

## Clinical Rotations-DO

Policy Information			
Policy#:	ACA.6047	Reviewed Date(s):	
Date Created:	7/18/22	Revised Date(s):	
Policy Owner:	Senior Associate Dean-Clinical COM	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	9/8/22

### 1. Purpose

- 1.1. To establish policies and procedures for the delivery of clinical education during years 3 and 4 of the curriculum at Baptist University College of Osteopathic Medicine (BUCOM). To ensure appropriate levels of instruction and supervision to allow students to develop the knowledge and skills necessary to safely engage in clinical patient care as members of a healthcare team and prepare them to enter graduate medical education.

### 2. Policy

- 2.1. Core clinical rotations will occur primarily at facilities operated by Baptist Memorial Healthcare Corporation (BMHCC) including its hospitals, clinics, Baptist Memorial Medical Education (BMME), Baptist Medical Group (BMG), and Baptist Clinical Research Institute (BCRI). .
- 2.2. The third year curriculum comprises a 4 week introductory course taught at BUCOM to prepare students to enter into clinical rotations, and 40 weeks of clinical rotations.
  - 2.2.1. Third year core rotations
    - 2.2.1.1. Community Based Family medicine 4 weeks
    - 2.2.1.2. Emergency Medicine 4 weeks
    - 2.2.1.3. General Surgery 4 weeks
    - 2.2.1.4. Internal Medicine 1 4 weeks
    - 2.2.1.5. Internal Medicine 2 4 weeks
    - 2.2.1.6. OB/GYN/Women's Health 4 weeks
    - 2.2.1.7. Osteopathic Neuromuscular Medicine (ONMM) 2 weeks
    - 2.2.1.8. Pediatrics 4 weeks
    - 2.2.1.9. Psychiatry/Behavioral Health 4 weeks
    - 2.2.1.10. Underserved Care 4 weeks
  - 2.2.2. Third year selective rotations
    - 2.2.2.1. Med-Surg Selective 2 weeks
- 2.3. The fourth year curriculum consists of 38 weeks of clinical rotations with two core rotations, four selective rotations, and four elective rotations. Elective rotations are frequently performed at other institutions, which allows students to perform audition rotations in their desired specialty as well as supplement their clinical education in areas most applicable to their chosen field of practice.



- 2.3.1. Fourth year core rotations
  - 2.3.1.1. Geriatrics 4 weeks
  - 2.3.1.2. ONMM 2 weeks
- 2.3.2. Fourth year selective rotations
  - 2.3.2.1. Med-Surg Selective 4 weeks
  - 2.3.2.2. Medicine Selective 4 weeks
  - 2.3.2.3. Primary Care Selective 4 weeks
  - 2.3.2.4. Surgical Selective 4 weeks
- 2.3.3. Fourth year elective rotations
  - 2.3.3.1. Electives 16 Weeks
- 2.4. Institutional requirements
  - 2.4.1. Students are required to comply with all institutional requirements to begin clinical rotations. These include but are not limited to: background checks, urine drug screening, proof of various vaccinations or immunity to certain diseases, infectious disease training, HIPPA training, safety training, BLS and ACLS certification, and various other training as required by the institution.
  - 2.4.2. Students are required to comply with all policies and procedures of the institution at which they are rotating including all COVID policies.
- 2.5. Assignment to core training locations
  - 2.5.1. Students will complete the majority of their core clinical rotations at a core clinical site. Assignments will be made by the Office of Clinical Affairs during the spring of the student's second curricular year. Students may submit requests for a specific core clinical site to the Office of Clinical Affairs. However, assignments are not guaranteed and students are required to complete core rotations at the assigned site.
- 2.6. Supervision
  - 2.6.1. Students participating in patient care activities will be directly supervised at all times by a licensed member of the clinical faculty who holds active privileges for the scope of care being provided. Students may perform histories and physical exams with indirect faculty supervision once they have demonstrated competence to the satisfaction of the supervising faculty.
  - 2.6.2. Supervision requirements are further delineated in the clinical supervision policy.
- 2.7. Student responsibilities and duties
  - 2.7.1. Students are to arrive on-time, prepared to participate in all learning and patient care activities.
  - 2.7.2. Students will consistently demonstrate professional, cordial, and appropriate team-based behavior in providing effective patient-centered care.
  - 2.7.3. Students are expected to participate in clinical rounds, perform histories and physicals at the direction of their faculty supervisor, present patient cases orally, give academic presentations as directed, write chart notes either in the electronic medical record or in a designated training site as directed, ensure that all chart notes are reviewed and signed by either their faculty supervisor or a credentialed designee, review laboratory and radiographic tests, work in a professional manner as a productive member of the healthcare team, and perform any other reasonable patient care or learning activities as directed by their faculty supervisor.
  - 2.7.4. Students will perform duty or call hours as directed by their faculty supervisor including overnight duty. Students shall not perform overnight call more than once every three nights.



## 2.8. Duty Hours

- 2.8.1. Students are expected to be involved in patient care and learning activities at least 40 hours per week but not more than 80 hours per week (averaged over a two week period). The maximum duration of duty will be 24 hours which must be followed by a minimum of 12 hours of time off. Typical hours on a hospital-based rotation are 7 AM to 7 PM but may begin earlier or extend later on any given day depending on patient care needs.
- 2.8.2. Students will follow the schedule of the healthcare facility where they are rotating. Students may be required to work holidays or weekends as the schedule demands. There is no guarantee that students will have holidays off.

## 2.9. Grading

- 2.9.1. Student grades for each clinical rotation are determined by a weighted combination of preceptor evaluations, assigned learning modules, end-of-rotation COMAT examinations, other required elements as defined in the course syllabus, and completion of all post-rotation student evaluations. Student evaluations of the clinical rotation and the clinical rotation site are required for each rotation. Failure to complete all required elements will result in a grade of in progress (IP) and if not remedied within the prescribed time, may result in a failing grade and referral to the Student Progress Committee.

## 2.10. Failures

- 2.10.1. Any failed third-year rotation must be successfully repeated before third year students are released to sit for COMLEX-USA Level 2 exams or progress to year four.
- 2.10.2. Fourth-year students must successfully repeat any failed fourth-year rotations and pass the required COMLEX Level 2 exam(s) in order to graduate.
- 2.10.3. A single rotation failure will result in referral to the Student Progress Committee and the development of a performance improvement plan. A second rotation failure will result in referral to the Student Progress Committee and may result in dismissal from BUCOM.

## 2.11. Scheduling fourth year electives

- 2.11.1. All fourth year electives must be scheduled through the Office of Clinical Affairs at least 30 (thirty) days prior to the commencement of the rotation. Requests for elective rotations less than 30 days prior to the commencement of the rotation will not be considered except in significant extenuating circumstances. Requests for elective rotations at outside institutions that do not have an existing affiliation agreement with BUCOM must be submitted at least 90 days in advance to allow time for an affiliation agreement to be established. A list of institutions with which BUCOM has affiliation agreements is maintained in the Office of Clinical Affairs and is available on the BUCOM website.
- 2.11.2. Cancellation of any elective clinical rotation is not permitted within 30 (thirty) days of the start of the rotation except for significant extenuating circumstances. Late cancellation reflects poorly on both the student and BUCOM and does not allow adequate time for the institution to schedule an alternate student, thus depriving other students of educational opportunities. Students violating this policy are subject to disciplinary action up to and including dismissal from the COM.
- 2.11.3. Students may not perform clinical rotations that are not formally approved by BUCOM and for which the student is not registered with the Office of Clinical Affairs. In this circumstance, the medical professional liability coverage provided by BUCOM is not in effect. This places the



student, the institution, and BUCOM at risk. Students violating this policy are subject to disciplinary action up to and including dismissal from BUCOM.

2.11.4. Students are responsible for all fees, travel expenses and housing expenses incurred during elective clinical rotations. BUCOM does not pay stipends for elective clinical rotations.

#### 2.12. Inclement weather

2.12.1. Students will follow the policy of the sponsoring institution in the event of inclement weather. Essential healthcare workers are commonly required to report for work during weather emergencies. Determination of whether the student is considered essential is made by the institution and their faculty supervisor.

#### 2.13. Weapons

2.13.1. Students shall not carry or have in their possession any firearm or other weapon while performing learning or patient care activities or while in any healthcare facility during clinical rotations. BMHCC does not allow any firearm or other weapon in any of their buildings, other than by duly sworn security or law enforcement officers. Failure to comply with this policy may be a violation of state law and result in criminal charges or penalties or disciplinary action by BUCOM.

#### 2.14. Professionalism

##### 2.14.1. Behavior

2.14.1.1. Students are expected to conduct themselves in a professional manner at all times. This includes compliance with all standards of professionalism and ethics including the student code of conduct; and all standards, policies and procedures of the clinical rotation site. Failure to comply with professional standards of behavior may result in disciplinary action up to and including dismissal from BUCOM.

##### 2.14.2. Appearance Standards

2.14.2.1. Students will adhere to professional attire policies established by the rotation site. If the site does not have a policy, the BMHCC policy will be followed.

2.14.2.2. BMHCC Appearance Standards from the Baptist Employee Handbook:

Team members are expected to promote a professional image as a part of a distinguished health care team. It is the responsibility of each individual to be neat, clean, and dressed in accordance with prescribed appearance standards. These standards have been developed for consistent Baptist image in the minds of our customers.

While the following outlines general expectations, **specific** departmental dress standards should be communicated by management. All team members are expected to adhere to such requirements.

**Identification Badges:** Should be easily visible so patients and customers can readily distinguish team members from others.

**Overall Clothing:** Jeans, T-shirts, halter tops, tank tops, jogging apparel, leggings, and/or shorts are prohibited. Clothes and/or uniforms should be clean, pressed, and in good repair. Proper undergarments should be worn, as well.

**Footwear:** Should be clean, polished, and in good repair.

**Hair:** Should be clean, neat and well-groomed. For patient care areas, hair must be confined so as not to interfere with care. Men with sideburns, mustaches, or beards must be well-groomed.

**Fingernails:** Should be well-groomed, clean, and trimmed so as not to be distracting or interfere with routine tasks and/or patient comfort. Team members must comply with all applicable infection control guidelines, which preclude acrylic or sculptured nails or tips in patient care areas.

**Jewelry:** Should be kept to a minimum and in good taste with no more than 2 rings and 2 pair of earrings; no other visible body piercing is permitted.

**Good Personal Hygiene:** Is required of all staff to eliminate body odors.

**Fragrances:** Perfumes, aftershaves, lotions or other fragrances and /or odors should not be detectable.

**Makeup:** Should not be excessive or distracting.

#### 2.15. Attendance

2.15.1. Students are expected to be present for all days of all clinical rotations. In case of emergencies such as illness or injury, the student should notify their clinical rotation site at their earliest opportunity through direct call to their supervisor. Texts or e-mails are not acceptable. In cases requiring absence from clinical rotations for more than one consecutive day, emergency medical care or hospitalization, BUCOM Office of Clinical Affairs should be notified.

2.15.2. Requested time-off is typically only granted for extenuating circumstances directly related to the student's medical education such as presenting at conferences or residency interviews. Time-off is not typically granted for trips, vacations, or family events.

#### 2.16. Housing for core rotations

2.16.1. Students are responsible for all housing and relocation costs if they choose to move to a location in proximity to their core clinical site during the third and fourth year of their medical education.

2.16.2. Occasionally, BUCOM may assign a student to an alternate site for a core clinical rotation that is not available at the core site. Transportation costs and food remain the responsibility of the student.

2.16.3. All costs associated with travel, lodging and food for fourth year elective clinical rotations are the responsibility of the student.

### 3. Definitions

3.1. None.

### 4. Procedure

4.1. None.

### 5. Related Information

5.1. STU.5015 Standards of Student Conduct

5.2. STU.5002 Appearance Standards

5.3. Commission on Osteopathic College Accreditations (COCA) pre-accreditation/continuing accreditation standard 6.9.3

### 6. Publications

Yes	Publication	Yes	Publication
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	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: