Procedures Manual

DEPARTMENT OF CLINICAL AFFAIRS

CLINICAL EDUCATION

5.31.2023

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ACADEMIC YEAR ONE

ANNUALLY

Communicate with each site and hospital coordinator to re-credential preceptors and assure/confirm upcoming availability. Enter availability into CORE-Elms.

Physician Role Experiences (PREs)

As part of the first-year student education, the Physician's Role in Health Sciences (PRHS)-II course provides students the opportunity to participate in various healthcare organizations' public health projects. Students will attend their assigned facility, one half-day a month, on Thursdays. Students are divided into rotating groups with some groups on campus and other groups at their designated sites.

PRE- Clinical Site Procedure

Procedure Overview:

1. Identify and obtain
   a. Point(s) of Contact Information
   b. Name, title, address, phone, email
2. Identify site interest in the number of students accepted
3. Identify/verify site requirements
4. Obtain marketing materials
   a. Videos
   b. Brochures
5. Identify the Population Health Project(s)
6. Arrange and schedule orientation and onboarding
   a. Date(s) and time
      i. Orientation
      ii. Onboarding

    b.   Student requirements needed to bring for onboarding

Active Students

Procedure Overview:

1. Request from Student Affairs a student roster and immunization records
2. Create a Clinical Affairs immunization record utilizing the template
   a. Upload immunization record to CORE

CORE Introduction

Procedure Overview:

1. Open Research Center for one week
2. Email students instructing them to make site selections
3. Close Research Center
4. Run SmartMatch report and verify all selections
5. Handslot students as needed
6. Email students instructing them their PRE-site is available for viewing and site requirements for completion
7. Follow up with students regarding completion of site requirements

PRE-Orientations

Procedure Overview:

1. Add students to Outlook calendar invite for site orientations
2. Send follow up reminders
3. Participate in site orientations

ACADEMIC YEAR-TWO

Mid-Session Second Year

PROGRESSION FROM OMS-II to OMS-III: Definition of an OMS-II

1. Satisfactory completion (passing grades) of 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. Having taken COMLEX-USA Level 1.

Preparing for OMS-III clerkships Procedure Overview:

1. Fall semester of OMS-II year: request calendar time from OAA&A to meet with OMS-II class, in Oct/Nov.
2. Schedule class time.
3. Department and ADCA present overview of OMS-III year, scheduling process and student onboarding process. Session available on zoom and recorded to be placed into CORE.
   a. Subspecialty choice selections
   b. Regional choice selections
   c. Onboarding requirements including vaccines, q-gold, background check, drug screens
   d. Onboarding document timelines
   e. Selection application process and timeline
4. January/February: assess available subspecialty clerkships as well as regional available rotations, update availability in CORE.
5. Assign students to their coordinator, evenly by alphabet.
6. Communicate available choices for students to the OMS-II class via Core.
7. Open CORE to student applications for choices.

    a. Student application choices reviewed and approved by ADCA or their designee, and

    recorded in CORE.

8. Request notification from Student Affairs the OMS-II eligible student roster (Eligible OMS-II definition listed above).

9. In CORE, create clerkship groups of eligible OMS-II students.

10. Hand-slot any eligible OMS-II students approved for specific choices.

11. SmartMatch clerkships of remaining slots and students.

12. Coordinator to confirm student schedules meet graduation requirements:

    a. 2 blocks of surgery

    b. 2 blocks of IM

    c. 2 blocks of FM

    d. 1 block of Women's health

    e. 1 block of pediatrics

    f. 1 block of Behavioral health

    g. At least 1 block with a DO

    h. At least 2 inpatient blocks

    i. At least 1 block in a GME program

13. Coordinator finalizes schedule

14. Notify students of SmartMatch via CORE.

15. Send email reminders and follow up with students regarding:

    a. Start dates

    b. Site requirements

16. Email preceptor (or their designee) with their final schedule of students for the year.

17. Update and modify schedules as needed.

18. Implement the Contingency Plan if needed (delineated later in this procedure manual).

PRE-SITE Requirement Updates

Procedure Overview:

1. Verify all site requirements
   a. Adventist
   b. Golden Valley
2. Point(s) of Contact
   a. Name, title, address, phone, email

Initiating New Preceptor Process

Procedure Overview:

When potential new preceptors are requested by a student or obtained by other means, the Credentialing Coordinator will verify if an existing affiliation agreement is on file or initiate the application process. The CHSU Affiliation Packet will be emailed for completion/signature.

Procedure Steps:

1. Credentialing Coordinator will:
   a. Identify point(s) of contact and information.
   b. Email the CHSU Affiliation Packet.
   c. Follow up with preceptors.
   d. Verify all documents have been completed and signed.
   e. Create a CORE ELMS account.

ACADEMIC YEAR THREE

Clinical Education Policy

I. PURPOSE

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 and throughout the state of California. CHSU has partnership agreements in place to assure most of the core OMS-III and selective OMS-IV clinical education clerkships will be completed in the state of California with a focus on clinical experiences serving these diverse populations including underserved communities.

II. POLICY

Students must be enrolled in academic activities throughout the entirety of the OMS-III and OMS-IV academic years. CHSU-COM will establish and maintain a clinical education curriculum for OMS III and OMS IV students to follow, that will ensure that students complete the entirety of their clinical education prior to graduation.

III. PROCEDURES

The COM Clinical Education staff will establish procedures (delineated in this procedure manual) to determine a system whereby students may indicate their preference for selections of various clerkship training locations and preceptors in a fair manner, at the sole discretion of the COM. As part of the process, students will be surveyed in the OMS-II year for their input into desirability of rotation locations and educated on the upcoming process.

OMS-III and OMS-IV clinical education experiences will have opportunities for education at hospitals, physician practices, clinics and community health centers. During core clerkships in the community, students will participate in interprofessional education (IPE) experiences, and in on-

campus activities that include simulation, Entrustable Professional Activities (EPA) assessment and Osteopathic Principles and Practices (OPP) experiences.

Competency-based formative and summative assessments of student performance are 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.

PRECEPTORS

CREDENTIALING PRECEPTORS

When a preceptor is initially identified as being interested in precepting students on clerkship and an affiliation agreement has been signed, the preceptor credentialing process begins.

Overview:

All physicians who serve as preceptors for CHSU COM students must be Board Certified (BC) or board eligible (BE) by ABMS or AOA. In addition, to the BC/BE requirement, **all preceptors must be credentialed. Preceptors have the option to obtain a CHSU-COM Clinical Faculty Appointment.**

All preceptors must go through Initial preceptor credentialing, which is begun after a preceptor returns all signed preceptor documents. Full detailed Preceptor credentialing process follows in subsequent sections.

Biennial Preceptor Re-Credentialing

Overview:

Biennially, preceptor credentials are verified each month by expiration date, and documentation is updated in CHSU Clinical Affairs CORE ELMS software.

Procedure Overview:

1. In software, run preceptor report: Preceptor Credentials/Expirations.

2. Medical License: Obtaining Physician CA Medical License:

3. Board Certification:

    a. FSMB Board Certification/Verification Report

    b. AOiA Board Certification and Verification

Credentialing Audit for Quality Assurance

Overview:

For quality assurance, 5% of credentialed preceptors will be randomly audited every quarter. Credential verification will be completed by the last week of the quarter. Verification will include the following:

- Board Certifications
- Medical Licensure

Clerkship Site Evaluation

Procedure Overview:

1. At least 30 days before the planned site evaluation visit, email staff contact at the site regarding the site visit.

2. Request meetings with available preceptors, staff contact (if available), and students who will be rotating at that site that month

3. Schedule meetings for a total of 2 hours, with a tour of the facility

    a. A separate meeting with preceptors

    b. A separate meeting with students

4. Associate Dean for Clinical Affairs or designee arrives at the site for meeting, participates in requested meetings, and takes a facility tour; makes a note of items on the form.

    a. GME at site

    b. IPE at site

    c. Any didactics available

    d. Student onboarding/credentialing process

    e. Discusses aggregate student performance for the site (COMATs, preceptor evaluation of students, student evaluations of preceptor)

    f. OMM opportunities at the site

    g.   Library or other learning resources available

    h.   Wi-Fi/internet accessibility

    i.   Discuss adequacy of facility: student lounge, study space, safe storage space, call rooms, availability of food

    j.   Discuss with students their experience, the adequacy of the facility, opinion of the learning environment

5. After the visit, the Associate Dean or designee fills out the site evaluation form.

6. The form is given to the lead clinical education coordinator for that site.

7. Data from the form included in the annual clerkship evaluation report

CORE-ELMS Applications

CORE REPORT for CLERKSHIP REQUIREMENTS

To ensure that a students' individual clerkship requirements are being met, the following procedure has been established.

Procedure Overview: After a third year's schedule is made for the first time and any time a change is made to their schedule:

1. Reporting>Reporting Suite

2. Select Student Schedules Matrix (Rotation Types) (NEW)

3. Select Student Program

4. Select Student Location

5. Grad Year

6. Select Rotation Types: In-Patient, GME, DO

7. Run Report

8. Verify each student schedule includes rotation with In-patient and GME

9. Hand slot, when requirements are not met

Clerkship Rotations

Procedure Overview:

1. Run CORE report for upcoming block rotation

2. Verify rotation slot assignments

3. Email preceptors/sites regarding upcoming rotation and availability

4. Verify student credentialing documents

5. Create and email student credentials and specialty syllabi to each preceptor

Student Credentialing

Procedure Overview:

1. Review, complete, verify immunization form(s)

2. Generate and send immunization summary and drug screen

3. Generate and send a letter of good standing and verified background check

4. Generate and send medical liability

5. Email paperwork electronically to the hospital/preceptor contact; or print and mail or fax.

6. Save and upload finished/sent paperwork to the students' online database in CORE-Elms.

Education Day

Procedure Overview:

1. Two-weeks prior:

   a. Verify student sign-ups with topic

   b. Email students who have not identified topic

   c. Email all presenters to submit:

      i. Oral Case Presentation PowerPoint

    ii. Journal Club Article link; for copy rights purposes, only accept the link not the article

2. One-week prior:

    a. Email all students with the name of presenters and journal club article links

    b. Outlook calendar invite, invite Clin-Ed Department and COM-ALL (COM-ALL is the CHSU Osteopathic campus faculty and staff)

3. Day Of:

    a. Assist with technical equipment

        i. Have PPT and article links ready

        ii. After each presentation, open the next presentation.

Osteopathic Manipulation Medicine (OMM) Day & Clerkship Debrief

Procedure Overview:

1. Two weeks before the scheduled date:

    a. Email reminder to sign up for OMM day

    b. Reserve rooms for clerkship breakout sessions

    c. Assign one clin-ed department member to each breakout session

2. One week prior:

    a. Email the following documents:

        i. Clerkship student evaluation of preceptor

        ii. Wellness Individual Learning Plan (WILP)

    b. Email OPP Chair the student sign-up list

3. Day of:

    a. Provide hard copies of evaluations and WILPs on the day of

        i. Have students complete if not received by email

    b. Assist with room set up for Debrief

    c. Ensure the room is clean afterward

4. Debrief:

    a. At the beginning of the debriefing session, break students into breakout groups by clerkship.

b. The coordinator for that breakout group takes the group to a designated breakout room.

c. Coordinator for that breakout group facilitates debrief on the clerkship month with the students, utilizes 'site evaluation report' form.

   i. GME at site

   ii. IPE at site

   iii. Any didactics available

   iv. Student onboarding/credentialing process

   v. OMM opportunities at the site

   vi. Library or other learning resources available

   vii. Discuss adequacy of facility: student lounge, study space, safe storage space, call rooms, availability of food

   viii. Discuss with students their experience, the adequacy of the facility, opinion of the learning environment

   ix. Discuss with students overall experience for the clerkship

d. Data from breakout sessions given to lead coordinator for ed day.

e. Data from breakout sessions collated and included in the annual clerkship report

COMAT Exams

Procedure Overview:

1. Send Registration (Enrollment) report to the registrar's office.

2. Send the list to the CE Exam Coordinator of any shelf exams that should be scheduled.

3. Send students a reminder about didactic schedules on campus.

4. Enter Subject Exam scores into CE Database

5. Follow-up with students for test failure – possible schedule rearrangement

6. Send the Director of CE the Retake list for tests for student failures.

Clerkship Evaluations

Procedure Overview:

1. Send evaluation forms to preceptors (link generated in CORE-Elms)

2. Send a reminder to the preceptor to complete eval if not received – follow up every week (phone, fax, email)

3. Re-type paper copy evaluations received by email/mail into CE Database

4. Assure Student Evaluation of Preceptor and Student Evaluation of Clerkship is completed by students

5. Send reminders to those that have not completed Student Evaluation of Preceptor and Student Evaluation of Clerkship.

6. Note any failing grades or concerning comments on Preceptor Evaluation of Student and bring to the attention of Associate Dean for Clinical Affairs.

7. Note any 'red flag' questions answered in Student Evaluation of Preceptor or Student Evaluation of Clerkship.

    o Any red flag answers should be brought to the Associate Dean for Clinical Affairs immediately.

8. Collate data from evaluations into monthly Clin-ed departmental reports.

Preceptor Payment

Procedure Overview:

1. Release grade to the registrar

2. Payment request released for preceptor payment

3. Preceptor CME calculated/letters mailed or uploaded

Fourth-Year Preparation

END of Third Year rotation audit:

Utilize 'Graduation checklist' form utilized by student's clinical education coordinator to ensure that student's requirements for graduation have been met/are scheduled for fourth year.

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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 is called the Visiting Student Learning Opportunity service (VSLO), allowing students to search and apply for opportunities.

Visiting Student Learning Opportunities (VSLO) is sometimes referred to as VSAS. The AAMC will email students with the subject line titles VSLO: New User Instructions. The email will include an access code along with further instructions. VSLO 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 the 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.

Procedure Overview:

1. Grant students access to VSLO.
2. Email notification to students: notify students they will receive an email with the subject line titled VSAS: New User Instructions, from the AAMC

3. Check the Visiting Students Application System (VSAS) for locations using VSAS.

4. Update Status of clerkship to Approved and select Update

5. Click Show Schedule to review for duplicate block entries

6. Five-days after the start of the rotation, assure student has registered in the portal.

ASSESSMENT AND COMPARABILITY PROCESS

Process overview:

The purpose of this process is to ensure students have a rigorous clinical, educational experience that meets the core educational learning objectives of the university and is comparable across all core educational sites, regardless of where students rotate. CHSU-COM has a rigorous and iterative process for the assessment of its clinical education experiences and outcomes.

There are four elements integral to this process and include:

1. Curricular requirements:
   a. clearly defined clinical conditions that students should see, as defined by the faculty via the clinical education subcommittee of the curriculum committee,
   b. clerkships with the same syllabi and learning objectives, regardless of site,
   c. consistent university global learning objectives throughout the clerkship syllabi,
   d. opportunities for utilization of osteopathic principles and practice which are available.

2. Standardized learner assessments and grading processes across sites:
   a. guidelines for grading defined by the clinical education subcommittee of the curriculum committee,
   b. a standardized EPA-based evaluation form across all clerkships,
   c. electronic tracking of conditions seen on rotation, with available electronic cases as a back-up plan for selected conditions and procedures not encountered on rotation.

3. Monthly analysis of outcomes:
   a. reviewed by clinical education staff and office of academic affairs and assessment,
   b. annual clerkship analysis of outcomes cumulatively and across sites by the Associate Dean of Clinical Affairs,
   c. presentation of data annually to the curriculum committee and the University's leadership.

4. Infrastructure:
   a. data collection and monitoring, including the student information system and learning management system.

The process involves clear communication of the expectations and required elements between the clinical education department and the site preceptors. Communication will occur at the initial preceptor onboarding, at the end of semester and annually as the clerkship director or AD-CA shares semester/annual clerkship academic report data with preceptors.

Monthly clerkship review is conducted by the clinical education staff and OAA&A staff, with immediate action taken if necessary. Annual clerkship analysis cumulatively and across sites takes place by the Associate Dean of Clinical Affairs with an annual report presented to the curriculum committee. Additionally, the Assessment and Outcomes Committee reviews the data presented by CE and OAAA&A by year to identify trends, shifts in performance and gaps. Feedback and recommendations from the curriculum committee are relayed to the associate dean and clinical education subcommittee for implementation of recommended clerkship modifications.

The clerkship review process is repeated annually, with data, findings, trends, and recommendations discussed at the annual faculty retreat. The retreat provides a forum for safe yet public discussion of key areas that need to improve, with discussion of successful practices from other clerkships or sites for possible reproduction.

ACADEMIC YEAR-FOUR

Clerkship Rotations

Procedure Overview:

1. Fall OMS-III year: Overview of OMS-IV year discussed

    o   Structure

    o   Required rotations

    o   Application services (VSLO, clinical nexus)

    o   Flex time

2. January: students receive VSLO training from AAMC, followed by VSLO login information.

3. February: students receive education on how to request fourth year clerkships

    o   Site prospector form

4. Every attempt is made to keep students' schedules made 90 days ahead of time

5. If a student has not obtained an audition or elective rotation on their own, schedule them with available local preceptor

6. If AA required by elective rotation site, implement with their AA if they have one, or CHSU-COM AA if not. Utilize AAMC agreement as much as possible. See affiliation agreement section below.

7. Run CORE report for upcoming block rotation

8. Verify rotation slot assignments

9. Verify student credentialing documents

10. December of OMS-IV year, 'graduation checklist' form utilized and any needed requirements for graduation finalized.

PROCEDURE STEPS IN DETAIL

AFFILIATION AGREEMENTS

There are several affiliation agreement templates based on organization types including facility, group, and individual; the Associate Dean will designate which agreement is appropriate for each organization. A signed affiliation agreement must be in place prior to the start of any rotation (core requirement, selective, and elective) for OMS iii and OMS IV students.

The formal affiliation agreement, i.e., contract with CHSU-COM describes the relationship between the two entities including, but not limited to, liability issues, training and evaluation, educational responsibilities of each institution, and as appropriate, maximum number of students who can be trained. If an agreement is not in place, allow **90+** days to complete.

Failure to have an assigned affiliation agreement will eliminate the opportunity for students to have the clinical experience. A backup plan should be made in case the agreement is not established in time for the rotation.

See Affiliation Agreement Databases:

- Affiliation templates may be accessed:
    - **SharePoint**>Department>2 Preceptors and Affiliation Agreements>Affiliation Agreement Templates>2021 Affiliation Agreement Templates.
    - **CORE ELMS**: Site or Preceptor account>Requirements>Affiliation Agreement
- Agreements will be reviewed at least every five years by the Clinical Affairs office for language changes and the need to obtain an updated agreement.

Affiliation Templates

1. **FQHC** with Exhibits A and B

    1. *Federally Qualified Health Centers*

2. **AAMC** with Exhibits A and B

    a. *American Association of Medical Colleges*

3. **Hospital** with Exhibits A and B

4. **Small-Group** with Exhibits A and B

5. **Large-Group** with Exhibits A and B

    1. **Exhibit A**: is signed by physicians employed by the organization; contains a check box if the physician is interested in obtaining a clinical faculty appointment

    2. **Exhibit B:** is completed by Chief Medical Officer assigning preceptors, specialties, and clerkship rotation numbers; contains an identifier row for GME program affiliation and In-Patient rotations

6. **Individual:** signed by self-employed physicians or physicians seeking an independent affiliation agreement; contains a check box if the physician is interested in obtaining a clinical faculty appointment

7. **Personal Information Form:** provided <u>to every</u> physician; utilized for FSMB and AOiA board certification verification reports; contains an identifier row for GME program affiliation and In-Patient rotations

Word templates are available; after editing documents with organizational information, the document is to be converted to a fillable PDF document for signatures.

Securing New Affiliation Agreements

Steps completed will be dependent upon Associate Dean acquisition, Organization or Student inquiry. The designated coordinator will prepare a Clinical Affiliation Agreement as appropriate (along with all other rotation paperwork) and mail/email it to the requested hospital/preceptor for signature. If an agreement is not if place, please allow **90+** days for completion or have a backup plan rotation in place for the student.

Associate Dean Acquisition

1. **Acquisition**: The Associate Dean will notify the assigned clinical coordinator to prepare a designated affiliation agreement. (FQHC, AAMC, Hospital, Small or Large Group, Independent)

2. **EMAIL 1 on Behalf of Associate Dean**: Introduction to New Preceptors

   a. Email template: access SharePoint>2 Preceptor and Affiliation Agreements>Preceptor Credentialing Resources> 1 New Preceptor Credentialing Forms and Templates> Email Templates> 1 EMAIL Template Introduction for New Preceptors

3. **Access and download affiliation agreement Word template from SharePoint**

   a. **Affiliation Agreements Templates**: SharePoint>Department>2 Preceptors and Affiliation Agreements>Affiliation Agreement Templates> 2021 Affiliation Agreements Templates>choose from templates 1-5

   b. **Save Word document and Rename**: CHSU Affiliation with organization name

      i. E.g., CHSU Affiliation VCH

4. **Find and Replace**: Utilize Word document feature, Find and Replace, for all information within template containing [ ]. This information is usually found within the first paragraph of the contract.

   a. E.g. [INSERT DATE], [INSERT HOST], [INSERT HOSPITAL NAME]

   b. Review document thoroughly to ensure all "inserted information" has been completed

5. **EXHIBIT A and B**: Verify organization name was inserted at the top of the documents

6. **Save**

7. **PDF Conversion**: Convert word document to PDF; utilize PDF tool "Prepare Form" to convert to PDF fillable document

   a. Verify prepared fields; adjust as needed

8. **Save**

9. **EMAIL 2**: Forward affiliation agreement to Associate Dean or designated contact person

10. **Group Preceptor Credentialing**:

a. Email Designated Contact Person(s)

b. Attach PDF fillable documents: EXHIBIT A and Personal Information Form

11. **Document:** on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

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Email example:

I am excited to e-meet you and am looking forward to working with each of you. The purpose of this email is to work with you on obtaining new preceptor documentation to begin the credentialing process.

All preceptors must be Board certified or Board eligible to be recognized as the preceptor of record and are responsible for clerkship oversight and completion of student evaluations. The credentialing process verifies this requirement.

All required forms are fillable PDF documents. Please notify the physicians to type in the information; a digital time-stamped signature will be created in the areas where a signature is required. Save the documents and attach them to the return email.

Preceptor forms:

1. *CHSU Exhibit A Affiliation Agreement*

2. *CHSU Personal Information Form: This form is for FSMB or AOiA Board Certification verification and is used for CHSU communications*

   - *(DOB and the Year of Medical School Graduation are required)*

3. *CV: Please submit a current CV*

Organization Inquiry

When you receive a call from an organization inquiring about a partnership with CHSU:

1. Obtain the following information:
   a. Physician or Contact Person's Full Name
      i. Degree (MD or DO)
      ii. Contact information
         1. Address, City, State, Zip
         2. Phone number
         3. Email address
   b. Organization Name
   c. Organization Type:
      i. FQHC
      ii. Small with less than five employees
      iii. Large with more than five employees
      iv. Individual
   d. Organization specialties
   e. Number of physicians to be credentialed
2. Notify Associate Dean of inquiry and discuss appropriate affiliation agreement to complete for organization
3. For organizational groups, follow steps 3-10 identified in the Acquisition steps
4. **Document**: on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

Individual Physician Affiliations

1. **Physician Inquiry**: Repeat steps 1-2 from Organizational Inquiry
2. **Create Folder**: Create a Desktop file for Preceptor
   a. Last Name, First Name Degree
   b. This folder will be added to SharePoint
3. **Current Medical License Verification**:
   a. Access Department of Consumer Affairs Medical Board License Verification
      i. Refer to Obtaining CA Medical License procedure sheet for detail instructions
      ii. Verify license status

1. Expiration date

2. Disciplinary Actions

    a. None, proceed to next step

    b. If disciplinary actions are indicated, notify Associate Dean immediately; do not proceed

b. **Save** to Folder

    i. Med Lic exp mm/dd/yy Last, First Name Degree (MD or DO)

    i.e. Med Lic exp 1.31.22 Khan, Sidra MD

4. **Access and Download SharePoint Documents**:

    a. SharePoint>Department>2 Preceptor and Affiliation Agreements>Preceptor Credentialing Resources>1 New Preceptor Credentialing Forms and Templates

        i.   1 CHSU Individual Affiliation Agreement

        ii. 2 CHSU Personal Information Form

        iii. W9 current

5. **Save As and Rename Form 1 CHSU Individual Affiliation Agreement:**

    a. **Rename**: CHSU Affiliation Last Name, First Name Degree

        i.   CHSU Affiliation Smith, John DO

6. **EDIT**: CHSU Individual Affiliation Agreement

    a. On-Page one, add the following information to the form:

        i.   Preceptor full name and degree

        ii. Address, City, State, Zipcode

        iii. Phone number

        iv. Email

        v.   [ENTITY] enter a business name; if no business name, enter the physician's name

        vi. [Specialty] enter physician's specialty

        vii. [DATE] enter the month and year the agreement is activated

    b. On-Page two, add the following information:

        i.   [Date]: Enter the date for the form to be returned (approximately one week)

        ii. Under Preceptor Acknowledgment: Enter preceptor name and the degree in the space provided

    iii. Under Clerkship Agreement, in the table:

        1. Enter specialty for both 3rd and 4th-year spaces

    iv. Printed Preceptor Name: enter name and the degree

7. **Save**

8. **PDF Conversion**: Convert word document to PDF; utilize PDF tool "Prepare Form" to convert to PDF fillable document

    a. Verify prepared fields; make adjustments as needed

        i. Signature fields (2)

        ii. Date fields (2)

        iii. Clerkship number fields (2)

        iv. Check box field (1) for Clinical Faculty Appointment

9. **Save PDF document**

10. **EMAIL**:

    a. **Access EMAIL Template**: 2 EMAIL Template: New Preceptor Documents

        i. SharePoint>Department>2 Preceptor and Affiliation Agreements>Preceptor Credentialing Resources>1 New Preceptor Forms and Templates> 1 Email Templates> 2 EMAIL Template: New Preceptor Documents

    b. Copy and paste the template into the email body

    c. Attach the following documents

        i. CHSU Individual Affiliation

        ii. CHSU Personal Information Form

        iii. W9

11. **EMAIL Tools**: TAG>Follow Up

    a. Set "Follow Up" for one week

12. **Document**: on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

Clerkship Definition: a course of clinical medical training in a specialty (as pediatrics, internal medicine, or psychiatry) scheduled in four-week blocks and occurs during the third or fourth year of medical school training.

Preceptor Definition: The Preceptor guides the student's clinical learning experience, facilitates student autonomy, and acts as a role model; this experience is facilitated in a private office, clinical, or hospital setting.

Credentialing Definitions:

- **DCA**: Department of Consumer Affairs
    - Utilized for CA medical license verification and expiration date

- **ABMS**: American Board of Medical Specialties
    - Board certification of specialty-specific training beyond medical licensure

- **AOiA**: American Osteopathic Association
    - Utilized for DO Board Certification verification
        - Log in access given to Credentialing Coordinator
        - Report fee: $8.00 per

- **FSMB**: Federation State Medical Board
    - AKA FCVS: Federation Credentials Verification Service
        - Verifies Physicians and Physician Assistants
        - DO may be certified through this system; however, some may not appear, and AOiA report is then required
        - Report Fee: $2.50 per
        - Log in access given to Credentialing Coordinator

Requirements for Preceptor Credentialing

Overview:

Credentialing a preceptor requires the designated coordinator has obtained the following documents, and documents are stored in SharePoint and CORE ELMS software.

1. Current Affiliation Agreement
2. Physician Information Form
3. Verification of the Medical License
4. Verification of Board Certification

Credentialing Procedure Steps

1. **Preceptor Documents Received**:

   a. **Verify Completion of Forms**: Open documents and verify all required information is completed

   b. **Save As and Rename each document to the preceptor folder**:

      i. **Rename** CHSU AA signed Last Name, First Name: e.g., AA signed Smith, John DO

      ii. **Rename** CHSU Personal Information Form: e.g., Personal Info Smith, John DO

      iii. **Rename** W9 2020: e.g., W9 Smith, John DO

2. **Run FSMB or AOiA verification Reports**

   a. FSMB Instructions

   b. AOiA instructions

   c. Save and Rename: FSMB or AOiA PDF document to preceptor file

      i. FSMB exp date Johnson, William MD

      ii. AOiA exp date Smith, John DO

3. **EMAIL**: CHSU Training Resources

   a. Refer to New Preceptor Training Resources procedure sheet for instructions

4. **UPLOAD**: Preceptor Folder to SharePoint

    a. SharePoint>Department>2 Preceptors and Affiliation Agreements>1 Preceptor

    Credentials and Signed Agreements>

    i. Select the appropriate folder

        1. Hospital>

        2. Lrg and Sm Groups (FQHC)>

        3. Independent Preceptors (Active)>

5. **CREATE**: CORE Account

    a. Refer to CORE Creating a New Account procedure sheet for instructions

6. **Document:** on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

Obtaining Physician CA Medical License:

1. Access CA Department of Consumer Affairs website>DCA License Search:

   https://search.dca.ca.gov/

2. Click in the space below Boards and Bureaus to select the appropriate Board for search: Medical or Osteopathic

3. Select from dropdown menu

4. Search by either entering the license number or first and last name

5. Click, SEARCH

6. Multiple names may appear; verify by city.

7. Click, MORE DETAIL

7. A full detail report will appear; right click mouse, select convert to Adobe Acrobat>Convert Web

    Page to Adobe PDF

8. Save PDF file to desktop; rename document:

9. Med Lic exp mm/dd/yy Last, First Name Degree (MD or DO)

10. i.e. Med Lic exp 1.31.22 Khan, Sidra MD

11. Upload to SharePoint and CORE

12. N**ote:** on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

Obtaining Board Certification and Verification

Overview:

FSMB and AOiA verification reports require payments via credit card.

> Note: COM credit cards available by select members of dean's office staff

- FSMB: report receipt is generated monthly and submitted for payment with an invoice
    - Note invoice code and reason
- AOiA: reports are paid upon request; a credit card is needed to process reports
    - Payment receipt is created and emailed designated individual in dean's office
    - Run a monthly report and create an invoice
        - Note invoice code and reason

- Obtain signature from the Clinical Affairs Director for each report
- Email to designated individual in dean's office

FSMB Board Certification/Verification Report

Procedure Overview:

Prior to accessing and generating a report, you will need the following information on each physician; Information may be retrieved from stored databases.

- Physician Full Name
- Medical License Number
- Date of Birth
- Year of Graduation from Medical School

Procedure Steps:

1. Access FSMB website: https://pdc-login.fsmb.org/log in
2. Click PDC link: California Health Sciences University College of Osteopathic Medicine
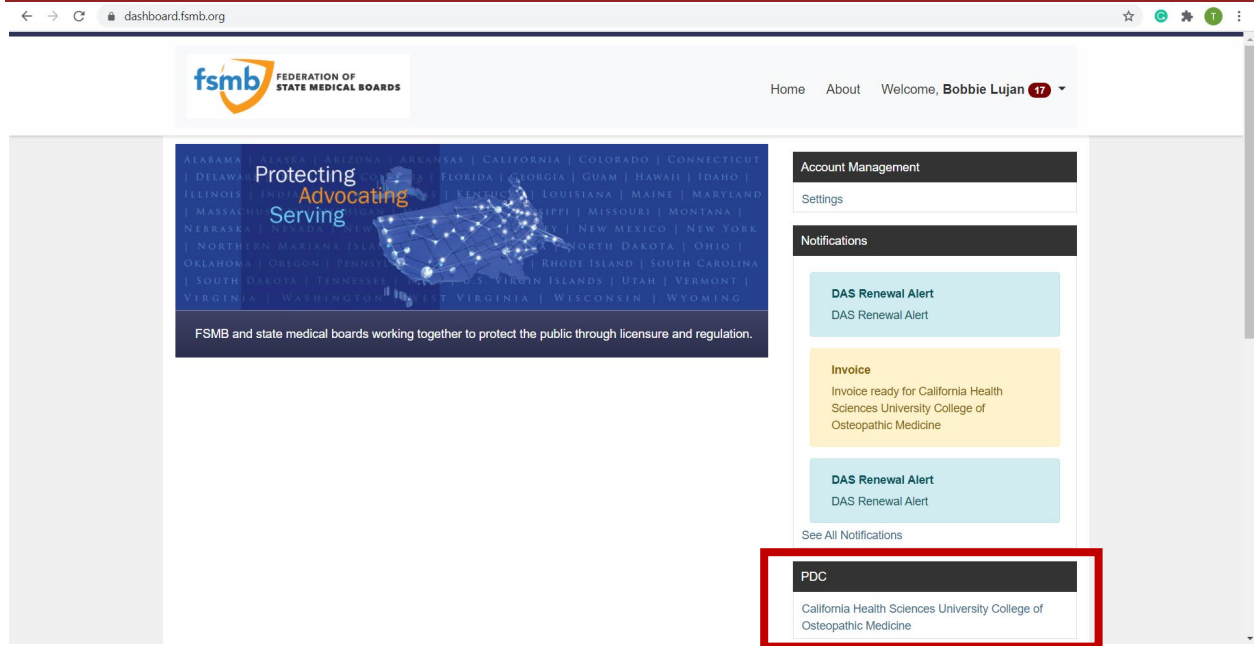
3. Add to Roster: Enter physician's full name; additional information boxes will appear.
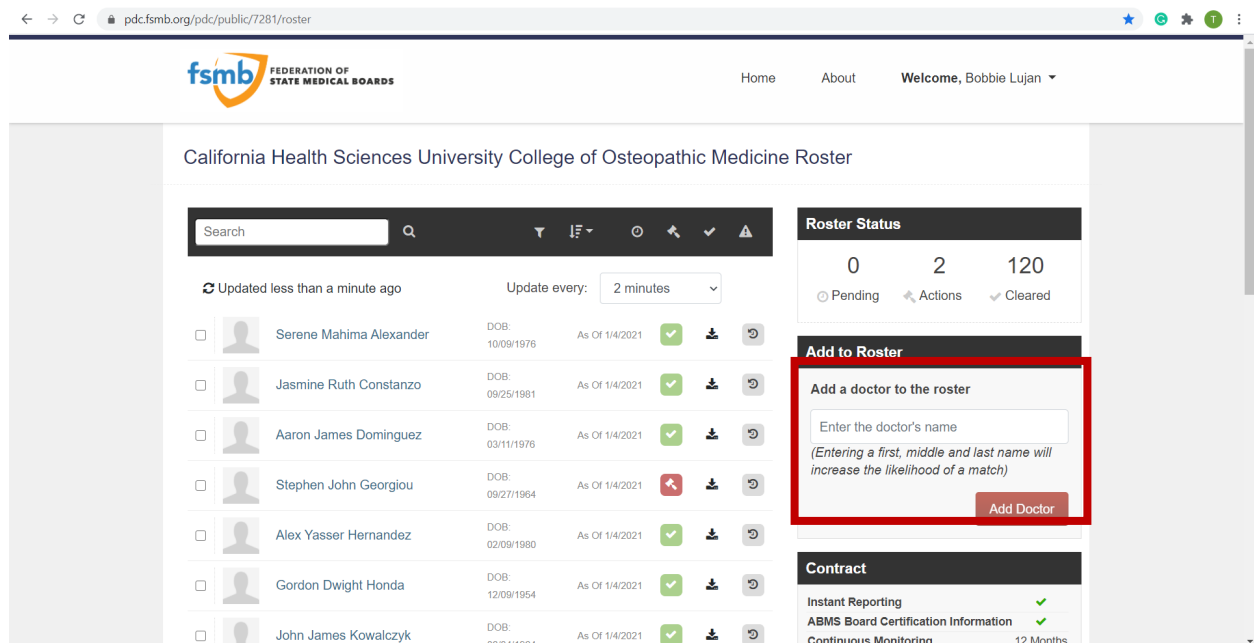
4. Enter the following information in the appropriate boxes:

   a. Birthdate

   b. License Number

   c. Graduation Year

5. Degree: Click dropdown arrow to select degree

6. Click: Add Doctor

7. Verify information prior to selecting "Run Report"

    a. If an error occurred, repeat steps 3-6
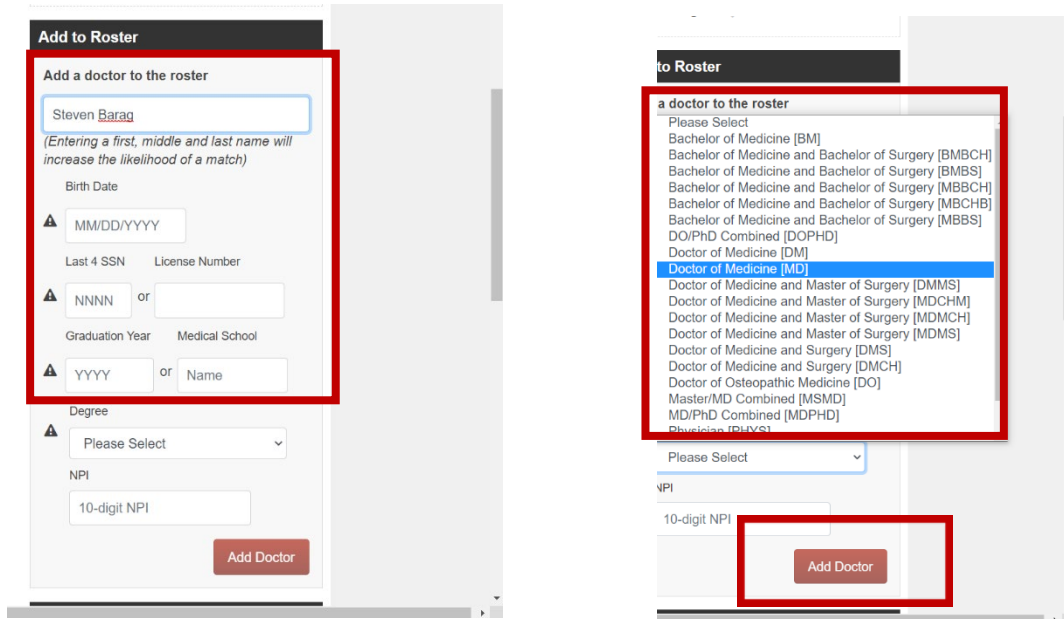
8. It will take several minutes for the record to load; once updated click on the black down arrow icon to open PDF document
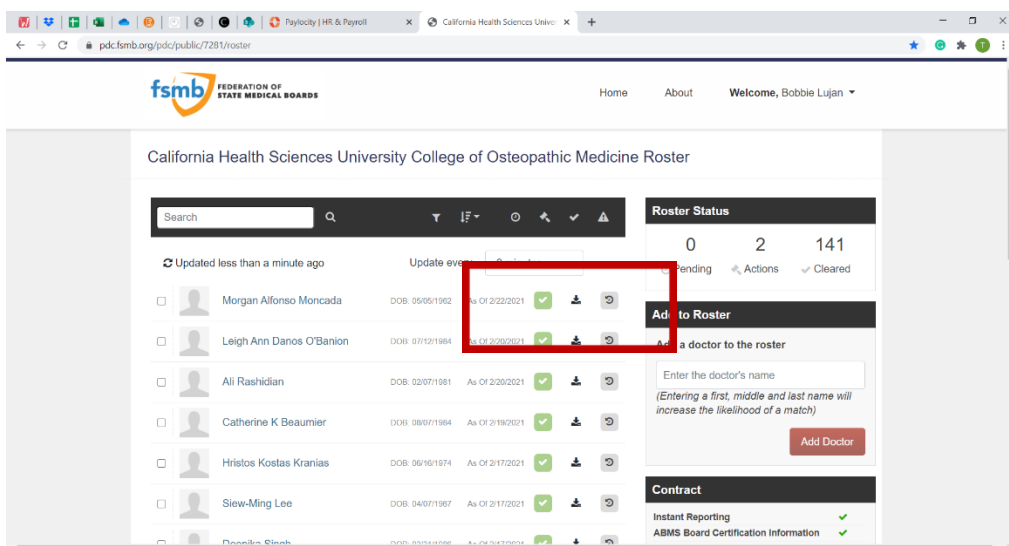
9. **Download** document and open
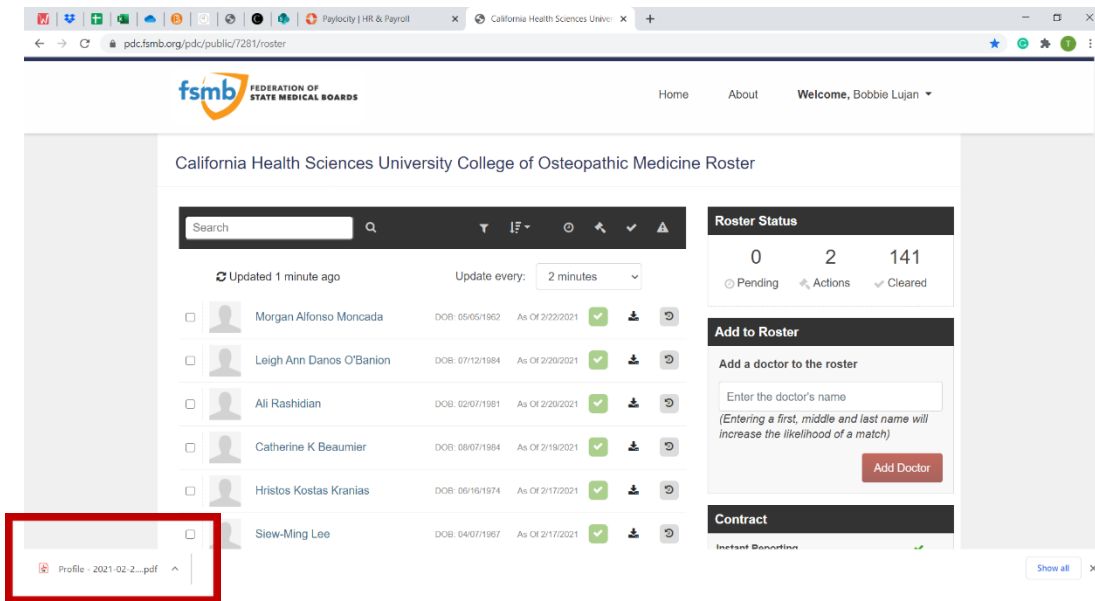
10. When document opens, scroll down to page two and verify Board Certification types and expiration dates
    a. Some physicians may have multiple board certifications
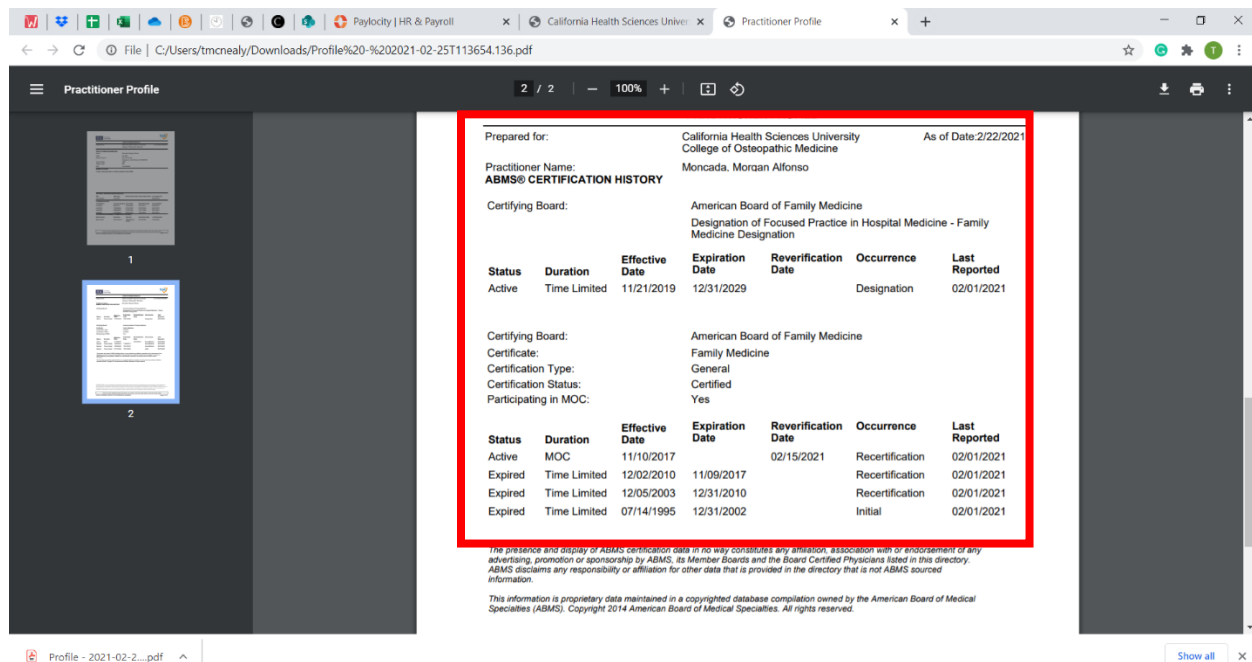
11. Document: on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing
    a. All board certifications and expiration dates

12. Download PDF
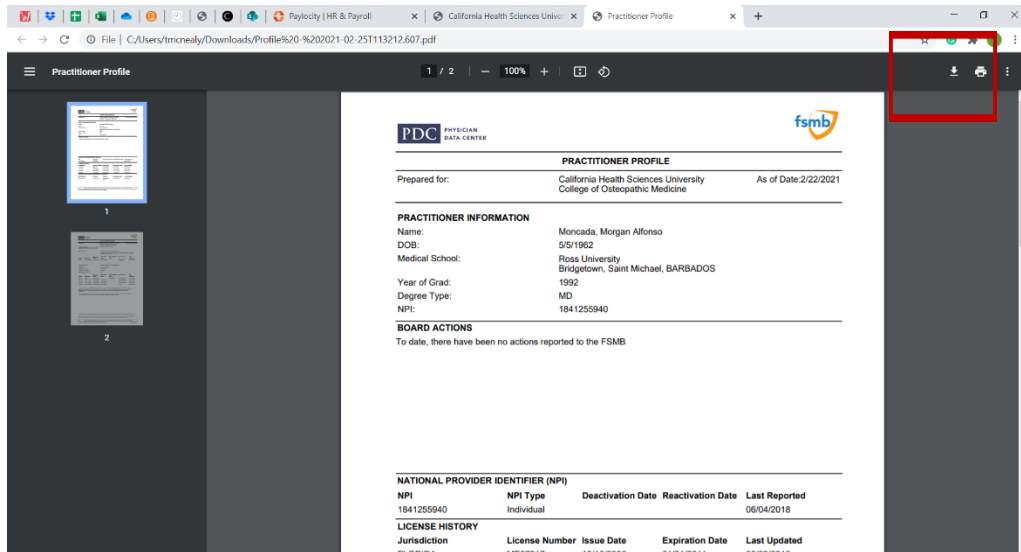
13. **Save and Rename** to preceptor folder:

    a. FSMB exp date Last Name, First Name Degree

        i. FSMB exp 2.15.21 Smith, John MD

14. **Document:** on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

AOA Profile Overview

Procedure Steps

1. Log into website: https://www.aoaprofiles.org/
2. Under Healthcare ORGS, CVOs, State Boards, COMs click link: Order Physician Profiles

2. Enter Customer ID: 422933
3. Password: Aria2015*
4. Select: LOGIN
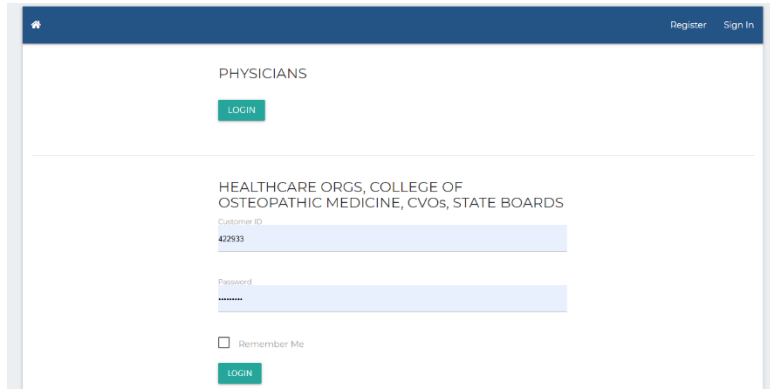
3. **ENTER:**
   a. *First Name*
   b. *Last Name*
   c. *State*
   d. *Grad Year (from Medical School*)
4. **SELECT**: Search
5. **SEARCH RESULTS SELECT**: Physician
   a. The invoice is created by selecting the physician name
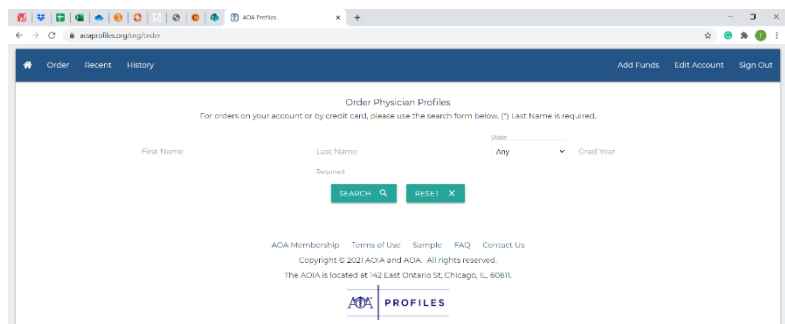
Click on physician name

Physician not selected
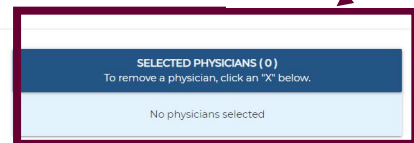
6. **SELECT:** Credit Card Payment
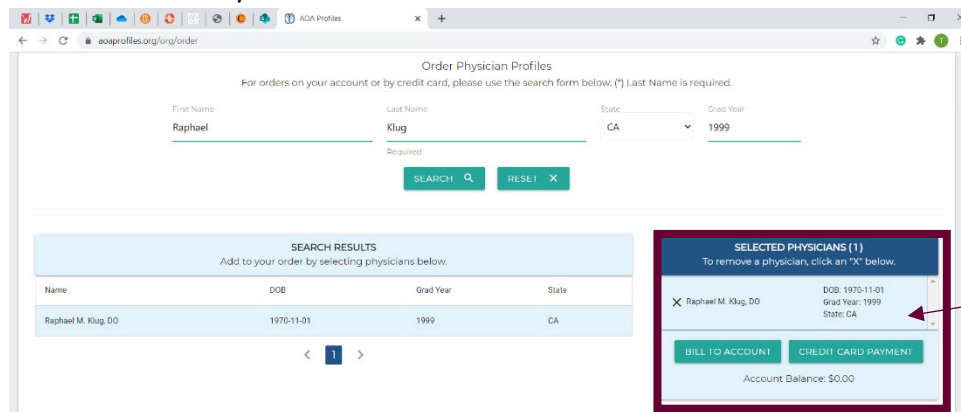
Physician selected

7. **ENTER**: Credit Card Information
8. **SELECT**: Process Order

9. **SELECT**: PDF

10. PDF Download will appear in lower left corner of screen
11. CLICK: To open document

12. **Review AOA Profile**: Scroll down to locate certification(s) and expiration date.

13. SAVE: Document to physician desktop folder
    a. File Name: AOA exp mm/dd/yy Last, First, Degree
14. SAVE

15. SELECT HISTORY: To access invoice
16. SELECT: DATE
17. SNIP AND SAVE: Information

18. EMAIL Receipt

New Preceptor Training Resources

When the credentialing process has been completed, training resources are emailed to the new preceptor.

A PDF packet containing the training documents as well as the syllabus for their specialty is created and sent to a new preceptor.

Procedure Steps:

1. **Access and Download Training Resources**: SharePoint>Department>2 Preceptors and Affiliation Agreements>Preceptor Credentialing Resources> 1 New Preceptor Credentialing Forms and Templates> Training Documents>

   a. **CHSU Training Docs 1-3**

   b. **Training Doc 4:** select the appropriate syllabi specialty

CORE FMED	CORE PEDS
CORE IM	CORE BH
CORE WH	CORE SURG

   NOTE: New preceptors whose specialty falls into an elective category will not be provided a syllabus training resource

2. **Access EMAIL Template**:   SharePoint>Department>2 Preceptors and Affiliation Agreements>Preceptor Credentialing Resources> 1 New Preceptor Credentialing Forms and Templates>EMAIL Templates> EMAIL 3 New Preceptor Training Resources

3. C**opy and Paste:** Email Template into body of email

4. **Attach**: documents to email

5. **Document:** on excel tracking sheet 2.21 Preceptor Affiliation and Credentialing

Clinical Faculty Appointment and Approval

New preceptors have the option of applying for a CHSU clinical faculty appointment by selecting the box on the affiliation agreement (Individual or Exhibit A). The designated coordinator will contact the physician to obtain a current CV and Letter of Recommendation. Verification of credentials must be completed prior to this process. When all documents have been submitted the following process is initiated:

Procedure Steps:

1. Associate Dean of Clinical Affairs will review/approve; will forward documents to Rank and Promotions Committee:
   a. Current CV
      I. CVs may be obtained by the director of clinical education, coordinator, or student asking the preceptor for the CV, the medical education department providing the CV, or other means.
      II. CV and faculty recommendations are stored in the database.
2. Rank and Promotion Committee Review/Approval for Clinical Assistant Professor: CV/LOR
3. Official notification of faculty appointment from Dean's Office via letter and certificate

Contingency Plan

Procedure:

In the event that a clinical education experience becomes unavailable for a student, the following process will be followed:

1. Communication with the site/preceptor by clinical education team member
   A. Does the change involve a single preceptor or an entire site?
   B. Anticipated length of the change: Temporary or Permanent
   C. Are there any substitute willing preceptors available at the site?
2. The clinical education team examines the feasibility of the following solutions.
   A. When a single preceptor affected at a site with multiple preceptors
      i. Current student
         1. The second preceptor takes the involved student.

2. The remaining preceptors at that site rotate, taking the involved student.

3. If the site has students on shifts, ascertain if the student could be assigned to a different shift.

4. Assign the student to any available preceptor in that specialty with a vacancy

5. Assign the student to a preceptor in that specialty at another site willing to take additional student

6. Communicate with preceptors from contingency list willing to take students

   a. When preceptor identified, credential preceptor if not already done

   b. Assign the student to preceptor from contingency list

7. If student past week two of rotation, assign virtual curriculum for the remainder of the rotation

ii. Future students

1. Remaining preceptors at that site assigned additional students

2. The remaining preceptors at that site rotate, having time with additional students.

3. Shift compression or modification to accommodate additional students

4. Assign students to available preceptors in that specialty with vacancies

5. Assign students to preceptors at another site willing to take multiple students

6. Communicate with preceptors/sites from contingency list willing to take students

   a. When preceptor identified, credential preceptor if not already done

   b. Assign the student to preceptor from contingency list

7. Evaluate student and preceptor schedules for the next few blocks to identify any potential movement of student rotations to switch to available preceptors

8. Consider available elective rotation for students.

B. When a single preceptor is affected at a site where they are the solo preceptor

    i. Current student

        1. Assign the student to any available preceptor in that specialty with a vacancy

        2. Assign students to preceptors willing to take multiple students

        3. Communicate with preceptors/sites from contingency list willing to take students

            a. When preceptor identified, credential preceptor if not already done

            b. Assign the student to preceptor from contingency list

        4. If student past week two of rotation, assign virtual curriculum for the remainder of the rotation

    ii. Future students

        1. Assign students to available preceptors in that specialty who have vacancies

        2. Assign students to preceptors who are willing to take multiple students

        3. Communicate with preceptors/sites from contingency list willing to take students

            a. When preceptors identified, credential preceptor if not already done

            b. Assign the student to preceptor from contingency list

        4. Evaluate student and preceptor schedules for the next few blocks to identify any potential movement of student rotations to switch to available preceptors

3. Consider available elective rotation for students.

Scheduling, Preceptor Availability, and Providing Student Credentials

Introduction:

Clerkship block rotations are scheduled with hospitals, individuals, and medical groups; four-weeks before the start of a block rotation, it is vital to verify the site and preceptor availability. Contact information for preceptors and sites are in CORE ELMS software and SharePoint. All preceptors will receive an email with student credential documentation. For FERPA reasons, preceptors will receive an individual email on each student with documentation.

Procedure Steps:

Step 1- CORE Report:

1. Run the report for the upcoming Block rotation.

   a. Reporting Suite>Scheduling Reports>Student Schedule Matrix (Rotation Dates) New
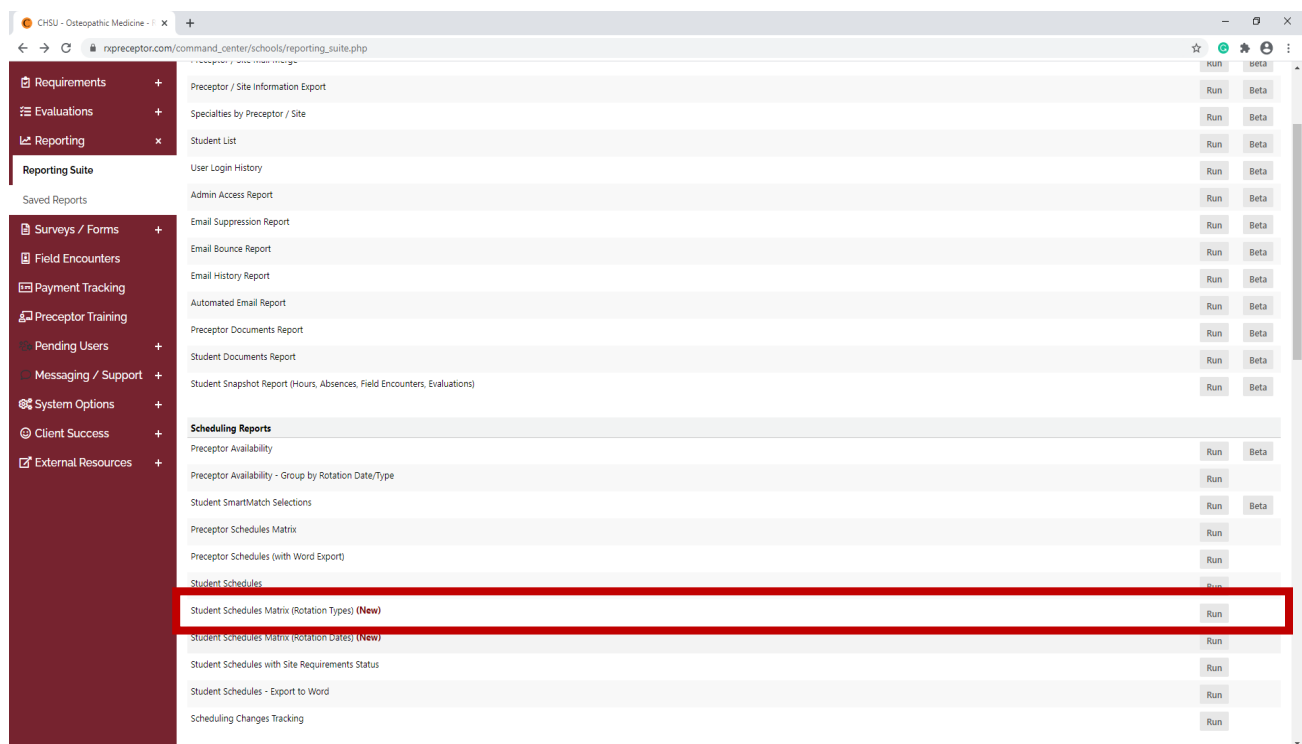
2. Click, RUN

3. Select student program:

   a. Osteopathic Medicine

4. Select Student Location: California

5. Select Grad Year:

6. Rotation Dates: select (May select multiple at the same time)
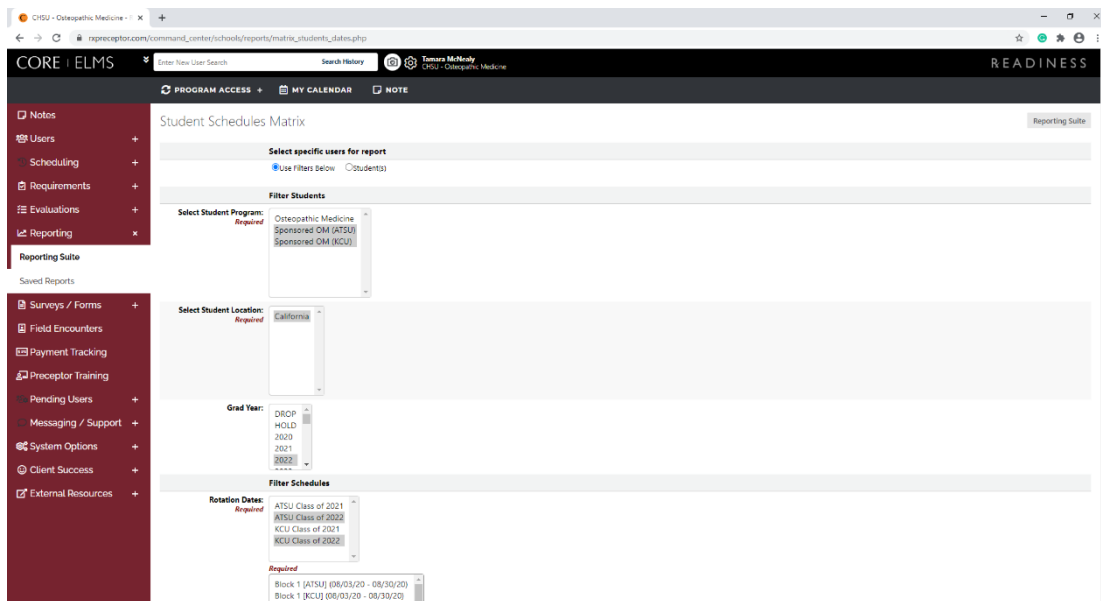
7. Additional Columns/Info: check Show actual schedule dates
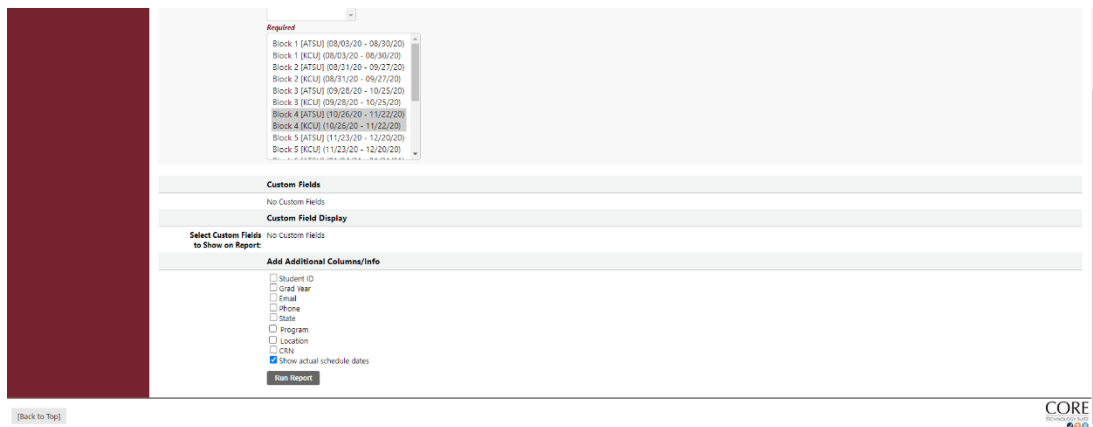
8. Select the Run Report

9. Option:

a.   Print directly from the report.

b.   Convert to Excel, save and print
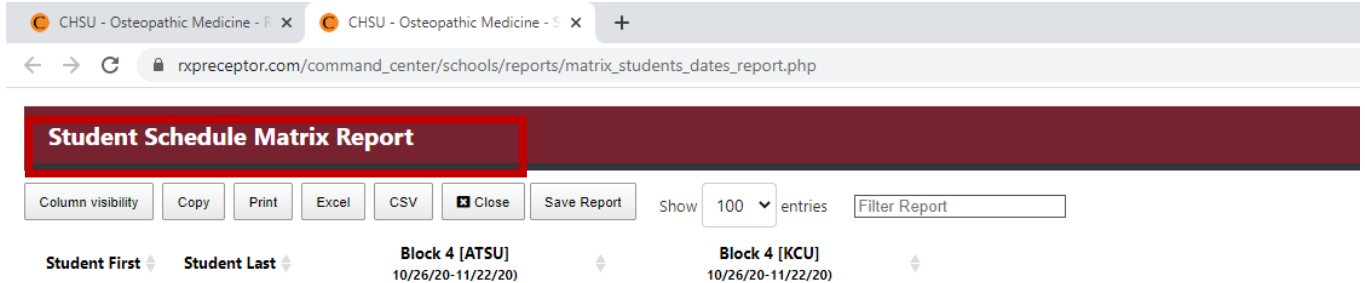
Step 2- Emailing Preceptor/Site(s):

1.   Email Preceptors the Block schedule identifying student rotation dates and credential
     documents

2.   Identify email:

     a.   High Importance

     b.   Request read email receipt.
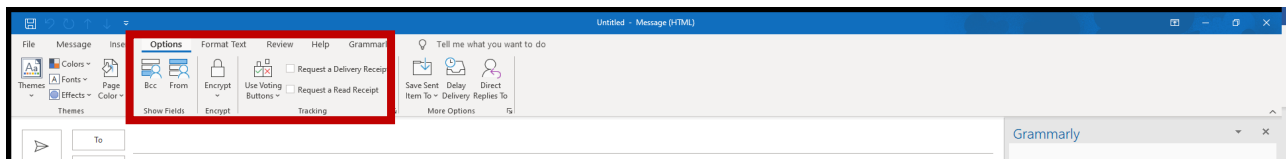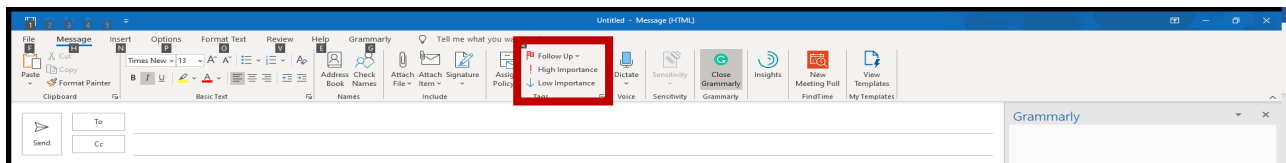
3.   *Cc: Clin-Ed Team, Associate dean, and student*

4.   Email Template:

<table>
<tr><td colspan="8">EMAIL EXAMPLE</td></tr>
</table>

EMAIL EXAMPLE

Hello Dr. Name!

Thank you for agreeing to be a preceptor for CHSU, and having our visiting student Dr. last name, Block-Four Rotation, enter rotation dates, join you for his/her enter specialty rotation. Our team is excited to work with you! Please see your schedule below for the upcoming rotation. If you have any questions or concerns regarding this schedule, please contact me ASAP.

Attached to this email are the following student credential documents:

Student	LOG	White Coat	Eval	Certs & IRs	Liability	Syllabus	Rotation dates
name	√	√	√	√	√	Enter specialty	Dr. name

I have copied student Dr. last name, on this email as well, and he/she will be reaching out before his/her rotation start date for start time/rotation details.

The Clinical Education Team truly appreciates your time and attention to our students as they continue their medical school education! Should you have any questions or concerns, please contact a Clin-Ed Team member or the Regional Assistant Dean, Dr. Anne VanGarsse (Avangarsse@chsu.edu).

Step 3- Accessing Student Documents to include with email

1. Student credentialing documents:

    a. Sharepoint>Department>Students>Choose Grad Year Folder, click on individual student folder to download for:

        i. Letter of Good Standing (LOG)

        ii. Student White Coat Photo

        iii. Student Clinical Performance Evaluation Form

        iv. Student Certifications and Immunization Form (IRs)

        v. Student Certificate of Liability Insurance

        vi. Electronic Signature Declaration (CRMC only)

        vii. Specialty Syllabus: Sharepoint>Department>Students>Grad Year>Syllabus

2. Insert all documents to email

3. Complete steps for each preceptor and student(s)

Preceptor/Student Scheduling

Four Weeks Before Rotation Start:

1. Run CORE report for Block Rotation
2. Verify preceptor assignments

Three Weeks Before Rotation Start:

1. Create Draft EMAILS: include student credential documents.
   a. Retrieved from SharePoint>
      i. Rotation evaluation
      ii. Letter of/in Good Standing (LOG or LIG)
      iii. Medical Professional Liability
      iv. White Coat Photo
      v. Immunization record and flu shot
      vi. Syllabus for specialty

Two Weeks Before Rotation Start:

1. EMAIL: Preceptor (and office manager) student credentials and dates of rotation; CC student doctor

One Week Before Rotation Start:

1. EMAIL: a reminder to student doctors to contact preceptors regarding start time and rotation details.

Check Request for Preceptor Payment

Introduction:

Two types of check requests for preceptor payment:

- PRHS l, ll, lll, and lV course Guest Preceptor Speaker

- Block Preceptor for clinical rotations

- All preceptors must have on file an Affiliation Agreement and W-9

Guest Preceptor Speakers: After a guest, the preceptor completes a PHRS course session; verify with

Clinical Affairs Director regarding budget and when to pay.

Block Preceptors: Check requests are completed at the end of each student Block rotation; rotations may be either four or eight weeks in length. CHSU only pays preceptors for required course rotations for third- and fourth-year students.

3rd-year required courses:	4th-year required courses:
• Family Medicine (two rotations)	• Emergency Medicine
• Internal Medicine (two rotations)	• Primary Care
• General/Subspecialty Surgery (two rotations)	• Underserved/Community medicine
• Pediatrics	• Medicine/Surgical/Pediatric Subspecialty
• OB/GYN	
• Mental Health	

Procedure Steps: PRHS-I, II, III, IV Guest Preceptor Speakers and Block Rotations

1. **Verification**: Verify each Preceptor has completed the faculty affiliation agreement and W-9

    a. **Option 1:** CHSU.EDU>Resources>Quick Links>CHSUDocs SharePoint>CHSU Org>College of Osteopathic Medicine>Clinical Affairs>Department>Preceptor Credentials> select by name:

        i. Individual Preceptor Affiliation Agreement or CHSU Affiliation Agreement Exhibit B

        ii. Clinical Preceptor Faculty Application (3)

            1. Personal Information

            2. Clinical Faculty Appointment Request

            3. Preceptor Recommendation

        iii. W-9 form

    b. **Option 2:** CORE ELMS

        i. Log into CORE

        ii. Enter preceptor name in the search bar
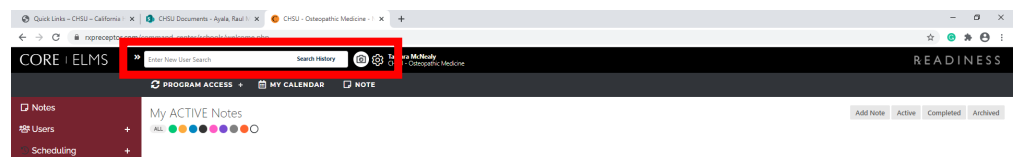
    iii.   Select name

    iv.   Click: Preceptor Menu

    v.   Select: Requirements
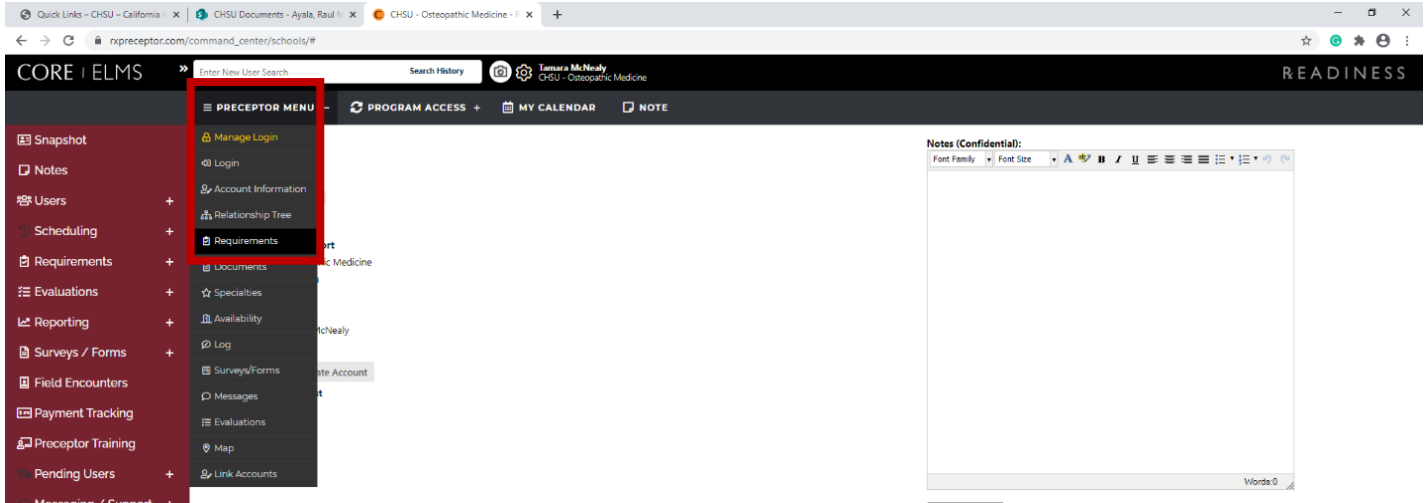
    vi.   Locate: Clinical Preceptor Faculty Appointment Request Form and W-9

    vii.   Select: View

    viii.   Close window upper right-hand corner of the screen
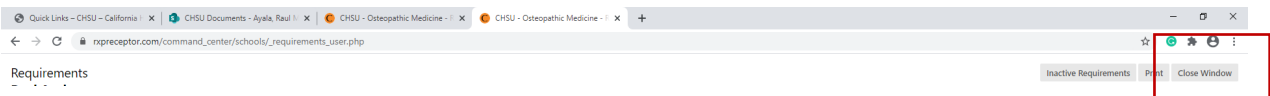
Procedure Steps: Completing the Check Request

1. **Check Request Form access**: CHSU.EDU>Resources>Quick Links>CHSUDocs SharePoint>CHSU

   Org>College of Osteopathic Medicine>Clinical Affairs>Department>Master Templates

2. **Payment Amount**:

   a. *Guest Preceptor Speakers*: Verify with the Director of Clinical Affairs the amount to be

   paid and when the request should be emailed to the accounting

   b. *Block Preceptors*: receive $1,000 per student, per rotation

      i. *Special Note: Community Hospitalist Medical Group*: multiple preceptors may

      be utilized rotating with other preceptors. Utilize the calendar created when

      scheduling preceptors. Create one check for CHMG with the total amount.

         1. *Email:* only the calendar with preceptor schedule and total amount to

         Pam Nunes

3. **Complete check request form:** utilize the information from the Preceptor W-9

   a. Ensure check request matches name and address on W-9

      i. Some preceptors have a W-9 in their practice name

Guest Speaker Example

a. **Payee:** enter preceptor or site name

b. **Date/Date Needed:**

    a. *Guest Preceptor Speakers:* verify with Clinical Affairs Director

    b. *Block Preceptors*: one-week from the block end date

c. **Mailing Address:** enter Preceptor or site mailing address (should match payee address)

d. **Amount:**

    a. ***Guest Preceptor:*** verify with Clinical Affairs Director

    b. ***Block Preceptors:*** $1,000 per student

e. **Purpose:** Identify the type

    a. ***Guest Preceptor***:

        i. Sub-Internship

        ii. PRHS I, II, III, or IV

    b. *Block:* Preceptor Payment (include Block rotation and dates

    c. Add the FULL name of preceptor and degree (i.e., Dr. Sam XYZ, MD)

CHSU CALIFORNIA HEALTH SCIENCES UNIVERSITY

Check Request
Business Office

Return completed form with supporting documentation to the **Business Office** or email **AP@chsu.edu**

Payee: UC Regents

Date: 7/17/2020

Date Needed: ASAP - payment due 7/24/2020

Mailing Address: C/O Karen Jones, UCSF Fresno, 155 North Fresno Street, Fresno CA 93701

Amount: $ 500.00

Business Purpose: Sub-Internship: Shakeel Ahmad UCSF

Special Instructions:

Please Give Check To:

Mail: ✓

Expense Coding

College	Department	Account	Sub-Ledger	Amount
02 - COM	0310	73750		$ 500.00
				$
				$
			Total:	$ 500.00

Requested By: *Vanessa M Reyes* 7/17/2020 Date

Approved By: *Anne M Van Bauern* 7/17/2020 Date

Business Office Use Only:

Date Entered: _____ Posting Date: _____

☐ W-9 Received (New Vendors Only)

Updated 10/31/2018

Block Preceptor Example

f. **Mail:** Check the box

g. **Campus code:** 02-COM

h. **Dept code:** 0310

i. **Account:** 73750

j. **Amount:** enter

k. **Digital signatures:**

    a. Clin-Ed Coordinator

    b. Clinical Affairs Director

l. **Date and save the document:** CHSU.EDU>Resources>Quick Links>CHSUDocs SharePoint>CHSU Org>College of Osteopathic Medicine>Clinical affairs>Department>Preceptor Payments

    a. Select appropriate folder

CHSU Check Request — Business Office

Return completed form with supporting documentation to the **Business Office** or email **AP@chsu.edu**

Payee: Aftab Naz dba Madera Family Medical Group

Date: 9/3/2020

Date Needed:

Mailing Address: 1111 W. 4th Street, Madera CA 93637

Amount: $ 2,000.00

Business Purpose: Preceptor Payment (Block 1 - 8/03 - 8/30)

Special Instructions:

Please Give Check To:

Mail: ✓

Expense Coding

College	Department	Account	Sub-Ledger	Amount
02 - COM	310	73750		$ 2,000.00
				$
				$
			Total:	$ 2,000.00

Requested By: 9/3/2020 Date

Approved By: 9/3/2020 Date

Business Office Use Only:

Date Entered: _____ Posting Date: _____

☐ W-9 Received (New Vendors Only)

Updated 10/31/2018

4. **Email Check Request to Accounts Payable:** ap@chsu.edu

    b. *Special Note for New Preceptor 1ˢᵗ payment*: Attach copies of affiliation agreement and W-9 to accounts payable email

PROCEDURE STEP: Core Payment Tracking

1. Log into CORE ELMS

2. Select: Payment Tracking

3. **Select a Date Group**

4. **Select Block rotation:**   Click the View button for the block rotation date completed.

5. **Select Preceptor:** Click the Edit button

6. **Enter information**:

7. **Attach New File**: attach completed Check Request form.

8. **Enter Requestion Info**: click to submit.

GLOSSARY

California Health Sciences University	
AACOM	American Association of Colleges of Osteopathic Medicine
ACGME	Accreditation Council for Graduate Medical Education
AHA	American Heart Association
	• BLS: Basic Life Support (Healthcare Provider)
	• ACLS: Advanced Cardiac Life Support
	• PALS: Pediatric Advanced Life Support
AOA	American Osteopathic Association
ARC	American Red Cross
CHEA	Council for Higher Education Accreditation
CHSU	California Health Sciences University
COCA	Commission on Osteopathic College Accreditation
COM	College of Osteopathic Medicine
COMAT	Distinctive subject examinations designed to assess core osteopathic medical knowledge. Currently tests on eight core clinical disciplines: Emergency Medicine, Family Medicine, Internal Medicine, OB/GYN, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery. 2.5-hour exam consisting of 125 questions
COMLEX Level 2 CE	COMLEX-USA Level 2-Cognitive Evaluation (CE) is a problem-based and symptoms-based assessment related to clinical care. Broken up into two 4-hour sessions on the same day. 400 questions, the exam covers a wide array of topics including emergency medicine, family medicine, internal medicine, obstetrics/gynecology, osteopathic principles and

neuromusculoskeletal medicine, pediatrics, psychiatry, surgery, and other relevant areas

COP	College of Pharmacy
DO.	Doctor of Osteopathic Medicine
Direct Supervision of a Medical Student	Direct supervision of a medical student by a licensed provider is available in the facility when the student is providing care to any patient. For a procedure, the licensed provider must be credentialed to perform the procedure and in the room with the student throughout.
MD.	Medical Doctor
NACIQI	National Advisory Committee on Institutional Quality and Integrity
NBOME	National Board of Osteopathic Medicine Examiners
OCC	Osteopathic Core Competencies
OMM	Osteopathic Manipulative Medicine
OMS-l, ll, lll, lV	Osteopathic Medical Student in academic year 1, 2, 3, or 4
OPP	Osteopathic Principles and Practice
Title IV	Title IV of the Higher Education Act
USDE	United States Department of Education and the Secretary of Education
WASC	Western Association of Schools and Colleges

Clinical Ed-Department

Clerkship	Clinical clerkships encompass a period of medical education in which medical students train in a teaching hospital.
CORE ELMS	Experiential Learning Management System
CMC	Community Medical Centers

CRMC	Community Regional Medical Center
Education Days	Third-year osteopathic medical students will be presented with didactic and small group discussion content covering clinical content, topics of the community health center movement, health systems science, and the Central Valley. The students will be presenting patient case presentations and facilitating journal clubs.
EMR	Electronic medical records
FBU	Fresno Barrios Unidos
FQHC	Federally Qualified Health Center
GME	Graduate Medical Education
ID/DL	Identification/Driver's License
ILP	Individualized Learning Plan
IPE	Interprofessional Education
LIGS	Letters in Good Standing- A letter of good standing is used to verify the character and academic status of a student
NP	Nurse Practitioner
OMM	Osteopathic Manipulative Medicine Third-year osteopathic medical students will be provided the opportunity to complete training in osteopathic manipulation medicine; OMM day is held on the last day of clerkship following COMAT exams.
PGY-1	Post Graduate Year One; residency or intern rotations
Preceptor	The preceptor guides the student's clinical learning experience, facilitates student autonomy, and acts as a role model.
PRHS I, II, III, IV	Physician Role in Health Science Courses 1, 2, 3, 4

QuantiFERON Gold test	(QFT) is a simple blood **test** that aids in detecting Mycobacterium tuberculosis, the bacteria that causes tuberculosis (TB.)
Student Credentialing	Verification documents required for clinical rotation
SUB-I	Sub-internship
VSAS	Visiting Students Application System
VSLO	Visiting Students Learning Opportunities
WILP	Wellness Individualized Learning Plan