Clerkship Change Requests, Absence Requests, Verification Forms and Badging Paperwork please also email it in PDF or WORD format directly to: tun.clinical.education@touro.edu Most forms can be found on eMedley or on our CANVAS NV DO site. Email submissions allow for confirmation to be sent to you to make sure documents are received.

Communication

Students are responsible for:

- Checking e-mail daily:
- Any questions regarding schedules, including clerkship request and changes must be sent directly to the tun.clinical.education@touro.edu. It is not necessary to copy a staff member in addition, this box is checked daily. All questions should be sent to this mailbox.
 - Formal communication from Clinical Education is delivered through University e-mail.
As such, students are required to read and respond to all communications via their official TUNCOM e-mail address within 24 to 48 hours. **Recurrent failures to comply will lead to referral to Clinical Student at Risk Committee (CSTARC) for professionalism issues.**
 - Informal communications such as preceptor notices will be available via eMedley.
 - Students who experience technical problems with e-mail should contact the Information Technology (IT) Helpdesk at 702.777.4781
- Students are obligated to ensure that the University is in possession of current contact information, including current/permanent mailing address and telephone numbers. Any change in this information should be immediately updated via the TouroOne Student Portal. If there is a change, please email Clinical Education at tun.clinical.education@touro.edu, so that they have the latest information.
- 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.
- Complying with all University stated policies.
- Complying with privacy policies (Family Educational Rights and Privacy Act (FERPA) or otherwise). For more information, please refer to Appendix A of the University Catalog.

Clinical Education will only communicate information directly to the medical student (e.g., no spouses, parents, etc.). This is following FERPA compliance.

Clinical Clerkship Definitions

Clinical clerkships can be referred to as rotations or clinical experiences, with teaching physicians referred to as preceptors or attendings. Students are expected to adhere to each site's scheduling protocols and procedures. Some sites require more than forty hours per week and may include working holidays, overnights, and/or weekends. Unfortunately, federal laws restricting intern and resident work do not apply to medical students. Students are expected to be present and available for teaching and learning per their assigned preceptor/attending schedule. If you ever have concerns about scheduling, please contact the Administrative Director or Assistant Administrative Director of the Clinical Education department.

Absences

A. Anticipated Absences from Clerkships

Students may request non-credited time off from any clerkship or mandatory academic event (such as badging requirements, mandatory trainings, or information sessions), as long as it is not on the first, second or last day of the clerkship. In addition, students will have a half day off after shelf testing and information sessions once a month. Fill out an "Absence Request Form", downloadable from Canvas NV DO site or eMedley.

1. Inform and obtain approval and signature from your preceptor on the form.
2. Submit the signed form to tun.clinical.education@touro.edu, preferably no later than 30 days prior to the requested time off.
3. If the request is for time off which will occur before a student has met with or started their clerkship, please contact the preceptor ahead of time. If there are any issues with the time off, please contact the Administrative Director of Clinical Education for assistance. Conference attendance etc. can be arranged with assistance from Clinical Education.
4. 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.
5. Absences consisting of multiple days need to be made up prior to the end of the clerkship as determined by the preceptor and Clinical Education.

All 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 university holidays and breaks DO NOT APPLY during clinical training.* The student may be scheduled by the site to work with an alternative eligible preceptor if the regularly scheduled preceptor is taking time off. For any questions about absences please contact Administrative Director Ms. Jones at 702-777-3179 or Assistant Dean Dr. Poliquin at 702-777-4769.

B. Unanticipated Absences from Clerkships

For unanticipated absences, such as accidents and acute illnesses, 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.

In the event you cannot reach the preceptor/site first, please contact directly your TUNCOM Clinical Clerkship Coordinator, so arrangements can be made.

Failure to report an absence is considered unprofessional behavior and may be referred to CSTARC. (see CSTARC definition provided below)

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 Clerkship Coordinator clearing them prior to returning to clinical duties. Chronic absenteeism may be cause for disciplinary action.

Clinical Management Review (CMR) Study Month

Students have a required clerkship, with an emphasis on improving knowledge in clinical medicine. This required clerkship is specifically scheduled by the student's TUNCOM Clinical Clerkship Coordinator, based on the following:

1. Students must have completed their third year. This includes all 8 core clerkships and accompanying NBME/COMAT shelf exams and have completed their two electives.
2. Typically, this month is in June for most students. Students who are delayed may have this month scheduled in July, August or after. This month is referred as your CMR month.
3. Any exceptions must be approved by the Associate Dean or Assistant Dean for Clinical Education.
4. A CMR Study Month plan must be submitted and approved by Dr. Poliquin prior to the start of your CMR Study Month.

Shadowing or Volunteer Experience

Students may not participate in observation only or shadowing experiences during their clinical academic years at TUNCOM.

Clerkships with Family or Friends

Students are not allowed to participate in a clerkship with a family member or friend. The close personal relationship places the integrity of the grade in question. Family members include, but are not limited to, parents (biological or adopted), aunts, uncles, sisters, brothers, cousins, spouses, and in-laws.

CSTARC Clinical Students at Risk Committee

The CSTARC is a student advocate committee for the clinical years three and four. The 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. The CSTARC makes recommendations to students and, when appropriate, directs them to resources for additional assistance.

SCHEDULING

The DO program requires the completion of a minimum of 80 credit hours of clinical clerkships which must include nine required core clerkships and enough elective clerkships to make up the remaining credit hours. Please refer to the [TUN Catalog](https://tun.touro.edu/programs/university-catalog/) for specific information on curriculum and graduation requirements. <https://tun.touro.edu/programs/university-catalog/>

Third-year curriculum

The third year consists of ten months of clerkships. Eight months are core clerkships and two months are elective clerkships as detailed below. Core clerkships may be a mix of in person and virtual experiences. Third year core clerkships are assigned and scheduled by Clinical Education. An additional mandatory longitudinal OMM course is delivered via CANVAS. OSCE Callbacks also occur, in person and via CANVAS. Students must complete a Clerkship Request form for electives and submit to: tun.clinical.education@touro.edu.

Core Clerkship (8 months in third year)

- Family Medicine (1 month)
- Psychiatry (1 month)
- Obstetrics and Gynecology (1 month)
- Pediatrics (1 month)
- Internal Medicine (2 months)
- Surgery: General (1 month)
- Surgery: Subspecialty (1 month)

Elective Clerkships (minimum 2 months in third year)

OMM Course (continuous throughout the third year)

- OMM/OPP (Osteopathic Principles and Practice); required (longitudinal course delivered through Canvas)

Fourth-Year Curriculum

Core clerkship (1 month)

- Emergency Medicine; required (1 month)
- Typically taken in fourth year unless taken during third year as one of the electives

Clinical Management Review Study (1 month; typically in June)

Interview opportunities (1 month; typically November or December)

Elective clerkships

- Remaining clerkships are the student's choice
- A clerkship completed at a desired Residency Program Site is typically referred to as an "Audition Rotation" or "Sub-Internship." It is recommended that the remaining elective clerkships are completed at a Residency Program Site.
- Ranking advice for the Residency Match is provided in Appendix D.

OMM Course (continuous throughout the fourth year)

- OMM/OPP Osteopathic Principles and Practice course; required (longitudinal course delivered through Canvas)

Visiting Student Application Service (VSAS)

*The 4th year academic year is the time the student identifies those residency sites they hope to interview and match at for residency. Therefore, students are entered into the Visiting Student Application Service (VSAS) beginning January of the 3rd year to research and apply for 4th year clerkships. It is recommended that students apply for 4th year clerkships through VSAS beginning January of their 3rd year to increase their chances for approval. The TUNCOM Clinical Education Department assists in the process as students are approved by the programs. Students must submit an Away/Audition Clerkship Request Form (found on Canvas NV DO and through eMedley) for clerkships applied for/approved through VSLO to tun.clinical.education@touro.edu.

Any 4th year clerkship requests from sites that do not subscribe to VSLO, also require a Clerkship Request Form (found on Canvas NV DO and eMedley) to be submitted to tun.clinical.education@touro.edu for scheduling each individual rotation. Please be aware that sites that do not subscribe to VSLO may need additional processing time for affiliation agreements.

- You may complete up to a maximum of sixteen credits in sub-internships and electives in the same area of specialty.
- Students may not have the same preceptor in any one academic year.
- Clerkship requests should be submitted to tun.clinical.education@touro.edu a minimum of 75 days prior to the requested date of the clerkship.

Clerkship Requests – General Information

Clerkships are divided into four areas. Core Clerkships, Elective Clerkships, Local 4th year Clerkships and Away Clerkships. All four are described below:

Clerkship requests must be submitted 75 days prior to the start date to allow adequate time for credentialing and badging. Failure to comply may result in assignment to any available clerkship and referral to CSTARC.

Once a clerkship is scheduled, students may not cancel or change the dates or service type without Clinical Education’s approval. Two changes may be requested in the 3rd year. Two changes to local clerkships may be requested in the 4th year. If a clerkship is approved to be changed, it is final. There is no requesting a change of a clerkship in the same month more than once.

Exchanging one clerkship for another may be done between students. 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.

To receive credit for a clerkship and coverage under TUNCOM'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 TUNCOM Clinical Clerkship Coordinator a minimum of 75 days prior to the requested clerkship start date.
2. Clerkship Request forms available on Canvas NV DO /eMedley must be submitted directly to tun.clinical.education@touro.edu.
3. Clerkships must be at an approved site, with a current affiliation agreement and with a licensed, board-certified or board eligible D.O. or M.D.
4. Students must complete enough hours to receive full academic credit for the clerkship. Per the Credit Hour Policy located in the University Catalog one credit is equal to 37.5 hours.

Scheduling Process for Southern Nevada Region Clerkships

Scheduling of any local clerkships in the Southern Nevada Region must go through the TUNCOM Clinical Clerkship Coordinators. Students are not allowed to schedule with local clerkship preceptors directly. The Clinical Education Department schedules students based upon the physician-stated availability each year. Students should not ask a physician preceptor if they will take them for a clerkship, even if it is a preceptor, they know personally or have worked with. Asking a preceptor to take you will interfere with other students' already planned clerkship. In addition, there may be administrative reasons why TUNCOM cannot use a certain preceptor. It is always the best professional policy to reach out to Clinical Education for assistance. Students attempting to schedule a local clerkship outside of Clinical Education is unprofessional behavior and will be referred to CSTARC for disciplinary action.

If you should desire a student preceptor that is not currently credentialed or affiliated or if you do not know if they are, please email tun.clinical.education@touro.edu for credentialing and scheduling questions.

Scheduling Process for Away Clerkships

Away clerkships are any clerkships that are outside the Southern Nevada Region. In the event a student would like to rotate at a clinical site that is not identified as a credentialed TUNCOM teaching site (or not in the VSAS if in the 4th year), **the student is responsible for contacting the site to obtain the appropriate application and contact person and then submit a fully completed Clerkship Away Request (form located on Canvas NV DO/eMedley) to tun.clinical.education@touro.edu once the site offer is accepted by the student.** Students should e-mail or speak with the person in charge of scheduling clerkships, externships or rotations to inquire about the facility's specific process (e.g. availability, fees, housing, etc.). Students are required to find these clerkships on their own, but the final scheduling of these clerkships is the responsibility of the Clinical Education department.

1. Student contacts potential clerkship sites or is assigned by TUNCOM Clinical Clerkship Coordinator. Most application processes are available on the Internet by searching the facility's

homepage. In the event information is not available online, the student should obtain a phone number from the list below then contact the facility. Affiliation Agreements, physician credentialing and all site required paperwork must be in place prior to clerkship start date. Be aware this process can take several months and TUNCOM cannot guarantee consensus will be reached with every facility.

- a. A general listing of osteopathic institutions is located at www.aacom.org.
- b. Listings of allopathic institutions are located at:
<https://members.aamc.org/eweb/DynamicPage.aspx?site=AAMC&webcode=AAMCOrgSearchResult&orgtype=Medical%20School>.
- c. TUNCOM also participates in the Visiting Student Application Service (VSAS). VSAS is an AAMC application system designed to make it easier for medical students to apply for senior electives at U.S. medical schools and teaching hospitals. A list of host institutions, elective opportunities and specific eligibility requirements is available at <https://students-residents.aamc.org/attending-medical-school/article/visiting-studentlearning-opportunities/>.
- d. Clinician Nexus: <https://cliniannexus.com/>

Students should speak with or e-mail the person in charge of scheduling clerkships, externships, or rotations to inquire about the facility's specific process (e.g., availability, fees, housing, etc.). This is an opportunity for students to show how committed they are to a program and frequent contact may be necessary to secure the ultimate date requested. The student completes institutional paperwork (e.g., site application, hospital forms, immunization/health forms, etc.) and forwards to TUNCOM Clinical Clerkship Coordinator for processing. Incomplete applications and those received without a Clerkship Request will not be processed. Failure to comply with the 75-day deadline may result in your being assigned a local clerkship and may result in referral to the appropriate University official for disciplinary action.

1. The visiting site generally sends the student verification of acceptance for a clerkship. If verification is not received, it is the responsibility of the student to contact the site or preceptor to discuss the status of the clerkship.

Scheduling Fourth-Year Electives

To maximize internship and residency opportunities, the student has the freedom to seek out and secure sites for their fourth-year schedule based on their specialties of interests. Students are eligible to begin the scheduling process at the start of clerkships. It is strongly recommended to begin planning the second year of clerkships by December of the first year of clerkships. Many VSAS participating hospitals start accepting applications March 1, however, some programs might not accept visiting student applications before May or June.

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 Canvas NV DO/eMedley must be submitted directly to: 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.

To comply with privacy policies (FERPA or otherwise), all information provided must be directly communicated between the student and Clinical Education (e.g., no spouses, parents, etc.).

Three-Week Clerkships and Case Study Assignments

To receive a full month's credit for an approved three-week clerkship, you will be required to complete and submit a Case Study to the Associate or Clinical Assistant Dean for Clinical Education. The fourth-year coordinator will confirm case study assignments with the Administrative Director. In the CANVAS NV DO course, you will find helpful information and examples of case reports. This folder houses a guide for writing a case report which includes necessary sections and scholarly advice. Case reports should be between 1100 and 2500 words in length and include excellent visual and scholarly references.

This report must be in a publishable format with a well cited discussion section. It does not have to get published, or even be submitted for publication (although that would certainly be supported), but it does have to be in a publishable format for a Case Study in a journal within the discipline of your clerkship (e.g., if you are on a Psychiatry clerkship it would be in a format for publication in a Psychiatry journal). As you undertake your literature search for your discussion, you will have the opportunity to review some reports so that you understand how they are formatted, and most journals' websites typically provide detailed formatting instructions for potential authors. Alternatively, it could be prepared as a poster for presentation at a conference or meeting. Submit a word document for grading purposes.

The case study must be submitted to tun.clinical.education@touro.edu no later than the final day of the clerkship, or a failing grade will be assigned for the clerkship. Documents submitted after the last day will still be accepted, however the grade will then be a U/P. This deadline notwithstanding, there is nothing that would prevent you from refining and editing a potential submission for publication or presentation past the end of the clerkship, if you have submitted your document to Clinical Education on time. A rubric with scoring is available on Canvas NV DO as a guideline.

Two-Week Clerkships

Two-week clerkships are reserved to accommodate a clinical site's audition rotation availability schedule during the 4th year. Students are responsible to find these two- or three-week rotations.

Research Clerkships

Students may participate in a research elective clerkship guided by a preceptor and appropriate topic. Approval for this clerkship must be pre-approved by any of the Associate/Assistant Deans of Clinical Education. After completion of a research elective, in addition to the preceptor evaluation, the student must submit to Clinical Education, the outcome of their research, e.g., publications, presentation, patent, case report, review article, to receive a passing grade. Student must submit the Research Clerkship request form available on CANVAS/NV DO and eMedley.

International Rotations (Currently Suspended for year 21-22)

International experiences are an option if the student meets all requirements and approved by Clinical Education. For 3rd year students' international rotations are available as electives only. International rotations cannot be approved for a student's last two clerkships before graduation. Students interested in an international rotation must send a request to tun.clinical.education@touro.edu to receive the full information and requirements to apply for an international rotation. The process can take several months.

Application and other fees

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it will be necessary for students to plan for transportation and lodging near clinical facilities.

The University does not provide for the cost of transportation or lodging. Travel arrangements are the sole responsibility of the student. Please be sure your clerkship has been approved by Clinical Education before making travel arrangements. Also be prudent in selecting lodging.

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. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, and additional background checks, mask fit testing, drug screening, etc.

TUN has been made aware that there are some facilities that require students to pay large fees. These fees are the student's responsibility.

Career Counseling

As students' progress during their clinical year, they may need counseling about their career path. This type of counseling is called Career Counseling. Dr. Scott Harris, Clinical Assistant Dean for Clinical Education is responsible for this type of counseling. Please contact him via email at sharris11@touro.edu or phone 702-777-1824 to set up a career counseling session. Depending on your focus and interests, Dr. Harris may recommend an additional physician or faculty member for a student to contact if further career counseling is needed. Please feel free to use any physician mentors you have for your career counseling as well, as they may be more aware of your specific circumstances.

Students who wish to explore options and information about the match and residencies should visit the NRMP (National Residency Matching Program) for more information about [Characteristics of U.S. Allopathic Medical School Seniors Who Matched to Their Preferred Specialty](#). Students should also visit the [Association of American Medical Colleges](#) (AAMC) for information about careers and applying for residency.

ADDITIONAL CLERKSHIP INFORMATION

Callbacks (OSCE and OMM Sessions)

Approximately once every three months 3rd year students are expected to participate in a Callback on campus. During each callback, students will attend an OSCE session with multiple standardized patients then attend a session in the OMM lab going over OMM skills with the OMM Faculty. Both sessions will help students improve their history and physical exam skills as well as prepare students for the COMLEX Level 2-PE exam. It is the students' responsibility to be in town when scheduled. Schedules will not be changed except for personal emergencies.

Physical Examinations of Patients

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised, and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their TUN picture identification badge and introduce themselves to patients as a medical student. Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination can be either verbal or written.

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. A chaperone is not an accompanying person i.e., friend or relative of the patient. A chaperone, similarly, is not another medical student. 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.

Reporting Clerkship Concerns

Students are encouraged to discuss issues and concerns with the utmost degree of professionalism. 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. General concerns should be addressed directly with the preceptor and/or clinical site if possible. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact Clinical Education.

Touro University Nevada maintains a policy of non-discrimination against any person in employment or in any of its programs. (Further details TUN catalog, page 22). 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:

“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.”

For any Title IX issues or concerns please contact the title IX Compliance Officer at to be determined or contact the Dean of Students at 702-777-1761.

Transportation

Students are required to maintain adequate transportation throughout their clinical years. Travel arrangements are the sole responsibility of the student. 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.

Canceling/Changing a Clerkship

It may be necessary to cancel or change a clerkship. Cancellation/change requests must be received 75 days prior to the start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline or denied. For consideration, a change request form must be submitted in writing to tun.clinical.education@touro.edu in PDF format.

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. Misrepresentation of oneself as a licensed physician is illegal, unethical, and subject to disciplinary action. 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 not use their cell phones or any other electronic devices for purposes other than educational in nature while on clinical rotations. If the preceptor approves, electronic devices with internet capabilities may be used as a clinical resource (i.e., medical applications). On rotations where cell use is necessary, due to increasing automatic technological capabilities; students should store their phone with the camera upside down or obscured, voice to text should be disabled and airplane mode should be utilized to prevent HIPAA violations. Students must adhere to site policies regarding cell phone use and at the beginning of each clerkship should obtain their preceptors expectations for cell phone use. Failure to comply with cell phone use policies is unprofessional and inappropriate and may result in clerkship failure and/or referral to CSTARC or SPC.

Dress Code for Clinical Activities

Personal appearance must be commensurate with that of a health care professional. Students must present themselves in an acceptable manner to patients, physicians, and other health care professionals always. The following guidelines are designed to assist the student in developing a professional image throughout their tenure at TUNCOM and beyond. Violations of the Dress Code will be referred to CSTARC.

On clinical rotations and during any clinical activity such as badging and orientations, students must wear dress that is professional in nature. White coats are required during clinical rotations. Students may not wear any pierced jewelry except in the ears. All jewelry will be minimal and in good taste. Nails will be clean and cut short. Hair should be neat, clean, and of natural in color. Hair should be styled off the face and out of the eyes. Longer hair should be secured to avoid interference with patients or work duties. Facial hair must be neatly trimmed.

Men must wear slacks and a collared shirt. If the preceptor commonly wears a tie, the student should also. Women must wear business attire to include slacks or skirt and top that is conservative and does not bare the midriff or show excessive cleavage. Skirts must be at knee length when sitting. Shoes must be closed toes. Sneakers may only be worn with scrubs. All students must wear their white coat with identification to include their name, program, and indication that they are a DO student.

Training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. Students may be asked to change their appearance to conform to the dress code of preceptors as well as clerkship sites.

Hospital Rules and Regulations / Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to badges, library materials, pagers, and keys. Final grades will be withheld pending return of all hospital or training site property.

TUNCOM Needlestick/Blood/Bodily Fluid Exposure Policy

Clinical Education provides every student with a summary of the following policies in the form of a “badge buddy” which each student is always required to carry on their person with their ID while on clerkships.

Clean:

Immediately wash region with soap and water for 5 minutes. If exposure occurred in the eyes, nose, or mouth, use copious amounts of water to irrigate mucous membranes. Know where stations to irrigate eyes are in your clinic.

Communicate:

Notify your preceptor immediately and ask him/her to obtain:

- patient information (name, DOB, medical record number, address, phone #) and any prior testing for HIV, Hep B, Hep C, RPR, or risk factors thereof
- if patient is known to be HIV +, obtain info on CD4 count, history/current opportunistic infections, prior/current regimen/resistance.
- baseline labs on you and patient (HIV, Hepatitis B, Hepatitis C)
- if he/she is not able to do lab work, present to the closest ER.

Contact the Clinical Assistant Dean for Clinical Education, Dr. Scott Harris sharris11@touro.edu or at 702.777.1824 to advise him of the situation immediately.

Chemoprophylaxis:

If the patient is HIV +, or their HIV status is unknown, you will need to begin post exposure prophylaxis with a multidrug regimen **within a few hours** of the exposure – do not delay in seeking care. If you are not able to obtain an Rx for meds from your preceptor, you should go to the nearest ER for a prescription.

Exposure Counseling:

Students exposed to a blood borne pathogen will receive counseling and instructions for follow-up from Student Health at 702-777-9970 (tun.student.health@touro.edu) within 24 hours or by visiting their primary care physician.

Financial Responsibility for Cost of Treatment:

Students will use their personal insurance for any costs related to treatment.

Please see <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/> for more information and the current guidelines.

Didactic Conferences and Reading Assignments

Didactic conferences and reading assignments are critical components of the medical education process. While the focus of the clinical years is hands-on experience, didactic conferences and reading assignments are often provided as an aide to this learning process. Students are required to complete all reading assignments and attend all didactic conferences scheduled by TUNCOM, the Associate or Assistant Dean, the clinical site, hospital, clerkship service or preceptor.

Duty Hours

Duty hours are determined solely at the discretion of the clinical site, service and/or preceptor, and must be followed without exception. Hours may be required on overnights, weekends, and/or holidays. Students generally follow the same schedule as their preceptor, however, if the preceptor is on vacation, or scheduled away from the office or hospital, students must contact Clinical Education to make additional arrangements for completion of the clerkship. If this occurs, the student must contact their TUNCOM Clinical Clerkship Coordinator immediately, failure to comply may result in disciplinary action. Students must clarify schedules during orientation.

Failure to comply can affect the student's enrollment status and consequently their financial aid eligibility.

FEDERAL LAWS RESTRICTING INTERN/RESIDENT WORK HOURS DO NOT APPLY TO MEDICAL STUDENTS.

Graduation Requirements

Each student must successfully complete and receive full credit for all clerkships to qualify for graduation. This is in addition to meeting other graduation requirements as set forth in the TUN Student Handbook and/or TUN University Catalog.

Letters of Recommendation

Letters of Recommendation are often required for the Visiting Student Application Service (VSAS), Electronic Residency Application Service (ERAS), or other application services. The letter for VSAS and the personal statement used for VSAS may not need to be the final one you will upload for residencies. Your ERAS packet will be made available to program directors in October of your fourth year. Most students get letters from their preceptors during their third year. For more information on letters of recommendation please visit ERAS, AAMC and other medical student sites. More information will be provided at the monthly information sessions.

As students request letters of recommendation from preceptors, the following information is provided to assist in the process. The student should inform the physician writing the letter to address the salutation of the letter "Dear Program Director." It is recommended that the letter be submitted on letterhead from the hospital or clinic and signed by the attending.

ERAS:

Preceptors are required by ERAS to upload letters directly to the ERAS Letter of Recommendation Portal (LoRP): https://www.aamc.org/services/eras/282520/lor_portal.html . The ERAS token for third year students will be available early in the third year for your convenience.

Personal Protective Equipment (PPE):

Due to the Pandemic the University has adopted a PPE policy which provides Personal Protective Equipment for the third year and local fourth year student clerkships. The Department of Clinical Education works with the preceptors and sites to determine student needs for PPE. Then during the last week of the month students are required to pick up their PPE allotment (should that be needed for their upcoming clerkship). Students receive an email from clinical education 4-5 days before. This email spells out the process required and options if students decide they still have enough PPE. Students must pick up their PPE on the day and times listed in the email. Students can assign other TUNCOM individuals to pick up their PPE. Failure to comply will result in a referral to CStarc. This process is fluid and is subject to changes due to gradual lessening of restrictions for campus access and access to Department of Clinical Education staff.

ASSESSMENT

Clinical Clerkship Assessment

To pass each clerkship students must demonstrate progress on the evaluation by their preceptor and pass the applicable subject exam. All the required components listed below are required before a final grade is assigned by TUNCOM:

- Subject Exam (for core clerkships only)
- Student Evaluation of Preceptor available through eMedley
- Preceptor Evaluation of Student Performance available through eMedley

Subject Examinations (7 total exams)

5 NBME Shelf Exams: Students are required to pass National Board of Medical Examiners (NBME) subject examinations upon completion of each of the following third-year core disciplines:

	<u>Passing Grade</u>	<u>Honors</u>
1. Internal Medicine	≥56	≥78
2. Obstetrics and Gynecology	≥58	≥80
3. Pediatrics	≥58	≥80
4. Psychiatry/Behavioral Health	≥63	≥82
5. Surgery	≥56	≥77

**We strongly advise that students taking IM and Surgery utilize the NBME self-assessments in their first month to provide a baseline for their shelf readiness.

2 NBOME COMAT Exams: Students are required to pass National Board of Osteopathic Medical Examiners (NBOME) subject examinations upon completion of each of the following third-year core disciplines: (Values are standard scores and not percentiles)

1. Family Medicine	≥80	≥110
2. OPP (OMM)	≥90	≥110

***Students will take the OPP COMAT at the end of their 1st elective month. If a student must schedule a retake Shelf Exam during their first elective month, then the student can request to take the OPP COMAT during the end of their second elective month. Request to delay the OPP COMAT exam should be made via the Clinical Education email at: tun.clinical.education@touro.edu

Subject Exam Scoring

Students may be awarded Honors for excellent performance on the subject exam. Passing and Honors are benchmarked against the NBME or NBOME academic year norms for all students in that discipline. Students in Virtual CORE Clerkships receiving an Honors subject exam score can receive a High Pass for the course. Students in Virtual Courses cannot receive Honors as a final grade as there is no physical preceptor evaluation.

Testing Procedures

Students are required to make sure their laptops are fully functional and in working order. We strongly advise requesting a loaner from IT should you need to have your laptop serviced. Laptop loaners are not guaranteed and are available on a first come, first served basis. Please pay attention to updates in browser specifics as they change frequently. If you have a MAC or a PC please pay attention to laptop specifications.

Prior to your test day (in person):

- 1) Ensure your computer is in reasonable working order (enough to use a web browser). If not, contact IT immediately for assistance.
- 2) Bring your power cord to the exam. Don't rely on the battery.
- 3) Know your Touro Student ID number as you will need it to log on.
- 4) Ensure the correct browser is installed on your computer, often Internet Explorer or one specific to NBME or NBOME advice!!!
Visit <http://wbt.nbme.org/exam> and download the NBME browser in advance of coming to campus for your first exam (do it now). **Be sure to re-download the browser the day before this test.**
- 5) Follow the detailed advice sent by the Exam Coordinator prior to each exam.
- 6) Failure to comply with these standards will result in referral to CSTARC or SPC, and/ or delays in your clerkship scheduling.

Upon entry into the examination site, the student must place all phones, books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Students are expected to uphold the Code of Student Conduct of Touro University Nevada. Any student engaging in dishonest acts during an examination is subject to disciplinary action. Both sharing and receiving information are violations of the conduct code.

Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons. Any student wearing a hat will be asked to remove it. Headphones require an accommodation through the office of OASIS. 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. In such instances, the student will receive a zero for the examination, and a disciplinary referral to CSTARC. We will be adhering to the NBME guidelines.

Students are required to arrive (in person or digitally) 15 minutes prior to the scheduled examination start time. No exceptions. Students who are late will not be allowed in the testing room. This also applies to all online testing. Please be prepared to log in on time!

If you are absent for any reason on exam day in person or virtually, please email Dr. Poliquin and Suzanne McGee as soon as possible. If your absence is illness related, please submit a physician's note as soon as possible.

For any exam scheduling issues, such as feeling unprepared, please contact Dr. Poliquin immediately to discuss these issues. Please do not wait until the day before or the morning of your exam to discuss these issues with Dr. Poliquin.

Virtual Testing

You will receive your instructions for virtual exams a week prior to the start of the exam. It is the student's responsibility to follow the instructions for each exam and ensure they have the appropriate testing environment and equipment (computer, internet etc.). All other policies and rules are the same for both virtual and in person testing.

Additional Opportunities for Shelf Exams

Students may **elect** to take the following optional NBME subject exams that are not required:

1. Emergency Medicine
2. Neurology

Student may also **elect** to take any subject exam they have previously passed. The initial exam performance will always be reflected as the final clerkship grade on the transcript but may be included as an additional score in their MSPE. *The student will be responsible for the cost of all elective repeat exams, including Neurology and Emergency Medicine. Students should contact the Clinical Assessment Coordinator at least one month 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.

Grading

Final grades are either Honors (*for in person courses only*), High Pass, Pass or Fail. The chart below explains the options for each final grade for CORE clerkships. **Virtual CORE clerkships are graded High Pass, Pass or Fail.

**Electives do not have subject exams and final grades are solely the result of the preceptor's evaluation. Virtual electives are graded either High Pass, Pass or Fail.

Honors	High Pass	Pass	Fail
Earn an Honors rating from the preceptor evaluation available through eMedley. And earn an Honors Total Standard Score at the end of the clerkship shelf examination on first administration. (*Students who get a mulligan on their shelf exam can qualify for	Earn a High Pass rating from the preceptor evaluation available through eMedley. And earn an Honors Total Standard Score at the end of the clerkship shelf examination on first administration. Or earn an Honors from the Preceptor	Earn a Pass rating from the preceptor evaluation available through eMedley. And earn a Pass Total Standard Score or at the end of the clerkship shelf examination. Earn a High Pass rating from the preceptor evaluation available through eMedley. And earn a	Earn a Fail rating from the preceptor evaluation available through eMedley. <i>Fails given by preceptors are discussed on page 25-26.</i> Or earn a Below Passing Total Standard Score or at the end of the clerkship shelf examination on first administration. *

<p><i>Honors with a successful retake earning Honors)</i> And complete evaluation during clerkship. (Honors as a final grade is not available during virtual clerkships.) <i>Note:</i> Honors as the final grade must be obtained both from preceptor and shelf score. Virtual CORE and Virtual Electives Courses do not receive Honors.</p>	<p>Evaluation and earn a Pass Total Standard Score at the end of the clerkship shelf examination on first administration. * Or earn a Pass from the Preceptor Evaluation and earn a Honors Total Standard Score at the end of the clerkship shelf examination And complete the evaluation during clerkship.</p>	<p>Pass Total Standard Score or at the end of the clerkship shelf examination. And complete the evaluation during clerkship.</p>	<p><i>Please see page 25-26 for discussion of process for failed shelf exams.</i> Or not complete the evaluation during clerkship.</p>
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Final grades will be available to students on the TouroOne Student Portal under Degree Works. Consult the TUN catalog for the complete grading schematic.

Subject Examination Failure

Students are allowed to retake one subject exam without it constituting a failed examination.

- 1st Failure:
 - Notification will be sent to the Assistant Dean of Clinical Education and OASIS. The student will need to work with OASIS to determine a new date for testing.
 - Contact Dr. Poliquin to discuss when the retest should be scheduled. The student’s compliance with OASIS study advice will be considered.
- 2nd Failure:
 - Referral to CSTARC, Dr. Poliquin and OASIS.
 - This failure and all subsequent failures will show up on the student’s transcript and MSPE.
- 3rd Failure and all subsequent failures:
 - Will be referred to Student Performance Committee (SPC).
 - SPC evaluates and sends recommendations to the Associate and/or Assistant Dean for Clinical Education, which could include but is not limited to retaking the examination, enrolling in CLNV-905, delays in graduation, repeating year three, or possible dismissal.
 - Associate and/or Assistant Dean for Clinical Education will send formal notification of decision to student within two (2) business days of receiving SPC recommendations.

The highest subject exam score and clerkship grade that can be achieved after retaking a failed exam (after the Mulligan is used) is a Pass.

All repeat examination fees are the responsibility of the student and must be paid for in advance prior to the exam being scheduled.

Preceptor Evaluation of Student Performance

Preceptors complete a Clerkship Clinical Competency Assessment at the end of clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments must be signed by a board-certified D.O. or M.D. Evaluations are sent electronically to the assigned preceptor from Clinical Education. Preceptors are expected to submit evaluations electronically and complete the evaluation during clerkship through eMedley. If a student works with more than one attending, the evaluators will compile their comments into one evaluation.

It is recommended that students meet with the primary preceptor on the first day, mid- clerkship and in the final week to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. Meeting once a week is preferable so that the preceptor can give timely feedback. In addition, should a student be having trouble on a clerkship, a mid-clerkship or weekly assessment allows time for improvement prior to the end of the experience. This may help avoid surprises at the end of a clerkship and allows the student to proactively address any problems.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact the Clinical Assistant Dean of Clinical Education to discuss the most constructive way to obtain the desired feedback.

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. If significant performance issues arise, an appropriate University official will notify the student. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the appropriate University official or committee.

Deficiencies

In addition to receiving electronic feedback from clerkship evaluations, students will be notified of poor assessments by Clinical Education. All deficiencies or concerning comments are reviewed and the student will be asked to provide feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns raised in the clerkship evaluations may be referred to the appropriate University official or committee. Additional assessments submitted following official review will be accepted but may not impact the outcome.

After the review process, any student identified as having failed a clerkship may be required to meet with the Associate Dean, Clinical Assistant Dean and/or CSTARC. Final disposition of the assessment in question is pending completion of this process.

At any time and for any reason, TUNCOM reserves the right to require additional methods of assessing students. Students may be required to return to the TUNCOM campus for a formal review. Please refer to the Catalog for additional information.

Appealing a Final Course Grade

After final grades have been submitted, a failing course grade may be changed only by the course faculty or by the Grade Appeal Committee. Grade appeals must be directed first to the course faculty within two business days of final grade submission. Decision of the course faculty will be communicated to the student within two business days of when the appeal was received. If the student is not satisfied with the course faculty's decision and/or explanation, the student may submit a grade appeal form to their school and/or course director. The school and/or course director must make and communicate a decision within two business days of when the appeal was received. If the student is not satisfied with the outcome, the student may submit a grade appeal form to the Grade Appeal Committee through the office of their college dean.

The form and supporting documentation must be received by the college dean within three business days following the school and/or course director's decision. The college dean will forward the form and documentation to the Grade Appeal Committee, and the dean will notify the school/course director that the student has appealed the grade and will request documentation from the faculty and school/department to support the decisions made. The decision of the Grade Appeal Committee will be communicated to all parties involved within fourteen calendar days of when the form was received from the student. Every attempt should be made to reach a decision as quickly as possible. The decision of the Grade Appeal Committee is final.

COMLEX-USA

Students must take the NBOME Comprehensive Osteopathic Medical Student Assessment Examination (COMSAE), prior to taking the COMLEX-USA Level 2 CE. They must score a 500 on the COMSAE before they can take COMLEX Level 2 CE. Students who do not achieve the cut score will meet with CSTARC to discuss additional options and plans.

Eligible students can find available dates for COMLEX-USA examinations online at www.nbome.org.

COMLEX-USA Level 2 CE must be taken during their CMR month, generally the start of the fourth year.

Students must complete all third-year core rotations and core exams before taking COMLEX 2-CE. Students will take their exam during their CMR study month. Students are required to submit a study plan to Clinical Education for the COMLEX 2-CE. The study plan will include resources and anticipated readiness for the exam. Passing score for COMLEX Level 2 CE is a 400. The deadline to take 2CE is between June 15th and July 31st, however the date must be during their CMR timeline to allow for uninterrupted study. Students must make their best attempt to complete the exam even with scheduling issues.

COMLEX-USA 2 PE (currently suspended as of this edition but check for reinstatement information) must be taken on or after April 15th and before December 1st.

Students should try to sign up very early in their 3rd year to insure there are optimal test dates available for the April 15 to December 1st time frame. The Clinical Education department and the OSCE team reserves the right to not allow a student to sit for the PE examination until the student has been passed by the appropriate University official. Students are advised not to purchase plane tickets and make any non-refundable arrangements if their OSCE scores have not been reviewed by the appropriate faculty. When in doubt students are advised to consult Clinical Education and the OSCE team.

Anyone taking a COMLEX-USA exam outside the required dates must be directed by or have authorization from the Associate Dean or Assistant Dean of Clinical Education.

Students who violate any of these above requirements will be referred to CSTARC.

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 and is submitted by the school to your electronic residency application (ERAS), These are the sections: Noteworthy Characteristics, Academic History, Academic Progress, and Summary Statement. Most of the content in these sections is pre-determined by your academic record and student file. Clinical Education inputs all that information and you check it for accuracy.

We encourage you to develop your Noteworthy Characteristics section. We remind you to read all your clerkship evaluations and notify us if there are errors. We send you the complete MSPE for revision in the late summer.

We finalize each student's students' document prior the date indicated by ERAS. You will need to provide us with the Noteworthy Characteristics, prior to your proof. Then you will need to check your Academic History, your enrollment dates, GPA., rank etc. Please review it for accuracy (especially for dual-degree candidates or anyone with a leave of absence). The data we enter needs to match your transcript. Then each CORE clerkship has an individual entry which includes graphics of your academic performance produced by the eMedley interface (excluding board exams), plus the MSPE only transcript of narrative comments that you receive from preceptors in your clinical clerkships.

COMPLIANCE

The following items must be completed for participation in clinical clerkships. Throughout the year other requirements may be necessary due to unforeseen circumstances. These are requirements of TUNCOM and our affiliated health care partners. These requirements exist to protect you, your colleagues, and your patients!

Vaccinations/Immunizations

A student must provide and maintain official up-to-date immunization records, in accordance with University requirements, to begin or continue with clinical training. 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. If you have an immunization expiring in the middle of a clerkship month, you **MUST** have the immunization updated and recorded **PRIOR** to the start of the expiration month.

Background Checks and Drug Screens

Prior to beginning third-year clinical clerkships, all TUNCOM students are required to complete a criminal background check and a urine drug screen at the TUNCOM designated site.

The background check is to be performed by a certifying organization retained by TUNCOM. The background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the appropriate University official. Failure to report may result in disciplinary action to potentially include dismissal.

TUNCOM reserves the right to require students to complete additional drug screens at any time for any reason during clinical clerkships. Some clerkship sites require additional background checks, mask fit test, drug screen and/or screening procedures. The student is responsible to initiate these requests and is responsible for any related fees.

Mask Fit and ACLS/BCLS

TUNCOM provides Mask Fit certifications prior to starting third year clerkships. This certification is valid for one year. Students may need to recertify at your own cost should sites in the fourth year require an updated mask fit certification.

Advanced Cardiac Life Support and Basic Life Support certification training is also provided prior to starting third year clerkships. These certifications are valid for two years and should expire at the end of May in the fourth year of clerkships.

Health Insurance

All students are always required to maintain personal health insurance during their tenure at TUNCOM. Students must submit proof of current coverage to Clinical Education before beginning clinical training. 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 Clinical Education (tun.clinical.education@touro.edu) and the Office of the Bursar (bursar@tun.touro.edu).

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

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. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), 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/.

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.

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.

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.

Any of the following behaviors and activities are not only considered unprofessional, but may violate various state and/or federal laws:

- 1) 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.
- 2) Any neglect of responsibilities to include clinical assignments, hospital assignments, patients' rights, and/or pharmaceutical privileges.
- 3) Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials.

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.

Any questions related to compliance with the HIPAA Privacy Regulations or other privacy policies should be directed to the University compliance officer.

Medical Professional Liability Insurance

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.

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. 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.

Worker's Compensation Insurance

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. 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.

PERTINENT INFORMATION

Information regarding curricular and student life matters may be found in the [TUN University Catalog](#)

Registration

The Registrar's office receives the list of assigned clerkships from the Clinical Clerkship Coordinator and then registers the student each month. Students are responsible for checking their registration to make sure that the correct clerkship is recorded. If there is a discrepancy, they should contact tun.clinical.education@touro.edu.

Employment

Curriculum requirements preclude employment. Students are strongly discouraged from seeking employment outside the University during the academic year. The University reserves the right to prohibit employment should it adversely affect the student's academic progress. Failure to comply with University directives may result in a registration hold on your account, suspension of your clinical clerkship and referral to the appropriate University official for disciplinary action.

Special Accommodations

Please refer to the [TUN University Catalog](#).

Medical Ethics

Please refer to the [TUNCOM Student Handbook](#) and [TUN University Catalog](#).

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests
- Be available to patients at all reasonable times as expected by the preceptor/core site
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor
- Strictly maintain patient and institutional confidentiality.

Leaves of Absence

Please refer to the [TUN University Catalog](#).

A leave of absence from the University, may be granted for several reasons. Examples:

- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/ Paternity leave
- Jury Duty

Associate Dean or Assistant Deans of Clinical Education may grant a leave of absence for a designated period with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Before they may return to the University, students granted a medical leave of absence must have a licensed physician certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program. The Associate or Assistant Deans of Clinical Education reserve the right to select or approve an independent physician or other health care provider to meet the above requirement.

Academic Load

Please refer to the [TUN University Catalog](#)

Academic terms for 3rd and 4th year students
Fall and Spring

Full-time = 9 credits

Quarter-time = 7.5 credits

Half-time = 6.0 credits

Less than half-time = below 6.0 credits

Policies and Procedures located in the TUN Catalog

The following topics are located in the [TUN University Catalog](#) which you are required to be familiar with (including the Appendices in the catalog). Please be sure you review the catalog that pertains to your class.

- Academic Integrity Policy
- Grade Appeal
- Student Grievances
- Tuition/Financial Aid
- Student Conduct Code
- Student Health Insurance
- Student Health Center
- Student Immunization
- Occupational Exposure (Appendix F)
- Student Counseling and Support Services

- Student Organizations
- Drug Test Policy
- Suspension Policy
- Criminal Background Check
- Disability Services
- Student Government Associations
- Title IX: Non-Discrimination and Anti-Harassment Policy
- Guidelines for Access to and Disclosure of Educational Records

Appendix A: Credentialing and Approval of Faculty

Policy on Affiliation Agreements and Appointment Process for the Facilitation of Clinical Rotations

Reason for this Policy

This policy is established to define the process for academic credentialing and appointment or approval of Faculty involved in the teaching, supervision, and evaluation of Touro University Nevada College of Osteopathic Medicine (TUNCOM) students on clinical rotations. This process is designed to ensure that a) students' clinical experiences take place under the guidance of appropriately trained and qualified physician preceptors and b) TUNCOM maintains compliance with the requirements set forth in *Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures*, published by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOA-COCA).

Who Should Read This Policy

- Dean, Associate, Assistant Deans and Directors
- Directors of Medical Education
- Prospective and Active Adjunct Faculty
- Faculty
- Students

POLICY STATEMENT

All students on clinical rotations must train under the supervision of personnel appropriately trained and qualified, and approved by the institution. These supervisors, known as clinical preceptors, must agree to the expectations of all parties (e.g., Faculty, TUNCOM, and student) as delineated by TUNCOM. Only by adhering to such processes can TUNCOM ensure the consistent high quality of experiences for its students. Requirements for this process are rooted in the AOA-COCA standards 5.4.

Prior to the commencement of any clinical rotation, the supervising physician for the rotation must be academically credentialed or approved. Any supervising physician may be appointed to the Adjunct Faculty through the process described below. Only those clinical preceptors supervising and evaluating students on rotations within educational programs accredited by the American Osteopathic Association (AOA), the Liaison Committee on Medical Education (LCME), and/or the Accreditation Council on Graduate Medical Education (ACGME) are eligible to be approved to the Adjunct Faculty.

Appointment to the Adjunct Faculty may be initiated by the Department of Clinical Education in the process of ongoing recruitment, by a current Adjunct Faculty member (e.g., upon hiring a new associate or partner in practice), by a hospital with which TUNCOM has an affiliation (e.g., upon appointment of a new staff member), or by the prospective Adjunct Faculty member himself/herself.

Process of Appointment to the Adjunct Faculty

- 1) An Adjunct Faculty Appointment Packet is issued to the prospective Adjunct Faculty member. This packet includes a cover letter or email describing the contents and instructions for the recipient, a Faculty Information Sheet, an Affiliation Agreement, and a copy of the course syllabus. The Affiliation

Agreement may not be included if an Affiliation Agreement is already in place that covers all practice sites of the prospective Adjunct Faculty member, either with a practice group or with a hospital.

- 2) The prospective Adjunct Faculty member returns a current Curriculum Vita (CV), completed Information Sheet, and signed Affiliation Agreement (if applicable).
- 3) The returned packet is reviewed by the Associate Dean for Clinical Education, or his/her designee. If the documents are satisfactory, the Adjunct Faculty Sheet will be signed and dated by the reviewer and assigned a status and rank.
- 4) All reported professional licenses and board certifications are verified by the Department of Clinical Education. Any notations that may call into question the applicant's fitness to serve as a preceptor (e.g., restrictions, disciplinary actions) must be brought to the attention of the Associate Dean for Clinical Education, his or her designee and/or the Dean for review, and possible rejection of the application.
- 5) If no prohibiting issues are identified, an academic rank commensurate with the applicant's qualifications is assigned by the Associate Dean for clinical education or their designee.
- 6) The new Adjunct Faculty member is added to the official roster, a welcome letter and appointment certificate are issued, and any pending assignments of students to that Preceptor may be finalized.
- 7) If either the Associate Dean for Clinical Education or the Dean objects to the appointment, the application is rejected, and a notation is made in the file to that effect.

Adjunct Faculty appointments are valid for three years, and automatically renew for subsequent three-year terms thereafter, though an appointment may be withdrawn by the Adjunct Faculty member, or rescinded by the Dean, prior to its expiration. At the end of the three-year periods, the Clinical Education Department contacts the adjunct faculty member in order to apply for reappointment. Process of Reappointment to the Adjunct Faculty:

- 1) The license verification and evaluation process are repeated as described for initial appointments in step 4 above.
- 2) If updates are needed for any of the credentialing documents listed above, the preceptor will be required to submit all document updates to the Credentialing Coordinator.
- 3) Upon receipt of all updated re-credentialing information, the reappointment is completed, a renewal certificate is issued to the Adjunct Faculty member, and the new appointment expiration date is noted in the official roster.

Credentialing of the Preceptors at AOA and ACGME accredited residency programs not participating in The Visiting Student Application Service Opportunities (VSAS) and Military Sites

1. One or more individuals must be specifically identified as ultimately responsible for supervision and evaluation of the student on rotation and designated as the clinical preceptor(s). This (these) name(s) must be submitted to the Department of Clinical Education with the initial request from the student for the rotation, utilizing an Away/Audition Clerkship Request Form.
2. The Department of Clinical Education will verify that the clinical preceptor(s) has (have) a valid license(s), without restriction, to practice medicine in the jurisdiction in which the rotation will take place. Any notations that may call into question the potential preceptor's fitness to serve in this role (e.g., restrictions, disciplinary actions) must be brought to the attention of the Associate Dean for Clinical Education and/or designee or the Dean for review, and possible denial of the rotation request.
3. If no prohibiting issues are identified, the Associate Dean for Clinical Education or designee will approve the rotation. This approval is valid only for the single rotation requested and is not transferable to additional rotations for the student, or to other students' requests.

Credentialing of the Preceptors at AOA and ACGME accredited residency programs participating in The Visiting Student Application Service (VSAS)

All VSAS system participating programs are accredited by AOA, ACGME and therefore all preceptors supervising Touro University Nevada students at those institutions are already credentialed by the host sites and do not need to be credentialed by the Department of Clinical Education.

Credentialing of the Preceptors at the Core Sites with accredited AOA and ACGME Residency programs

All Preceptors at AOA and ACGME accredited programs must be credentialed by the sites and do not need to be credentialed by Touro. The Director of Medical Education and/or supervisory preceptor must be credentialed by the Department of Clinical Education.

Requirement for Execution and Maintenance of Affiliation Agreements with Core Clinical Rotation Sites

REASON FOR POLICY:

The College must establish formal affiliation agreements with all sites that supervise students on core clinical rotations. This is to establish the parameters of the relationship, including each party's rights, responsibilities, and obligations. This is necessary for the protection of both parties and, most importantly, to ensure the best possible experience for the students.

WHO SHOULD READ THIS POLICY:

- Dean, Associate and Assistant Deans, Directors
- Clinical Education Administrative Staff
- Administrations of Clinical Rotation Sites
- Directors of Medical Education
- Students

POLICY STATEMENT

The College will establish, regularly review, and renew in a timely manner all affiliation agreements with all core clinical rotation sites and all institutions where our students rotate that are not AOA, LCME or ACGME accredited postgraduate training sites.

A standard university template will be used for each agreement, except in the case of some institutions which may have a preferred format. In this case, we will utilize the latter, as long as it contains the same basic information and protections. All agreements will be reviewed annually by the Administrative Contract Coordinator to ensure that they are current.

When a potential new core site affiliation is brought to the attention of the Clinical Education Department, the Department will forward to the Administrative Contract Coordinator to pursue the documentation required by both Touro University Nevada and the new core site institution until a signed affiliation is accepted and recorded by both parties.

Appendix B: Grading Examples for Non-Virtual Core Courses

Grading Examples Non-Virtual Core Courses

Courses	Evaluation	Exam Score	Final Grade (Grade in Degree Works)
Family Medicine	Honors **	112/Honors	Honors (H)
	Honors **	83/Pass	High Pass (HP)
	Pass	112/Honors	High Pass (HP)
	High Pass	112/Honors	High Pass (HP)
	High Pass	83/Pass	Pass (P)
	Pass	83/Pass	Pass (P)
	Fail	Pass or Honors	Fail (F)
	Any Grade	Fail	Fail (F)
IM 1 or SURG 1	Honors **	80/Honors	Honors (H)
IM 2 or SURG 2	High Pass	80/Honors	High Pass (HP)
IM 1 or SURG 1	Pass	80/Honors	High Pass (HP)
IM 2 or SURG 2	Fail	80/Honors	Fail (F)
IM 1 or SURG 1	Honors **	58/Pass	High Pass (HP)
IM 2 or SURG 2	High Pass	58/Pass	Pass (P)
IM 1 or SURG 1	Pass	58/Pass	Pass (P)
IM 2 or SURG 2	Fail	58/Pass	Fail (F)
IM 1 or SURG 1	Honors **	55/Fail	Fail (F)
IM 2 or SURG 2	Pass	55/Fail	Fail (F)
	Fail	Pass or Honors	Fail (F)
	Any Grade	Fail	Fail (F)
OB/GYN, PEDS, PSYCH	Honors **	84/Honors	Honors (H)
	High Pass	84/Honors	High Pass (HP)
	Honors **	64/Pass	High Pass (HP)
	Pass	84/Honors	High Pass (HP)
	High Pass	64/Pass	Pass (P)
	Pass	64/Pass	Pass (P)
	Fail	Pass or Honors	Fail (F)
	Any Grade	Fail	Fail (F)
Electives	Grade on Eval	N/A	Grade on Evaluation

** No Honors given for Evaluations of virtual courses

Appendix C: Tips on Making the Most of Each Clinical Clerkship (taken in part from the American Academy of Family Physicians Division of Medical Resources and ACOM.edu)

Be familiar with and able to apply the core content of the clerkship specialty. Before your clerkship begins, take time to review, go over any notes and answer questions. Demonstrate your diagnostic skills with this application.

Read as much as you can about the illnesses of the patients you are seeing. Monitor your patients' charts daily. Research patient problems using journals, reference manuals, and internet sources, such as UpToDate. Ask your preceptor to recommend resources. Don't be a passive student and stand by the wall.

Be a team player. Get to know your patient care team – their names, jobs and how they work together. The best students work with others and stand out by their communication skills and interactions with other members of the team.

Dress professionally, be on time, and be enthusiastic. Attitude and appearance count. Remember - if your outfit prevents you from performing chest compressions, it is not appropriate. Do not wear scrubs unless you have asked. Come early and do not leave immediately, show you care and are not just interested in clearing out early. If you have something very important, ask the appropriate person(s) and make sure you make up for the time. Be enthusiastic and care about the clerkship, your patients, and colleagues.

Establish a learning agreement with your preceptor at the beginning of each clinical clerkship. Meet with your supervising physician to determine the goals of each clerkship. Ask the questions, what to expect, how to fit it, when to ask for feedback and establish that you care.

Keep your milestones in up to date for each clerkship. Record such things as the number of patients you see every day, the types of illnesses your patients have, any of your medical "firsts" (i.e., the first physical you perform, the first baby you deliver, etc.), and any expectations you have for the clerkship before you begin. This will help you remember your experiences and process your feelings. When it is time to choose a specialty, this will help you reconcile your experiences with your expectations and goals.

Learn to ask enough questions to satisfy your hunger for knowledge without monopolizing precious time. Although you don't want to stifle an important question, it is necessary to make the most of limited time with preceptors. Pay attention to other health professionals, as well as other students, and learn from all of them.

Maximize time spent waiting during clerkships. Don't go anywhere without something to read. Keeping journal articles or reference materials helps to make the most of every moment. Looking at a small book is better than always having your phone out. Ask permission to use your phone!

During down time, resist the urge to engage in excessive non-clerkship tasks, such as texting, web surfing, or personal phone calls. Your preceptor may interpret this as boredom, distraction, or disinterest. Instead, check out online resources, complete clerkship assignments, read about your patients, or prepare for other didactics or the post-clerkship examination.

Appendix D: Rank Order and Matching Information for Four Year Students

Introduction

You have completed your interview circuit and now must complete the final step of your residency application process – submitting a rank order list of programs. First you must apply through the NRMP (NRMP.org). These sites will give you the timeline for completing your rank order list. Military match, San Francisco match (ACGME ophthalmology) and urology candidates have different deadlines, and you are encouraged to contact Clinical Education or your Military Match Advisor.

Deadlines: Match Rank Order Lists are due in February (refer to the National Residency Matching Program [NRMP.org] website).

GOLDEN RULE OF RANK ORDER LISTS: Rank your programs by TRUE PREFERENCE only. The algorithm that matches you is driven by your list, not by program rankings. It will seek to match you to each program on your list in descending order. As soon as it links a program on your list to your name on that program's list it will hold you in a "pending" or "temporary" match, no matter where you are on the program list. This is because the algorithm assumes that your #1 program is where you would prefer to match. If your #1 program ranks you #1, the algorithm skips the "pending" assignment and creates a TRUE MATCH for you. Your name then is removed from the algorithm and all other candidate positions are adjusted accordingly. If your #1 program does not list you, or fills up before your name rises above their quota, the algorithm will seek your #2 program and hold you there, etc. It will seek the best outcome FOR YOU.

Practice SITUATIONAL AWARENESS. For the Clinical Education perspective, situational awareness means being aware of the information that has been provided to you. We trust that you know our policies and procedures, and our goal is to champion your individual path to residency and beyond.

Always Have Access to These Items

This reflects how you represent yourself. You are entering a profession that cannot defer responsibility. You have earned credentials that enable you to do things that no one else can do. Own those credentials and have them as near to your person as you hold your driver's license, credit cards, cell phone, ID badge, and car keys:

- Immunization records
- ACLS/BLS cards or copies
- Drug Screen (current, 10-panel preferred)
- Background Check
- Clinical Rotation Manual
- Mask-Fit Test reading
- Access to your nv.touro.edu email account. Emedley and CANVAS NV DO
- Clinical Education contact information
- Clinical Education Request Forms

- AOA ID number
- AAMC ID number
- Copies of your USMLE and COMLEX scores
- Official Transcripts (current to end of 3rd year rotations)
- Hard copies of passport-size pictures of yourself
- Badge Buddy and current Health Insurance

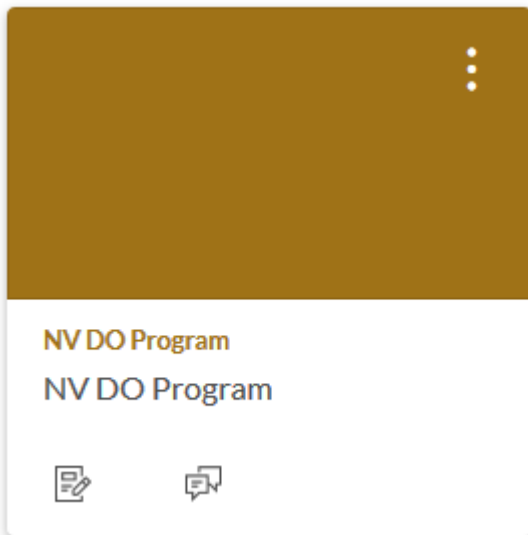
Appendix E: Self Enrollment for CANVAS NV DO Third and Fourth Year TUNCOM Students

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.