



COLLEGE OF
OSTEOPATHIC
MEDICINE

STUDENT CLERKSHIP MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of the attached document, outlining policies for my third and fourth year. By signing, I agree to abide by the policies contained here and in the 2022-2023 Student Handbook/University Catalog.

Print Name: _____

Date: _____

Signature: _____



STUDENT CLERKSHIP MANUAL

Department of Clinical Affairs

Table of Contents

STUDENT CLERKSHIP MANUAL ACKNOWLEDGEMENT..... 1

STUDENT CLERKSHIP MANUAL 3

Associate Dean for Clinical Affairs, Community Engagement and Population Health 6

Director of Clinical Education 6

Clinical Education Coordinators..... 6

COM CLINICAL EDUCATION POLICY 7

 PROGRESSION FROM OMS-II to OMS-III..... 8

 Method of Course Delivery..... 9

 OMS-III and OMS-IV..... 9

CLINICAL CURRICULUM..... 9

 Clinical Clerkships..... 9

 POLICY ON NON-ACADEMIC HEALTH PROFESSIONALS 10

 OMS-III Curriculum 10

 OMS-IV Curriculum..... 12

COM CLINICAL LEARNING AND PATIENT CARE SUPERVISION POLICY..... 13

CREDENTIALING OF PRECEPTORS 13

CLERKSHIP REQUIREMENTS 14

 Clerkship Scheduling Process..... 15

 Clerkship SmartMatch..... 15

 Registering for Clerkships 16

 Transportation 16

 Additional Expenses and Fees..... 16

 Didactics (“Education Days”) 17

 Required Patient Encounters..... 17

 Exam Failures 17

VISITING STUDENT LEARNING OPPORTUNITIES (VSLO) 18

 AAMC Visiting Student Learning Opportunities (VSLO) Program 18

 Letters of Recommendation (LOR) for the Visiting Student Learning Opportunities..... 18

FOURTH YEAR..... 19

 Clinical Clerkships..... 19

SCHEDULE CHANGES..... 19

 Block/Site Switch Requests 19

 Canceling/Changing a Fourth-year Clerkship..... 20

DUTY HOURS.....	20
ABSENCE FROM CLERKSHIPS.....	20
CLERKSHIP GRADING.....	21
For a clerkship grading explanation, refer to the student catalog page 147; click the link to access: ...	21
<i>CLERKSHIP EXAM</i>	21
Comprehensive Osteopathic Medical Achievement Test (COMAT)	21
Students failing a COMAT exam will have their COMAT retake rescheduled as soon as is feasible.	22
Students failing the COMAT retake for a given clerkship will repeat the clerkship after the other core clerkships have been completed.	22
POST COMAT ON-CAMPUS ACTIVITIES.....	22
Student Clerkship and Preceptor Evaluations.....	23
Preceptor Evaluation of Student Performance	23
DEFICIENCIES.....	24
Clerkship Hours	24
Clerkship Concerns.....	25
PROFESSIONALISM.....	25
Dress Code for Clerkship Rotations	25
Professional Demeanor.....	26
Didactic Conferences and Reading Assignments	26
Communication.....	26
Student responsibilities include:	26
HEALTH INSURANCE.....	27
IMMUNIZATION COMPLIANCE	27
ADDITIONAL MANDATORY REQUIREMENTS	27
Hospital Rules and Regulations.....	27
Incident Reports for Exposure	28
Student Services.....	28
Medical Student Performance Evaluations (MSPE).....	28

Associate Dean for Clinical Affairs, Community Engagement and Population Health

Responsible for overseeing daily office functions, office personnel, affiliation agreements, directing programs and activities.

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Director of Clinical Education (TBA)

Clinical Education Coordinators

CHSU Clinical Clerkship Coordinators *are the initial point of contact for all matters* pertaining to clinical education and responsible for scheduling and coordinating core clerkships. The coordinators are primarily available to assist students in navigating clerkship logistics and are available to students preferably by email or by telephone during regular University business hours. Students may schedule an in-person meeting by appointment. To protect students' privacy, the Clinical Education Department communicates information directly with the medical student, and therefore not to spouses, parents, etc.

[Clinical Affairs & Community Engagement Directory](#)

COM CLINICAL EDUCATION POLICY

To accomplish the COM's mission, strong and valued partnerships have been established with highly regarded physicians, clinics, and hospital systems in the Central Valley of California. CHSU has partnership agreements in place to assure all the third-year core and selective clinical education clerkships will be completed in the California Central Valley, with a focus on clinical experiences serving these diverse populations including the underserved communities.

Students must be enrolled in clinical activities throughout the entire academic years of the third and fourth years. A clinical education curriculum has been established which students will follow, that ensures that students complete the entirety of their clinical education prior to graduation.

The COM Clinical Education staff, along with the student led rotations committee, will establish procedures to establish a clerkship SmartMatch whereby each student is assigned to local clerkship training sites. As part of the SmartMatch, students will be surveyed in the second year for their input into desirability of specific locations.

Third- and fourth-year clinical education experiences will have opportunities for education in community health centers in a team-based, interprofessional care model. During core clerkships in the community students will also participate in on campus activity that include simulation, EPA assessment and OPP experiences.

Competency based formative and summative assessments of student performance will be utilized during clinical education, in addition to high stakes end of clerkship content examinations.

The robust assessment and assurance of comparability across clinical education sites is delineated in separate policies and procedures; including how we will assess the adequacy of the core clinical rotation facilities, including how students will be involved in the assessment.

PROGRESSION FROM OMS-II to OMS-III

1. Satisfactory completion (passing grades) of:
 - a. All OMS-I and OMS-II courses.
2. Completion of all service-learning experience activities required for OMS-I and OMS-II.
3. Successful compliance with all clinical training requirements such as: immunizations, orientations, proof of insurance, etc.
4. Recommendation for promotion by the COM-SPC to the Faculty Assembly. All records are reviewed by SPC to determine whether the student has fulfilled all academic requirements; has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

Method of Course Delivery

OMS-III and OMS-IV

Students in the third year are enrolled in required clinical rotations in the core disciplines of Internal Medicine, Surgery, Family Practice, Women’s Health, Pediatrics, and Psychiatry. The fourth year includes required clerkships in Emergency Medicine, Primary Care, Specialty and at least one in a community health clinic setting. Clinical clerkships for all required courses are in the central valley. Additional clerkship opportunities in the fourth year allow for students to audition/experience electives in the discipline of their choice.

CLINICAL CURRICULUM

Clinical Clerkships

Clinical clerkships are sometimes referred to as rotations, clinical experiences, or externships, with a teaching physician referred to as a preceptor, attending or faculty. A clerkship will be four weeks of clinical responsibilities. Clerkships may involve in-patient, out-patient or a combination of these settings. At the conclusion of these experiences, an evaluation of the student by the preceptor as well as an evaluation of the clerkship and of the preceptor by the student is required. Students should familiarize themselves with the individual syllabi for each required clerkship.

All COM students must be enrolled in clinical activities throughout the entirety of the third and fourth academic years.

POLICY ON NON-ACADEMIC HEALTH PROFESSIONALS

California Health Sciences University recognizes the sacred nature of the health care provider-patient relationship. Furthermore, the University also recognizes the special and unique nature of the learner-educator relationship.

Therefore, to maintain the integrity of both types of relationships, it is the policy of California Health Sciences University that any health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. This would include but is not limited to educators involved in the assessment of students on campus, as well as preceptors who would be involved in the assessment of students on clinical clerkship rotations.

One possible exception to this situation could involve sessions that have an educational component but where a formal therapeutic relationship does not exist (e.g. clinical skills practice being overseen by faculty whose purpose is educational and not therapeutic in nature).

In the event of an extreme situation where the formation of a therapeutic relationship is unavoidable (such as in an emergency or very rural clinical location), the health of the student is the first priority. If care is needed to be delivered to a student and no other health care professional is available to render said care, the health professional delivering care must recuse themselves from assessing or promoting the student. If no alternate educator or preceptor is readily available for assessing or promoting the student, the educator/preceptor must contact the Associate Dean for Clinical Affairs for further guidance.

OMS-III Curriculum

Individual start and end dates of year three vary by location. CHSU COM will ensure that each student participated in one or more required core rotations(s) prior to the fourth year clinical clerkship experience that is conducted in a health care setting in which the student works with the resident physicians currently enrolled in an accredited program of graduate medical education. A minimum of one required third-year clinical clerkship must be completed under the supervision of an osteopathic physician and more than one of the required third-year clinical clerkship experiences must include an inpatient component.

Entrustable Professional Activities I
Core Clerkships Include:
Family Medicine I
Family Medicine II
Internal Medicine I
Internal Medicine II
Surgery I
Surgery II
Obstetrics and Gynecology
Pediatrics
Psychiatry/Behavioral Health
Comprehensive Clinical Management
Entrustable Professional activities II

OMS-IV Curriculum

Individual start and end dates vary by location. Students must be enrolled in clinical activities throughout the entire academic year, up through the 3rd Friday of April.

Required Clerkships Include:
Emergency Medicine
Primary Care**
FQHC
Specialty Medicine*
Entrustable Professional Activities III
Electives (All COM students must be enrolled in clinical activities through the 3rd Friday of April.)
Audition Clerkships (available through VSLO)
Research option

COM CLINICAL LEARNING AND PATIENT CARE SUPERVISION POLICY

The purpose of this policy is to create clear standards regarding student supervision during the student's participation in the Clinical Clerkship Program during the student's 3rd and 4th year of attendance at COM. Clinical supervision of medical students is fundamental to safeguarding standards, professional expertise and the delivery of quality patient care. These standards will enable students to develop knowledge and competence, assume supervised responsibility and enhance patient safety in complex situations as well as to ensure osteopathic medical student safety. CHSU's COM requires clinical supervision of osteopathic medical students as an integral part of patient care and will ensure that appropriate and experienced practitioners are selected for this role. The supervising physician will be ultimately responsible for ensuring medical student and patient safety during the student's clinical clerkships. Students in clerkship rotations are unlicensed and as a result supervising physicians must be engaged in all aspects of patient care including: oversight of patient histories and physicals, ordering labs and any form of imaging, prescribing, or during the performance of diagnostic and/or therapeutic procedures. Prior to beginning their clerkships, students will be notified to whom they directly report. The Clinical Clerkship Program is designed to provide the student with knowledge in the following core areas: internal medicine, surgery, pediatrics, obstetrics/gynecology, behavioral medicine, and family medicine. The program has been organized to allow students completing their clerkships to have the greatest degree of educational exposure in a practical and clinical environment. Additionally, the clerkship allows students to develop expertise in the areas of patient diagnosis and management. Students will participate in a well- structured and systematic training experience in each particular clerkship, with experiences in Inter-Professional Education with health care colleagues in pharmacy, nursing and PAs. Students will comply with all requirements related to patient care as established by the host institution.

CREDENTIALING OF PRECEPTORS

The Office of Clinical Education of CHSU will identify, verify, and document the qualifications of each supervising preceptor. CHSU COM and each participating hospital will identify the personnel involved in the clerkship teaching programs, including administrative personnel.

Scheduling and coordination of clerkship assignments will be through the Office of the Associate

Dean of Clinical Affairs. Delivery of clerkship content, structure, and evaluation will be the responsibility of the supervising preceptors and appropriate departments of the hospital and approved by CHSU COM.

On-site California Health Sciences University inspections by the Associate Dean of Clinical Affairs (or appointee) will be done periodically to ensure adequate student support and oversight is available at each clerkship site.

CLERKSHIP REQUIREMENTS

The following are requirements for student clerkships:

- A. Each clinical rotation will have an identified preceptor of record who acts as the responsible physician for the clerkship.
- B. A licensed provider must supervise students at all times.
- C. Students shall assume responsibility for and perform their assigned duties in accordance with CHSU and the training institution regulations.
- D. Students shall not be permitted to accept financial compensation or any form of gratuity for any part of their participation in the clerkships.
- E. Through their supervising preceptor, students may be assigned to specific patients. Emphasis will be placed on obtaining a history and physical examination (H&P), and palpation and structural components will play an integral part of the history and physical examination.
- F. Student H&Ps should be reviewed and signed by the supervising preceptor.
- G. Progress notes may be written by the students only under the direct supervision of the supervising preceptor. Progress notes must be signed within the time required by the rules and regulations of the training institution.
- H. Students shall not order any examinations, tests, medications, or procedures. Students shall not write prescriptions for medication, devices, or anything requiring the authority of a licensed physician.

- I. Attendance by students is required at all conferences, discussions, or study sessions, and any other programs of an educational nature designed specifically for students at the institution. Students should document their attendance at such events. In addition, students should be encouraged to attend lectures for interns, provided these do not interfere with the clinical clerk's own program.
- J. Students shall be required to participate in the utilization of osteopathic manipulative treatment when ordered and supervised by the attending physician.
- K. Students shall learn and perform procedures under appropriate and proper supervision, in those areas where the training institution regulations permit such instruction.

Clerkship Scheduling Process

Spring Semester of OMS II

- Specialty Applications Accepted
- Smart Match
- Student Schedules Released
 - Change Request Submissions Accepted
- Student Schedule View Closed
- Preceptor Schedule Confirmations
- Preceptor/Student Schedules Released
 - 45-30 days before first rotation

Clerkship SmartMatch

The Clinical Education staff will establish policies and procedures to adjudicate a system whereby each student will preference their selections of various clerkship training locations and preceptors in a fair manner. As part of the process, students will be surveyed in the second year for their input into desirability of rotation locations and educated on the upcoming process.

Registering for Clerkships

Although the Clinical Clerkship Coordinator will assign individual clerkships, students must edit/verify and submit registration information through the Clerkship Portal *within five business days* following the designated start date. It is imperative to submit accurate contact information for the *attending physician filling out the assessment*. When working with more than one physician on a clerkship, the student should e-mail their assigned CHSU Clinical Clerkship Coordinator with all necessary information.

Once submitted, any changes must be made by Clinical Clerkship Coordinators only. Any requests for changes must be e-mailed to the assigned CHSU Clinical Clerkship Coordinator.

Transportation

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.

Additional Expenses and Fees

Students need to make their own arrangements for transportation to and lodging near clinical facilities. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, additional drug screens, additional background checks and additional immunizations or titers.

Some highly desirable elective clerkships may require students to pay additional fees to rotate at their facility. These additional fees will be the student's responsibility.

Students are expected to adhere to each site's unique scheduling protocols, procedures, and all scheduled educational activities. Most clerkships require holiday, overnight and weekend responsibilities.

Didactics (“Education Days”)

Didactic sessions, also known as Education Days, are held on campus for third-year students on core rotations twice a month and attendance is required. Education Days are scheduled on a set half day twice a month and students are excused from their assigned clerkship.

Required Patient Encounters

Required conditions, diagnoses and procedures which are unique to each core clerkship are delineated in the syllabus for the clerkship.

These required conditions, diagnoses and procedures for each clerkship are found in the ‘Field Encounters’ area within CORE. Students document in this area when they encounter each condition, diagnosis or perform each procedure. Students should update this into CORE by the Friday before the COMAT exam for that clerkship.

There are electronic cases for each of these requirements in Online Med Ed, that students are to complete for any conditions, diagnoses or procedures that they do not encounter during the clerkship. These may be completed during the fourth week of the Clerkship for requirements not yet encountered. Documentation of the completion of these cases may also be uploaded into CORE in the field encounter area.

The completion of the entirety of the requirements in the Field Encounter area are mandatory and must be completed before the end of the clerkship.

Exam Failures

Students failing COMLEX levels I or II will be removed from clerkship until such time as they sit for their remediation examination. Clinical Education team members will work with the offices of Student Affairs and Academic Affairs to establish a plan for each student.

VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)

AAMC Visiting Student Learning Opportunities (VSLO) Program

The VSLO program enables medical students to pursue short-term learning opportunities in the United States and Globally. The program supports students through the process of searching for electives, submitting applications, and completing their resulting educational experience(s). The VSLO program includes:

- Educational opportunities, including pre-clinical, community-based global health, research, and clinical opportunities.
- The application service called the Visiting Student Application Service (VSAS) which allows students to search and apply for opportunities

Visiting Student Learning Opportunities (VSLO) is sometimes referred to as VASA. The AAMC will email students with the subject line titles VSAS: New User Instructions. The email will include an access code along with further instructions. VASA is designed to allow students to apply to 4th-year (Allopathic) elective rotations. Third-year students will begin to plan for the 4th-year schedule in December of 3rd -year.

Visit the AAMC website to find more information about VSLO including how it works, things to know, and fees for the service. AAMC links:

- [For Students Webpage](#)
- [How to Use the VSAS Application Service](#)
- [VSLO Program Guide](#)

Letters of Recommendation (LOR) for the Visiting Student Learning Opportunities

VSLO may require a letter of recommendation for some clerkships. Letters must be sent to the CHSU Clinical Clerkship Coordinator. The CHSU Clinical Clerkship coordinator will upload those letters into VSLO.

FOURTH YEAR

Clinical Clerkships

Students are eligible to begin the fourth-year scheduling process at the start of third year and it is recommended to begin planning fourth-year clerkships no later than December of the students' third year.

In order to receive credit for a clerkship and coverage under CHSU's medical professional liability insurance, clinical experiences must be completed at a CHSU Affiliated Site or with a CHSU Credentialed Preceptor.

For sites that are not already a CHSU affiliated site, an Affiliation Agreement or accepted Letter of Good Standing must be in place prior to the proposed clerkship start date. For sites that are not already a CHSU affiliated site, this process may take up to six-months and CHSU cannot guarantee consensus will be reached with every facility or preceptor.

SCHEDULE CHANGES

Block/Site Switch Requests

Requests must be submitted in writing to the CHSU Clinical Clerkship Coordinator via e-mail.

Requests must be initiated a minimum of 90 days before the scheduled start date of the rotation.

Requests are reviewed and considered for approval on case by case basis and will only be approved in exceptional circumstances. Documentation showing proof of necessity is mandatory and should be submitted with all switch requests. Once all documentation is received, the request will be reviewed.

Students contacting the department directly, without following the above process, will be re-directed to email their request to the CHSU Clinical Clerkship Coordinator.

Please note that core site availability may impact the approval process as well as site placement for any rotations that have changed.

Canceling/Changing a Fourth-year Clerkship

It may be necessary to cancel or change a clerkship. Cancellation/change requests must be received minimum of **60 days** prior to the confirmed 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, requests should include the following:

- A cancellation/change request *must be submitted in writing* to the CHSU Clinical Clerkship Coordinator via e-mail
- An alternative clerkship must be submitted for review via the *Clerkship Portal*

DUTY HOURS

Medicine is not a field that follows 9 – 5 schedules. Patients require care 24 hours a day and on weekends and holidays. The following considerations apply to CHSU-COM students while on clinical rotations:

- Duty hours will vary depending on the specialty and the location
- Varying start and end times
- Weekends and holidays may be scheduled “on duty”

ABSENCE FROM CLERKSHIPS

Students are excused from clerkships for Education Days on campus and need to communicate the dates of those days to their preceptor at the beginning of their clerkship experience.

Students also have the opportunity to participate in research projects on their own, for an additional one half-day/month. Students wishing to utilize this option need to communicate this to Clinical Education, before beginning any such research.

For consideration of any planned absence, students must obtain the preceptor’s and/or clerkship director signature on the Absence/Appeal Request form at least *30 days prior* to their CHSU Clinical Clerkship Coordinator. Forms may be obtained from *online student portal* through the Classes’ Clinical Education Organization.

When emergent circumstances arise, communicate with the site, preceptor and CHSU Clinical Clerkship Coordinator *prior* to the start of an assigned shift. Documentation may be required before returning to clinical activities. Students should work with their preceptor or site to make up the missed time.

Students should verify policies regarding inclement weather with the site or preceptor. CHSU calendar breaks (*e.g. Memorial Day, Labor Day, Winter Break, Spring Break, etc.*) **do not apply to third- and fourth-year students.**

In the event an assigned preceptor is unavailable, the student must work with their Clerkship Site or CHSU Clinical Clerkship Coordinator to secure an alternative.

Unreported absences and/or chronic absenteeism may lead to referral to an appropriate University official.

CLERKSHIP GRADING

For a clerkship grading explanation, refer to the student catalog page 147; click the link to access: [Student Catalog](#)

CLERKSHIP EXAM

Comprehensive Osteopathic Medical Achievement Test (COMAT)

The National Board of Osteopathic Medical Exam (NBOME) Subject (COMAT) exam uses an electronic format and is administered at the end of OMSIII core rotations.

Students will not be given time off from their clinical rotations to study for the COMAT.

Absence from the rotation the day prior to a COMAT is considered an unexcused absence and therefore subject to referral to an appropriate University official.

Students are expected to demonstrate appropriate respect and professionalism to all exam proctors.

All students must adhere to all NBOME regulations regarding test administration and exam content confidentiality.

Students may be required to return to the rotation site or participate in rotation activities after the COMAT.

Students arriving late for a COMAT will not be granted additional time to take the exam. Students who are ill on the day of a scheduled COMAT must promptly notify the CHSU-COM Clinical Education Coordinator prior to the start of the exam. With supporting documentation and approval by the Director of Clinical Education, the exam will be rescheduled.

Students scheduling their COMLEX CE during clinical rotations must provide the appropriate Clinical Education Coordinator with written verification and adhere to the 30-day policy. Students are encouraged **not** to schedule their exams during the first week of any clinical rotation. Students must pass COMLEX Level 1 and COMLEX Level 2, CE to graduate. For additional information regarding eligibility and procedures to take COMLEX, refer to the CHSU-COM Student Handbook and NBOME website.

Students failing a COMAT exam will have their COMAT retake rescheduled as soon as is feasible.

Students failing the COMAT retake for a given clerkship will repeat the clerkship after the other core clerkships have been completed.

POST COMAT ON-CAMPUS ACTIVITIES

After the COMAT examination, students will remain on campus for scheduled clerkship debrief sessions, residency advising as well as opportunities to interact with OPP faculty in a workshop format.

Clerkship debrief sessions will be conducted by each clerkship director or their designee, whereby student feedback and comments about clerkship experiences will be gathered to be utilized in the clerkship evaluation process by the department of clinical education.

Student Clerkship and Preceptor Evaluations

To provide constructive feedback, students are required to complete an anonymous, on-line evaluation, via on-line student portal, *within 5 business days* following the clerkship end date. Clerkship evaluation, grades and credit are not released until the evaluation is completed and submitted.

Preceptor Evaluation of Student Performance

Preceptors complete a Clinical Competency Assessment at the end of every 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 submitted by interns or residents must be co-signed by an attending physician. Only comments from intern and resident assessments are included with the student's assessment.

If a student works with more than one attending, more than one assessment will be accepted. Paper copies may be returned by the student directly to Clinical Education or their CHSU Clinical Clerkship Coordinator.

The University recommends that students request an informal mid-clerkship assessment 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

their CHSU Clinical Clerkship Coordinator 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.

DEFICIENCIES

The student will be notified of a poor assessment by their CHSU Clinical Clerkship Coordinator. All deficiencies or concerning comments are reviewed and the student is asked to provide written feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns may be referred to the appropriate University official. Additional assessments submitted following official review are 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 Student Performance Committee (SPC). Final disposition of the assessment in question is pending completion of this process.

*****At any time and for any reason, CHSU reserves the right to require additional methods of assessing students. Students may be required to return to the CHSU campus for a formal review.***

Clerkship Hours

Scheduling is determined solely at the discretion of the clinical site, service or preceptor and must be followed without exception. Responsibilities may be required on overnights, weekends, or holidays. Laws mandating restrictions on intern and resident work hours *do not apply to medical students.*

Students generally follow the same schedule as their preceptor, however, if the preceptor is on vacation, or scheduled away from the office or hospital, additional arrangements must be made for

completion of the clerkship. If this occurs, the student must contact their CHSU Clinical Clerkship Coordinator immediately. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences or chronic absenteeism may lead to referral to an appropriate University official.

Clerkship Concerns

At times, concern or issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, clerkship coordinator, clerkship director or Associate Dean for Clinical Affairs, when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns.

PROFESSIONALISM

Dress Code for Clerkship Rotations

Clean professional white lab coats that clearly identify that students are from CHSU-COM and distinguishes them from physicians and other health care professionals must be worn by students when with a patient and/or on rotation, unless other dress is specified by the department or service (e.g. scrubs in surgery or obstetrics).

Students must dress in a professional manner and maintain a well-groomed appearance.

Attire is business casual but also includes the following:

- White coat – clean, pressed, well-fitting, and with a name badge (e.g. “Student Doctor XXX”). In some specialties or settings, a preceptor may request a white coat not be worn. In this case, the name badge must be worn on the student’s clothing.
- Additional requirements – If a dress shirt is being worn under the white coat, a necktie (long, bolo or bow tie) must be included. If a dress or skirt is being worn under the white coat, the hemline must be visible below white coat.
- Headwear is not permitted with the exception of that required for religious observance.

Scrubs should only be worn in appropriately designated areas of the medical center, such as the

OR, ER, ICU or labor and delivery unit. They should not be worn on the general medical floor unless specified as appropriate by the department/service and should not be worn in the cafeteria (except in an emergency and only if a white coat covers the scrubs). Scrubs must never be worn outside of the hospital or to another facility, including CHSU-COM.

Professional Demeanor

Behavior in the clinical settings must be respectful and reserved. Students are expected to adhere to a standard of behavior consistent with the CHSU Student Conduct, Professionalism and Progress Policy. Behavior in violation of University policy is subject to disciplinary action.

Didactic Conferences and Reading Assignments

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. Completion of reading assignments and attendance at didactic conferences scheduled by CHSU, the clerkship directors, the clerkship site, clerkship service or preceptor is required without exception.

Communication

Student responsibilities include:

- Being aware of all information disseminated by the University
- Complying with all University stated policies
- Keeping current contact information, including mailing address and telephone numbers updated via the *Online student portal*
- Checking e-mail **daily** – routinely read and respond
- Recurrent issues may lead to referral to an appropriate University official
- Students who experience problems with e-mail should directly contact the Information Technology (IT) Helpdesk at 559-549-6404 ext: 600
- Complying with privacy policies such as the Family Educational Rights and Privacy Act (FERPA), HIPAA, etc.

HEALTH INSURANCE

CHSU requires all students maintain personal health insurance throughout their entire enrollment. Students may need to provide proof of basic health insurance coverage prior to clinical rotations as some clinical sites. The Clinical Education Department monitors student health insurance compliance. Students with a lapse in health insurance will not be allowed to participate in clinical rotations until coverage is reinstated.

IMMUNIZATION COMPLIANCE

Students are required to maintain and update proof of current immunizations before beginning and while participating in clinical rotations. Additionally, infection control policies at clinical clerkship sites require that students entering these facilities for training purposes are in good health. All documentation regarding immunizations must be uploaded via the *online student portal*. Students who are not in compliance with CHSU-COM's immunization policy will not be allowed to start and/or continue clinical rotations.

ADDITIONAL MANDATORY REQUIREMENTS

Many rotation sites may require additional drug screening tests; some require criminal background checks and fingerprinting.

Hospital Rules and Regulations

Each hospital/health care system has unique rules and regulations. Students should familiarize themselves with and adhere to these protocols during clinical rotations. Students must respect and follow all policies regarding the use of hospital facilities, dress codes and any other hospital resources. All hospital equipment including identification badges, pagers, keys and library material must be returned before leaving a clinical rotation. Students are financially responsible for any damage to or loss of hospital property.

Incident Reports for Exposure

If a student experiences an exposure incident while participating in clinical experiences, it is to be handled as an emergency. The student is required to:

- Go to the nearest emergency department for immediate evaluation and treatment as needed
- Complete a non-employee incident report and send within 24 hours to the Office of Student Affairs. The form may be submitted electronically or faxed to (559) 473-1487
- Report the exposure incident to the Associate Dean of Clinical Affairs and Clinical Preceptor

Student Services

All services available to students in the first and second years are made available in the third and fourth years. Refer to the University Student Catalog and Handbook for detailed information on the services available.

Medical Student Performance Evaluations (MSPE)

Medical Student Performance Evaluations (MSPE) is a letter from the Dean's office that will include a summary of both academic performance and professional attributes. These are derived from student evaluations during medical school, including classroom, clinical and other relevant settings. The MSPE is not a letter of recommendation, but a letter of evaluation and is prepared early in the student's fourth year. This letter of evaluation becomes part of the Electronic Residency Application Service (ERAS) application and is not available for review by the student.

