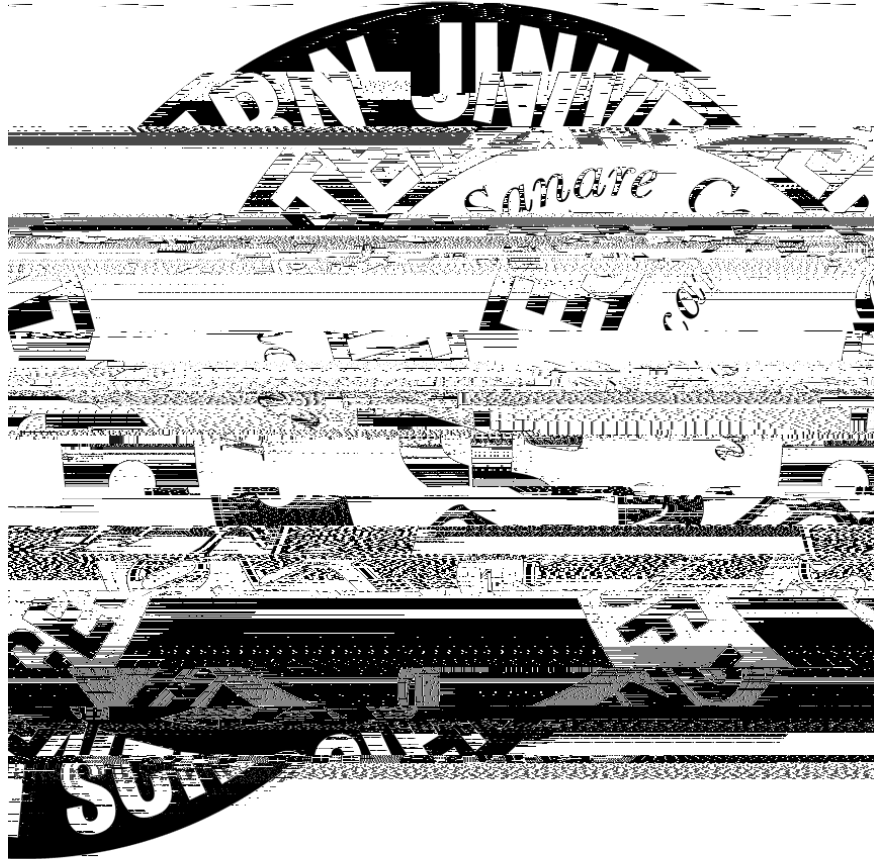


Clinical Education Manual & Preceptor Guidebook 2023 – 2024



College of Osteopathic Medicine of the Pacific
(COMP) COMP-

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Clinical Education Welcome to Students

On behalf of the entire College of Osteopathic Medicine of the Pacific team, the Office of Clinical Education welcomes you to this next phase of your educational journey. We anticipate the clinical years will be challenging yet fulfilling and will help you grow professionally and personally. This manual is designed to be a general guide and resource to help you navigate this next phase of your training, but should additional questions arise, we are here to help. Welcome to your OMSIII and OMS IV years!

WesternU and COMP Catalogs

The Clinical Education Manual for the College of Osteopathic Medicine of the Pacific

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Office of Clinical Education Mission Statement

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COMP Pomona | **COMP Northwest**
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COMP Pomona

The Clinical Education Office on the COMP campus is in the Health Education Center (HEC)

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OMS II Year

While rotations will not begin until after you have completed all OMS II requirements, there are requirements to prepare you for clinical rotations, during the OMS II year.

Lottery Core Rotation Selection Process

The rotations process begins in the fall of your second year. During this time, the Clinical Education team will help prepare students for the Lottery specific to their home-based

Alcohol and Drug Screening

Due to

Background Check

Prior to beginning the OMS III year, students are required to have a background check. This is done through a service called PreCheck. Additional information regarding this requirement is available on [Elentra](#). COMP will pay for the initial background check for students; any additional background checks required by facilities where a student rotates must be paid for by the student. OMSIV and secondary background checks require payment by the student directly through the PreCheck portal. As with the health screening/clearances, students are expected to confirm whether there are any additional required prerequisites for the health care facility/institution where they will be rotating. This information may be found on [Elentra](#) under site assignments. If there are additional required elements, students must complete and submit any additional documentation as required by the site.

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Health Clearance Screening

In addition to the health screening and clearance forms required as part of the initial matriculation process, OMS III students must submit additional proof of immunizations, titers, and TB clearance to the Student/Employee Health Office (SEHO) prior to starting on rotations. Please refer to the [COMP Catalog](#) in the Student Health and Safety section and Personal Competencies for Admission and Matriculation-Physical Health section for details regarding initial and annual health clearance and screening requirements. Further information regarding health clearance and screening requirements including necessary forms and FAQ's is located on the [Student/Employee Health Office](#) website. As a reminder, students are required to obtain and submit proof to the SEHO of an annual influenza

ACLS and BLS

Students are required to maintain current ACLS and BLS certifications during clinical rotations. Students must upload copies of their ACLS and BLS cards to Elentra, prior to the start of their first clinical rotation.

HIPAA Blood Borne Pathogen Training

Students are required to complete annual HIPAA & OSHA Blood Borne Pathogen training module. The URL can be found on Elentra. Students must pass the associated quiz prior to starting clinical rotations.

N Mask Fitting

Students must complete N95 Mask Fit testing and receive certification prior to starting clinical rotations. Testing is typically valid for two-years. However, some sites may require annual N95 Mask Fit certification. Students should review each site's requirements for more information.

Pomona

N95 Mask Fit renewal sessions will be scheduled at the discretion of the Office of Clinical Education; dates/times may be limited. Some sites require additional mask fitting prior to rotations; please notify the Office of Clinical Education if this is needed for your rotation site.

Lebanon

N95 Mask Fit renewals can be completed at SHS Occupational Health for a discounted price. Please submit a ticket to request authorization to complete your Fit at an SHS facility. Students are responsible for the cost of N95 mask fit renewals for non-core rotations.

Exemptions

Students may request health and religious exemptions for N95 masks through the Office of Clinical Education. To make a request, submit an urgent ticket and attach a letter from your health care provider or your religious community leader outlining your specific needs and restrictions. Please review the waiver carefully. As noted in the waiver, it excuses you from the testing, but this may impact rotations (at the discretion of the rotation site). If you have questions, please contact the office for clarification.

Surgical Scrubbing and Gowning

Students are required to complete the surgical scrub training and suturing workshops provided prior to beginning clinical rotations. Some sites may require students to complete an additional scrub orientation at rotation sites.

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Core (3rd Year Only)

Core rotations are designed to expose the OMS III students to the breadth of medical knowledge, and to standardize the learning experience. Accreditation requirements dictate that a certain number of these rotations must be completed in hospitals, with osteopathic physicians, and in academic environments with residents on the service.

Required (4th Year Only)

Required rotations have specific parameters but can be completed at any site nation-wide that meets the criteria. Students are required to complete 4 continuous weeks each of Emergency Medicine, Selective, and Sub-Internship rotations during their OMS IV year. Specific information regarding clinical curriculum requirements can be found in the [COMP Catalog](#).

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Academic Medicine Rotations

Students may complete a combined maximum of 16 weeks of non-clinical rotations in their clinical years. Each category of non-clinical electives is limited to 8 weeks total. Students may complete a combination of non-clinical rotations. Grading for these rotations is credit/no-credit (no "Honors" available).

Academic Medicine Rotations AMR

Elective - open to OMS III and OMS IV students.

Focuses on teaching & academic innovation.

Commonly supervised by DFM, OMM/NMM, Clinical Ed & Anatomy

For full guidelines and grading rubrics refer to [Elentra](#).

For AMR Rotations with Department of Family Medicine:

- o Academic Medicine (AMR) rotations will only be approved for OMS IV who have finished all OMS III rotations and passed CPE-2 & CPE-3
- o Rare exceptions for this policy will be made on a case-by-case basis.
- o No students on an AMR during mid-July to mid-August rotation.

Independent Study

Elective - open to all OMS III and OMS IV students

Maximum of 8 weeks total but limited to 4 weeks per academic year.

For full guidelines and grading rubrics refer to [Elentra](#).

Must submit the signed Independent Study Approval Form through the ticketing system at [leT](#) .2 (s) 0.2 (t) 0 3 (4) -001sc q 02 (M) -0.2 1aT Q .2 (s) 0.2 (t) 0 3 (4) -001sc c

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OMS III Core Rotation Accreditation Requirements

3rd Year rotations are designed to expose students to the breadth of medical knowledge, and to standardize the learning experience in the OMS III year. Much of the OMS III year is comprised of core rotations.

Accreditation requirements dictate OMS III students must complete the following before moving onto fourth year:

Students must successfully complete and pass all elements of the OMS III year prior to advancing to the OMS IV year.

COMPth Year Clinical Curriculum

During 4th

Rotations that consistently do not meet the criteria: Anesthesia, Ophthalmology, Otolaryngology, Dermatology, Emergency Medicine.

Other rotations will be determined to meet the rotation criteria by Clinical Education leadership on a case-by-case basis (sub-I criteria form found on [Elentra](#) must be completed to be considered.)

Selective Rotation aka Selective Rotation

The goal of the selective rotation is to guarantee additional inpatient time with residents. The discipline of the rotation is more flexible than the Sub-Internship rotation. Most inpatient audition rotations satisfy the requirements.

Requirements:

4 weeks exactly, without splits

Residents are serving on the same service (Ex: surgery residents or surgery fellows with surgery students)

Inpatient component

Emergency Medicine Rotation

4 weeks exactly, without splits

Must be hospital-based.

Variations of EM such as Peds EM, EM Ultrasound and Urgent Care do NOT meet the criteria.

***We recognize that rotations at residency sites can be challenging to schedule. If you have a special circumstance and would like to request an exception to the split rule, please submit a confidential ticket. Our team will review these requests on a case-by-case basis.

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OMS III Grades Eval COMAT
Each OMS III Core rotation

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DO Class of Procedures for Scheduling Rotations

Scheduling rotations can be a confusing and challenging undertaking. The Office of Clinical Education will support you through the process. Some sites have very specific and rigid policies and procedures. Every effort will be made to clearly describe each site's preferences and requirements in Elentra. Sites are designated as "Clinical Education Scheduled," "Student Scheduled," or "Flex Scheduled."

Clinical Education Scheduled CE Scheduled

All scheduling at these sites must occur through the Office of Clinical Education. These sites

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Process for Hospital Affiliation Agreements

If a student wishes to rotate at a hospital site/facility that is not affiliated with WesternU, the student must do the following at least 120 days prior to the start date of the rotation:

Student needs to contact the site to obtain pre-approval for preferred rotation dates. Contact the site to determine what approval process is necessary for a student to rotate.

Submit the facility's requirements and all contact information (name of facility, contact, phone, fax, and e-mail address) via

Academic Responsibilities

The preceptor or institution is responsible for determining the degree of student involvement during the rotation. This includes access to the facility and areas within the facility, clinical access to patients, access to and contribution to the medical record, and observation and participation in procedures. If a licensed physician is not on the physical premises, a student is not to conduct patient care of any kind.

Medical Record

The medical record must be an accurate reflection of what has transpired in the care of the patient. Students must be honest when recording medical records. Electronic medical records can present additional challenges and the student must be careful to follow all rules and procedures according to the hospital or rotation site policy. Students may never access electronic medical records using another person's credentials to make entries or perform any other tasks. If instructed to do so by the preceptor, the student must state that this is against COMP's policy and the preceptor should contact the COMP Office of Clinical Education if further clarification is needed. COMP will support a student who is doing the right thing concerning medical records and will move the student to another site if a resolution cannot be obtained.

The Office of Clinical Education realizes that you might have already completed the EMR training at another facility and this work may appear duplicative. Please bear with us and re-take any training requested by your rotation site.

Procedural Skills

Part of COMP's expectation is that students will gain a knowledge and understanding of various procedural skills during rotations. In addition to proficiency in the psychomotor aspects of procedural skills, COMP expects that the student will understand the process of informed consent, including the indications, contraindications, risks, benefits, and alternatives for various procedures.

Students must be under direct supervision of the assigned preceptor or preceptor's licensed/certified designee when performing procedures. If a licensed physician is not present, a student is not to conduct patient care of any kind.

Clinically Related Experiences

Non-

Students may not take time off a rotation to attend an offsite conference unless the conference is being attended by the preceptor and is part of the rotation, or if approved via a Time-off_request form. If there is a conference required as part of your pursuit of a specific residency program, please work with the Office of Career and Professional Development on appropriate documentation for a Time-off request.

Completion of the Curriculum

COMP is responsible for ensuring that every student has the opportunity to participate in the clinical rotations needed to complete the clinical curriculum. If a student does not have a rotation 60 days prior to the start date of the rotation (either because the student did not submit a request on time or because the site did not confirm), the Office of Clinical Education will assign the student to a rotation. This assignment is based on site availability and students are not given any choices regarding these assigned rotations. The decision of the Office of Clinical Education regarding assigned rotations is final.

Hands On OMM OMT

COMP expects that students always consider the appropriate incorporation of Osteopathic Principles and Practice (OP&P). Osteopathic philosophy, including a health-oriented, patient-centered medical approach, with regard for the inter relationship of medical problems within the patient as well as between the patient and his or her social environment, should be a routine approach taken by the osteopathic student. Be prepared to practice and promote your philosophy of medicine in a professional manner.

Students are expected to perform structural examinations on all patients when clinically appropriate and to discuss their findings with the attending physician. In addition, the student is expected to suggest Osteopathic Manipulative Treatment (OMT), when appropriate, whether the preceptor is a DO or MD. As with all procedures, OMM/OMT may only be performed with the expressed permission and supervision of the attending physician.

Interprofessional Education for Collaborative Practice

COMP is committed to training osteopathic medical students who are prepared to work in a collaborative way with all members of the health care team to provide the highest quality patient care. While on clinical rotations it is expected that students will work with all learners and all members of the health care team in a collegial manner. Please remember that all members of the health care team have something valuable to offer and may be excellent teachers. Didactic/Conference Weeks during the OMS III and OMS IV years will also include opportunities for interprofessional education for collaborative practice.

Licensing Examination Policies

COMLEX-USA licensing examinations are a series of exams administered by the National Board of Osteopathic Medical Examiners (NBOME). It is a requirement for all osteopathic medical graduates to pass all COMLEX-USA exams to obtain a license to practice medicine. Successful completion of the COMLEX- USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE) and COMLEX-USA Level 2-Performance Evaluation (PE) are requirements for graduation from COMP.

COMP's policies regarding COMLEX-USA can be found in the [COMP Catalog](#) and must be adhered to by all students.

Supervision

Hospital-based rotations may require the student to work with a variety of licensed healthcare professionals at various levels including interns, residents, other health care providers, and attending physicians. The student reports to the person to whom he or she is assigned. Assignments of students to a specific preceptor are made at the discretion of the site's Director of Medical Education, Clerkship Director, Attending, and/or Resident. Students should not request to work with a specific preceptor at a site unless invited by the site to do so.

In accordance with state laws, COMP's policy states that students must be supervised for all rotation activities. A student can NEVER substitute for a licensed physician and/or other licensed/certified healthcare provider for any procedure including, but not limited to, surgeries and deliveries.

Students may not represent their work on the chart as being done by a physician and students cannot access an electronic medical record using a physician's (or other healthcare providers) credentials. All medical records must be co-signed by a licensed physician. Students may not independently initiate patient orders, including phone orders.

If a student feels that he or she is being asked to provide patient care or enter documentation in the medical record in a way that conflicts with the policy above, the student must immediately contact the Office of Clinical Education for guidance and resolution regarding the situation.

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Attendance

Students are required to attend and be on time for all rotations and related activities including lectures, conferences, clinics, call responsibilities, etc. This includes weekend days, night shifts, and on-call periods. Students also may be required by the site to work on the weekend prior to the next scheduled rotation. There are no "automatic" days off from rotations.

The maximum time-off allotted is 3 days for a 4-week rotation, 2 days for a 3-week rotation, and 1.5 days for a 2-

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Interviews for Residency

For interviews only (between August 1 and January 31 of the OMS IV year), students may request:

- Additional 2 days off from a 4-week rotation (maximum 5 days off)
- Additional ½ day off from a 3-week rotation (maximum 2.5 days off)
- Additional ½ day off from a 2-week rotation (maximum 2 days off)

These requests will be reviewed by the Office of Clinical Education and approved on a case-by-case basis, only. Documentation will be required. Students should utilize their vacation weeks and their scheduled days off from their rotation to avoid missing shifts. Rotation sites may require the student to make up any missed shifts, during the rotation. Students must keep Clinical Education Office informed of any missed rotation shifts, and any shifts that are made up due to absences. It is not permissible to inform only the rotation site or preceptor.

Unexcused Absences

Unexcused absences will be immediately investigated. Students are expected to communicate promptly with the Office of Student Affairs and Office of Clinical Education during the investigation period. Upon investigation, the student may be removed from the rotation, may be placed on academic suspension for the remainder of the rotation, may be assigned a "Fail" grade for the rotation, and/or appear before the Student Performance Committee. The student may be subject to repeating and paying for the affected rotation.

Leave of Absence

Students who are considering a Leave of Absence from clinical rotations are advised to consult with the Office of Student Affairs (OSA), Financial Aid, and the Office of Career and Professional Development. Prior to returning to clinical rotations, students should check in with OSA and The Office of Clinical Education at least 60 days prior to their anticipated return date. Oregon students who fall out of progression will be required to complete a new background check and drug screen prior to returning to c

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Behavioral Health

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Obtaining Medical Care for Injuries on Rotations

If during rotation activities, an accident or injury occurs (including needle stick or puncture injuries), the student is to follow the Student Injuries on Rotations Procedure:

- !, Student is to report the injury to:
 - , Preceptor/Attending IMMEDIATELY
 - ., The Office of Clinical Education at your campus IMMEDIATELY
 - /, Risk Management within 24 hours of incident
- #, Student is to obtain medical attention immediately.
 - , Clinical site's Emergency Room or Employee Health; Urgent Care, PCP or PCC's Medical Center
 - ., Depending on the type of injury, initial blood work (HepB, HepC and HIV) may be necessary.
 - /, Students must present his/her insurance card to the site's "health coordinator"; the treating facility will bill the student's health insurance carrier; this is NOT a worker's comp claim (as you are not an employee).
 - 0, Primary coverage: Student's health insurance
 - 00, Secondary coverage: University's Student Accident Insurance
- \$, Students need to complete the online Incident Report Form:
 - , https://webapp.westernu.edu/incident_report/
- %, Student is responsible for obtaining test results and any recommended follow up tests.
- &, If you have any additional questions, please contact the Office of Risk Management at 909-469-5452.

Physical Health

All COMP students are required to maintain health insurance throughout the time they are enrolled as students. Healthcare while on rotation can be obtained through your primary care provider or by contacting your insurance plan to obtain a list of providers in your community. Please do not obtain medical care from your preceptor except in case of emergency. This will result in the preceptor needing to recuse from grading your rotation.

Potential Legal Action

Students are required to report any pending legal issues or any issues resulting in a conviction (except for minor traffic tickets). If you receive information that you may be involved in a legal action related to care you have provided, please contact the Office of Risk Management immediately at 909-469-5452.

Professional Liability Insurance

WesternU provides liability insurance coverage for students on approved clinical rotations while the student is acting under supervision of the assigned preceptor or designee. WesternU's liability coverage does not apply to unsupervised student clinical activity. "Shadowing experiences" not associated with the student's assigned rotation are not sanctioned by COMP and are NOT covered by WesternU's insurance. In addition, COMP's

Rotations with Personal Healthcare Providers

Students may encounter their personal healthcare provider while on clinical rotations. Your personal healthcare provider may not participate in determining your rotation grade due to potential conflicts of interest. Students are discouraged from rotating at sites where the primary preceptor is also the student's personal provider,"

Title IX Policy Nondiscrimination Notice

WesternU is committed to providing a safe and non-discriminatory educational and working environment for all members of the WesternU community, that is free from all forms of discrimination, harassment, and retaliation, including sexual harassment. Harassment in the workplace or the education environment is unacceptable conduct and will not be tolerated. Site preceptors are integral to ensuring the provision of an environment free from discrimination, harassment, and retaliation in these supervised clinical education experiences or rotations. When allegations of unlawful discrimination, harassment, or retaliation, including sexual harassment, surface within the context of these education opportunities, it is the responsibility of the site preceptors to take this information seriously and assist WesternU in the resolution of the concern. This may include reporting the information to the Assistant Dean of Clinical Education or the WesternU Title IX Coordinator and cooperating in the investigation and/or grievance process arising from the issue.

Definitions ([Sexual Harassment and Sexual Misconduct \(Title IX\) Policy and Procedure](#))

According to WesternU's Sexual Harassment and Sexual Misconduct (Title IX) policy, sexual harassment is defined as:

- a. An employee conditioning the provision of an aid, benefit, or service of WesternU on an individual's participation in unwelcome sexual conduct; or
- b. Unwelcome conduct based upon one's sex determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the WesternU's education program or activity; or
- c. Sexual Assault, as defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or no.2 (cla) 0 601.92 0.24 .q 0.1 (cib) -0.2 (le) 0.2((s) 0.2 (e) 0.2 (x) 0.1 (o) 0.2 (f) 0.1 (f)

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How do I know if a site preceptor clinical education schedule student scheduled or flex

The special instructions in Elentra will explain the scheduling procedure.

How do I know if a site is affiliated and how do I request a site be affiliated

If the site is active and the "affiliation" section has a current date, then the site is affiliated. If the site's affiliation date has expired, request the site to be affiliated using the "Affiliation Request" form in the TDX ticking system. If the site is not in the database, then the site is not affiliated, and an "Affiliation Request Form" must be completed. If the site is on VSLO, then it is considered affiliated. Please note some VSLO rotations may have supplemental affiliation agreements that will need to be completed. Please submit these documents through the ticketing system as soon as you receive it.

How do I know if a preceptor is credentialed and how do I request a preceptor be credentialed

If the preceptor is in Elentra and their "credentialing" date is current, then they are credentialed. If the credentialing date has past or is expired, the preceptor will need to be re-credentialed. If a preceptor is not in Elentra then a "New Preceptor Request Form" found on the TDX ticking system will need to be completed with the preceptor before a request can be made to the Office of Clinical Education.

Who do I contact to have immunizations or immunizations related documents signed off

Students can obtain copies of their immunizations from WesternU Student Health. Students can have their Personal Care Physician or WesternU Student Health sign off on

VSLO Visiting Student Learning Opportunities

Typically, only 4th year rotations will be scheduled through VSLO. Exceptions may be made

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Step Apply to Electives

Select one or more of your saved electives for which you wish to apply. Arrange the electives and dates you are applying, for each institution, in order of preference.

- o Student should be mindful when submitting multiple applications for one institution for alternative dates and/or disciplines. Our office recommends that you limit your number of applications submitted to one institution to a maximum of 7-8 applications at one time. If your request(s) are denied, you may submit an additional application at that time.

Enter your credit card information (for VSLO application fees) and submit your application.

F - VSLO application fees are based on the number of institutions being applied to, not the number of electives. Students will be required to pay these fees, along with any application fees the site may require.

Students need to create a ticket once they are ready for their coordinator to verify & release their application(s) on VSLO. Applications will not be released automatically.

Please keep in mind that requests on VSLO will be treated similar to requests submitted through the Rotations Office or paper applications. The student's first-choice rotation dates of the VSLO application should not overlap with another rotation request or confirmed rotation. Students are allowed to submit second choice dates to an institution or request an alternative discipline if their first choice is unavailable. This information should be included and clearly stated in your ticket. Please specify that you are ready for your VSLO application to be released.

In your ticket, please include your first-choice dates/discipline for each institution in order for our office to update your schedule with this information. Students cannot have first choice dates that overlap.

Please be aware, if you have a rotation scheduled with a CE scheduled site/preceptor for the same dates that you're applying for a VSLO site: it is your responsibility to submit a ticket letting our office know the status of your VSLO application, no later than 30 days before the rotation starts. You will not be able to forfeit a rotation with a CE scheduled site/preceptor, for a VSLO site, less than 30 days prior to start of rotation. If the host institution has not made their decision by the 30-day deadline, you will need to withdraw your application on VSLO, and keep your rotation with the CE scheduled site/preceptor.

Dear Preceptor,

Thank you for serving as an educator and mentor to Western University of Health Sciences' Osteopathic Medical Students. We understand that your primary goal is to provide high quality care to your patients and that teaching takes valuable time. Your commitment to and involvement with the development of the next generation of physicians is a gift and a great contribution to our profession. This section of the Clinical Education Manual will highlight expectations, resources and important policies and procedures for all clinical faculty. If you have not done so already, please review the entire manual for additional information regarding student onboarding and oversight. We are here to train and support you in your teaching role. Please contact us at any time with questions or concerns.

Respectfully,

Stephanie White, DO, FAAFP
Associate Dean for Clinical Education
Associate Professor of Family Medicine
Western University of Health Sciences
College of Osteopathic Medicine of the Pacific & COMP-NW

The College of Osteopathic Medicine of the Pacific (COMP) was established in 1977 as a direct response to the critical shortage of primary care physicians in the western United States. Today, COMP is one of nine colleges within the larger university known as WesternU. Our university campuses are located in Pomona, CA and Lebanon, OR. Both sites were developed to meet the needs of underserved communities. www.westernu.edu

COMP Mission

Our mission is to prepare students to become technically competent, culturally sensitive, professional, and compassionate physicians who are prepared for graduate medical education, who are life-long learners and will serve society by providing comprehensive, patient-centered health care with the distinctive osteopathic philosophy.

Pre Clinical Curriculum

All COMP students participate in a two-year pre-clinical curriculum designed to build a strong foundation in applied (basic) sciences, early clinical exposure, interpersonal and communication skills, professionalism, diversity, equity and inclusion and critical thinking. The curriculum prioritizes the same national standards developed for all graduate medical education. In year one, students complete system-based, integrated blocks that highlight anatomy, physiology, biochemistry, genetics and all aspects of human development and function. Simultaneously learners complete course work in interprofessionalism, ethics,

Fourth Year

Osteopathic Medical Students IV (OMS IV) customize their schedules to include multiple

Procedures for Emergency Situations

In the event of an emergency (fire, earthquake, pandemic, individual student crisis) please immediately contact the Clinical Education Office by email or phone (preferred).

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Prior to the first day of rotation

1.

Concluding the rotation

1. Review the evaluation with the student on the last day of the rotation.
2. Offer any final mentoring or advice.
3. Offer to write a letter of recommendation to outstanding students.
4. Complete and submit the online evaluation form within 2 weeks of the rotation.

Student Evaluations

The student evaluation form is to be completed by the credentialed DO or MD and should

