



Texas College of
Osteopathic Medicine

Osteopathic Clinical Education Procedure Manual

Year 3 & 4

TCOM-Class of 2027

TCOM-Class of 2026

The following procedures govern your clinical clerkships for Years 3 and 4. All services shall be under the direction of the University of North Texas Health Science Center/Texas College of Osteopathic Medicine and its clinical departments. Students are expected to comply with all requirements set forth in the clerkship syllabi as well as those stated in the college catalogue and student handbook. Students shall also be expected to comply with any rules, regulations, and policies that may be imposed by affiliate hospitals and clinics while on service. Engaging in a clinical rotation or patient care without approval from the Office of Osteopathic Clinical Education is a violation of posted procedures and not covered by liability insurance. Any conflicts that may arise between statements in this document and policies at affiliate sites shall be brought to the attention of the Office of Clinical Education for adjudication.

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SECTION I - ACADEMIC CALENDAR

CLASS OF 2027

Year 3 - Rotation Dates & Scheduling Deadlines

All deadlines listed refer to scheduling of 3rd year electives and any other changes to the 3rd year rotation schedule.

Deadlines include submission of all requests and appropriate documentation to the Office of Clinical Education via eMedley by **11:59 pm** central standard time (CST) on the date listed.

4-Week Rotations

PERIOD	START DATE	END DATE	ABSENCE REQUEST	SCHEDULE DEADLINE DATE BY 11:59PM (CST)
1	7/7/2025	8/1/2025	5/23/25	5/08/25
2	8/4/2025	8/29/2025	6/20/25	6/05/25
3	9/1/2025	9/26/2025	7/18/25	7/03/25
4	9/29/2025	10/24/2025	8/15/25	7/31/25
5	10/27/2025	11/21/2025	9/12/25	8/28/25
6	11/24/2025	12/19/2025	10/10/25	9/25/25
7	1/5/2026	1/30/2026	11/21/25	11/06/25
8	2/2/2026	2/27/2026	12/19/25	12/04/25
9	3/2/2026	3/27/2026	1/16/26	1/05/26 (Mon)
10	3/30/2026	4/24/2026	2/13/26	1/29/26
11	4/27/2026	5/22/2026	3/13/26	2/26/26
12	5/25/2026	6/19/2026	4/10/26	3/26/26

CLASS OF 2026

Year 4 - Rotation Dates & Scheduling Deadlines

Deadlines include submission of all requests and appropriate documentation to the Office of Clinical Education via eMedley by **11:59 pm** central standard time (CST) on the date listed.

PERIOD	START DATE	END DATE	ABSENCE REQUEST	SCHEDULE DEADLINE DATE BY 11:59PM (CST)
13	7/7/2025	8/1/2025	5/23/25	5/08/25
14	8/4/2025	8/29/2025	6/20/25	6/05/25
15	9/1/2025	9/26/2025	7/18/25	7/03/25
16	9/29/2025	10/24/2025	8/15/25	7/31/25
17	10/27/2025	11/21/2025	9/12/25	8/28/25
18	11/24/2025	12/19/2025	10/10/25	9/25/25
19	1/5/2026	1/30/2026	11/21/25	11/06/25
20	2/2/2026	2/27/2026	12/19/25	12/04/25
21	3/2/2026	3/27/2026	1/16/26	1/05/26 (Mon)
22	3/30/2026	4/24/2026	2/13/26	1/29/26
23 If required	4/27/2026	5/22/2026	3/13/26	2/26/26
24 If required	5/25/2026	6/19/2026	4/10/26	3/26/26

SECTION II - YEARS 3 AND 4 CURRICULUM REQUIREMENTS

2.1 CURRICULUM

3rd Year

Intro to Core Clerkship	2 weeks
Family Medicine	8 weeks
Internal Medicine	8 weeks
Surgery	6 weeks
OB/GYN	4 weeks
Pediatrics	4 weeks
Osteopathic Manipulative Medicine	4 weeks
Psychiatry	4 weeks
Electives (2)	8 weeks
Patient Safety	2 weeks
Professional Identity & Health Systems Practice	Year-long course

4th Year

Emergency Medicine	4 weeks
Electives (7)	28 weeks
Optional Time	8 weeks

RURAL Scholars Program

ALL Scheduling of RURAL SCHOLARS not assigned to remote sites must be done through the ROME office in collaboration with the Office of Osteopathic Clinical Education.

Curriculum requirements are listed in the previous section.

2.1.1 Year 3 and 4 Curricular Requirements

The Year 3 and 4 Curriculum consists of 2 weeks of orientation in MEDE 8400, 44 weeks of assigned services and 36 weeks of clinical electives for a total of 82 weeks of required clinical coursework. In addition, various types of didactic components are considered requirements for graduation. As stated in TCOM procedures, to be eligible to begin clinical rotations, you must pass all year 1 & 2 coursework and take COMLEX level 1 by the posted deadline.

2.1.2 General Objectives of the Curriculum

During Years 3 and 4, under the direct supervision of TCOM and affiliated faculty, students should attain a level of competency that will qualify them to continue their osteopathic medical education as a resident. Satisfactory levels of accomplishment must be demonstrated in the cognitive, psychomotor, and affective aspects of patient management as reflected in the seven AOA Core Competencies. Upon satisfactory completion of Year 3 and 4, students should be able to demonstrate progress toward mastery in the following areas:

Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine (OMM)

- Demonstrate an osteopathic philosophy integrating anatomic, physiological, and psychological considerations.
- Identify appropriate indications for the application of OMM.
- Demonstrate competency in the application of OMM.

Competency 2: Medical Knowledge

- Demonstrate the proper use of medical terminology.
- Assimilate all available knowledge to present a clear clinical picture, verbally and in writing, of the history, physical examination, chief complaint, diagnostic testing, rationale for therapy based on pathophysiology, altered/pathologic anatomy and endocrinology, and anticipated results sequelae.
- Determine and prescribe medications; be familiar with the pharmacology of all agents used, including indications, contraindications, appropriate dosage, possible interactions, and proper routes of administration.
- Determine the indications for the application of basic non-invasive and invasive medical procedures; know the steps involved and the potential complications involved in performing them.

Competency 3: Patient Care

- Obtain patient information accurately, comprehensively, and systematically; obtain a thorough and accurate personal and family history; perform a complete physical

- examination including a structured examination; and maintain appropriate demeanor and sensitivity to the patient when performing a physical examination.
- Demonstrate logical decision making and clinical problem solving relative to case management and the ability to develop a patient problem list.
 - Present succinctly and confidently by organizing and recording data in a concise, legible format; accurately record information shortly after completing an examination; write clearly and legibly to ensure that other members of the health care team can interpret the information.
 - Provide health care for acute problems from the initial contact with and assessment of the patient as well as ongoing treatment of chronic problems; follow the patient at appropriate intervals, both in the hospital and on an ambulatory basis, modifying the original patient management plan when necessary; and determine the approximate time for discharging hospitalized patients and necessary post-discharge care.
 - Provide care and rehabilitative programs for the chronically ill, permanently disabled, physically challenged, and/or geriatric patient; determine and prescribe the degree of physical activity for the optimum functioning of the patient.
 - Differentiate between important, less important, and/or unimportant information to be recorded in the patient's medical record.
 - Diagnose and treat the most commonly encountered diseases in primary care practice; recognize, diagnose, and treat the acute, life-threatening conditions encountered by the primary care physician; differentiate less common disease entities for diagnosis; and recognize conditions which require referral/consultation.
 - Determine the need to perform tests for the purpose of diagnosis and treatment of the patient's current problem; interpret the results of investigative tests as they apply to a patient's condition and/or disease.
 - Maintain adequate and up-to-date medical records.
 - Select and consult with appropriate allied health professionals (e.g., dietitians, physical therapists, occupational therapists, etc.) to assist in patient care (e.g., nutrition, rehabilitation, activities of daily living, etc.) and propose immediate, necessary steps in the medical management of the patient.
 - Demonstrate competency in the performance of basic non-invasive and invasive medical procedures.

Competency 4: Interpersonal and Communication Skills

- Demonstrate the psychosocial skills needed to develop trusting relationships with individual patients and their family members.
- Establish and maintain a therapeutic and supportive rapport with the patient.

- Communicate effectively with other physicians and allied health professionals to optimize the overall care of the patient.
- Promote positive interrelationships with health professionals in the community.
- Understand how family dynamics and interpersonal relationships affect the health and illness of a patient.
- Understand the impact that illness of any member of the nuclear or extended family has on the function of the family unit.
- Deliver medical care to the family unit by establishing and maintaining rapport as well as recognizing and allaying the fears and anxieties of the patient plus family members, and attempting to understand the impact of the patient's background and environment on his/her illness.
- Identify preventive health measures and demonstrate appropriate teaching techniques to the patient and the patient's family; serve as an educator who instructs patients in preventive medicine, responsibility for personal health care, and community medicine.

Competency 5: Professionalism

- Exhibit high ethical standards for medical practice; identify, analyze, and respond effectively to ethical problems/issues that arise frequently in the practice of medicine.
- Maintain confidentiality and respect the uniqueness of the patient as a person.
- Respect and advocate for the patient's welfare and autonomy.
- Recognize the inherent vulnerability and trust afforded physicians by patients, and maintain relationships which are open and non-exploitative.
- Develop and maintain appreciation for, and sensitivity to, diversity in our patient populations in regard to culture, race, color, national origin, religion, gender, sexual orientation, gender identity, age, and disability.
- Maintain awareness of one's own physical and mental health in order to care for patients effectively.
- Provide accurate and timely documentation as required in clinical, administrative, and academic venues.

Competency 6: Practice-Based Learning and Improvement

- Interpret statistical data in literature as it applies to patient situations; utilize current medical literature to gain insights into the care of the patient.
- Recognize the value of computers in practice management, literature searches, patient care and education, scholarly writing, and research.
- Utilize current medical literature to gain insights into the care of the patient and continuously update medical knowledge and medical practice skills.

Competency 7: Systems-Based Practice

- Understand basic practice management principles and procedures such as billing, scheduling, and record keeping.
- Participate in community preventive medicine, health screening programs, epidemiology, community health care resources, rehabilitative centers, and care of geriatric patients.
- Assess one's own medical competence; understand legal rules and principles that impact the practice of medicine.
- Understand the impact of an evolving managed health care environment on the practice of medicine.
- Understand how local, state, and national health care systems impact patient care and the practice of medicine.

2.2 CLINICAL CURRICULUM

2.2.1 Assigned Services (Core Rotations/Required Courses)

Assigned core rotations are prearranged by the Office of Osteopathic Clinical Education. All assigned core rotations must be completed at the assigned site. Any alterations to this schedule must be cleared through various offices; therefore, changes to this schedule are not permitted unless it is absolutely necessary and cleared by the Office of Osteopathic Clinical Education. The College reserves the right to make preceptor and/or site changes when necessary. See Section III of this manual regarding schedule changes. Required courses are to be completed in accordance with the posted criteria.

Students are required to adhere to all clinical training site processes and deadlines including, but not limited to:

- Required paperwork
- Onboarding processes
- Immunization requirements
- PPE compliance
- Attendance
- Communication

3rd Year Assigned Rotations/Courses:

- 2 weeks of Intro to Core Clerkships (MEDE 8400)
- 8 weeks of Family Medicine Clerkship (MEDE 8809)
- 8 weeks of Internal Medicine (MEDE 8810)
- 6 weeks of Surgery (MEDE 8611)
- 4 weeks of Pediatrics (MEDE 8408)
- 4 weeks of OB/GYN (MEDE 8405)
- 4 weeks of Psychiatry (MEDE 8409)
- 4 weeks of Osteopathic Manipulative Medicine (MEDE 8417)
- Patient Safety (MEDE 7512)
- Professional Identity & Health Systems Practice (MEDE 7517 & 7518)

4th Year Required Rotation & Courses**

- 4 weeks of Emergency Medicine (MEDE 8403) or Pediatric Emergency Medicine (MEDE 8404)
- Professional Identity and Health Systems Practice (MEDE 7519 & 7524)

****4th Year Required Rotation**—Students may request to complete the required emergency medicine (EM) rotation at any full-service emergency room at an accredited hospital. Urgent care clinics, ambulatory clinics, and observation-only will not meet the requirement for the required EM rotation. Some EM rotations are scheduled with 12-hour shifts rather than traditional 8-hour shifts. In that case, a minimum of 14 shifts must be completed to receive credit for the rotation. Students may complete the required EM rotation in any period. All students must have the rotation scheduled by January 15, 2024.

2.2.2 ROME

Students in the ROME Rural Scholars Program will need to follow the policies and procedures outlined by the ROME office in addition to procedures outlined in this manual.

3rd Year Assigned Rotations/Courses: Listed in the previous section

The one difference for ROME students is the course listed below.

- 8 weeks of Family Medicine-ROME Rural Scholars Program (MEDE 8834)

ROME students not at remote sites will have scheduling of all year 3 core rotations completed by the Office of Rural Medical Education in conjunction with the Office of Osteopathic Clinical

Education. Scheduling of elective rotations is completed through processes outlined by and through the Office of Osteopathic Clinical Education.

2.2.3 Student-Scheduled Required Rotations—Electives for Credit toward Graduation (MEDE94XX)

In order to receive credit for an elective rotation, it is the student's responsibility to schedule the desired rotation and to adhere to the application deadlines published in the Rotation Dates and Scheduling Deadlines found in Section I of this handbook. All students are required to submit the appropriate documentation to the Office of Osteopathic Clinical Education by the posted deadline for review and approval. Students may not begin a rotation or engage in patient care without approval from the Office of Osteopathic Clinical Education.

- Rotations are to be four weeks in duration and must follow the rotation dates published in the Rotation Dates and Scheduling Deadlines found in Section I of this handbook. Students will not be given credit for any rotation less than 4 weeks, unless approved in writing by the Office of Osteopathic Clinical Education.
- All elective rotations are to include/provide a minimum of 32 hours of clinical work per week.
- Students will not be given credit for observation rotations.
- In their 4th year, Students may split their optional time to accommodate a rotation that is out of sequence with UNTHSC dates.
- Students will not receive credit for rotations or clinical activity not published to their schedule in eMedley.
- Students may not begin a clinical rotation until all required paperwork is processed by the Office of Osteopathic Clinical Education.
- Engaging in a clinical rotation or patient care without approval from the Office of Osteopathic Clinical Education is a violation of posted procedures and not covered by liability insurance.
- Credit will not be given for any rotation not approved by Office of Osteopathic Clinical Education.
- One elective may be research-based under the direction of a PhD or physician and must be approved by the published research deadline (see the published rotation dates and scheduling deadlines found in Section 1 of this handbook).
- Students may receive elective credit for one international rotation.
- Students may complete a maximum of 2 rotations with the same preceptor.
- Credit will not be given for rotations completed with relatives.

- It is a direct conflict of interest and credit will not be given for rotations in which a student is evaluated by a preceptor who provides medical advice or direct medical care to the student.
- Year 3 students may complete a maximum of 1 non-clinical/online elective rotation.
- Year 4 students may complete a maximum of 2 non-clinical/online electives.
- Virtual, research, directed studies, online a-synchronous, and anatomy-TA all count as non-clinical electives.
- Students are responsible for meeting requirements/deadlines of clinical training sites.
- The Office of Osteopathic Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Students are encouraged to schedule elective rotations in a variety of clinical practice areas for broad based clinical exposure.

2.2.4 Student-Scheduled Optional Rotations—Non-Credit Electives

Students may choose to complete a rotation for non-credit. Non-credit electives/rotations must be scheduled through the Office of Osteopathic Clinical Education for professional liability (malpractice) insurance to be in effect. Rotation length may vary.

Goals for non-credit electives may include:

- “auditioning” a program or institution in which they are interested
- to “try out” a specific discipline that they are considering as a possible career
- to broaden their knowledge and skill base
- to consolidate or strengthen knowledge in areas not likely to be covered intensively in their planned specialty residency or to prepare for residency.

2.2.5 Research Elective

Students wishing to conduct research during the course of their medical school career are allowed to receive credit for one research elective rotation.

The most up to date guidelines for research electives are posted on the [Clinical Education Website](#). Students must adhere to posted guidelines to receive credit for the rotation.

2.2.6 International Rotations

TCOM students may receive credit for a single international rotation completed in either year 3 or year 4. International rotations are designed to promote multicultural awareness and to involve students, faculty, and staff in research, education, and outreach activities abroad.

The common goals of all international rotations are to:

- improve cultural sensitivity
- improve/develop language communication skills - regionally specific
- give exposure to diseases not seen in this hemisphere
- provide the opportunity for personal growth
- facilitate the educational exchange of information
- help students hone their history, physical, etc., skills
- provide opportunities for students to be involved in all levels of research
- increase exposure of osteopathic medicine beyond the borders of the United States
- facilitate a global perspective of health, disease, and healthcare delivery systems
- provide opportunities for students to participate in outreach.

International “experiences” may be included in one or more of your core rotations. International experiences are defined as two weeks or less spent studying in another country under the guidance and direction of faculty in your core rotation. By definition, more than two weeks out of the country constitutes an international rotation. International rotations require documentation of at least 20 hours per week of clinical, patient care experience. Foreign language training (i.e. medical Spanish course) that does not have 20 hours per week of clinical patient care integrated into their curriculum will not be approved for credit.

Students in the ROME program may elect to participate in international rotations as part of select core/elective clerkships in 3rd and 4th year. Students interested in participating in the offered international rotations will need to submit formal requests to the ROME coordinator by July of their third year. Students are responsible for completing all required international rotation paperwork listed on the Clinical Education website by the posted deadlines for the respective period of travel.

The international packet collects information concerning required international travel insurance, emergency contacts, goals and objectives of clerkship, release agreements, etc. The international packet must be turned in approximately 60 days prior to departure (please see the Rotation Dates and Scheduling Deadlines found in Section I of this handbook) and is required for both

international rotations and international experiences. To apply for an international rotation, students must complete all normal paperwork required for rotations, plus the international packet. More information can be found on the Clinical Education website under the International Rotations link.

2.2.7 Military Elective

Armed Forces Health Professionals Scholarship Program (HPSP) students may choose to take one elective period of Military Medicine as a clinical rotation. The objectives of the Military Medicine elective are to:

- Improve the quality of professional training
- Maintain the uniformity of training
- Introduce the relevance and application of various disciplines of military medicine at the earliest stages of medical training.
- Provide smooth integration between academic and military aspects of training

Military students may choose to use this elective to take specialty electives in Military Medicine such as:

- Ambulatory Medicine – multidisciplinary—peace-time
- Trauma – expanded course with ATLS, ACLS, PALS, PHTLS
- Biological, Chemical and Nuclear Warfare
- Military Physiology
- Aviation Medicine
- Naval Medicine
- Space Medicine
- Search and Rescue
- Administrative Structure of the Army and Application to the Medical Corps
- Military Leadership
- Economics of Military Medicine
- Risk Management
- Military Epidemiology
- Military Psychiatry

It is recommended that students with mandatory obligations such as COT, OBLC, etc., use this option to complete those requirements. Students must show confirmation of registration and completion for credit.

2.2.8 Split Rotations

Elective rotations may not be split between two sites and must be four weeks in duration. In some instances, residency programs will only offer two-week rotations. In these instances, opportunities will be reviewed by the Office of Osteopathic Clinical Education on a case-by-case basis. If approved, credit for two (2) two-week rotations during the same period and at the same site may be considered. Please contact the Office of Osteopathic Clinical Education for questions.

2.2.9 Optional Periods

4th year students have two (2) four-week rotations designated as optional periods. This time is inclusive of study time for COMLEX II-CE and residency interviews. Students are strongly encouraged to schedule optional time wisely. Time may be needed for multiple residency interviews repeating a failed rotation, for designated administrative leave, or for required time off due to illness or personal reasons. Optional time may only be used in 4th year.

Optional periods must be submitted to eMedley in accordance with the Rotation Dates and Scheduling Deadlines found in Section I of this handbook.

TCOM students who have concerns pertaining to the accreditation of our program should contact the following:

Accreditation Complaints to the Commission on Osteopathic College Accreditation (COCA)

Complaints related to accreditation compliance may be reported to the [COCA](#) or to HSC directly. Students may file complaints anonymously through the [Student Complaint Form](#), through the institution's [HSC Trust Line](#) or by calling 844-692-6025. COCA's accreditation standard complaint policies, procedures, and form can be found on the [COCA website](#). The COCA contact information for filing an accreditation complaint is:

American Osteopathic Association
Commission on Osteopathic College Accreditation
142 E. Ontario Street
Chicago, IL 60611-2864
Phone: (312) 202-8124
Fax: (312) 202-8424
Email: predoc@osteopathic.org

SECTION III - SCHEDULING AND REGISTRATION PROCEDURES

3.1 CLERKSHIP SCHEDULING

Clerkship schedules are determined by a lottery system. Changes are not made to student schedules once posted. Requests for change are considered on a case-by-case basis in the event of extenuating circumstance. Requests will be reviewed, but changes are not guaranteed. No schedule changes will be allowed 30 days prior to the start date of the rotation without the express written consent of the Office of Osteopathic Clinical Education. Failure on the part of the student to complete the required number of rotations due to incomplete submission of necessary documents may result in loss of optional time or delay in graduation. Core rotations will be served at one of several clinical affiliates.

3.1.1 Assignments to Satellite Campuses

TCOM is proud to partner with affiliated sites to administer quality education for our core rotations. Students will be given the opportunity to volunteer to do their core rotations at one of our satellite campuses. The following locations are considered satellite campuses:

Corpus Christi, TX

Bay Area Medical Center

Christus Spohn Health System

Driscoll Children's

Dennison, TX

Texoma Medical Center

Longview, TX

Christus Good Shepherd Medical Center

Paris, TX

Paris Regional Health

Midland, TX

Basin Care Internal Medicine

Big Spring State Hospital

Community Clinic

Midland Health

Permian Regional

In the event that the number of students needed at each site is not filled with volunteers, students may be randomly assigned to any site TCOM has a partnership with outside of the DFW metroplex area. In the event that more volunteers come forward than there are spots available, a random selection process will be used to select the students who will be assigned. All accommodation requests must be submitted to the appropriate office such as the Office of Disability Access (ODA) or Title IX depending on the circumstance. Letters from those offices will need to be sent to the office of osteopathic clinical education prior to the assignment selection process in November.

3.1.2 Disapproved Rotation Requests

A rotation request may not be approved if the:

- requested site cannot/will not accommodate the request
- preceptor is a relative or current Physician of the student

- rotation does not meet minimum duration requirements of the curriculum
- dates conflict with previously scheduled rotation(s)
- preceptor or clinical training site does not have appropriate forms on file

- requirements of the clinical training site and/or preceptor have not been met (examples include: incomplete forms or lack of submission of immunization documentation)
- request was received after the registration deadline
- student has already completed two rotations with the site and/or preceptor
- student is not in good standing

Disapproval of a rotation request is not limited to the aforementioned reasons. Once a rotation request has been denied, you must submit a new rotation request.

3.2 ELECTIVE SCHEDULING

3.2.1 Student-Scheduled Required Rotations—Electives for Credit toward Graduation (MEDE94XX)

In order to receive credit for an elective rotation, it is the student's responsibility to schedule the desired rotation and to adhere to the application deadlines published in the Rotation Dates and Scheduling Deadlines found in Section I of this handbook. All students are required to submit the appropriate documentation to the Office of Osteopathic Clinical Education by the posted deadline for review and approval. Students may not begin a rotation or engage in patient care without approval from the Office of Osteopathic Clinical Education.

- Rotations are to be four-weeks in duration and must follow the rotation dates published in the Rotation Dates and Scheduling Deadlines found in Section I of this handbook. Students will not be given credit for any rotation less than 4 weeks, unless approved in writing by the Office of Osteopathic Clinical Education.
- All elective rotations are to include/provide a minimum of 32 hours of clinical work per week.
- Students will not be given credit for observation rotations.
- Students may split their optional time to accommodate a rotation that is out of sequence with UNTHSC dates.
- Students will not receive credit for rotations or clinical activity not published to their schedule in eMedley.
- Students may not begin a clinical rotation until all required paperwork is processed by the Office of Osteopathic Clinical Education.
- Engaging in a clinical rotation or patient care without approval from the Office of Osteopathic Clinical Education is a violation of posted procedures and not covered by liability insurance.

- Credit will not be given for any rotation not approved by the Office of Osteopathic Clinical Education.
- One elective may be research-based under the direction of a PhD or physician and must be approved by the published research deadline (see the published rotation dates and scheduling deadlines found in Section 1 of this handbook).
- Students may receive elective credit for one international rotation.
- Students may complete a maximum of 2 rotations with the same preceptor.
- Credit will not be given for rotations completed with relatives.
- It is a direct conflict of interest and credit will not be given for rotations in which a student is evaluated by a preceptor who provides medical advice or direct medical care to the student.
- Year 3 students may complete a maximum of 1 non-clinical/online elective rotation.
- Year 4 students may complete a maximum of 2 non-clinical/online electives.
- Virtual, research, directed studies, online a-synchronous, and anatomy-TA all count as non-clinical electives.
- Students are responsible for meeting requirements/deadlines of clinical training sites.
- The Office of Osteopathic Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Students are encouraged to schedule elective rotations in a variety of clinical practice areas for broad based clinical exposure.
- Some sites have unique scheduling requirements. Students are responsible for submission of documents in a timely manner that will allow coordination with those sites. It is important to check with the individual sites.
- Completed forms that are received without ample time to implement the requested change will not be processed.
- Students must submit all documents by the deadlines published in the Rotation Dates and Scheduling Deadlines found in Section I of this handbook.
- Students may be placed on administrative leave for failure to submit required paperwork by the posted deadline.

Students are accountable for the accuracy and validity of all submitted documents. **No schedule changes will be allowed 30 days prior to the start date of the rotation without the express written consent of the Office of Osteopathic Clinical Education.**

SECTION IV - YEAR 3 AND 4 EVALUATIONS

4.1 Clinical Courses

Each preceptor evaluates your progress and performance during clinical courses. In order to ensure that the evaluation program is successful, it is the student's responsibility to take the following steps:

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask each preceptor to complete and discuss the Clinical Clerkship Evaluation at the end of a clinical course.
3. Make sure that each preceptor returns the Clinical Clerkship Evaluation form to the appropriate clerkship coordinator or Department of Osteopathic Clinical Education within two weeks after the completion of every clinical course.
4. Complete all other requirements (Procedure Logs, Canvas assignments, pre- and post-rotation exams, etc.) for each clinical course as specified.

4.1.1 Evaluation of Student Clinical Performance

The faculty member/preceptor is responsible for completing each component of the Clinical Clerkship Evaluation form. It is important for the student and preceptor to discuss the form at the beginning of the clinical course. Midway through the clinical course, students should ask the preceptor for feedback on progress relative to the elements listed in the Clinical Clerkship Evaluation. During the final week of the clinical course, the preceptor should rate students on each skill or behavior, provide written comments, and discuss the feedback before submitting the form.

Students are responsible for having preceptors complete the evaluation before leaving elective rotation sites. Verify each evaluation is complete in eMedley or submit a paper copy of the evaluation to ClinicalEducation@unthsc.edu. Evaluation of a student's clinical performance is required to receive credit for elective courses in 3rd and 4th year. Students should regularly check their transcripts and eMedley document section to ensure evaluations for elective rotations are received by Osteopathic Clinical Education.

If a student is supervised by several faculty members on one core rotation, a composite evaluation may be completed by the Clerkship Director. In such a case, the other medical staff may be asked to provide input into the evaluation by completing an evaluation and submitting it to the Clerkship Director responsible for students' educational experience while on rotations. Students may review all completed evaluations on eMedley.

If a student is supervised by multiple preceptors on an elective rotation, a composite evaluation may be completed by the Assistant Dean for Osteopathic Clinical Education.

4.1.2 Evaluation of Clerkship Site/Preceptors

Student evaluation of the rotation is required and must be completed on-line within one week of the last day of the rotation using eMedley. The eMedley rotation evaluation program allows the student the opportunity of assessing the rotation, the faculty, and the facilities.

The evaluation process provides necessary feedback to the student and UNTHSC to enable program development. Consequently, evaluations are required and students may receive a non-professional conduct report, be removed from rotations, or have their transcripts put on hold until all evaluations are complete and current.

4.2 Grading

Grades for core/required clerkships are assigned by the clerkship director in accordance with the course syllabi. For elective clerkships, the grade is assigned by the assistant dean of osteopathic clinical education based on the clinical evaluation. Any “below expectations” marks on evaluations are reviewed by the assistant dean and may warrant a failing grade. The final grade on all elective rotations is issued by the assistant dean of osteopathic education.

Students will receive a final grade of pass/fail/honors for each core clerkship and the required EM rotation according to grading policies adopted by the clinical departments. In all instances, these policies shall conform to the minimum grading standards established by the university. Students will be required to remediate any failing grade.

4.2.1 COMAT Exam and Remediation Procedures

COMAT examinations from the National Board of Osteopathic Medical Examiners (NBOME) will be administered in core/required clinical rotations. Assigned students must sit for the appropriate COMAT examination administered at the completion of each rotation. Any student who is unable to sit for the COMAT examination at the scheduled time should immediately notify the Director of Testing & Evaluation Services, Executive Director of Osteopathic Clinical Education, and the Clerkship Coordinator/Director, as well as follow the process for requesting an emergent absence via eMedley.

The NBOME COMAT exam is on the last Friday of the rotation. Testing and Evaluation Services will notify students of exam date, location, and start time. Students should arrive approximately 30 minutes prior to the start of the exam for registration. Students must be seated in their

designated seats prior to the published exam time. Students are required to attend the COMAT

exam on the posted date. Absence requests for COMAT exam dates will not be granted except in instances of extreme extenuating circumstances.

A student will lose 10 points on the exam for late arrival. If the 10-point reduction results in a score below 83, the student will not be required to remediate the exam. However, the score will be recorded as is.

The COMAT examination for each core/required clinical rotation shall be a barrier to the student receiving his/her final grade determination for the course. All students must pass the COMAT examination with a standard score of 83 or above.

Failure of a COMAT exam results in failure of the rotation. If a student fails a course, they must appear, in person, before the Student Performance Committee (SPC) for a recommendation of remediation.

COMAT exams are required for the following assigned rotations:

- Family Medicine
- Internal Medicine
- Surgery
- Pediatrics
- Obstetrics & Gynecology
- Psychiatry
- Osteopathic Manipulative Medicine
- Emergency Medicine

4.2.2 Honors in Core Clerkships

Students may be eligible for “Honors,” designated by the Clerkship Director, if they meet all expected requirements to pass the clerkship and:

- *Score 112 or above on the COMAT exam for that clerkship/rotation. The score will be set and approved on an annual basis by the Clerkship Director, the Assistant Dean for Osteopathic Clinical Education, and the Senior Associate Dean for Academic Affairs.*
- *Does not have “Below Expectation” on any clinical evaluation competency area.*

- *Does not violate any Osteopathic Clinical Education policy or procedure while on the rotation, e.g. attendance policy, meets all clerkship deadlines, turns in all assignments by the posted deadlines, etc.*

The final designation for “Honors” is at the discretion of the Clerkship Director and does not apply to elective rotations.

4.2.3 Late Assignments

- For all rotations we have a consistent procedure for how late assignments are handled. Due dates for every assignment are provided on the course syllabus and posted in Canvas. Your Clerkship Coordinator will send out one final reminder to complete all assignments by the deadline date listed in the syllabus and on Canvas. Unless otherwise stated, assignments are due on those days. In extreme circumstances, it will be up to the discretion of either the Course Director and/or Clerkship Coordinator to accept a late assignment. If you fail to submit your assignment by the deadline date given by either the Course Director and/or Clerkship Coordinator, you will fail the rotation.

SECTION V - PROCEDURES

5.1 CLINICAL PROCEDURES

5.1.1 Professional Conduct

Students must conduct themselves in a professional manner at all times. The College's expectations include, but are not limited to:

- adherence to all policies and procedures, professional behavior, and communication.
- exemplary interpersonal relationships with peers, faculty, staff, and the general public.
- the ability to work effectively as part of the academic community and/or health care team.
- refraining from personal use of legal (alcohol/prescription medications) or illegal substances that can impair judgment or motor skills while on clinical rotation, before or during a shift (breaks included).

Personal character traits such as honesty and integrity are facets of professional behavior which will be evaluated by preceptors and the college administration. Professional standards required

of a member of the osteopathic profession are a requirement for passing all courses in Year 3 and 4.

In addition to the procedures outlined by the Office of Student Affairs, violation of the UNTHSC Code of Student Conduct may result in:

1. Review by the Student Performance Committee and /or
2. Receipt of a failing grade regardless of other academic performance.

You may access/ obtain a copy of the most recent guidelines in the Student Handbook via the University website.

5.1.2 Dress

You will maintain critical awareness of personal hygiene at all times. You are expected to dress in a neat, clean, and professional manner. Unless specifically required by the hospital or service, you must wear clean white clinical jackets. Because you are representing UNTHSC, TCOM, the hospital, the preceptor, and the osteopathic profession, **you are required to dress appropriately for all clinical experiences and didactic activities** in Year 3 and 4. Inappropriate dress includes, but is not limited to:

- unclean or un-pressed clothing
- blue jeans
- sweats
- shorts
- tee shirts
- open-toe shoes
- other casual attire

Individual preceptors may impose additional dress requirements.

5.1.3 I.D. Badges and College Patches

You must wear the UNTHSC-TCOM student identification badge when in any clinical setting and during all patient contacts so as not to misrepresent yourself as an intern, resident, or licensed physician. Students are responsible for complying with badging protocols at each clinical site.

5.1.4 Titles & Students as Scribes

It is expected that you will be treated as a professional by hospital and office personnel at all times. In the clinical setting, when being paged or introduced to patients and their family members, you should be referred to as "Student Doctor" followed by your last name so you are not misrepresented as a licensed physician. You are to be courteous to hospital and office personnel at all times and address them by their appropriate names and titles.

TCOM recognizes that there may be occasions when students act as a scribe during a clinical encounter. TCOM considers a scribe to be an individual authorized by a licensed practitioner to transcribe his/her spoken word during a clinical encounter performed by the licensed practitioner. Scribes do not interact directly with patients; they document the activities of the provider. Use of TCOM students as scribes should be limited in occasion and have an educational purpose. For example, there may be complex clinical encounters where using a student as a scribe may be in the best interest of the patient, requiring the student to observe and document the clinical encounter or as initial assessment of a student to demonstrate documentation skills at the start of a training period. Students should not exclusively function in the role of a scribe during their clinical training and are expected to interact directly with patients and document such interaction under the supervision of the teaching practitioner.

5.1.5 Student/Preceptor Conflicts

If, at any time during a clinical rotation you feel you have a personality or other conflict with a preceptor, report it immediately to the Clerkship Coordinator/clerkship director or the Office of Osteopathic Clinical Education.

5.1.6 Exposure to Bloodborne Pathogens

Universal Precautions: The term “universal precautions” refers to infection control which presumes that every direct contact with body fluids is potentially infectious. The Occupational Safety and Health Administration (OSHA) regulations for health care professionals who are considered at risk of occupational exposure to bloodborne diseases can be found at <https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

Bloodborne pathogens refer to pathogenic microorganisms that are present in human blood and can cause disease in humans (e.g. HBV, HIV, etc.). “Exposure Incident” means “a specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or potentially infectious materials.” Contact can occur via a splash, needle stick, puncture/cut wound from a sharp instrument, or human bite. Other potentially infectious body fluids other than blood include semen; vaginal secretions; pleural, pericardial, synovial, peritoneal, cerebral spinal, or amniotic fluids; saliva during dental procedures; and any other body fluid visibly contaminated with blood.

Policy/Procedure: If a TCOM medical student is exposed to bloodborne pathogens either by direct contact with blood or other body fluids via the eyes, mucous membranes, human bite, or sharps (e.g., needle stick, lancet stick, scalpel cut, etc.) while on rotation, it is to be handled as an EMERGENCY SITUATION.

Post Exposure Protocol

- Immediately wash exposed areas with soap and water.
- If splashed in eyes or mouth, flush with large amounts of water.
- Treatment is critical within first 2 hours.
- Notify supervisor and follow rotation site exposure protocols (see below for addresses).
- If facility is not equipped to handle exposure, contact HSC Health Student Health Clinic or appropriate remote site location listed below.
- If SHC or remote site listed is not available, or you are not in the DFW area, go to the nearest ER and use your student health insurance.
- You must notify Student Health and the Osteopathic Clinical Education Office of any care received at another facility.

Dallas/Fort Worth & Weatherford Area students with exposures to bloodborne pathogens which occur M-F, 8-5 should report to:

HSC Health Student Health
855 Montgomery St., 3rd Floor
Fort Worth, TX 76107
T: 817-735-2273 F: 817-735-0651

For exposures occurring afterhours, students should report to the nearest emergency room and use their student health insurance.

Longview remote site students with exposures to bloodborne pathogens which occur M-F, 8-5, should report to:

CHRISTUS Good Shepherd Medical Center Employee Health
1621 N 4th St, Suite 1
Longview, TX 75601
903-315-5154

For exposures occurring afterhours, students should report to:

Emergency Department
CHRISTUS Good Shepherd Medical Center
700 E Marshall Ave.
Longview, TX 75601
903-315-2000

Corpus remote site students with exposures to bloodborne pathogens should report to:

Christus Spohn
OCC Health Nurse at Christus Spohn
also immediately report to your attending and Dr. Hinojosa

Bay Area
report to charge nurse and medical education office
proceed directly to emergency room for treatment

Texoma Medical Center remote site students with exposures to bloodborne pathogens should report to:

Employee Health
Texoma Medical Center
5016 South US Hwy 75
Denison, TX 75020
903-416-4088

Midland remote site students with exposures to bloodborne pathogens should report to:

Vital Care Urgent Care
Midland and Odessa, TX 407 N. Kent Street
Midland, TX 79701
432-687-2273

5.1.7 Medical Insurance, Immunizations, Screening for Tuberculosis (TB), & Physical Health Services

The Health Science Center requires all students to comply with immunization and health screening requirements. It is the student's responsibility to ensure compliance through the end date of each clinical rotation. It is the student's responsibility to meet all necessary immunization and health screening requirements of the University and all clinical training sites. All students must obtain and maintain health and hospitalization insurance, and be able to show proof of coverage upon request.

The Texas Department of Health requires all students enrolled at institutions of higher education to show proof of all required immunizations prior to matriculation. Proof of immunizations required by the student's academic program must be submitted to Student Health Services prior to enrollment. Any uncompleted series of immunizations can be completed by Student Health Services at the student's expense. Non-compliance with this policy will result in an academic hold being placed on the student's account (i.e. Official Transcript Hold, Registration Hold) and/or removal from clinical training.

Medical students are considered health care workers and, as such, are at risk for exposure to certain diseases. Because of this, TCOM adheres to the guidelines published by the Centers for Disease Control and Prevention relative to immunizations and tuberculosis (TB) skin testing. Students must be screened annually for TB. The Health Science Center will track student compliance with the immunizations and health screenings policy. Students are responsible for demonstrating compliance with UNTHSC and Clinical Training site immunization requirements.

Students may access physical health services at the sites listed below. All students are responsible for carrying health insurance and should check with their insurance company before accessing services.

Students in the **Dallas/Fort Worth and Weatherford Area** may access health services at the HSC Student Health & Priority Care Clinic.

IREB 105
3430 Camp Bowie Blvd. – 1st Floor
Fort Worth, TX 76107
817-735-5051
studenthealth@unthsc.edu

Students in the **Longview area** may access health services at CHRISTUS Trinity Clinical Internal Medicine.

CHRISTUS Trinity Clinical Internal Medicine
703 E. Marshall Ave Suite 1001
Medical Plaza II
Longview, TX 75601
903-753-7291

Students in the **Corpus Christi area** may access health services at Promptu Immediate Care.

Promptu Immediate Care
5638 Saratoga Blvd
Corpus Christi, TX 78414
361-444-5280

Promptu Immediate Care
4938 S Staples Ste E-8
Corpus Christi, TX 78411
361-452-9620

Students in the **Sherman/Dennison** area may access health services at Texoma Care Family Medicine.

TexomaCare Family Medicine
5012 South US HWY 75
Denison, TX 75020
903-416-6025

Students in the **Midland area** may access health services at Vital Care Urgent Care.

Vital Care Urgent Care
Midland and Odessa, TX
407 N. Kent Street
Midland, TX 79701
432-687-2273

5.1.8 Patient Care Supervision

Cross-listed as [TCOM Procedure 5.4 Patient Care Supervision](#)

TCOM students and residents engaged in patient care at UNTHSC-operated facilities or as participants in UNTHSC-affiliated training programs shall do so under the supervision of a licensed health care provider who has been credentialed to provide that scope of care. Visiting students and residents working in UNTHSC facilities or with UNTHSC employed faculty shall be similarly supervised.

- TCOM students and residents engaged in patient care activities shall at all times be supervised by a duly licensed member of the clinical faculty who retains privileges for the scope of care being provided. Faculty or a similarly credentialed designee (resident or fellow with approved privileges) must be immediately available in the facility where the activity is taking place. Students who have demonstrated competence to faculty may perform patient histories and physical examinations without immediate supervision if directed to do so by the faculty.
- TCOM students and residents may perform additional tasks as directed by supervising faculty upon demonstrating competence to perform those tasks. In most instances, the provision of patient care shall require the immediate presence of a duly credentialed supervising provider who has ascertained the trainees level of proficiency.
- TCOM shall assure distribution of this procedure to students, residents, and faculty as part of the orientation plan for clinical training.
- Students or residents who fail to follow procedures for clinical supervision may be removed from patient care activities at the discretion of the Dean or their designee, pending a disciplinary review.
- Faculty who fail to observe supervision procedures may be removed from participation in TCOM training programs and may be further subject to disciplinary action.

5.1.9 Emergency Preparedness

In the event of hazardous weather or an emergency situation, students should follow protocols and procedures of their specific clinical site. Hazardous weather advisories/directions from local and county services and the National Weather Service should be followed.

In the event that your rotation schedule is interrupted due to hazardous weather conditions or another emergency situation, please notify the Office of Osteopathic Clinical Education as soon as possible via email. In the case of an emergent situation outside normal business hours that requires you to evacuate or relocate, please call the Office of Osteopathic Clinical Education emergency number 817-735-0431. See also 5.2.6 Inclement Weather.

5.2 ATTENDANCE

5.2.1 Absences

The focus of the clinical experience in years 3 and 4 is patient care. 100% attendance is, therefore, required to be certain that continuity of care is maintained. Students may not miss

the first day or the COMAT exam of any clinical rotation. It is understood, however, that certain situations may arise that result in absence from required daily participation.

Absences in 3rd Year

Students may not miss the first day or the COMAT exam of any clinical rotation. It is understood, however, that certain situations may arise that result in absence from required daily participation.

In such instances, the following procedures will be observed:

- Students are provided with 5 academic absences to use during third year to attend conferences, RAD, workshops, etc. In the event a student requires more than 5 academic absences, a student may submit request for an extension by contacting the Office of Osteopathic Clinical Education. A student may not miss the first day of a rotation or a COMAT exam in order to attend a conference.
- Students are allowed up to 5 total absences in each of the fall and spring semesters (inclusive of all: personal & emergent absences). Any absences beyond that must be made up in period 13 to complete the third year and before progressing to fourth year.
- **Any combination of time out (including academic) that results in a student missing more than 1 day of a 2-week block, 3 days of a 4-week block, or 5 days of a 6-week block will result in failure of the clerkship.** Eight-week rotations are considered two separate 4-week blocks.
- **Absence requests may not be cancelled once a rotation begins.**
- All absences require submission of the electronic Request for Absence via eMedley by the posted deadline (45 days) before the start of the rotation to allow time for schedule adjustments.
- Absence requests entered in eMedley after the posted deadline are considered emergent and require documentation for further consideration by the Osteopathic Clinical Education department.
- Emergent absence requests are due immediately with supporting documentation. Students are required to notify their site/preceptor and clerkship coordinator of all emergent leave. Absences without supporting documentation will be considered neglect of duty and may result in course failure.

- Absence due to illness is for use only in the event of personal illness/health-related condition or to assist a family member who has a verifiable illness/health condition and needs medical care. Absence due to illness for more than one (1) day during clerkship duties requires documentation from a licensed health care provider to support an excused absence due to illness/health condition.

Accommodations

- If a student has an approved accommodation on file, the details will be provided to the Office of Osteopathic Clinical Education (OCE) by the appropriate office of ODA or Title XI.
- Students who have not received written approval for an accommodation(s) request submitted to either/or Title IX or ODA, will not receive exceptions to the Osteopathic Clinical Education Policy Manual Guidelines.
- The student will still need to submit a formal absence request via eMedley per the Osteopathic Clinical Education Policy Manual guidelines.
- The Academic Program Specialist (APS) /Student Absence Request Manager (SAR) will document the pending request in their electronic records. The Academic Program Specialist (APS) /Student Absence Request Manager (SAR) will communicate with the appropriate team member (Navigator or Clerkship Coordinator) once the request form has been received.
- The student is responsible for communicating the approved absences to their clinical site. The student may refer any questions to the Navigator or Clerkship Coordinator.
- All absences are subject to approval by the Office of Osteopathic Clinical Education. Even if the absence is approved, the Office of Osteopathic Clinical Education/preceptor/site may require the student to complete an additional assignment or to make up time. Make up days should be completed within the regularly scheduled rotation.
- Students are required to notify their site, preceptor, Clerkship Coordinator, and Clerkship Director of ALL absences (including pre-approved and emergent).
- Attendance on the first day of the rotation and on COMAT exam dates are required on all rotations.
- Students are allowed one day for the COMPLEX CE. Requests beyond this allowance may be denied by the Executive Director of Clinical Education. You may not schedule your COMPLEX CE exam on a date which causes you to miss orientation or COMAT

exam for a rotation. COMLEX CE is not considered part of your absences. The request must be entered within 48 hours of scheduling the exam date. Requests entered more than 48 hours after scheduling the exam will be counted as an academic absence.

- Students may be granted approval for absence by the Assistant Dean for Osteopathic Clinical Education for participation in select Health Science Center activities. Such approval must be obtained in advance with written notification to the Office of Osteopathic Clinical Education and the site/preceptor.

Unapproved absences or absences in excess of the above policy will require remediation or result in a failing grade at the discretion of the Office of Osteopathic Clinical Education.

Failure to notify the Clerkship Director, rotation supervisor, and Office of Osteopathic Clinical Education of any absence will be considered neglect of duty and may result in a failing grade for the clerkship.

Absences in 4th Year

The focus of the clinical experience in year 4 is patient care. 100% attendance is, therefore, required to be certain that continuity of care is maintained. It is understood, however, that certain situations may arise that will result in absence from required daily participation.

In such instances, the following apply:

- **Students may not miss the first day or COMAT exam of any clinical rotation.**
- All absences require submission of the electronic absences request form via eMedley a minimum of 10 business days before the start of the rotation for planned absences, and within three days of a student's return from absence in the case of an individual or family emergency.
- Absence requests entered in eMedley less than 10 business days before the start of the rotation are considered emergent and require documentation for further consideration by the Osteopathic Clinical Education department.
- Absence due to illness is for use only in the event of personal illness/health-related condition or to assist a family member who has a verifiable illness/health condition and needs medical care. Absence due to illness for more than one (1) day during clerkship duties requires documentation from a licensed health care provider to

support an excused absence due to illness/health condition. Documentation dates must match those missed. Documentation may not be signed by a member of the student's family.

- All absences are subject to approval by the Office of Osteopathic Clinical Education. Even if the absence is approved, the Office of Osteopathic Clinical Education/preceptor/site may require an additional assignment or for time to be made up from any student who misses time during their service. Make up days should be completed within the regularly scheduled rotation.
- Absence of more than 1 day of a 2-week block or 3 days of a 4-week block, will result in a grade of INCOMPLETE and repeat of the entire rotation will be required.
- Unapproved absences or absences in excess of the above policy may require remediation or result in a failing grade at the discretion of the Office of Osteopathic Clinical Education.

Accommodations

- If a student has an approved accommodation on file, the details will be provided to the Office of Osteopathic Clinical Education (OCE) by the appropriate office of ODA or Title XI.
- Students who have not received written approval for an accommodation(s) request submitted to either/or Title IX or ODA, will not receive exceptions to the Osteopathic Clinical Education Policy Manual Guidelines.
- The student will still need to submit a formal absence request via eMedley per the Osteopathic Clinical Education Policy Manual guidelines.
- The Academic Program Specialist (APS) /Student Absence Request Manager (SAR) will document the pending request in their electronic records. The Academic Program Specialist (APS) /Student Absence Request Manager (SAR) will communicate with the appropriate team member (Navigator or Clerkship Coordinator) once the request form has been received.
- The student is responsible for communicating the approved absences to their clinical site. The student may refer any questions to the Navigator or Clerkship Coordinator.
- All absences are subject to approval by the Office of Osteopathic Clinical Education. Even if the absence is approved, the Office of Osteopathic Clinical Education/preceptor/site may require the student to complete an additional

assignment or to make up time. Make up days should be completed within the regularly scheduled rotation.

- Students are required to notify their site, preceptor, and the Office of Osteopathic Clinical Education of any absences (including pre-approved and emergent).
- Students are allowed one day for the COMLEX CE. Requests beyond this allowance may be denied by the Executive Director of Clinical Education. You may not schedule your COMLEX CE exam on a date which causes you to miss orientation or COMAT exam for a rotation. COMLEX CE is not considered part of your absences. The request must be entered within 48 hours of scheduling the exam date. Requests entered more than 48 hours after scheduling the exam will be counted as an academic absence.

- **Failure to notify the Office of Clinical Education & rotation supervisor/preceptor of any absence will be considered neglect of duty and may result in a failing grade for the rotation.**
- Students may be granted approval for absence by the Assistant Dean for Osteopathic Clinical Education for participation in select Health Science Center activities. Such approval must be obtained in advance with written notification to the Office of Osteopathic Clinical Education and the site/preceptor.

Absences due to Residency Interviews

Residency interviews are a necessary step in the residency process. Students are advised to avoid rotations in which multiple absences would adversely affect the functions of the clinical team, particularly in-patient care and curriculum delivery settings. If a student will miss clinic/rotation days for a residency interview, the following applies:

- Students are required to notify the Office of Osteopathic Clinical Education within 24 hours of accepting a residency interview.
- **Students may not miss the first day or COMAT exam of any clinical rotation**
- Students should submit an absence request via eMedley to the office of Clinical Education with evidence of interview invitation, agenda for interview, and dates required to be out of clinic.
- Students will be excused for the day of the interview and for travel time if the interview requires an overnight stay away from home.
- Absence maximum of 3 days per 4-week rotation applies. Students may be granted an additional 2 absences from a rotation for interviews.
- Absences of more than 5 days during any 4-week rotation (due to any combination of time out) will result in a grade of INCOMPLETE and repeat of the entire rotation may be required.
- **Failure to notify the Office of Osteopathic Clinical Education and rotation supervisor/preceptor of any absence due to residency interviews will be considered neglect of duty and may result in a failing grade for the rotation.**

5.2.2 Leave of Absence

A leave of absence (LOA) is defined as an extended period away from clinical course activities that may become necessary due to:

- 1) prolonged illness,
- 2) pregnancy, or
- 3) personal matters.

Requests of this nature are to be made in writing and submitted to the Office of Osteopathic Clinical Education. Leaves of Absence are granted by the Dean and processed through the Registrar.

5.2.3 Work Schedule

All rotations begin on the first Monday of the 4-week, 6-week, and 8-week periods unless it is a designated holiday (see below), in which instance the rotation begins on the first business day following, or as designated by the Clerkship Director. Rotations with scheduled COMAT exams end at 5:00pm on the day prior to the exam. Students taking the COMAT exam are required to turn in pagers and all borrowed materials at that time. Students will be off duty following the COMAT exam to prepare for their next rotation, with the exception of exams which are scheduled prior to the end of rotations (i.e. Exams scheduled Thursday and rotation ends on Friday). Deficiencies and absences may be remediated during this period at the discretion of the Clerkship Director. Students completing rotations without subject exams shall remain on-service until the end of the workday as determined by the preceptor.

5.2.4 Work Hours

The average workday shall be no longer than 14 hours averaged over the work week, which is Monday through Sunday. The average workweek shall be no longer than 80 hours including in-house call, all other instructional activities, and study time averaged over 4 weeks. Students should have off at least one full 24 hours period each week. Students may not work more than 2 weekends in a 4-week rotation, 3 weekends in a 6-week rotation, or 4 weekends in an 8-week rotation. The students should have off at least 10 hours between shifts, which includes any rotation-organized didactics. Students should be given adequate time during their week to study for exams and prepare any other rotation-related assignments. Work hour compliance issues for Core Clerkships should be brought to the attention of the Clerkship Director and Coordinator, as well as the Office of Osteopathic Clinical Education. Issues arising from elective

rotations should be brought to the attention of the Office of Osteopathic Clinical Education.

5.2.5 Holidays

Students on clinical rotations in Years 3 and 4 will be granted exemption from clinical duties and call on the holidays recognized by the hospitals and clinics in which they are rotating. It is the students' responsibility to be aware of the holiday schedule for their rotation sites. Students shall not be required to attend clinical activities during the following holidays: Thanksgiving Day and the day following*, Winter Break, and 3rd to 4th Year Break.

*If you are on a service with weekend duty and are scheduled, you must report for those scheduled shifts. Do not make 4-day travel plans until you have confirmed that you are not expected to report any time during the weekend.

5.2.6 Inclement Weather

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as year 1 and 2 medical students. Students on clinical rotations are to follow the schedule of the site where they are rotating. Students should use caution and allow themselves plenty of time to get to their destinations.

5.3 ADMINISTRATIVE POLICIES

5.3.1 Good Standing

Good standing status for students in Years 3 and 4 is defined by:

- payment of all University tuition and fees, college loans, and other fees and/or costs owed to the institution
- completion and submission of all scheduling paperwork by the deadlines imposed by the Office of Osteopathic Clinical Education, clinical departments, and the Registrar
- properly canceling student-scheduled clerkships that have been previously arranged before committing to another rotation
- receipt of all appropriate evaluation forms by the Office of Osteopathic Clinical Education
- a grade of "pass" on all evaluations and all required activities (see syllabi)
- satisfactory attendance on rotations and participation in required didactic activities
- satisfactory exhibition of professional attitude and conduct as described in the College's Student Code of Conduct.

Any student not in good standing is subject to:

- removal from clinical service at the discretion of the Executive Director of Osteopathic Clinical Education
- address by the Senior Associate Dean for Academic Affairs
- review by the Student Performance Committee.

5.3.2 Administrative Leave

In rare instances students may be placed on administrative leave by the Executive Director of Osteopathic Clinical Education. Students who do not meet the policy requirements/deadlines as outlined in this document may be put on administrative leave pending completion of requirements. Any student who is suspected of being a danger to themselves and/or their patients may be put on administrative leave immediately, pending further investigation.

5.3.3 Email as Official Means of Communication

The Office of Osteopathic Clinical Education updates the Policy & Procedure Manual annually, in order to familiarize students with current program policies, procedures, and available services. As clinical clerkship policies and procedures change, every attempt will be made to notify students participating in the program. The Office of Osteopathic Clinical Education's primary means of notification are email and Canvas. It is the student's responsibility to check their HSC email account and Canvas for announcements and correspondence from this office. Students may be held accountable for the information sent via email or posted to Canvas. If you have questions, please contact the Office of Osteopathic Clinical Education.

5.3.4 Meals and Housing

The Texas College of Osteopathic Medicine does not request that meals or housing (with the exception of housing at Driscoll Children's Hospital) be provided for our students by our affiliated sites. A hospital or clinical training site that has the resources to provide meals or housing may do so, but this is strictly optional. TCOM does not accept any responsibility for the administration or management of housing arrangements for students.

5.3.5 COMBANK Question Bank

COMBANK is made available to students to aid in preparation for all subject exams during clinical clerkships. All students are strongly encouraged to complete appropriate COMBANK questions, per the individual clerkship syllabi. In addition to serving as preparation for COMAT

exams, COMBANK serves as a built-in board review. Students' progress and utilization of COMBANK may be monitored.

5.3.6 Expanded AOA Competencies

Students are expected to familiarize themselves with the expanded competencies attached to this document and delineated within the individual syllabi. Preceptors reserve the right to consider acquisition of these competencies in completing the Clinical Clerkship Evaluation form.

5.3.7 Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

Completion of COMLEX Level 1 is required to begin year 3 coursework/rotations. All students must take COMLEX Level 1 by the posted deadline. **Failure to take COMLEX Level 1 by the deadline may prevent students from starting year 3/clinical rotations and graduating on-time. Students who have not taken the exam by the deadline may be removed from rotations until the exam is taken.** All students are required to pass Level I (per the minimums established by the National Board of Osteopathic Medical Examiners) for promotion to the third year. All TCOM students must pass COMLEX Level 1 & Level 2-CE in order to graduate.

NOTE: You must take COMLEX Level 1 and COMLEX Level 2 CE no later than the deadlines given by the Office of Osteopathic Clinical Education. Failure to take the exams by the deadline may prevent you from graduating on-time. Students who have not taken the exam(s) by the deadline may be removed from rotations until the exam is taken. For the most up-to-to-date information about COMLEX, please visit the NBOME website at <http://www.nbome.org>

5.3.8 Malpractice Insurance Coverage

TCOM students are covered by malpractice insurance. All students shall be supervised by an on-site licensed physician. All rotations must be approved by the Office of Osteopathic Clinical Education, and/or responsible clinical department prior to the beginning of the rotation to be covered by liability insurance and receive course credit. **For malpractice coverage to be in effect, the Office of Osteopathic Clinical Education must be informed of the student's clinical location at all times by adhering to the registration policy and procedures stated in Section III of this manual.** A current Certificate of Coverage may be obtained from the Forms page on the Osteopathic Clinical Education website.

Due to hospital liability requirements for students, it may be necessary for a student to purchase additional malpractice liability coverage for certain training sites.

5.3.9 Affiliation Agreements

TCOM has affiliation agreements with all sites where core rotations are completed. Some elective rotations will require an affiliation agreement to be signed between TCOM and the visiting site if one does not already exist. Affiliation agreements usually address issues such as liability, academic supervision, and faculty appointments. If an affiliation agreement is required from a visiting site, it is the student's responsibility to notify the Office of Osteopathic Clinical Education and provide the appropriate contact information, along with other pertinent details for the desired rotation, by submitting an Affiliation Agreement request via the form posted to Canvas. Some affiliation agreements take several weeks to process; it is in the student's best interest to begin the process as soon as possible. If an agreement cannot be made between TCOM and the visiting site, the student must withdraw their application and will not be allowed to rotate at that particular site. All affiliation agreement requests are due a minimum of 60 days before a rotation starts. We are unable to guarantee completion of any request or those not submitted by posted period deadline.

SECTION VI - CONTACTS

6.1 DEPARTMENT CONTACTS

Please see Clinical Education website for most up to date contact information.

6.2 REMOTE/AFFILIATED SITE CONTACTS

Please contact Clinical Education for most up to date contact information.

6.3 OFFICE OF OSTEOPATHIC CLINICAL EDUCATION CONTACTS

Please see our website for up to date contact information.

<https://www.unthsc.edu/texas-college-of-osteopathic-medicine/clinical-education/contact-us/>