TUNCOM
Clinical Clerkship Manual

Department of Clinical Education

ACADEMIC YEAR
2019-2020

3rd Year DO Class of 2021
4th Year DO Class of 2020
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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

DEPT OF CLINICAL EDUCATION
901 American Pacific Drive, Suite 110 ● Henderson, NV 89014 ● 1.702.777.4777 ● Fax: 702.777.3967

FACULTY

Associate Dean for Clinical Education
Joseph P. Hardy, M.D. 702-777-3202 – Joseph.Hardy@tun.touro.edu
Responsible for continuing relationships with physicians, faculty and hospitals; primarily for the Southern Nevada Region, working closely with clinical clerkship experiences.

Interim Assistant Dean for Clinical Education
Directs the oversight of clinical student development and clinical faculty development.

Assistant Dean for Clinical Education
Anne Poliquin, PhD 702-777-4769 – Anne.Poliquin@tun.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 – Lisa.Jones@tun.touro.edu
Oversees the daily operations of the department, working closely with the Associate and Assistant Deans

Sr. Clinical Clerkship Coordinator
Andrea Sjolie 702-777-1793 – Andrea.Sjolie@tun.touro.edu
Responsible for scheduling and coordinating clerkships for third year students

Clinical Clerkship Coordinator
Terri Garrett 702-777-3196 – Terri.Garrett@tun.touro.edu
Responsible for scheduling and coordinating clerkships for fourth year students

Clinical Clerkship Coordinator
Lee Adams 702-777-4786 – Lee.Adams@tun.touro.edu
Responsible for scheduling and coordinating clerkships for fourth year students

Clinical Clerkship Coordinator
Samantha Katschke 702-777-3113 – Samantha.Katschke@tun.touro.edu
Responsible for scheduling and coordinating clerkships for fourth year students and preceptor credentialling

Clinical Clerkship Coordinator
Suzanne McGee 702-777-1788 – Suzanne.McGee@tun.touro.edu
Responsible for scheduling and coordinating all subject examinations, working with NBME and NBOME, as well as student clerkship evaluations

Clinical Clerkship Coordinator
Beverly Delacarrera 702-777-3144 – Beverly.Delacarrera@tun.touro.edu
Responsible for clerkship badging processes and Continuing Medical Education credit
CLINICAL CLERKSHIP OVERVIEW

Students are required to adhere to the following policies and procedures at all times 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.

For your protection, we ask that all forms be emailed directly to clinical.education@tun.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: clinical.education@tun.touro.edu. 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:
  - 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. **Recurrent failures to comply will lead to referral to Clinical Student at Risk Committee (CStarc) for professionalism issues.**
  - Students who experience technical problems with e-mail should contact the Information Technology (IT) Helpdesk at 702.777.4781

- Students are obligated at all times 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 clinical.education@tun.touro.edu, so that they have the latest information.
- All information disseminated by the University, in particular sent by Clinical Education.
- 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 in compliance with FERPA.

Clinical Clerkship Definitions

Clinical clerkships can be referred to as rotations or clinical experiences, with teaching physicians referred to as a 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 does not apply to medical students. Students are expected to be present and available for teaching and learning per their assigned preceptor/attending schedule.

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 or second day of the clerkship.
1. Fill out an “Absence Request Form”, downloadable from Canvas
2. Inform and obtain approval and signature from your preceptor on the Form
3. Submit the signed form to Clinical.Education@tun.touro.edu, preferably no later than 30 days prior to the requested time off.
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 must 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 in the event that 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.

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 all 8 core clerkships and accompanying shelf/COMAT Exams.
2. Students must have completed 10 months of clerkships.
3. Typically, this month is in June for most students. Students who are delayed may have this month scheduled in July, August or after.
4. Any exceptions must be approved by the Associate Dean or Assistant Dean for Clinical Education.
5. 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. Touro student malpractice insurance does not cover a student for shadowing or volunteering.

**Clerkships with Family or Friends**

Students are not allowed to participate in a clerkship with a family member or personal 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.
SCHEDULING

Third-year Curriculum

The third year consists of ten months of clerkships. Eight months are core clerkships and two months are elective months as detailed below. Third year core clerkships are assigned and scheduled by Clinical Education. Third year electives are chosen by the student, and scheduled by Clinical Education. An additional mandatory longitudinal OMM course is delivered via Canvas. Students must complete a Clerkship Request form for electives and submit to: clinical.education@tun.touro.edu.

Core Clerkships (8 months total)
1) Family Medicine
2) Psychiatry/Behavioral Health
3) Obstetrics and Gynecology
4) Pediatrics
5) Internal Medicine – 1st Month
6) Internal Medicine – 2nd Month
7) General Surgery – 1st Month
8) General Surgery – 2nd Month

Elective Clerkships (2 months total)
9) Elective – 1st Month
10) Elective – 2nd Month

OMM Course

OMM/OPP (Osteopathic Principles & Practice) longitudinal course delivered via Canvas

Fourth-year Curriculum

• Emergency Medicine (has to be taken during your 4th year unless taken as a 3rd year elective)
• Clinical Management Review Study Month (typically June)
• Interview Month (may choose either November or December)
• The remaining clerkships are of the student’s choosing.
  • It is highly recommended that these clerkships are accomplished at a Residency Program site (called an audition or Sub-Internship) to maximize success in the Match.*

*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 Learning Opportunities (VSLO) 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 VSLO 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 Clerkship Request Form (found on Canvas) for clerkships applied for/approved through VSLO to clinical.education@tun.touro.edu.

Any 4th year clerkship requests that do not subscribe to VSLO, also require a Clerkship Request Form (found on Canvas) to be submitted to clinical.education@tun.touro.edu for scheduling each individual rotation.
Sub-internships and three electives may be completed in the same area of specialty.

Students may not have the same preceptor in any one academic year.

A clerkship must be a minimum of 2 consecutive weeks.

Clerkship requests should be submitted to clinical.education@tun.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.

In order 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 must be submitted directly to clinical.education@tun.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 local clerkship preceptors. 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. Students attempting to schedule a local clerkship outside of Clinical Education is unprofessional behavior and will be referred to CSTARC for disciplinary action.

Should a student desire a physician preceptor that is not currently credentialed by TUNCOM Clinical Education the student should forward the name and contact information on a Clerkship Request Form and submit to clinical.education@tun.touro.edu for credentialing and scheduling.

**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 VSLO 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) to clinical.education@tun.touro.edu. 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, not schedule these clerkships on their own.

1. Student contacts potential clerkship sites or assigned 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:

   c. TUNCOM also participates in the Visiting Student Learning Opportunities (VSLO). VSLO 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-student-learning-opportunities/](https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/).

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.). 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 significant input regarding their fourth year schedule. 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. A large number of VSLO participating hospitals start accepting applications March 1. However, some programs might not accept visiting student applications before May or June.

In order 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 must be submitted directly to: clinical.education@tun.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

In order to receive a full month’s credit for an approved three week clerkship, you will be required to complete and submit a Case Report to the Associate Dean for Clinical Education. The fourth year coordinator will confirm case report assignments with the Administrative Director. In CANVAS, you will find helpful information and examples of case reports. This folder will house 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 Report 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 report must be submitted to clinical.education@tun.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, as long as you have submitted your document to Clinical Education on time.

**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 weeks rotations.

Students may participate in a two week research elective clerkship. The clerkship will be with the preceptor who is involved in the research the student is helping with. Approval for this clerkship must be pre-approved by any of the Associate/Assistant Deans of Clinical Education. At the conclusion of the research elective clerkship, the student must submit a publishable case study report or an abstract of any research paper to be published.

**International Rotations**

International experiences are an option if the student meets all requirements. For 3rd year students international rotations available as an elective 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 clinical.education@tun.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 make arrangements for transportation to 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.

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. Robert Baker, Interim Assistant Dean for Clinical Education, is responsible for this type of counseling. Please contact him via email Robert.Baker@tun.touro.edu or phone 702-777-3943 to set up a career counseling session. Depending on your focus and interests, Dr. Baker may recommend an additional physician 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.

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.

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 68-71). 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 (702) 777-3131

**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.

Standard means of transportation are classified as personal vehicles or accepted public transit systems.

**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 Clinical.education@tun.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.

**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 at all times. 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 naturally appearing 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 required to carry on their person with their ID at all times 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 mucus 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

Call TUNCOM’s Office of Clinical Education (702.777.4769) or (702.777.3179) to advise them of
the situation ASAP.
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 (student.health@tun.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 Learning Opportunities (VSLO), Electronic Residency Application Service (ERAS), or other application services.

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
ASSESSMENT

Clinical Clerkship Assessment

To pass each clerkship students must demonstrate progress on evaluation by their preceptor and pass the applicable subject exam. All of 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
- Preceptor Evaluation of Student Performance

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:

<table>
<thead>
<tr>
<th>Discpline</th>
<th>Passing Grade</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>≥56</td>
<td>≥78</td>
</tr>
<tr>
<td>Obstetrics and Gynecology</td>
<td>≥58</td>
<td>≥80</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>≥58</td>
<td>≥80</td>
</tr>
<tr>
<td>Psychiatry/Behavioral Health</td>
<td>≥63</td>
<td>≥82</td>
</tr>
<tr>
<td>Surgery</td>
<td>≥56</td>
<td>≥77</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Discpline</th>
<th>Passing Grade</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>≥80</td>
<td>≥110</td>
</tr>
<tr>
<td>OPP (OMM)</td>
<td>≥90</td>
<td>≥110</td>
</tr>
</tbody>
</table>

***Students will take the OPP COMAT exam in the mid-month testing date of their Family Medicine clerkship and take the Family Medicine COMAT at the end of their Family Medicine Clerkship.

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. If you have a MAC, it must have an operating system of OS X v 10.10 or higher and web browser Safari *, or higher, Chrome 61 or higher and Firefox 54 or higher.

Prior to your test day:

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!!!
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. 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 15 minutes prior to the scheduled examination start time. No exceptions. Students who are late will not be allowed in the testing room.**

If you are absent for any reason on exam day, 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.

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 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 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.*

Final exam scores 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:
  o Notification will be sent to the Assistant Dean of Clinical Education and OASIS. A meeting may be requested.
  o Contact Dr. Poliquin to discuss when the retest should be scheduled.
• 2nd Failure:
  o Referral to CSTARC and OASIS.
  o This failure and all subsequent failures will show up on the student’s transcript and MSPE.
• 3rd Failure and all subsequent failures:
  o Will be referred to Student Performance Committee (SPC).
  o 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 Clin-905, repeating year three, or possible dismissal.
  o 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 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 in the third week of each clerkship. Preceptors are expected to submit evaluations electronically to Clinical Education. If a student works with more than one attending, the evaluators will compile their comments into one evaluation. Paper copies may be returned in a signed and sealed envelope and/or mailed directly to Clinical Education by their preceptor. Any paper copy evaluation hand delivered by a student will not be accepted.

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. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship 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 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.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with 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 TUNCOM Student Handbook for additional information.

**COMLEX-USA**

Students must take the NBOME Comprehensive Osteopathic Medical Student Assessment Examination (COMSAE), prior to taking the COMLEX-USA Level 2 CE. You must score a 500 on the COMSAE before you 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](http://www.nbome.org).

**COMLEX-USA Level 2 CE** must be taken after June 15th and by July 31st.

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.

**COMLEX-USA 2 PE** must be taken on or after May 1st and before December 1st.

Students should make an effort 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 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.
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.

**COMPLIANCE**

The following items must be completed for participation in clinical clerkships. 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, in order 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 required to maintain personal health insurance at all times 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 (clinical.education@tun.touro.edu) and the Office of the Bursar (bursar@tun.touro.edu).

A student must provide and maintain documentation of current personal health insurance coverage, in accordance with University requirements, in order 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 the course of 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.
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 Clinical.Education@tun.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 students’ 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 Dean of Clinical Education may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

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 before they may return to the University. The Associate or Assistant Dean of Clinical Education reserves 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  
• 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