

# OMS-IV Rotation Checklist

Use this checklist as a guide to identifying, scheduling, and completing OMS-IV rotations. Please refer to the OMS-IV guide for more detailed information about each of these steps. Reach out to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu) with any questions.

- Identify a site and rotation.**
  - Use the CORE Research Center, VSLO, Clinician Nexus, and site websites to identify rotations.
  - Check the site's affiliation status in the CORE Research Center.
  - If no affiliation agreement exists, submit an affiliation request in CORE as soon as possible.
  
- Apply/submit required documentation to the site.**
  - Applications may require student health records, unique background checks, transcripts, COMAT documentation, letters of recommendation, or other academic documents. Request any that you do not have from [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu), [LUCOMStudentHealth@liberty.edu](mailto:LUCOMStudentHealth@liberty.edu), or [LUCOMRegistrar@liberty.edu](mailto:LUCOMRegistrar@liberty.edu).
  - Communicate Clinician Nexus application requirements to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu). There is no need to complete this step for VSLO application requirements.
  
- Await site acceptance and confirmation of rotation dates.**
  
- Submit 4<sup>th</sup> year rotation request/registration form in CORE (as soon as site confirms dates) in advance of the rotation.**
  - All rotations must be approved in advance by the Office of Clinical Education for students to receive credit. Students rotating without OCE approval and registration of a rotation will be in violation of policy and will not receive credit. Students found to be in violation of these policies may be referred to the Student Progress Committee and/or the Professional Advisory Group.*
  - Submit a 4<sup>th</sup> year rotation request/registration form in CORE for each rotation as soon as you receive confirmation of the dates from the site and an affiliation agreement has been established. Instructions for submitting this request are found on the CORE home page.
  - Confirmation screenshot must 1) clearly be from the site, 2) include the rotation dates, 3) not be a text/chat thread.
  - List the rotation start date as the closest Monday to the start date provided by the site; list the rotation end date as the closest Friday to the end date provided by the site.
  
- Provide preceptor information to OCE (no later than the end of the first week of the rotation).**

- Provide preceptor name, degree, and contact information to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu) as soon as possible. Preceptors must be attendings with a DO or MD and cannot be residents.
- Complete all site onboarding requirements and attend rotation.**
  - Reach out to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu) with any forms that need institutional signature.
- Complete Kaplan quiz during rotation (due on the last Thursday of the rotation).**
  - Quizzes open at 8am EST on the first Monday of the rotation and close at 11:30pm EST on the last Thursday of the rotation.
  - If you do not complete the quiz by the due date, you will receive a make-up quiz due the next Thursday. Repeated instances of failure to submit by the deadline may result in administrative action.
  - You cannot receive a final grade for the rotation until this quiz is completed.
- Arrange for preceptor to complete an evaluation and send it to OCE.**
  - Provide your preceptor with the AY26-27 OMS-IV Preceptor Evaluation of Student form via pdf or print. If you do not yet have this form, reach out to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu).
  - Request that your preceptor or a site coordinator/office manager email the completed evaluation to [LUCOMClinicalEducation@liberty.edu](mailto:LUCOMClinicalEducation@liberty.edu) or fax it to 434-582-3892. The evaluation must be sent by one of these individuals; it cannot be received from you.
  - You cannot receive a final grade for the rotation until this evaluation is received.