



CLERKSHIP HANDBOOK

Class of 2025



COLLEGE OF
OSTEOPATHIC MEDICINE

Office of Clinical Education
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COLLEGE OF
OSTEOPATHIC MEDICINE
at the Cherokee Nation

Office of Clinical Education at the Cherokee Nation
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<https://medicine.okstate.edu/about/president.html>

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<https://medicine.okstate.edu/academics/emergency-medicine/index.html>

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Medical Library

<https://medicine.okstate.edu/library/>

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Office of Academic Success

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Enrollment Management, Registrar, Recruitment, Admissions, Financial Aid, & Student Life

<http://medicine.okstate.edu/com/enrollment-management/index.html>

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Program Overview

The Office of Clinical Education conducts a 22-month Clerkship Program for OSU College of Osteopathic Medicine third- and fourth- year medical students. Clinical education programs, except elective rotations, are located within institutions that either have an affiliation agreement or are under the direct management of the College. Each student will be assigned required clerkship rotations by the Office of Clinical Education in February of their second year. In the event there is a loss of a core rotation site or preceptor, the office of clinical education will adjust the student's schedule and assign a new rotation location.

Students' Rights & Responsibilities

Non-discrimination Statement

The Oklahoma State University Center for Health Sciences and OSU College of Osteopathic Medicine prohibits discrimination against qualified individuals based on their age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category. Students with grievances relating to alleged discrimination may seek redress. Complaints may be handled through the grievance procedure published in the "Student Grievance" section of this handbook or through the Office of Student Conduct/Title IX Coordinator, as appropriate.

Sexual Violence Prevention Training

In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students will be required to be trained in sexual violence prevention. The College will notify students of the resource to access to comply with this requirement. Failure to complete this training, as specified, will result in a delay in enrollment for the upcoming academic term. Additional information can be found at <http://1is2manychs.okstate.edu/> or by contacting the Office of Student Affairs. For questions about compliance with this training, please contact the Registrar's Office or Assistant Dean for Enrollment Management at 918-561-8421.

Sexual Harassment

Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, which includes sexual violence, seriously and believes that 1 victim is 2 many (see <http://1is2manychs.okstate.edu/> for information on resources, reporting options, policies, and the student conduct process.) Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSU-CHS. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations, or other academic opportunities.
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual.
3. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that it has the effect of creating an intimidating, hostile, or offensive situation that negatively affects an individual's academic or employment environment.

It is possible for sexual harassment to occur at different levels: between faculty and students, between staff and students, or between students. Sexual harassment is expressly prohibited. Complaints can be addressed as follows:

Situations Regarding Faculty and Staff

Tina Tappana, Title IX Coordinator
OSU-Tulsa, Main Hall
918-594-8105
Tulsa.titleix@okstate.edu

Situations Regarding OSU-CHS and OSU COM Students

Angela Bacon, Title IX Deputy Coordinator Student Life
Adriana Livingston, Title IX Deputy Coordinator Student Life
918-561-1950
chssco@okstate.edu

Americans with Disabilities Act

OSU-COM will provide reasonable accommodations to medical students with disabilities, as defined by the Americans with Disabilities Act (ADA) and/or Section 502 of the Federal Rehabilitation Act. Please refer to the College's [Policy on Accommodations for Students with Disabilities](#) for more information about requesting accommodations.

Student Grievance Policy and Procedures for Alleged Discrimination

OSU-COM is committed to addressing student grievances and complaints and promoting a mechanism by which they may be reviewed and resolved. Students with a grievance or complaint should refer to policies for academic and non-academic complaints in the Student Handbook.

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. An OSU student has the right to:

- Inspect and review information contained in his or her educational records.
- Challenge the contents of the educational record.
- Have a hearing if the outcome of a challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
- Secure a copy of the institutional policy, which includes the location of all educational records.
- Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. The University assumes that failure on the part of any student to specifically request the withholding of directory information as an indication of individual approval for disclosure.

Access to Records

No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. Parents of a dependent student may challenge denial of access by producing the most current copy of Internal Revenue Form 1040.

Definitions

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution. "Directory Information" includes: student's name; local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number, composite photograph; major field of study; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received; academic classification such as MSI, MSII, MSIII, MSIV, etc.; gender; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s)

granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations and activities.

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise.

"Legitimate educational interest" is defined as an interest resulting from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development.

Right to Challenge the Content of Education Records

A student who wishes to challenge the content of the educational record may do so by submitting a written request to the official responsible for maintaining the record. The request must specify the content being challenged, the grounds for the challenge, and the exact action being sought. If the official grants the request, the change(s) will be made. If the request is denied, the student will be informed and will be given the opportunity to add an explanation to the record and/or appeal the official's decision. See OSU Policy 2- 0701 for details. For more information visit: For more information visit: <https://registrar.okstate.edu/ferpa/>

Office of Clinical Education Disclosure

The Office of Clinical Education updates and edits the Clerkship Handbook annually, in order to familiarize students with current clerkship program policies and procedures, and to provide information about the College services available. As clinical clerkship-related policies and procedures change, every attempt will be made to notify students participating in the program. **The Office of Clinical Education's primary means of notification is O-Key email.** It is the students' responsibility to check their OSU email account for announcements and correspondence from this office. If you have questions, please contact the responsible Course Director or the Office of Clinical Education.

THE RULES AND PROCEDURAL GUIDELINES OUTLINED IN THIS HANDBOOK WILL GUIDE STUDENTS DURING THEIR CLERKSHIP. THE COLLEGE IS NOT RESPONSIBLE FOR ANY MISREPRESENTATION OF ITS REQUIREMENTS OR PROVISIONS RESULTING FROM:

- Editorial or print errors in the preparation of this handbook.
- Official changes in college policy approved after the publication of these guidelines.

Clerkship Program Student Responsibilities

1. The student must at all times be supervised by a D.O. or M.D. while on rotation.
2. It is the student's responsibility to become knowledgeable with regard to the clerkship guidelines contained within this document.
3. The student is to maintain excellent social, civil, and professionally appropriate conduct while on clinical assignment during each clerkship rotation. Any behavior which reflects negatively on the College, the assigned site, or the supervisory clinical educators will be referred to appropriate College committee(s) for review.
4. The student will not:
 - Alter or falsify a patient's chart or record.
 - Neither present themselves as a graduate, nor licensed physician, nor allow themselves to be presented as a graduate or licensed physician ([refer to OSU-COM Academic Standards Handbook](#)). A student suspected of such conduct will be referred to appropriate College committee(s). If deemed appropriate, disciplinary action may be taken.
5. A student is not to publish any material relative to their clinical learning experience (i.e., patient history/physical, diagnosis, consultation, procedure, therapy, etc.), that has not been reviewed and approved, in writing, by the clerkship site Medical Director, or supervising

Physician, OSU-COM Office of Clinical Education and the Office of Clinical Skills and Simulation. This restriction is necessary to ensure and protect patient and facility rights to privacy. Any article written by a student which has been based on information acquired through his or her clinical learning experience must clearly reflect that the clerkship site, hospital, professional staff, and the College in no way endorse the article, even where a review has been made prior to publication. This is to be accomplished by requiring a disclaimer paragraph to appear with each such article written:

"The opinion and conclusions presented herein are those of the author and do not necessarily represent the views of the clinical site, Hospital (name), professional staff, or OSU-COM."

6. The student is, at all times, responsible to the physician supervisor or his or her designee at each site; and is required to comply with the rules and regulations of the clinical site. It is the student's responsibility to become knowledgeable regarding each site's rules, code of conduct, or professional mode of implementing medical care. If there is a question, the student should request the physician supervisor provide him or her with information pertinent to the area of concern. Students should discuss with their supervising physician whether they should withhold questions on differential diagnosis and other treatment decisions until they are no longer in the presence of a patient. It is the student's responsibility to refrain from performing procedures which are beyond their skill or comfort level. If possible, the student should discuss the level of participation with their supervisor beforehand. The student is responsible for obtaining specific charting instructions from the supervising physician. The student should sign all entries made on a medical record and indicate educational status (i.e., John Doe, MSIII). If the student has problems or concerns with the site's rules, regulations, or the student's responsibilities as a medical clerk, the student should immediately consult the Office of Clinical Education or the responsible clinical department coordinator.
7. Students are responsible for their own housing and meals. Some of the rotation sites managed by Clinical Education/Rural & Tribal Medical Education provide housing and meals as a courtesy to students. Students are advised to contact the OSU-COM clinical department or designated Clinical Faculty/DME at the site at least four weeks prior to starting the rotation to inquire about housing availability. OSU-COM Rural Coordinators located in each of six geographical regions of the state can be contacted for assistance on rural rotations. In the event housing is not available at your rotation site, it is the student's responsibility to find alternate housing or contact your Clinical Education Coordinator to request a change to your rotation.
8. The student's actual working days and hours shall fall within the clerkship calendar. The specific scheduling of days and hours shall be made with the clinical facility, by the supervising physician, and shall generally conform to the following:
 - A typical working day (or night) is considered to be twelve (12) hours in length; however, there may be instances when the working period exceeds twelve (12) hours.
 - Each clerkship rotation is four (4) weeks in length. The schedules shall be arranged to provide at least two (2) days off out of every fourteen (14) days, as in every other weekend.
9. One hundred percent (100%) attendance is REQUIRED on all clinical rotations. The student is not to leave this assigned facility during assigned hours for any reason, unless his or her absence is acknowledged and approved by the supervising physician. The student is to inform the supervising physician in a timely manner of any anticipated tardiness or absences. Students are to make arrangements with the supervising physician to make up any missed time. The Office of Clinical Education and the clinical department should be contacted if a student or the supervising physician has any questions regarding scheduled or unscheduled time off. Students are to contact the Office of Clinical

Education and the clinical department for directions if their preceptor is unable to supervise them for a portion of their rotation. This typically occurs when a preceptor becomes ill or takes a vacation.

10. Leave of Absence may be requested in accordance with the Leave of Absence and Withdrawal Policy at <https://medicine.okstate.edu/com/academics/policies.html>.
11. Assignments (patient care, physical and history, etc.) are to be completed and documented before the student leaves the rotation site.
12. The student is to dress appropriately. Unless specified differently by the supervising physician, the student will wear a cleaned and pressed white clinical jacket during all clerkship rotations. Men are expected to wear a shirt, tie, and dress trousers. Women may wear either slacks or a dress. (Please refer to the [OSUCOM Student Handbook](#). An OSU-COM College approved identification tag must be worn at all times. Name tags may be obtained from the Security Department.
13. The student is to attend required hospital conferences related to his or her rotation, unless attendance conflicts with required clinical duties (it is recommended that the student discuss schedule conflicts with the supervising physician). Attendance at conferences or programs off the facility campus during duty-hours requires the approval of the supervising physician. It is the student's responsibility to secure approval. Such absences are limited to one-half working day (four hours) per week.
14. The student is responsible for scheduling electives and military rotations, as well as securing written approval from the supervising physician. Elective Rotation forms are due to the Office of Clinical Education at least six (6) weeks prior to the first day of the rotation. It is imperative that the student adheres to this requirement, in order to:
 - Guarantee participation in an approved rotation for course credit.
 - Receive liability insurance coverage for the rotation.

Each clerkship rotation is considered a separate college course and is assigned a course number by the College. The Office of Clinical Education strongly recommends that all elective rotation requests conform to the current rotation block schedule. In the event that an elective rotation request cannot conform to our rotation block schedule, the Office of Clinical Education may approve schedule adjustments on a case-by-case basis. Failure to meet these requirements within the allotted timeframe will result in non-approval of the clerkship rotation. The student will be expected to make-up non-approved rotations and will be scheduled for make-up during vacation time and/or following the regularly scheduled clerkship program which MAY INTERFERE WITH THE STUDENT'S OFFICIAL GRADUATION DATE. All course requirements must be completed prior to graduation.

15. The student must complete a site evaluation for each clerkship course rotation. The evaluations are due within seven days of the completion of each clerkship course rotation and are considered a course requirement for grade submission to the Registrar. Course evaluations for rotations are completed online within LEO.
16. The student must report to their official course rotation on the specified date. Students are to contact the rotation site at least six (6) weeks in advance in order to ensure that the site-specific requirements can be completed in a timely manner. Some sites may contact the student by email with pre-arrival instructions and require documents six (6) to eight (8) weeks prior to the start of the rotation. Failure to complete site-specific requirements may result in removal from the rotation.

17. Completion of all course requirements and obtaining a passing grade on all clinical rotations are mandatory for graduation. Failure of the student to report to the assigned rotation site, unless approved by the supervising physician, the clinical department, and the Office of Clinical Education, will result in the student's referral to the appropriate College committee(s) with a recommendation of additional clinical training or other action deemed appropriate by the committee(s).
18. It is the student's responsibility to read and follow requirements defined in all course syllabi. Students should read each syllabus for their upcoming rotations four (4) weeks in advance, as some rotation sites have specific requirements (i.e., background checks, paperwork, drug screening, etc.) that take considerable time to complete. Failure to complete these requirements prior to the first day of the rotation may result in the student receiving a "Needs Improvement" non-cognitive grade and/or the student being required to take a vacation during that timeframe.
19. Students may request a change to an officially approved clerkship rotation. The procedure for requesting a rotation change includes:
 - Students may request a change of rotation sites and dates. Students may also request to exchange identical course rotations by swapping with other students. A Change of Rotation form must be provided to the responsible clinical department coordinator. When changing an elective, a new Application for Elective Rotation form must be provided to the Office of Clinical Education.
 - If the request is approved, the responsible clinical department notifies the previous/new sites for required rotations, while the student is expected to notify the previous/new sites for elective rotations.
 - A change of rotation may not take place unless the Office of Clinical Education or the responsible clinical department coordinator has received the above documents six weeks prior to the start date of the rotation. Forms for clerkship rotation changes may be obtained from the Clerkship Program website at <https://medicine.okstate.edu/com/clinical-education/index.html>
 - Students receiving non-approval of change or exchange of rotation applications may petition the Office of Clinical Education for a review of their applications. The Office of Clinical Education's decision, in regard to a matter of this nature, will be final.
20. Participation in Graduation Commencement is REQUIRED for all graduating students. Information regarding graduation may be obtained from the Office of Student Life.
21. Many medical facilities require criminal background checks for all physicians, nurses, staff, interns, residents and medical students. The Office of Enrollment Management and the Office of Clinical Education, with the assistance of the OSU legal counsel, have developed a set of guidelines to address this requirement.
 - Students are responsible for contacting their clinical sites and determining which background check, if any, is required for their clinical activities.
 - Students will be removed from rotation should a positive drug screen be presented
 - Students are responsible for obtaining copies of their own background checks and providing the background checks to the clinical facilities when necessary.
 - The cost of background checks will be the responsibility of the student. If financial aid adjustments are necessary, they will be approved.
22. Students should not rotate where the decision for academic assessment, grading, or promotion is made solely by preceptors with a potential **Conflict of Interest**. This scenario can be present in some of the following situations:

- The preceptor is a family member of the student and would be solely responsible for submission of the evaluation for the rotation.
- The preceptor has an established therapeutic relationship with the student, either in an ongoing patient/doctor relationship, or involving sensitive health services (treatment involving psychiatric / psychological counseling, substance abuse, and/or sexually transmitted disease).
- Small clinic practices where one of the above scenarios exist and there isn't an alternate provider without a conflict available for grading/evaluation of the student.

Students should be aware of these conflicts before rotation selections occur. Contact the Office of Clinical Education to discuss potential alternate rotations or evaluators if a conflict of interest is present.

23. Students are responsible to maintain PROMPT and direct contact with all Office of Clinical Education emails and phone calls. Response is expected within 1-2 business days, and delays beyond this period or slow / no response will be considered unprofessional behavior and further action by the Dean's office may include a "N" non-cognitive grade. Please update your cell phone and email and keep the office notified of changes.
24. In the case of an emergency on rotation or natural disaster, please contact the Office of Clinical Education to check in. Additionally, please respond if the office attempts a large check-in for emergencies.

Office of Enrollment Management

Requests for Official School Documents

All requests for official documents (transcripts, class rank, board scores, letters of enrollment/certification and MSPE letters) must be made in writing. No documents will be released without the student's written consent. Requests may be made in person, by mail, or by FAX. Signed requests can be sent via e-mail as a PDF attachment to chsregistrar@okstate.edu. Requests taken with a camera phone cannot be accepted unless converted to a PDF. The Registrar does not retain copies of student background checks.

Transcripts are provided by the OSU-CHS Registrar at no charge. Transcripts from previously attended undergraduate schools are the permanent property of the College and will not be released under any circumstances. Records requests can be submitted using the appropriate form available in the Office of Enrollment Management. The form and more information on the records request process can be found here:

<https://medicine.okstate.edu/com/registrar/record-request.html>.

Current students can request transcripts electronically at my.okstate.edu. Students should verify their campus is OSU-CHS and then use the self-service portal.

Name or Address Changes

A name change on official school records will be made after submission of both of the following:

- Copy of new driver's license; and
- Copy of new social security card

Tuition & Fee Payment

Students whose tuition and fees have not been paid by the posted dates (TBA by the Office of Enrollment Management) will not be officially enrolled in any clerkship rotation. The account for students with outstanding balances will be placed on hold and will not be allowed to enroll in courses or request transcripts. The supervising physician will be notified of the student's status. The non-compliant student will not receive credit for this period of time. This time must be made up and could delay graduation.

Please contact the OSU-Tulsa Bursar's Office for current tuition and fee schedule at (918) 594-8320.

Student Health & Hospital Insurance

All students are required to secure and maintain health insurance and are responsible for updating and tracking their immunizations while enrolled in the Clerkship Program at OSU COM. Students must provide OSU COM and/or the clinical rotation site with proof of health and hospital coverage if requested. The Office of Clinical Education does not retain student immunization records or proof of health insurance.

Malpractice Insurance

Liability insurance is provided by OSU COM for each student completing an approved rotation or activity during the Clerkship Program. All students shall be supervised by an on-site licensed physician. All rotations must be approved by the Office of Clinical Education and/or responsible clinical department six weeks prior to beginning the rotation in order to be covered by liability insurance and receive course credit. Current insurance coverage will apply anywhere in the world provided that the claim is reported to the carrier and the suit is brought within the United States of America, its territories or possessions, Puerto Rico, or Canada. Requests for proof of liability coverage may be directed to the Office of Clinical Education. The Certificate of Coverage for OSU COM is updated in June each year, and can be made available to students, preceptors, and sites upon request.

High Risk Exposure Policy & Procedures

Blood Borne Pathogen (BBP) Exposure Procedures

(Please refer to the most recent OSHA and CDC guidelines for updated information.)

It is the policy of Oklahoma State University Center for Health Sciences (OSU-CHS) that all students having occupational exposure to blood or other potentially infectious materials will be offered the post-exposure evaluation and follow-up required by OSHA. Should an exposure incident occur, it must be immediately reported to the student's supervising physician, site administration, OSU Safety and the Office of Clinical Education at OSU-CHS.

It is the policy of the College to offer immediate medical evaluation and follow-up to all students who have an exposure incident. This service is provided at no charge to the student. All costs, at Medicare approved rates, for the student will be reimbursed by the College while the site will incur all costs for source patient testing and follow-up. All post-exposure evaluations and follow-ups must remain confidential. If an exposure incident occurs, the student must identify the source patient, if known. The incident must be documented on the appropriate student injury report form obtained via OSU Safety Office by calling 918-561-8391 or 918-281-2755. When complete, the report can be faxed to 918-561-1248.

The source patient will be contacted for consent and appropriate testing should the HBV/HCV/HIV antibody status be unknown - the site will incur all costs for source patient testing and follow-up. Test results should be reported to OSU Safety Office within 48 hours by faxing them to 918-561-1248 or calling 918-561-8391 or 918-281-2755.

Post-exposure evaluation should include the following:

- A blood sample will be drawn and tested as soon as feasible for HBV/HCV/HIV status.
- Counseling will be provided.
- Follow-up will be provided by Occupational Health as needed.

Steps To Take in Case of An Exposure Incident:

Tulsa & Cherokee Nation Campus – Exposure Procedure

- Immediately flush/wash, provide care to exposure site.
- Notify your supervisor and OSU Safety Office at 918-561-8391 or 918-281-2755.
- Immediately report to Employee Health at the rotation site so source labs can be drawn. Forward results to OSU Houston Center at fax 918-561-1248.
- Student should proceed to have blood drawn at OSU Houston Center, 717 S Houston Ave, Suite 510, Tulsa, OK 74127, 918-561-8391 or 918-281-2755 if the incident occurs between 8am-5pm, M/F. Afterhours exposures will be sent to OSUMC-ER, 918-599-5373.
- All follow up testing will be at OSU Houston Center coordinated with Student Health Nurse.
- If post-exposure prophylaxis is required have the physician call Walgreens at 717 S Houston Ave, at 918-585- 1957 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-CFS Student Health 2401 Southwest Blvd, Tulsa, OK 74107, or fax to 918-561-1173. Please take school ID to pharmacy to pick-up your prescription.

Off Campus - Exposure Procedure

- Immediately flush/wash, provide care to exposure site.
- Notify your supervisor and OSU Safety Office at 918-561-8391.
- Immediately report to Employee Health at the rotation site so source labs can be drawn. Forward results to OSU Safety Office at OSU Houston Center, fax 918-561-1248.
- Employee Health will also draw student blood at rotation site, forward results to OSU Safety Office at OSU Houston Center at fax 918-561-8391. Send bill for student lab to OSU-CFS, 2401 Southwest Blvd, Tulsa, OK 74107, or fax to 918-561-1173. All follow up testing will be conducted at exposure rotation site unless you are assigned to the Tulsa area when the next lab is required.
- If post-exposure prophylactic medications are required have the physician call the nearest pharmacy and inform the clerk that this prescription is for an OSU Medical Student. Send bill to OSU-CFS, 2401 Southwest Blvd, Tulsa, OK 74107, or fax to 918-561-1173

Pre-Clerkship Activities & Requirements

Important/Mandatory Dates

Transition Week	June 19 – 23, 2023
Submit Required Documents for Verification	Deadline: June 23, 2023
Submit Student Agreement	Deadline: June 23, 2023
Didactic Week 2	October 23 – 27, 2023
Didactic Week 3	March 25 – 31, 2024
Didactic Week 4	June 24 – 28, 2024

OSU COM Required Documents (Student Responsibility)

Students will be required to demonstrate possession of these documents to the Office of Clinical Education for verification before Rotation 1 begins. Anyone failing to do so will not be allowed to begin Rotation 1. The Office of Clinical Education verifies but does not retain records. Students will be required to submit these documents for verification to each rotation site. It is the student's responsibility to keep and maintain all required documents. The University provides secure Cloud storage at MedProctor. To log in for the first time: <https://www.medproctor.com/student-help>.

- Complete the Student Agreement Survey
- Background Check
- HIPAA Certification
- ACLS and BLS Certification
- Blood Borne Pathogens Certification
- Personal Health Insurance Coverage
- Certificate of Malpractice Coverage (Available from the Office of Clinical Education)
- Up-to-date Immunization Records
- TB Test Results
- Measles, Mumps, Rubella, Varicella, Hep B SAg, Hep B Ab, and Hep C Ag

Rotation Site Requirements (Student Responsibility)

Student requirements vary from site-to-site.

- Site-Specific Application
- Drug Screening
- Passport-Size Photo
- Current CV

Transition Week **June 19 – 23, 2023**

- ACLS Certification
- BLS Certification
- HIPAA Training
- BBP Training
- Mask Fit
- Professionalism on Rotation
- Library Resources
- Clinical Education Updates
- Course Director Instructions
- Rural/Tribal Medical Track
- EPIC Training
- Academic Advisement and Career Planning

Clerkship: Years 3 & 4 Rotation Calendar

Rotation #	Start Date	End Date
Transition Week*	6/19/2023	6/23/2023
1	7/3/2023	7/28/2023
2	7/31/2023	8/25/2023
3	8/28/2023	9/22/2023
4	9/25/2023	10/20/2023
Didactic Week 2*	10/23/2023	10/27/2023
5	10/30/2023	11/24/2023
6	11/27/2023	12/22/2023
Holiday Break*	12/23/2023	12/31/2023
7	1/1/2024	1/26/2024
8	1/29/2024	2/23/2024
9	2/26/2024	3/22/2024
Didactic Week 3*	3/25/2024	3/31/2024
10	4/1/2024	4/26/2024
11	4/29/2024	5/24/2024
12	5/27/2024	6/21/2024
Didactic Week 4*	6/24/2024	6/28/2024
13	7/1/2024	7/26/2024
14	7/29/2024	8/23/2024
15	8/26/2024	9/21/2024
16	9/23/2024	10/18/2024
Catchup Week	10/20/2024	10/25/2024
17	10/28/2024	11/22/2024
18	11/25/2024	12/20/2024
Holiday Break*	12/21/2024	1/5/2025
19	1/6/2025	1/31/2025
20	2/3/2025	2/28/2025
21	3/2/2025	3/28/2025
Catchup Week	3/31/2025	4/4/2025
22	4/7/2025	5/2/2025

*Mandatory Required

Clerkship Program & Track Rotation Requirements

Traditional Track Rotations

3rd Year

CLME 9110 Core Medicine
CLME 9145 Req Rural Clinic
CLME 9155 Req Pediatrics
CLME 9165 Req OMM
CLME 9175 Core OB/GYN
CLME 9185 Req Psychiatry
CLME 9195 Core Surgery
CLME 9235 Req Family Med

Requires Pre-Requisites

CLME 9215 Community Hospital
CLME 9255 Req Emergency Medicine

Other

CLME 9815 PC Elective
CLME 9855 Elective 1
CLME 9865 Elective 2
CLME 9875 Elective 3
CLME 9885 Elective 4
CLME 9265 Elective 5
CLME 9275 Elective 6
CLME 9375 Elective 7
CLME 9385 Elective 8
CLME 9395 Elective 9
CLME 9405 Wellness I (required)
CLME 9415 Wellness II (optional)

Required Rural Medical Track Rotations

3rd Year

CLME 9110 Core Medicine
CLME 9155 Req Pediatrics
CLME 9165 Req OMM
CLME 9175 Core OB/GYN
CLME 9185 Req Psychiatry
CLME 9195 Core Surgery
CLME 9235 Req Family Med
CLME 9245 Req Community
Clinic

Requires Pre-Requisites

CLME 9215 Community Hospital
CLME 9255 Req Emergency Medicine
CLME 9285 Sub Internship 1
CLME 9295 Sub Internship 2
CLME 9805 Selective I
CLME 9325 Selective II
CLME 9335 Selective III

Other

CLME 9855 Elective 1
CLME 9865 Elective 2
CLME 9875 Elective 3
CLME 9885 Elective 4
CLME 9265 Elective 5
CLME 9315 Sub Internship 3
CLME 9405 Wellness I (required)
CLME 9415 Wellness II (optional)

Required Tribal Medical Track Rotations

3rd Year

CLME 9110 Core Medicine
CLME 9155 Req Pediatrics
CLME 9165 Req OMM
CLME 9175 Core OB/GYN
CLME 9185 Req Psychiatry
CLME 9195 Core Surgery
CLME 9235 Req Family Med
CLME 9425 Req Tribal Clinic

Requires Pre-Requisites

CLME 9215 Community Hospital
CLME 9255 Req Emergency Medicine
CLME 9285 Sub Internship 1
CLME 9295 Sub Internship 2
CLME 9805 Selective I
CLME 9325 Selective II
CLME 9335 Selective III

Other

CLME 9855 Elective 1
CLME 9865 Elective 2
CLME 9875 Elective 3
CLME 9885 Elective 4
CLME 9265 Elective 5
CLME 9315 Sub Internship 3
CLME 9405 Wellness I (required)
CLME 9415 Wellness II (optional)

NBOME Information

COMAT Subject Examination Requirements

COMAT exams are course requirements for the following clinical rotations:

- Emergency Medicine
- General Surgery
- Internal Medicine II
- OB/GYN
- OMM
- Pediatrics
- Psychiatry
- Family Medicine

A COMAT is given following required clerkship rotations. Students must pass each COMAT with a minimum standard score of 90 to pass the clerkship rotation.

If a student does not pass the COMAT, the course director/coordinator for the clerkship rotation must contact the student within 10 days of being notified of the student's failure. The course director/coordinator will schedule a meeting with the student to discuss the results of the COMAT and plan for formal remediation.

Within two weeks of receiving a notice of a student failing a COMAT, the course director will submit to the Associate Dean of Clinical Education and the Director of the Office of Academic Success the details of the student's formal remediation process, which shall include plans on scheduling to re-take the COMAT.

Any student who receives a failing grade on any COMAT after receipt of a failing grade on a prior COMAT must meet with the Academic Standards Committee (ASC). The ASC will forward a recommended corrective action to the Dean or designee for decision and implementation.

Each student must pass each subject COMAT with a minimum standard score of 90 before taking COMLEX Level 2-CE, unless the Dean or designee grants an exception upon a student's request.

National Board Examinations, Board Review, & COMSAE

Students who receive a passing COMLEX Level 1 score prior to the start of clerkship rotation 1 may begin a patient-facing clerkship rotation for clerkship rotation 1. Students who have not received a passing COMLEX Level 1 score, but who have sat for a COMLEX Level 1 prior to the start of clerkship rotation 1, may begin a maximum of two (2) non-patient-facing clerkship rotations (Research or Wellness I elective clerkship rotation for R1). Students who have not received a passing COMLEX Level 1 score and who have not sat for a COMLEX Level 1 prior to the start of clerkship rotation 1 may begin a maximum of two (2) non-patient-facing clerkship rotations (Study or Wellness I elective clerkship rotation). In order to be approved for a Study elective, students are required to submit a completed Study elective application. Please refer to the Academic Standards Handbook for additional information.

Academic advisement is scheduled during all Didactic Weeks and COMLEX Level 2-CE board preparation is scheduled during Didactic Week 4. Before taking COMLEX Level 2-CE, a student must demonstrate a minimum score as determined by the Office of Academic Success on a timed and proctored Level 2 COMSAE. COMSAEs are administered during Didactic Week 3 and Didactic Week 4.

A student who has not received a passing COMLEX Level 2-CE score by December 31 of the student's OMS-IV year may be dismissed from OSU-COM. Students not scheduled to graduate by May of the OMS-IV year may receive a different deadline as recommended by ASC in consultation with other parties it deems relevant. The Dean or designee may adopt or reject the ASC's recommendation. Students who fail a COMLEX must meet with the ASC. This requirement applies to any failure of any COMLEX Level 1 or Level 2-CE. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. Please refer to the Academic Standards Handbook for additional information.

General Rotation Information

While the Office of Clinical Education is more than happy to provide assistance and guidance, it is the sole responsibility of each student to maintain and understand their rotation schedule, as well as secure and submit applications for all elective and primary care elective rotations. Students are required to contact their preceptor for an upcoming rotation at least six weeks in advance in order to ensure that site-specific requirements can be completed in a timely manner. Failure to complete site-specific requirements may result in removal from the rotation. Applications for schedule change, as well as those for elective rotations, must be submitted at least six weeks prior to the start date.

Loss of Rotation Availability for Core / Required Rotations

In the event of loss of rotation availability for CORE/Required rotations at any site, affected students will be redirected to our main teaching hospital, OSU Medical Center, and affiliate sites by the rotation coordinator faculty. The amount of loss of any single site will be absorbed into this larger pool of availability while we actively pursue replacement of lost rotation availability.

Comparable Educational Experiences

OSU-COM will ensure comparable educational experiences and equivalent methods of assessment across all CORE clinical rotation sites by ongoing review of the following measures:

- (a) COMAT scores based upon subject and site,
- (b) Student evaluations,
- (c) Annual site visits,
- (e) Monthly student feedback report,
- (d) Annual student feedback scores and comments,
- (e) Course Director action steps to follow and close the loop on annual site visit recommendations,
- (e) Other measures, coordinating with the Director of Office of Academic Success, reviewing COMAT scores, COMSAE test gating, COMLEX pass rates, residency placement, etc.

These measures and results are reviewed by the Clinical Education department annually, and the report and recommendations are provided to the Years 3 and 4 Curriculum Coordinating Committee for approval, then Curriculum Oversight Committee, following flow chart approval cycle up to Council of Deans. All CORE rotations follow a standard consistent syllabus for their subject which outlines the core educational learning objectives and is reviewed at each site visit.

Student Evaluations & Grades

Students are responsible for scheduling time to receive feedback from their preceptors. Students are also responsible for verifying their preceptors email address and following up until the preceptor has completed their evaluation. Students are also required to complete a course evaluation for every rotation (elective and required) within seven (7) days of completing the rotation. Students should schedule a meeting with their supervising physician during the last week, before the end of the rotation, to discuss their performance.

Required rotations (Emergency Medicine, Rural Clinic, Community Clinic, Tribal Clinic, Core Medicine, OB/GYN, Pediatrics, Psychiatry, Surgery, Community Hospital, Family Medicine, OMM and other required RMT/TMT rotations) will issue ratings of "Pass", "Fail", and "Honors". "Pass" and "Fail" grades for OSU-COM are defined below. "Honors" criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

A clerkship fail grade is earned when a student meets two (2) or more evaluation failure criteria (see below), based on performance at rotation site and on OSU departmental requirements. A grade will not be assigned until student passes the COMAT (see section 11 of Academic Standards Handbook). A Clerkship fail grade may be assigned when a student displays any of the following:

1. Seldom, if ever, considers the structure-function relationships of patient evaluation and treatment (e.g. does not consider patient's inherent healing mechanisms, does not consider the impact of somatic dysfunction on disease processes).
2. Knowledge base has significant deficits. For example: Has consistent difficulty with the clinical application of basic science principles and/or clinical information to patients' problems.
3. Consistently misses essential information, has poor organization and is repeatedly inaccurate.
4. Exam (physical or mental status) shows serious deficits in either technique, organization, or thoroughness.
5. Written and/or verbal presentations frequently lack clarity, organization, or thoroughness.
6. Observes development of patient management plan with preceptor; but is unable to meaningfully contribute to its development.
7. Inadequate or disorganized communication interferes with patient care.
8. Acts in ways that raise serious concern about integrity, reliability, responsibility, or ability to work with others.
9. Shows lack of ability to establish rapport, relate empathetically, or be sensitive to differences in patients (e.g., issues of culture, religion, age, gender, sexual orientation, cognitive or physical disabilities).
10. Unable to critically evaluate medical information and its sources or integrate research evidence into clinical practice.
11. Is completely unaware of the medical system and how it relates to clinical care.
12. Fails to complete required reading, quizzes, or assignments given during rotation. [Includes tasks assigned by the clinical site or by the OSU department.]

A clerkship pass grade is earned when a student passes the Evaluation and COMAT.

A clerkship Honors grade may be considered at the discretion of each department. Additionally, non-cognitive grades will be submitted for all courses. **Students who do not comply with OSU-COM Evaluation policy will be given an "N" non-cognitive grade for not complying with OSU-COM Evaluation policies.**

Inquiries regarding course grades may be directed to the Coordinator of Student Records in the Office of Student Affairs.

performed in community hospitals.

Sub Internships (Rural and Tribal Medical Track Only)

CLME 9285	Sub Internship 1	4 weeks (required)
CLME 9295	Sub Internship 2	4 weeks (required)
CLME 9315	Sub Internship 3	4 weeks (required)

Required rotations that give Rural Medical Track and Tribal Medical Track students training at a primary care residency site to participate in hands-on training alongside Residents and Attendings. Allows RMT and TMT students to gain a more in- depth understanding of the relationship between the residency program, the hospital and the community and gain insight into medical knowledge and skill level needed for residency. All RMT and TMT students will complete two Sub-I's at an in-state rural or tribal residency site. If a rural or tribal residency is not available in the student's chosen primary care field, the student will complete one Sub-I with OSU and the second Sub-I at another in-state residency. Complimentary housing is available at some sites and is coordinated through the OSU Rural Coordinators.

Selectives (Rural and Tribal Medical Track Only)

CLME 9805	Selective I	2-4 weeks (required)
CLME 9325	Selective II	2-4 weeks (required)
CLME 9335	Selective III	2-4 weeks (required)
CLME 9835	Selective IV	2-4 weeks (optional)

Required rotations that give RMT and TMT students training in select specialties to gain a more in-depth understanding of the relationship between the rural primary care physician and the specialist. The rotation provides an opportunity to gain experience in identified, specific areas of need or interest that could assist a rural physician to better serve the rural population. Complimentary housing is available at some sites and is coordinated through the OSU Rural Coordinators.

- All RMT Selective rotations must be in state
- TMT Selective rotations - all may be done in state, maximum of 2 are allowed at out-of-state tribal sites

Required Tribal Clinic (Tribal Medical Track Only)

CLME 9425	Req Tribal Clinic	4 Weeks
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This clerkship gives Tribal Medical Track students continued preparation for clerkship training in tribal and community-based rotations. Students participate in didactics covering topics relating to tribal health care, i.e., distance learning, lecture prep, community resources, telemedicine and interdisciplinary health care. Students spend the remainder of the day in a physician's office in a small community setting. Complimentary housing is available and coordinated through the OSU Rural Coordinators.

Summer Rural and Tribal Externships

CLME 8112.001 Summer Rural/Tribal Externship 2 Weeks (Optional)

The Summer Rural or Summer Tribal Externship is a 2-credit hour course. The two-week rotation is designed to reinforce a student's interest in a rural or tribal practice and to prepare the student for their rural or tribal clerkships. This clerkship is comprised of a clinical office experience in a small rural or tribal community and includes community service and interdisciplinary shadowing.

Rural Medical Track students and Tribal Medical Track students are highly encouraged to enroll in the Summer Rural or Tribal Externship. Complimentary housing is available at some sites and is coordinated through the Rural Medical Education Coordinators.

Global Health Track

CLME 8115	Summer Global Health Externship	Taken between 2nd & 3rd years
CLME 9355	Fall Global Health Selective	Taken in Fall or Spring of 3rd/4th year
CLME 9455	Winter Global Health Selective	Taken in Fall or Spring of 3rd/4th year

We offer a Global Health Track for medical students interested in global health topics and international outreach. The Global Health Track is designed to provide students an opportunity to explore issues in the delivery of health services in other countries, and to provide a survey of issues related to healthcare in other countries.

Global Health Track can be taken congruently with Rural Medical Track or Tribal Medical Track.

Requirements: Three OSU global health travel courses and attendance of small group sessions (including at least one four-week selective). There is no deadline for application, and students wanting to take a travel course elective are not required to be in the track.

Upon completion the student will receive a minor in global health, be honored at an awards ceremony, and receive a global health notation on their transcript.

Contact the Global Health Coordinator to enroll: john.mumey@okstate.edu.

Clerkship Forms & Applications

Students can find all forms and applications in the Years 3 and 4 Curriculum Course on the Office of Clinical Education website. Hardcopy forms and applications are available in the Office of Clinical Education. Rural Medical Track students contact OSU Rural Coordinator for RMT specific forms.

Request for Rotation Change

To request a rotation schedule change, students are required to complete and submit the Change of Rotation Application to the affected clinical department(s) for review. The Course Directors have the sole authority to approve or deny a Change of Rotation Application. Approved applications must be signed by the Course Director and submitted to the Office of Clinical Education at least six weeks prior to the start of the rotation(s) listed, or the request will not be considered. The Office of

Clinical Education will not approve changes without the explicit consent of the Course Director. Applications for rotations at rural sites must also be signed by a Rural Health Coordinator.

Application for Elective Rotation

All students are required to complete a primary care rotation, nine elective rotations, and one, four-week Wellness rotation during the Clerkship Program. Students must complete their portion of the Application for Elective Rotation, submit the application to the preceptor for approval, and ensure that the Office of Clinical Education receives the final document at least six weeks prior to the start of the rotation listed. Application for elective rotation must be returned by rotation site if electronic signature is used to confirm the rotation.

Application for Study Elective

New Criteria for Study Month COMLEX Level 2:

- Have already taken both Wellness Electives
- **AND**
- Failed COMLEX Level 1 and/or
- Failed 2 or more COMATs and/or
- were in Category 3 of the COMLEX Level 1 Gating Criteria and/or
- Scored ≤ 400 on Didactic Week 3 COMSAE

Exception to the Rotation

Students requesting to be absent from a rotation for any reason must complete and submit the **Exception to Rotation Application** before taking time off. Please be aware that any absence approved may require makeup time or work. This form is required for all clinical rotations and must be submitted to the Course Director for final approval.

Application for International Elective Rotations

Any student wanting to complete an elective rotation outside of the United States must complete and submit the Application for Foreign Elective Rotation at least 90 days to the Office of Clinical Education prior to the start date. It is the responsibility of the student to read the [International Elective Rotation Processes and Procedures](#) carefully prior to finalizing any travel plans.

Requests for Letters of Good Standing

Many rotation sites require, among other things, students to provide a Letter of Good Standing indicating your academic status. All requests must be submitted to the Office of Clinical Education using the online [Letter of Good Standing](#) form available on our website. It is the responsibility of the student to know, and meet, the site deadline for submission of all documentation. Please allow at least 48 hours for processing.

Helpful Contacts & Information

ACLS-BLS	Jennifer Nachbor, 918-561-1801
Background Check & Drug Screen	First Advantage https://apps.corporatescreening.com/Account/Login
Clinical Financial Services	Melanie Melanson, 918-561-5701
COM YEARS 3 & 4 Resources	Found under Course Search in LEO
COVID	Barrett Hunter, 918-586-4540
ECHO	Tara Jackson, 918-520-6626
EPIC	Heidi Holmes, 918-586-4541
HIPAA Compliance	Barrett Hunter, 918-586-4540, Matt Childers 918-586-4561
Immunizations	Erika Teel, 918-281-2755 Dondie Hess, 918-561-1256
MedProctor	www.medproctor.com
LEO help	Dawn Ballard, 918-561-8241
LOGS	Letter of Good Standing Request
Mask Fit	Patty White, 918-561-8391 Erika Teel, 918-281-2755
Sterile Technique/Gloving/Gowning	Nancy Williams, 918-561-8293
Student Record Request from Registrar	Student Record Request