



PACIFIC[®]
NORTHWEST UNIVERSITY
OF HEALTH SCIENCES

PNWU-COM

YEARS 3 & 4

STUDENT CLINICAL MANUAL

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PLEASE REFER TO THE STUDENT CATALOG FOR ALL STUDENT RELATED POLICIES AND PROCEDURES THIS MANUAL IS ONLY FOR CLINICAL ROTATION SPECIFIC INFORMATION.

THE CLINICAL PROGRAM

Osteopathic medical students in years three and four are assigned to regional hospital sites. The clinical experiences occur primarily within hospital sites for inpatient experiences, in ambulatory family practice sites, in geriatric acute care facilities, and in rural small and critical access hospitals for the underserved care experience. The didactic and online curriculum for the educational program in each institution is provided by PNWU. In addition, the clinical rotations are assigned and the program assessment is managed through the main PNWU campus in conjunction with the Regional Dean and Regional Coordinator at each site. PNWU will remain the main point of contact for each site regarding the educational programs for students.

The Assistant Dean of Clinical Sciences is responsible for supervising and directing the clinical education of PNWU students. To fulfill this role, the Assistant Dean of Clinical Sciences may delegate appropriate authority to members of the Clinical Rotations Team and/or the Regional Dean.

The student may be required to attend conferences and presentations, write papers, present cases and participate in other appropriate activities. The Assistant Dean of Clinical Sciences or designee has the authority and responsibility to enforce the academic policy of the College at each clinical site.

An assessment of the student's strengths and weaknesses in their clinical training will be reflected in the Medical Student Performance Evaluation (MSPE). Both cognitive skills and non-cognitive issues will be addressed. This assessment is based on discussions during site visits, preceptors or site leadership, student interviews, evaluation forms, and log sheets. Those students who are experiencing clinical academic difficulties or difficulties deciding their career path, will be required to meet with the Regional Dean and then, if necessary, the Assistant Dean of Clinical Sciences or his/her designee.

SITE SELECTION PROCESS

PNWU regional sites are assigned by the Clinical Rotations Team utilizing the following process:

Phase 1: The Match Phase

A maximum and minimum number of students' spaces will be identified in each site. During this phase, the student will be required to submit his/her top three site choices listed in order of preference with the most preferred site first. Be aware that once submitted the preference cannot be altered. Therefore, the student must be sure that he/she is willing to go to all of the chosen sites. Site selection will begin the middle of January and continue for five days.

Phase 2: The Assignment and Lottery Phase

Those who have not made a selection will be assigned to vacant sites. Students will be given preference where they have previously lived (as evidenced on application as a permanent address, proof of home ownership before medical school, etc.). For areas that are oversubscribed, interviews with students will take place in January of each year. Students will be asked about ties to communities and will be expected to support information with primary documentation (property documents, past leases, yearbooks, etc.).

A lottery will be used for sites that are oversubscribed. Students will be put into the lottery and names will be drawn for the number of slots. If the number of students with geographic preference exceeds the number of available slots then only those students will be included in the lottery. If all students with geographic preference are assigned to the available slots, only students with no geographic preference will be put in the lottery for the remaining slots. The lottery will take place in January each year. Assignments will be announced to students in February each year.

If a student participates in the lottery he/she is ineligible to participate in the trade season.

Phase 3: The Trade Season

Trades can occur during each February. During this period, the student may work out an agreement to trade a regional site for another student's regional site. All students must come into the Clinical Rotations Office to document the trade in writing. Students who want to participate in a trade involving Alaska must meet with a member of the Clinical Rotations Office.

Phase 4: The Appeal Phase

If, after the Assignment and Lottery Phase, the student is dissatisfied with his/her selection site, he/she may appeal to the Assistant Dean of Clinical Science or designee. The student will schedule a meeting with the Assistant Dean of Clinical Science or designee. Appeals may be made in February each year. The case will be reviewed and a determination to accept or reject the appeal will be made. If accepted, the student will be assigned to the preferred site. If rejected, the decision is final and the student will be required to go to the assigned site.

Phase 5: Site Assignments

All site assignments will become final at the end of February each year. The students and regional sites will be notified. Students will submit a biographical sketch to the Regional Liaison. These biographies and picture rosters will be sent to the regional sites.

GENERAL INFORMATION

Scheduling Clinical Rotations

The core site clinical rotations will be scheduled by the Regional Coordinator in conjunction with the Regional Dean. Students may ask for a particular physician but there is no guarantee the request will be honored due to the difficulty of scheduling. **All required third year rotations must be completed before the MSPE can be created for residency applications.** The following forms will be used for rotation scheduling and can be found on New Innovations, the PNWU website, and Connections:

- Vacation Request Form - All vacation time must be scheduled at least 90 days in advance
- Rotation Change Form – used to change a scheduled rotation with another approved rotation. Elective rotations may not be changed less than 60 days prior to the start date.
- Elective Request Form – must be completed and submitted at least 60 days prior to the anticipated start date of the rotation.
- Students who take approved time off for independent study, leave of absence, student scholarly activity, etc., during the clinical rotations are required to make up any rotations or partial rotations that are missed. Makeup dates will be scheduled by the Regional Dean and Regional Coordinator. Students are not permitted to make up any rotation at the same time they are scheduled for another rotation. Approved time off may have an effect on financial aid.

Immunizations

PNWU will provide immunization records to each Regional Coordinator for students assigned to their region. Students should also be aware that immunization records are required for many of the 3rd and 4th year rotations and be prepared to present these records when requested.

Attendance

1. Attendance is mandatory at all clinical rotations.
2. Permission for absence must be obtained from the Regional Dean **and** the Adjunct Clinical Faculty or Service on which the student is rotating.
3. Reasons for absences may include illness, conference attendance, or personal reasons.
4. The Office of the Regional Dean must be notified **prior to any absence** whenever possible.
5. Temporary absence is a short period of time away from the service rotation activities that may be needed from time to time to allow the student to attend to personal business (e.g., banking, child care). Permission from the Adjunct Clinical Faculty and Office of the Regional Dean is required. A “short period of time” should be construed as less than one day. No duration or frequency restrictions are defined; however, it is intended that the student provide clear reasons pertaining to the matter.
6. If extended leave is necessary, the Regional Dean in conjunction with the appropriate PNWU departments must be notified. Examples of extended leave may be due to pregnancy or family leave.
7. There are NO unexcused absences; they may result in failure of the clinical rotation.
8. Only the Adjunct Clinical Faculty and the appropriate PNWU department may grant time off during a prescribed clinical rotation.
9. Extended absences may result in failure of the rotation.
10. All absences are to be reported to the Office of the Regional Dean and appropriate PNWU department.

Unexcused or excessive absences on a rotation demonstrate unprofessional behavior and may result in failure of that rotation.

Attendance Policy for Professional Conferences

PNWU is committed to providing high-quality medical education for its students. This experience includes excellence in academic and clinical medicine, research, and community

service. In order to maximize this process, it is felt that participation in professional meetings can greatly enhance a student's professional and personal growth.

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings will be provisionally approved. All other meetings must have an individual request and be approved by the Director of Clinical Rotations.

1. Students on clinical rotations wishing to attend a provisionally approved professional meeting will submit a student travel request to the Director of Clinical Rotations at least 30 days prior to the meeting indicating the name and location of the professional meeting, sponsoring agency, and dates of prospective absence.
2. Only one professional conference will be allowed per student per year on clinical rotations. Any deviation from this policy must be approved by the Director of Clinical Rotations on an individual basis. In addition, students may attend the Washington Academy of Family Physicians Annual May meeting and will not count as the one professional conference.
3. Students on rotation must obtain permission from the Director of Clinical Rotations and the Adjunct Clinical Faculty.
4. A student travel request will be denied if the student has an academic standing of warning or is on probation, has un-remediated failures, has a failing grade at the time of the request or has demonstrated unprofessional behavior.
5. To document attendance, each student will be required to submit not less than a one-page report on the meeting and the value added to the student's education. This will be forwarded to the Regional Dean and Director of Clinical Rotations within one week of return. This report should also be included in the student's portfolio.
6. If attendance at a professional meeting conflicts with an end of rotation examination, the student shall be granted a make-up examination by coordinating the next available date with the regional liaison at PNWU.

Counseling Services

The purpose of the Student Assistance Program (SAP) is to provide you, your spouse or domestic partner, and dependent members of your family with an opportunity to confidentially discuss problems and concerns that may be affecting your lives. Within this confidential program, you will be given appropriate resources designed to help with your specific problems.

Your counselor is there to assess your problem and help you to resolve it. Sometimes this can be done the first time you meet. Under the SAP, you or your dependent family member may meet with the counselor at no charge, to assess your needs, develop a plan of action, and, if needed, provide you with problem-solving referrals.

Your use of the SAP is confidential. No one at PNWU will know that you or any members of your family are using the program. Only information specifically authorized by the student or family member through a signed release of information may be shared by anyone.

Call the Northwest Employee Assistance Program, 509-575-4313 or 1-800-321-3498, to schedule an appointment without delay and without charge. ("No shows" for appointments will be charged at going rate). At the time you make the appointment, please identify yourself as a

STUDENT of PNWU. The receptionist will ask your name and a general description of the problem you want to discuss. This helps them determine the right counselor for you.

These services are available regardless of geographic location.

Dress

Students on clinical rotations are expected to following the PNWU General Dress policy as detailed in the Student Catalog. Students should use good judgment and if there is a question as to the appropriateness of dress, the student should ask the adjunct clinical faculty.

Short white lab coats with PNWU student name and patches are expected to be worn unless specifically instructed otherwise by the hospital or adjunct clinical faculty. Alterations in this dress code are subject to the discretion of individual physicians/institutions/facility.

Holidays

Holidays are at the discretion of the adjunct clinical faculty, hospital, or clinic facility. There are NO designated holidays approved by PNWU during clinical rotations.

Vacation

No rotations will be scheduled over the last two weeks of December. Students will be allowed one 4-week block vacation in each of the 3rd and 4th years. In consideration of student wellness, PNWU strongly encourages that vacations be taken each year. Vacations may be scheduled consecutively, only at the end of the third year and the beginning of the fourth year. Be aware this may impact financial aid. Vacations can also be split in 2-week blocks with a 2-week elective to make up the block. Financial Aid may be affected by vacations or leaves of absence. Please verify with Financial Aid office.

Student Problems/Issues

If adjunct clinical faculty suspect or identify problems with a student's progress or performance they are to contact the Regional Dean. If the Regional Dean is not available they are to contact the Director of Clinical Rotations at PNWU. All reports will be thoroughly investigated and appropriate action taken. Examples of such problems may include, but are not limited to:

- Poor communication skills
- Deficient clinical skills
- Poor academic performance
- Unexcused absenteeism
- Medical or psychological illness
- Suspected substance abuse (alcohol and other drugs)
- Suspected illegal behavior
- Suspected physical, sexual, or emotional abuse
- Issues with ancillary support staff

The Assistant Dean of Clinical Sciences in conjunction with the Clinical Rotations Team and the Office of Student Affairs has the authority to initiate a student's removal from clinical rotations or to authorize a student's immediate medical leave.

If the Assistant Dean of Clinical Sciences or his/her designee determines that a student may constitute a threat to his/her welfare or that of fellow students, staff, or patients, the student may be suspended or placed on medical leave effective immediately. Once placed on leave or suspended, the student is no longer permitted to participate in any clinical activities.

COMLEX POLICY AND PROCEDURES

National Board of Osteopathic Medical Examiners (NBOME) – Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

At appropriate times delineated by the National Board of Osteopathic Medical Examiners (NBOME), PNWU-COM will provide a list of students who meet the qualifications to schedule and access COMLEX Level I, COMLEX Level II CE, and COMLEX Level II PE exams. It is the student's responsibility to schedule and complete the required examinations. No student will be allowed to graduate without successfully completing COMLEX Levels I, II CE, and II PE. Students may request time away one day prior to and one day after the examination. No requests for travel will be granted during a two week rotation.

PNWU-COM will require 2nd year students to participate in a COMLEX board preparation course. The Board Preparation Coordinator will establish a required score to achieve on the select proxy exam (COMSAE) for student to be allowed to take COMLEX. Students must submit their initial COMSAE score at least one month prior to their COMLEX test date. Additionally, those not achieving this criterion by June 10 will not be permitted to start clinical rotations in July. Students will not matriculate to the clinical training site until they meet the proxy exam score requirement. Upon meeting the proxy exam score requirement and approval from the Board Preparation Coordinator, students will be allowed to take COMLEX I and matriculate to the Regional Site for clinical rotations at the discretion of the Regional Dean. Students must pass COMLEX I by January 1 of the third year.

Students failing COMLEX I will be required to return to PNWU for a structured board review course at the end of their current rotation. Students will need to remain in the Yakima area until completion of the review course with proof of the required proxy exam score. The decision for the student to return to clinical rotations at a regional site must be mutually agreed upon by the Director of Clinical Rotations and the Regional Dean.

Students failing COMLEX I twice will meet with the Director of Clinical Rotations, Board Preparation Coordinator and Regional Dean to create a written individualized remediation plan which could include:

1. COMLEX Boot Camp or other similar program
2. Remediation of either the first or second year of medical school
3. Studying under the direction of either the Regional Dean or Board Preparation Coordinator.

The decision to continue on rotations will be a joint decision of the Regional Dean and Director of Clinical Rotations.

Students failing COMLEX I on the third attempt will be referred to Promotion and Matriculation (P & M) Committee. Students will finish their current rotation and will not be allowed to participate in any further rotations pending the P & M Committee's decision.

CLINICAL ROTATIONS

Clinical Competencies

In the clinical setting students assume the responsibility for obtaining knowledge from the readings and experiences rather than from lectures and laboratories. Although adjunct clinical faculty will direct learning, the faculty member's first obligation is to patient care. Students must be self-motivated learners and develop the skills for life-long learning in order to become and remain a competent physician.

During the rotation students must learn the objectives outlined for that rotation located in each syllabus. All syllabi are available on the PNWU website. Students are also responsible for reading assignments. These assignments will prepare the student for the end of rotation examinations and the COMLEX II, CE and PE.

Students must also conduct literature research in those areas assigned by the adjunct clinical faculty and about patients on their service.

Osteopathic Core Competencies

NBOME COMPETENCY ADDRESSED	LEARNING OUTCOME	MEASUREMENT
#1 Osteopathic Patient Care	<ol style="list-style-type: none"> 1. Demonstration of the ability to gather accurate, essential data 2. Demonstration of the ability to formulate a differential diagnosis 3. Demonstration of the ability to develop an appropriate patient-centered management plan 4. Demonstration of the ability to provide health care services consistent with osteopathic principles and practices, including an emphasis on preventive medicine and health promotion 5. Demonstration of skill and proficiency in performing basic 	<ul style="list-style-type: none"> • COMLEX II CE & PE • Final physical exams • Student rotation evaluations

	<p>clinical procedures</p> <ol style="list-style-type: none"> Demonstration of the ability to counsel and educate patients Demonstration of the ability to work effectively with other members of the health care team and to use information technology 	
#2 Application of Knowledge for Osteopathic Medical Practice	<ol style="list-style-type: none"> Demonstration of medical knowledge application appropriate to practice patient-centered osteopathic medicine Demonstration of investigative and analytical thinking in clinical situations 	<ul style="list-style-type: none"> COMPLEX II CE & PE End of rotation examinations Student rotation evaluations
#3 Practice-Based Learning And Improvement in Osteopathic Medicine	<ol style="list-style-type: none"> Demonstration of the ability to describe and apply fundamental epidemiologic concepts Demonstration of the ability to describe and apply clinical decision-making tools Demonstration of the ability to describe and apply evidence-based medicine principles and practices Demonstration of the ability to describe and apply the clinical significance of research evidence Demonstration of the ability to evaluate relevance and validity of research Demonstration of the ability to describe and apply principles directed at treating patients with the best medical evidence Demonstration of the ability to describe and apply strategies for integrating evidence into osteopathic clinical practice Demonstration of the ability to describe and apply systematic methods relating to continuous evaluation of osteopathic clinical practice patterns and practice-based improvements 	<ul style="list-style-type: none"> SP exams/OSCE Record Reviews Patient surveys Global ratings Checklists Procedure/case logs 360 degree instrument COMPLEX II CE & PE
#4 Interpersonal and Communication Skills in the Practice of Osteopathic Medicine	<ol style="list-style-type: none"> Demonstrate patient-centered care Demonstrate effective written and electronic communication Demonstrate cooperation with other health professionals 	<ul style="list-style-type: none"> Record Reviews Patient Surveys 360 degree instrument SOAP Notes Checklists COMPLEX II CE &

		<p>PE</p> <ul style="list-style-type: none"> • End of rotation examinations • Case presentations
<p>#5 Professionalism in the Practice of Osteopathic Medicine</p>	<ol style="list-style-type: none"> 1. Demonstrate core knowledge 2. Demonstrate humanistic behavior 3. Demonstrate responsiveness to patient need 4. Demonstrate accountability to patients, society and the profession 5. Demonstrate commitment to excellence and ongoing professional development 6. Demonstrate knowledge and application of ethical principles 7. Demonstrate awareness and attention to cultural issues 8. Demonstrate attention to professional and person self-care 9. Demonstrate public communication of factual information regarding services provided 	<ul style="list-style-type: none"> • COMLEX II, CE & PE • Rotation 360 degree evaluations • Standardized patients/OSCE • Self-reflection essays
<p>#6 Systems – Based Practice in Osteopathic Medicine</p>	<ol style="list-style-type: none"> 1. Demonstration of an understanding of how patient care and professional practices affect others 2. Demonstration of an understanding of health delivery systems’ effect on a physician’s practice 3. Demonstration of an understanding of the methods of controlling costs and allocating resources 4. Demonstration of the ability to identify effective strategies for patient advocacy 5. Demonstration of the knowledge of and ability to implement systems of care that reduce medical errors and improve patient safety 	<ul style="list-style-type: none"> • COMPLEX II CE & PE • End of rotation exams • Case presentations • Patient survey • OSCE • Record review • 360 degree global rating

Rotation Requirements

1. Rotations are 4-weeks in length, starting on Monday and ending on Sunday. Each rotation is estimated at 180 hours, with 160 hours in the regular program and 20 hours or greater on call per month. The required and elective rotations are listed below; all required rotations must be taken and completed at PNWU core rotation sites unless otherwise approved by PNWU or if the rotation is unavailable at the regional site assigned. These rotations must be

successfully completed to progress to the fourth year. Students in the clinical years must pass all rotations.

2. Some rotations will require participation in a service learning project. The Regional Coordinators will be responsible for notifying students of this requirement at the beginning of the rotation. Service learning projects may be required depending on site and rotation. These projects can and should be included as part of residency applications and portfolios. Currently, service learning projects will be required when rotating through Yakima Valley Farm Workers Clinics and Columbia Basin Health Association.
3. Students are provided with a required curriculum during the third year. Independent learning objectives are provided for the core rotations. Didactic conferences are broadcast to each clinical site and students are required to attend.

Required Third Year Rotations – all must be completed for MSPE

- 8 weeks Family Medicine
- 8 weeks Internal Medicine
- 8 weeks Pediatrics
- 8 weeks Surgery
- 4 weeks Osteopathic Principles & Practice (OPP/OMM)
- 4 weeks Women’s Health
- 4 weeks Behavioral Medicine

Required Core Rotations

- 4 weeks Emergency Medicine
- 4 week rotation in Clinical Medical Subspecialty
- 4 week rotation in Surgical Subspecialty

Required Elective Rotations

There are seven, 4 week elective rotations to be selected by the student and approved by the Director of Clinical Rotations. These elective rotations are restricted as follows:

- 4 weeks must be a medicine elective
- 4 weeks must be a surgical elective

Additionally there are five, 4 week unrestricted electives with PNWU-COM approval. The student has the option of a 2 or 4 week rotation. The student will not be permitted to take more than six 2 week rotations.

Required rotations			Elective rotations	
Course #	Rotation Title	# of Blocks*	Elective Requirements	# of Blocks
FM 701 & 702	Family Medicine	2	Elective –Medicine	1
IM 701 & 702	Internal Med.	2	Elective – Surgery	1
OPP 701	OMM	1	Unrestricted	1
PED 701 & 702	Pediatrics	2	Unrestricted	1
SURG 701 & 702	Surgery	2	Unrestricted	1

OBGYN 701	Women's Health	1	Unrestricted	1
EM 701	Emergency Medicine	1	Unrestricted	1
BEHSC 701	Behavioral Medicine	1		
	Selective Medical Subspecialty	1		
	Selective Surgical Subspecialty -	1		
Total		14	Total	7

4. A student who has failed the required end of rotation examination must remediate by repeating the examination if the clinical performance of the student was adequate. If the student fails the examination a second time, the student will meet with the Assistant Dean of Clinical Sciences or designee for an individualized learning plan.
5. Students who fail an elective rotation must complete another elective rotation. The student is not required to complete the additional elective in the same discipline. If the student fails the second elective, he/she will be referred to the Promotion and Matriculation Committee.
6. Students who fail two rotations will be referred to the Promotion and Matriculation Committee.

Additional Third Year Requirement

All students are required to participate in and successfully complete the Observed Structured Clinical Examinations (OSCE) by the end of the third year. This exam will prepare the student for COMLEX II PE.

Fourth Year Clinical Rotations

PNWU does not arrange for any student's elective outside of PNWU's regional sites. If a student chooses to do a selective/elective at a hospital where AOA or ACGME accredited post-graduate programs exist, they must make their own rotation arrangements. Military students must arrange any rotations required by the military. Fourth year students complete an Elective Request Form with their proposed rotations and schedule, and submit it to the Clinical Rotations Office for approval. Students must complete their required selective/elective rotations and have a choice to complete additional elective rotations. Forms are available on New Innovations and the PNWU website.

Minimum Attendance Activity

All clinical rotations will have a **minimum** attendance activity. A four-week clinical rotation will have a minimum of 20 days of activity (160 hours), and a two-week clinical rotation will have a minimum of 10 days of activity (80 hours). Variations of this policy will be approved at the discretion of the Regional Dean. Failure to meet these minimum encounters will result in an incomplete for that rotation until such time that the minimum activity has been met.

If a physician is out of the office for more than two days, the student is required to contact the Regional Dean. At this time, an assignment will be given to the student. This may consist of a reading assignment or other clinical arrangements.

Training Hours

No set training hours are mandated by PNWU. It is the philosophy of PNWU that students are in a period of training that mimics the time and dedication demonstrated by the adjunct clinical faculty. Typical rotations are four weeks in length, starting on Monday and ending on Sunday. Each rotation is estimated at 180 hours, with 160 hours in the regular program and 20 hours or greater on call per month

The following may be considered as a guideline only:

1. A work day may be considered a 12-hour duration.
2. A work week may be considered a maximum of 80 hours.
3. The maximum duration of a work day may be 36 hours and should be followed by a minimum of 12 hours off duty.

Night call is encouraged. Students should not be required to take call more than every 3rd night and should be given one day off in seven (7) on average during a block rotation.

Report for Rotation

Each rotation begins on Monday morning as noted in the published schedule and ends four weeks later on the subsequent Sunday. It is the responsibility of each student to be present on the commencement of each rotation. In the event a student is unavoidably late, it is the responsibility of the student to notify the adjunct clinical faculty and the Regional Dean. If there is not a Regional Dean, the student should contact the Director of Clinical Rotations. If an orientation is required at a clinical rotation site, it is imperative that the student participate in that orientation and follow the protocols established by that rotation.

End of Service

The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the Regional Dean, or the Director of Clinical Rotations if there is not a Regional Dean. Departures prior to the scheduled departure date without prior consent will be considered an unauthorized absence, subjecting the student to failure of that clinical rotation.

Medical Records/Charting

The responsibility given to students for medical records varies among hospitals and clinics. Some sites allow students to write full progress notes and orders directly into the patient's chart. When this is allowed notes must be immediately co-signed by the supervising physician and that physician must follow this with his or her physician note.

Student notes alone cannot serve as the physician's notes. Billing must be directly related to the physician's notes. Some hospitals and clinics have separate pages in charts set aside for "student progress notes"; while others have an electronic process. Students may be required to learn to use various types of electronic medical records depending upon the site. Notes are usually written in the SOAP format. If dictation or computerized entry is allowed by the students at a particular hospital or clinic, the resulting notes must also be reviewed and approved by the supervising physician. The student is responsible for obtaining charting instructions from the supervising physician or rotation coordinator.

NOTE: The student is responsible for knowing proper procedure and must sign and date all entries on the medical record by name and educational status (e.g. John Doe, OMSIII).

Supervision of Students

A student on clinical rotations must be supervised in patient care situations. Supervision involves a responsible licensed physician to:

- Be physically located in the facility where patient treatment is rendered
- Grant authorization of services provided by the student
- Examine all patients seen by the student
- Witness procedures when performed by the student
- Assure that the documentation in the patient's medical record is appropriate

Performing Patient Care Activities

Student involvement in patient care is permitted when authorized by the assigned adjunct clinical faculty, who is responsible for supervising that student in assigned patient care. Students may not perform any medical treatment or procedures without appropriate supervision. The adjunct clinical faculty generally should be present for any treatment, procedure, or invasive exam. Students are not to take the place of qualified staff. Students may not write patient care orders independently and all such orders must be reviewed and approved by the adjunct clinical faculty. Students may not accept payment or remuneration for services.

Rotation Log

- Weekly clinical activity documentation in New Innovations with a minimum of 80 logs entered for a four week rotation and 40 logs entered for a two week rotation.
- Logs **MUST** be entered into New Innovations by the last day of the rotation (Sunday at end of block – by 9:00 pm PST)
- Student is to review logs with the regional dean (student can show preceptor log on New Innovations)
- Logs must include the following information and should be entered for each patient seen
 - Rotation
 - Current date
 - Procedure
 - Diagnosis
 - Roll in Case
 - Supervisor (if you do not see your supervisor select other/none and note supervisor name in student comments)
 - PT ID (use a system that works best for you such as 1, 2, 3 . . .)
 - Gender
 - Date of Birth
 - Patient complication (reason for visit, or chief complaint)
 - Comments
 - Student comments can be about patient, procedure not listed and diagnosis that needs to be included, anything not able to enter above.

Didactic Sessions

Didactic educational programming will be provided on-site or via videoconferencing. Attendance and participation is mandatory. A student must participate in a minimum of 70 percent of the didactic sessions during clinical rotations.

Student Clinical Presentation

PNWU students must demonstrate a mature ability to present clinical cases effectively. To promote this learning objective, third-year and fourth-year students will present cases on a regular basis. These presentations will be held in conjunction with the Friday afternoon didactics. A schedule will be assigned by PNWU for effective student participation. This presentation will become a part of the student's individual portfolio.

End of Rotation Examinations

End of rotation examinations must be taken at the end of their respective rotations.

Two-block rotations:

- Family Medicine
- Internal Medicine
- Pediatrics
- Surgery

One-block rotations:

- Obstetrics/Gynecology
- Osteopathic Principles & Practice
- Behavioral Medicine

If there is an extenuating circumstance, upon approval by the Director of Clinical Rotations, the examination may be taken at the later date. Students will be required to re-take any failed exam at their expense. Additionally, a student who fails an end of rotation examination will receive a letter of Academic Standing indicating they are on alert status. (See *Academic Standing* in the Student Catalog for details.)

Exam Administration and Proctoring

1. All examinations are timed. Time periods allotted for students to complete exams are noted at the beginning of each exam and cannot be changed. All student examinations are to be turned in to the proctor within the time period specific for the examination.
2. Examinations requiring the transfer of answers to Scantron sheets must be completed during the time period specified for the exam. No additional time will be allotted at the end of the exam to complete the answer sheet.
3. Any student requesting an adjusted time period to complete the exam is required to arrange this special circumstance with the Director of Clinical Rotations in conjunction with the exam proctor in advance. No time adjustments will be made by the proctor at the time of the examination administration to the class.
4. Only answers written and authorized by the student taking the examination will be accepted for credit. No other person may transfer or alter a student's answers for an examination. Another person's alteration of student answers in any way will not be counted as answers submitted for examination credit and student will be subject to disciplinary action.

5. The person proctoring the exam, cannot be held responsible for decisions made affecting the exam. She/he is only there to relay information as required by the exam source.
6. The proctor will not answer student questions during the exam administration time.
7. All personal belongings (including, but not limited to, back packs, purses, cell phones, pagers, PDAs, calculators, headsets, lap tops) are not permitted in the exam room.
8. Any student requesting to bring essential medical supplies into the exam room is required to arrange this special circumstance with the Director of Clinical Rotations or the Regional Dean in advance. Proctors will be provided with a list of students who have been authorized to bring in specifically listed medical supplies. No additional authorization will be granted by the proctor at the time of the administration of the exam to the class. Proctors have the right to inspect items brought into the exam room
9. Whenever possible, students must sit in every other seat when taking an exam. Students will leave the immediate area when the exam is being administered following completion of their examination.
10. Anyone leaving the room during the exam must leave their exam at the front of the room with the proctor. One person at a time is permitted to leave the exam room.
11. No one may begin taking the exam more than twenty minutes after the administration of the exam has begun. No one may leave the exam room within the first twenty minute period after the exam administration has begun.
12. When emergency situations make it difficult or impossible for a student to take an exam at the time it is scheduled, these situations will be addressed by the Director of Clinical Rotations or the Regional Dean.
13. All students are expected to maintain standards of behavior as noted in the PNWU Handbook regarding student professional conduct (the Honor Code) and adhere to the Code of Ethics of the American Osteopathic Association.

Missing Exams

1. Students are expected to take their end of rotation exam on the last Friday of the rotation, unless notified otherwise by PNWU, the Director of Clinical Rotations or the Regional Dean.
2. Any student who misses an examination is responsible for contacting the Regional Dean or Coordinator to request an approved absence.
 - a. Valid reasons for missing an examination include but are not limited to:
 - i. Personal or family emergency
 - ii. Emergency travel related to a family emergency
 - iii. Personal illness (doctor's note may be required)
 - iv. Special events (childbirth or complications of pregnancy)
 - v. Attendance at osteopathic national meetings (OAO, ACOFP, AAO, etc).
 - b. Unacceptable reasons for missing an examination include but are not limited to:
 - i. Not feeling prepared for the examination
 - ii. Non-emergency travel plans, regardless of when these plans were made
 - iii. Not having read an email announcement of a rescheduled examination
 - iv. Appointment at a time that conflicts with the examination
 - c. Appeals of PNWU decision will be made to the Director of Clinical Rotations and the decision will be final.

- d. Students missing an examination to attend a national meeting must request approval of the Director of Clinical Rotations as soon as possible but no later than 30 days before the start of the rotation.
- e. If a student misses an examination without a valid reason, as determined by the Director of Clinical Rotations, a decision to assign a grade of zero (0) for the examination may be made.
- f. A single make-up examination date will be announced and will most likely take place during the next scheduled exam (last Friday at end of next rotation). Any student who missed the examination is expected to take it on the next scheduled date. A student who is unable to take the make-up examination on the assigned date will be expected to take it on the next scheduled exam date, in addition to any other rotation examination they are completing on that date.

Student Site Evaluations

The student will evaluate each clinical site using the Site Evaluation Form in New Innovations. This evaluation will reflect the student's observations regarding the quality of training received on each rotation. The student's grade will be reported as incomplete until this form is completed on New Innovations for review by the Regional Dean and the Clinical Rotations Team.

Student Evaluations

The student's final evaluation will be completed by adjunct clinical faculty and it is recommended to be reviewed with the student by the adjunct clinical faculty. The Director of Clinical Rotations will review all clinical evaluations for third and fourth year students during the academic year. In order to receive credit for the rotation a student must receive a passing grade from the adjunct clinical faculty in order to pass the rotation.

Paperwork

Students are responsible for ensuring that all paperwork (including the student performance evaluation, site evaluation, and video-lecture evaluation) is completed and received by the COM **by the 7th day** following the end of the rotation. If the evaluation is mailed it must be postmarked by the 5th day following the end of the rotation.

Grades

Rotations are graded as pass or fail. All of the following are necessary in order to pass the rotation:

1. Evaluation completed and submitted by adjunct clinical faculty with a passing grade.
2. Final rotation and adjunct clinical faculty evaluations completed and submitted by student (tracked in New Innovations).
3. End of rotation exam (for rotations listed below) must be taken and passed. The score is submitted to the registrar and posted on PowerCAMPUS.
4. Weekly clinical activity documentation in New Innovations which is monitored by the Office of the Regional Dean and reviewed with the student quarterly.
5. Attend and participate in at least 70% of PNWU education day presentations (remote access is acceptable). Attendance and participation is tracked by the Office of the Regional Dean.

6. Fulfill all required site specific responsibilities identified by the Regional Dean or Adjunct Clinical Faculty.
7. Reflective writing as required.
8. Student must have no unresolved professionalism issues.

The student will receive an incomplete until all of the above requirements are met.

The end of rotation examinations are taken after two rotations of family medicine, internal medicine, pediatrics and surgery. Exams will also be taken at the end of rotations for behavioral medicine, women's health and OMM. The lowest possible passing grade on the end of rotation examination is two standard deviations below the national mean.

A student who has failed the required end of rotation examination must remediate by repeating the examination if the clinical performance of the student was adequate. If the student fails the examination a second time, the student will meet with the Assistant Dean of Clinical Sciences or designee for an individualized learning plan. Additionally, a student who fails an end of rotation examination will receive a letter of Academic Standing indicating they are on alert status. (See *Academic Standing* in the Student Catalog for details.)

Failure of a Rotation:

If the student fails the rotation, it must be repeated with a different adjunct clinical faculty which may be at another regional site at expense of the student with the schedule determined by the Regional Dean and Director of Clinical Rotations.

A student may appeal a grade by following the process outlined in the Student Catalog.

Electronic Residency Application Service

Student will find the most current information about policies and procedures applicable to residency application and other items of interest at <https://www.aamc.org/services/eras/>.

Letters of Recommendation

Students will need at least 3 letters of recommendation for their residency application.

- **What to provide when asking for a letter of recommendation:**
 - Letter of Recommendation Request ERAS form, found on PNWU website and Connections
 - Personal Statement- When rotation occurred, what was enjoyed about the rotation, anything done that stood out, anything to jog the letter writer's memory
 - CV
 - Stamped, self-addressed, envelope (PNWU, Enrollment Services, 111 University Parkway, Ste 202, Yakima WA 98901)
- **Whom to ask for a recommendation:**
 - The student should keep in mind the type of residency he/she is seeking, i.e. ask the chair of the department in a larger hospital if that is the type of residency being sought

- Program directors and department chairs are good recommendation letter resources
- If the student has not interacted/rotated with anyone of this nature do not seek him/her out for a letter, as this will not be personalized and therefore will not be productive.

The letters of recommendation will be logged into PowerCAMPUS for the student to monitor in Self-Service on his/her Checklist. Letters will be scanned to ERAS based on the student's designation on his/her MyERAS account.

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE) describes in a sequential manner, a student's performance, as compared to that of his/her peers, through three full years of medical school and, as much as possible, the fourth year. The MSPE includes an assessment of both the student's academic performance and professional attributes. The MSPE is completed upon the student's successful completion of all required third year rotations.

The MSPE will be available for the student to review. The student will be permitted to correct factual errors in the MSPE, but not to revise evaluative statements in the MSPE. This may be done via email, so it is critical that the students monitor their PNWU email and respond promptly.

MyERAS

PNWU will generate and distribute MyERAS tokens to applicants in June of the third year of medical school.

Match Dates

December – Military Match

January – Urology Match

February – Osteopathic Match

March – NRMP Match & Scramble

GRADUATION

Refer to the Student Catalog for graduation requirements. Fourth year students will apply for graduation in February. Their graduation eligibility will be evaluated, and they will be notified of any deficiencies. Attendance at the graduation ceremony is required. Graduating students who have received federal student loans are also required to attend an in-person Student Loan Exit Counseling Session which will be scheduled in conjunction with graduation activities.

Students who finish their rotations after May and before December will attend the May graduation ceremony. The student's diploma will be sent to the student upon completion of all graduation requirements.