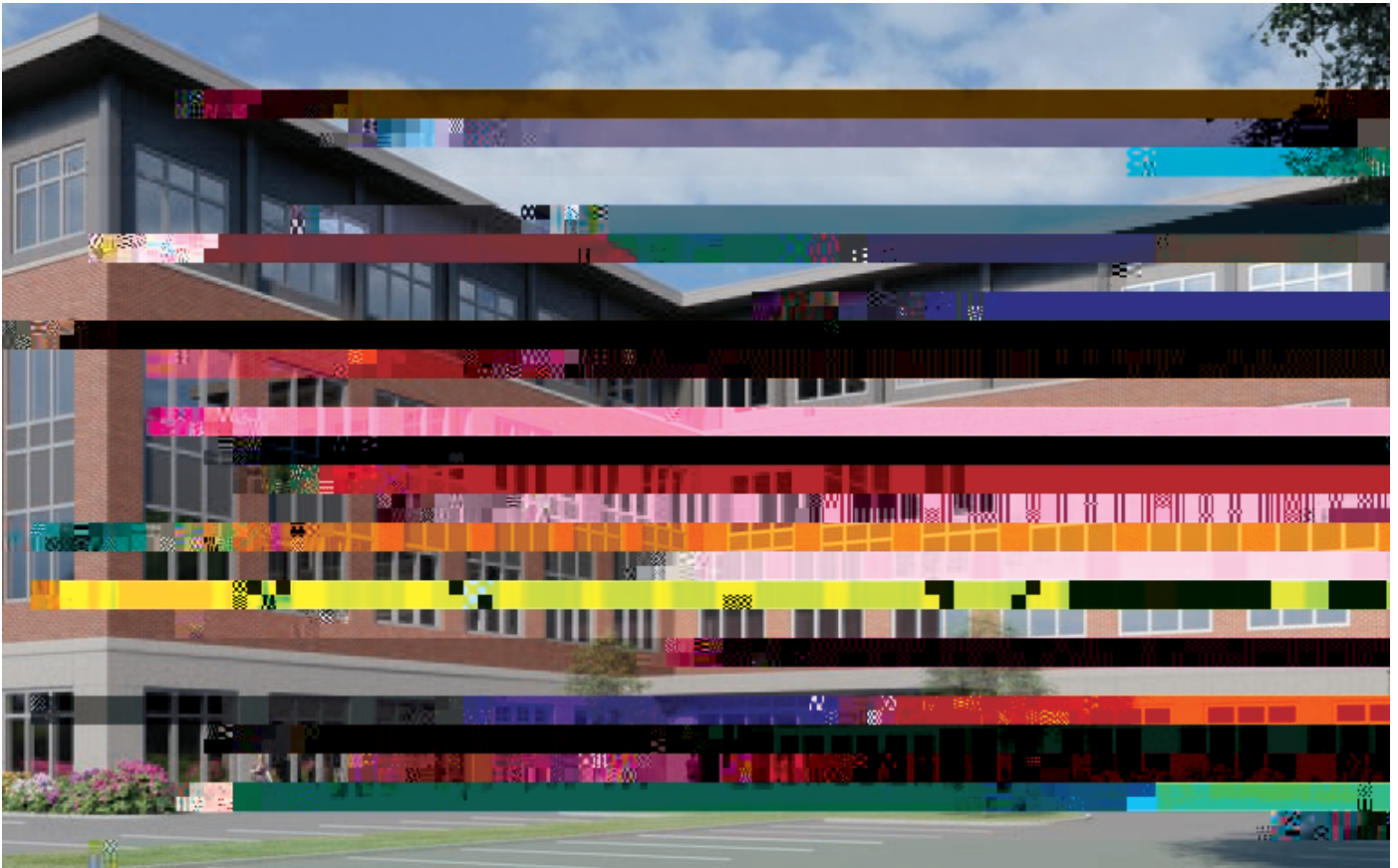


Clinical Training Manual

Resources
FAQs

Academic Year 2023-24



Welcome to Clinical Education

Welcome to the clinical learning experiences and the office of clinical education. Congratulations on completing the preclinical curriculum and transitioning to experiential clinical learning. This Clinical Training Manual is designed to provide guidance and resources to navigate this environment. Our entire Office of Clinical Education is here to support you as you work towards your individual career goals. You are the most important component of this system as you develop an individual career path in the medical profession.

All of us here at UNE COM have collectively worked to design and build a system that provides the means for you to complete your curricular requirements and assists you in achieving a position in a residency training program, while developing knowledge and skills to thrive as a lifelong learner. Your clinical experiential training (years 3-4) occurs in a system of affiliated educational sites not owned or operated by UNE. The third-year core clerkships are coordinated through a system of clinical sites with at least twenty-six clinical sites throughout Maine, New England, and other states in the Northeast, with a focus on sites in rural and underserved areas.

We are here to provide support to your learning process, and we encourage everyone to maintain a sense of balance throughout your medical education and ultimately in your professional career. Please do not hesitate to contact us for assistance in dealing with any issue that might be affecting you. You also have a wonderful support system in each of the clinical training sites, as well as with your peers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Guy DeFeo".

Guy DeFeo, D.O.
Senior Associate Dean of Clinical Education

Table of Contents

Welcome to Clinical Education	2
Clinical Education Processes and Procedures	6
Basic Navigation	7
Administrative Contacts.....	8
Clinical Curriculum: Overview	9
Training Requirements – Years 3 & 4	10
3rd and 4th Year Graduation Requirements	10
Core Clerkship Key Dates.....	10
Clinical Sites.....	10
Supervision.....	10
General Information Regarding Rotations	10
Clinical Curriculum: Core Clerkships	12
Critically Important.....	12
Student Housing.....	12
Registration for Core Clerkships	12
Clinical Enrichment Experience.....	12
Standardized Patient Examination	13
Mandatory Semi-Annual OMT Update / District Meetings	13
Clinical Curriculum: Selective and Elective Rotations	14
Your Clinical Education Office Contacts	14
Supervision.....	14
Critically Important.....	14
Registration for Selective/Elective Rotations and Free Time	14
Changes to Scheduled Rotations.....	15
6-Week Elective Block – Third Year	15
Selective Rotations	16
Internal Medicine (or Pediatric) Selective	16
Surgery Selective	16
Emergency Medicine Selective	17
OMM Selective	17
Elective Rotations	17
Acting Internships/Sub-Internship/Audition	17
Specific Elective Rotations	17
Complementary/Alternative Medicine Elective	17
Research Elective	18
Scheduling Selective and Elective Rotations	19
Visiting Student Learning Opportunities (VSLO)	20
Canceling Selective or Elective Rotations	21
Pre-requisites for Clinical Training	21
Continuing Requirements for Clinical Training	23
Health Insurance Portability and Accountability Act (HIPAA)	23
Occupational Safety and Health Administration (OSHA)	23
Immunizations.....	23
Tuberculosis Test (PPD).....	23
Basic Life Support (BLS/CPR)	24
Advanced Cardiac Life Support (ACLS).....	24

Respirator Mask Fit Test.....	24
Background Check/Drug Screen	25
Instructions for Background Checks and Drug Screens	25
Background Checks	25
Drug Screens	27
General Information.....	28
Change of Name, Address, Phone	28
Student Records	28
UNE Library Resources	28
Identification.....	28
Attire on Rotations	29
Title / Demeanor	29
Professional Fees for Medical Care.....	29
Meals / Housing.....	29
Transportation.....	30
HIPAA Academic Policies	30
Insurance Types and Key Facts.....	30
Health.....	30
Personal Liability	30
Professional Liability.....	30
Travel Insurance3.....s.....6.a.....D.....C	0 5 0

As part of required core rotation and certain selective rotation requirements, students must pass Comprehensive Osteopathic Medical (Student) Achievement Tests (COMAT). These are standardized specialty subject tests created by the National Board of Osteopathic Medical Examiners (NBOME). UNE COM purchases these exams from the NBOME.

Basic Navigation

The *Clinical Training Manual* contains a description of the academic process to be followed during your clinical years and other information that will be helpful to you while you are on rotations. From time to time, content in this document may be added, deleted, or updated. This manual is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine.

Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace

In several sections of this manual, you are directed to another section heading for more information. You can get to the referenced section in various ways:

- From the Table of Contents, CTRL + click to go to that section
- Click on the link, if available.
- Do a document search by topic or keyword

Please read the

Clinical Curriculum: Overview

General Timeline

Year 3	June	Student will complete the Transition to Rotations course and post-tests.
	July	Many clinical sites will conduct orientation during the week preceding the start date for Core clerkships. Core
	August	ERAS opens for registration and Letter of Recommendation uploads <u>only</u>
	Fall – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)
	Late December	In December, there is a block during which the student may engage in study time (non-credit) or a possible elective rotation (for-credit), depending on length of block
	January	Complete prerequisites for access to Visiting Student Application Service (VSLO) for 4 th year rotations. COM Clinical Education Office will advise details. Update background check only if required by 4 th year elective sites. Schedule COMLEX-USA Level 2CE for dates late 3 rd year or early 4 th year, but no later than September 30 of 4 th year in order to update scores on ERAS prior to submission of Rank Order Lists.
	March	Date by which to complete and submit the MSPE Profile and your CV to the COM Clinical Education Office
	Spring – Date will be announced	Mandatory semi-annual District Meeting co-sponsored by UNE COM and the Northeast Osteopathic Medical Education Network (NEOMEN)
	April-May	Return to UNE COM Campus for Assessment of Clinical Skills/Standardized Patient Exam
	June	End of Core clerkships (Before leaving your core site, ensure that all clerkship evaluations have been submitted; contact any physicians whose evaluations are outstanding)
Year 4	July	4 th Year begins
	August	Residency rotations / interviews continue thru January
	September	ACGME residencies begin accepting applications
	October	Residencies download MSPEs from ERAS
	December	Military Match results announced
	January	Final month for residency rotations and interviews
	February	NRMP Rank Order Lists due
	March	NRMP Match results announced
	May	Senior Week and Commencement. Both activities are Mandatory
	July	Residency begins!

See the
Residency Planning Manual
for timeline and details regarding Year 4

Training Requirements – Years 3 & 4

The following policies outline general requirements for satisfactory completion of third- and fourth-year training.

From July 1 of third year to May of the fourth year, the student must satisfactorily complete a minimum of 82 weeks of clinical training. A passing grade must be received for each rotation in order to fulfill requirements for graduation. See the section titled COMLEX-USA LEVELS 1, 2CE as it relates to graduation.

3rd and 4th Year Graduation Requirements

82 required clinical weeks are distributed as follows:

CORE	# WKS	LOCATION	NOTES / PREREQUISITES
Family Medicine	6	One of the UNE COM Clinical Sites	All Cores are 3 rd year rotations
Internal Medicine	12		
Obstetrics/Gynecology	6		
Pediatrics	6		
Psychiatry	6		
Surgery	6		
SELECTIVE			
Emergency Medicine	4	Student's choice, subject to approval by COM Clinical Education Office	4 th year rotation
Osteopathic Manipulative Med.	4		
Internal Medicine or Pediatrics	4		Prerequisite. for Subspecialty Internal Medicine or Pediatrics: Core in the appropriate discipline
Surgery	4		Prerequisite. for Subspecialty: Core Surgery
ELECTIVE	24		

Core Clerkship Key Dates

Clinical Curriculum: Core Clerkships

Critically Important

Circumstances may necessitate changes by the COM Clinical Education Office to Core sites or the order of scheduled rotations with little or no prior notice to the student. Students may not change their schedules without prior written approval from the COM Clinical Education Office, regardless of what the training site may allow.

Student Housing

Students are responsible for their own housing and meals at their assigned clinical site. Some sites offer clean, comfortable housing (student only, no pets) at very favorable rental rates. See clinical site information in the Clinical Education Essentials course on Brightspace or contact your clinical site directly regarding availability and cost. If COM Clinical Education assigns a student to a location other than his/her assigned clinical site for a single clerkship, our office will pay the cost of hospital provided student housing at the assigned location.

Registration for Core Clerkships

The Clinical Education Office provides all required paperwork for Core clerkships within our clinical site network and to any other training site to which Clinical Education assigns a student.

Core Clerkships

- Cores must be completed at one of the UNE COM Clinical Sites. In the event of an unavoidable absence (e.g., illness or difficulty with COMLEX-USA Level 1), missed Cores will be scheduled at the beginning of Year 4.
- Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are 6 consecutive weeks in length, starting on the first Monday of the Core block and ending on the last Friday of that block.
- Depending on your clinical site, Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous in the schedule.
- The last Friday afternoon of each Core block is reserved for the End of Service (COMAT) exam, except for students completing the first 6 weeks of Internal Medicine.

Clinical Enrichment Experience

A student may engage in a non-credit, clinical experience outside of the Core clerkship, for example, shadowing physicians in the ER on weekends. The non-credit time must not, in any way, interfere with the student's Core schedule or obligations. The student must 1) obtain the approval of the hospital's Medical Education Office and the department in which they wish to spend time and 2) pre-register by submitting a Clerkship Registration and Approval (CRA) to COM Clinical Education. This ensures that you will have professional liability coverage. If the enrichment experience will be intermittent over several weeks, enter the range of dates on the CRA to ensure that professional liability coverage is in effect throughout. Neither the supervising physician nor the student will submit an evaluation at the conclusion of the experience. The Clinical Enrichment Experience is strictly non-credit and cannot be used to fulfill any clinical requirement.

Standardized Patient Examination

A Standardized Patient

Clinical Curriculum: Selective and Elective Rotations

Your Clinical Education Office Contacts

Academic Coordinator Years 3 & 4
207-602-2633
FAX: 207-602-5908
comclinicaleducation@une.edu

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D., except as specifically noted in the section below titled [Specific Elective Rotations](#) or on medical services utilizing a multi-disciplinary team approach. A D.O. or M.D. must be present in the training facility and must be a prominent member of the team.

We are obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times; the student MUST pre-register with the Clinical Education Office for every clinical experience that they directly arrange by completing the online Clerkship Registration (CRA). The online form and instructions are available in New Innovati3 (i)1 (odC)1 (R)1 (. (D)1

It is understood that many training facilities,

- b) a short paragraph explaining your interest in this discipline and how this rotation will contribute to your career pathway
 - c) URL of relevant Web site (if any)
 - d) a letter from the supervising health care professional stating his/her willingness to precept the student (not required if the rotation will be at a teaching hospital).
3. Submit a Clerkship Registration and Approval form (CRA) with your proposal
4. Approval is subject to review of student's documentation by the COM Clinical Education Office.
5. The student will receive written notification, via e-mail, regarding approval or denial of their proposal. This notification will be given no fewer than 45 days prior to the anticipated start date of the rotation.
6. Incomplete proposals or proposals submitted fewer than 60 days from the anticipated start date will not be considered.
7. The evaluation of the student must be submitted by an appropriate health care professional, as determined by COM Clinical Education at the time the rotation is approved.

Research Elective

1. The student may schedule a research elective in year 4 (minimum 2 consecutive weeks, maximum 6 consecutive weeks).
2. Research Electives must be coordinated through the Associate Dean of Research and Scholarship
3. Submit a Clerkship Registration and Approval form (CRA) with the research proposal.

Scheduling Selective and Elective Rotations

<p>CONTACTS: E-mail: comclinicaleducation@une.edu</p>	<p>OFFICE ADDRESS & FAX: COM Clinical Education Office 144 Decary Hall University of New England 11 Hills Beach Rd Biddeford, ME 04005 FAX: 207-602-5908</p>
<p>D Contact the medical facility ./ Make 1st call A MINIMUM of 2-3 months before you plan to start the rotation. for tentative approval ./ ≥ 1</p>	

Additional Notes Regarding Scheduling:

Know when each program begins accepting applications for 4th year rotations and submit your application in a

Not all hospitals/residency programs participate in VSLO. To set up a rotation at a non-participating program, directly contact the Medical Education Office at the hospital.

Canceling Selective or Elective Rotations

UNE COM policy that requires a student to pre-register rotations sufficiently in advance takes into account the time required by a training site to process paperwork and properly credential the student prior to his/her arrival. Similarly, our policy regarding cancellation of rotations is intended to recognize both the student's and the school's obligations to training sites and to be respectful of a hospital's policy in this regard. It is important to maintain good will with all training partners in order to ensure that they will continue to welcome UNE COM students.

Careful planning on the student's part should minimize the need to cancel rotations; however, in the event a student deems it necessary to cancel a scheduled rotation, they must obtain prior written permission from the scheduled training site and send it to the COM Clinical Education Office as follows: As far in advance as possible, e-mail your COM Student Support Specialist (SSS) with your reason for requesting a cancellation, and attach the medical facility's cancellation policy. If you are unable to find the policy online, call the medical education office or student coordinator at the site, and ask them to e-mail their policy to you or to agree to your cancellation via e-mail, with a copy to your SSS. We will confirm receipt. We must have documentation of your compliance with the site's cancellation policy before we will process a new CRA. If you cancel a rotation without following the above steps, your request for a new rotation may be denied.

Pre-requisites for Clinical Training

Prior to starting core clinical clerkships, each student must demonstrate:

Documentation of compliance with UNE COM immunization requirements

- Tetanus/diphtheria/pertussis (Tdap) (renewable every 10 years)*
- Measles (Rubeola) – positive titer
- Rubella – positive titer
-

- OSHA - annual
- BLS (CPR) – Spring of 2

Continuing Requirements for Clinical Training

The Clinical Education Office will provide a Letter of Good Standing to your rotation site(s) confirming that you are current with all the above requirements and any others that may apply at a specific site. You must be ap3 (ingEMC)t2-0.016 Tc 0.016 Tw 1.c 0.04(ng0.39 -1.32s (pp

may require a more recent test.

- The COM Clinical Education Office reimburses our clinical sites

make an appointment. Students re-tested elsewhere are responsible for the cost.

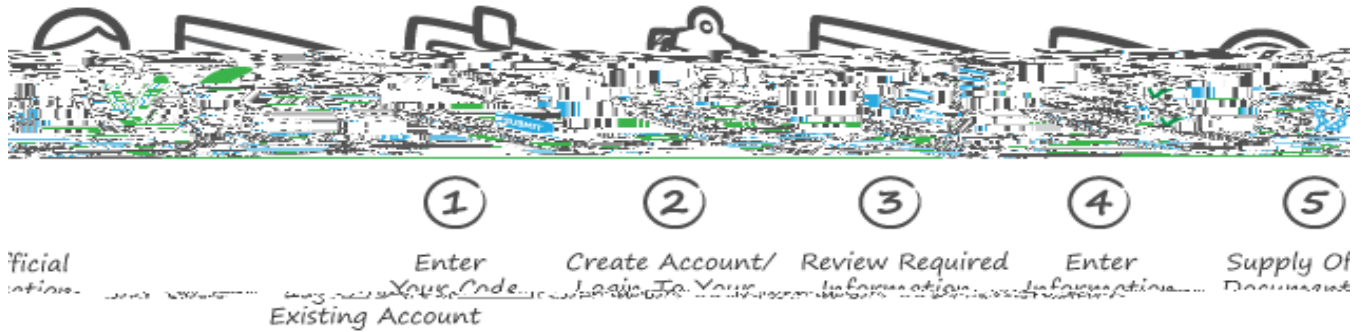
Background Check/Drug Screen

Committee on Student Progress. If your report contains information that you believe is inaccurate,

Drug Screens

Verified Credentials partners with LabCorp, Quest Diagnostics and eScreen to offer collection site locations in every state. This convenient network makes it easy to test on a local, statewide or national scale. The student is responsible for the cost of a drug screen.

How it Works:



GET STARTED at:

<http://scholar.verifiedcredentials.com/une>

For Best Results - Use a laptop or desktop computer to complete this process.

IMPORTANT – Use the CODE that matches the drug screen you need:

Program Phase:	Code:
5 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy)	HHFYV-43988
9EO Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, MDMA, Nitrite, Oxycodone	DDJXY-34998
10 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Methaqualone	BBJJV-24482
12 Panel Drug Screen - College of Osteopathic Medicine Includes: Marijuana (THC, Cannabinoids), Cocaine, Amphetamines (Incl. Meth), PCP (Phencyclidine), Opiates/Morphine (not synthetic, not oxy), Benzodiazepine, Barbiturates, Propoxyphene, Methadone, Meperidine, Oxymorphone, Tramadol	MPWHM-78464

General Information

- Our Core affiliates require photos of our students who will be rotating at the various hospitals. Photos are for identification and security purposes.
The Clinical Education Office notifies the class of the date, time and place that photos will be taken.
Attendance at the photo session is mandatory for all students.
Attire must be professional, including white jacket with UNE COM patch.
In addition, students are asked to sign an authorization, which allows Clinical Education to use their photos in conjunction with clinical training.

Attire on Rotations

- Students will maintain -

impact travel time and student schedules can be very demanding.

Transportation

- Students are responsible for providing their own transportation throughout their clinical years. Reliable transportation is required.

HIPAA Academic Policies

(Health Insurance Portability and Accountability Act)

The HIPAA Privacy and Security Policy can be found at

<http://www.une.edu/research/compliance/hipaa-and-une> you will need your UNE username and password to access this document.

Insurance Types and Key Facts

Health

For information about UNE's Graduate and Medical Student insurance plan, click on the

- Students are NOT employees and, therefore, are not covered under the UNE or hospital plan.
- Payment of medical treatment costs for any illness or injury a student may incur at a training site is subject to the coverage provided by the student's health insurance.

COM Office of Clinical Education. Clinical Education will follow up with other university departments and the COM Committee on Student Progress, as appropriate.

Report Professional Liability Exposure

In the event you become involved in any situation that you believe may result in a professional liability action, whether groundless or not, IMMEDIATELY report the details, IN WRITING, to the UNE Campus Services Office and COM Clinical Education Office. Contact UNE Campus Services for a Claim Notice form from our insurance carrier, <https://www.une.edu/campus/risk-management>.

UNE Campus Services Office: UNE Campus Services Office
11 Hills Beach Road Biddeford, ME 04005
1-207-602-2262 or 1-207-602-2365

COM Clinical Education: COM Clinical Education Office, University of New England
11 Hills Beach Road
Biddeford, ME 04005
1-207-602-2333

Student Responsibilities and Duties

Learning Performance and Guidelines 0 TwTJ 0 I

- Students must attend all assigned activities related to their rotation and/or the clinical site educational program.
- Students should attempt to attend other conference or educational program of interest, only if they do not interfere with required duties. Hospital administration will make available to the student a schedule of the hospital's educational programs.
- The student is directly and financially responsible for all items loaned to her/him by the hospital including, but not limited to, pagers, books, instruments, scrub suits, computer software, etc.
- Before departing from a rotation site, the student is responsible for leaving living quarters in a clean and orderly condition, paying all debts, and returning keys, pagers, books, etc. F

- As soon as you are able, communicate with your emergency contacts, including at school, regarding where you are and where you are going. Update them every few hours, if possible, at least until you arrive at a safe location.
- When you are settled, communicate with your training site regarding when you can expect to return to your rotation. Ensure that they know how to contact you.
- Most hospitals have an emergency preparedness plan, and the hospital where you are rotating may expect you to participate.
- If your participation is not expected, and your safety and that of your family is not at risk, consider offering your assistance to the medical personnel in charge at a hospital or local shelter. As a health care professional in training, you may be able to provide valuable support.

CONTACT UNE COM

If an emergency arises, please contact the following at UNE COM as soon as you can. We will communicate with each other if you are able to connect with only one person, and we will keep in touch with you as well. [Emergency Contact Information](#)

Extended Leave from Rotations

A student may wish to consider an extended period away from rotation activities due to prolonged illness or personal matters of significant gravity. A student on rotations will confer with the COM Clinical Education Office regarding the reason for requesting time away from rotations. It will then be determined how to proceed, and the appropriate context for any time off, whether “free” time, other academic activity or an official leave.

Free Weeks

- Each 4th year rotation schedule includes several “free” weeks. Calculate the number of free weeks in the schedule by deducting 83 weeks (82 weeks of clinical requirements + 1-week

Eligibility

Eligible individuals are rising third year students in good standing who have not been elected as Class Officers. In the circumstance that no student at a clinical site wishes to serve as Liaison for that site, the opportunity to run for Site Liaison shall then be extended to Class Officers.

Duties of Elected Liaisons

Serve as Representatives of their Class to the SGA in years 3 and 4.

Prepare a quarterly summary during 3rd Year (in September, December, March and June) including the following headings FM, IM, OB/GYN, PED, PSY, SURG, (brief synopsis, 2-3 sentences, of student feedback regarding typical day, changes in the clerkship or faculty, opportunities for student involvement, etc. on these rotations),

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