



LIBERTY
UNIVERSITY

COLLEGE *of*
OSTEOPATHIC
MEDICINE

**CLINICAL TRAINING
MANUAL**

2019-2020

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Chapter 1. General Policies

This manual provides an overview of the current policies and procedures of Liberty University College of Osteopathic Medicine pertaining to clinical rotations, along with other information helpful to the student while on rotations. The College of Osteopathic Medicine reserves the right to make changes at any time in educational policies, scheduling, training sites, evaluation procedures, or any other aspects of the clinical training program when it is felt necessary to maintain educational requirements, standards, and quality of the program. Every effort will be made to ensure that students are notified in a timely manner when changes are implemented and new or revised policies are instituted. Any conflicts regarding the application or interpretation of the policies contained in this manual will be resolved by the Senior Associate Dean of Clinical Affairs. The COM Student Handbook is the primary handbook and the Clinical Training Manual is a supplement for utilization by OMS-III and OMS-IV students while on rotations.

1.1. Address Updates

The LUCOM Office of Clinical Education must have updated information to be able to contact the student at all times. The student is responsible to keep the LUCOM Office of Clinical Education and Office of Medical Education (or equivalent) at their training site notified of their current contact information including address and phone number.

For more information, refer to LUCOM Student Handbook

1.2. Dress Code

Students shall be in professional dress consistent with the standards of the preceptor and clinical site. Students are to wear LUCOM white coat, LUCOM name tag, and any identification required by the clinical site. Students may wear scrubs if appropriate and approved by their preceptor.

At no time should a student present to a clinical site in jeans, shorts, t-shirts or other clothing that is detailed as inappropriate.

When returning to the LUCOM campus, third and fourth year students are expected to be compliant with the LUCOM dress code as outlined in the LUCOM Student Handbook.

1.3. Email Communication

Email is the official form of communication between LUCOM and the student. The student is responsible for all information found in his/her Liberty-issued email and must keep up to date with all email communication.

1.4. Firearms and Concealed Carry Permits

Under no circumstances is a student doctor permitted to carry a firearm on the premises of a clinical rotation site. This policy extends to all sites in which the student is receiving clinical education including, but not limited to, hospitals, clinics, laboratories, seminars, conferences or any other venue for which the student doctor is engaged in clinical education or training.

1.5. Health Insurance

All students on clinical rotations must carry health insurance. Health Care Share Plans are considered by some clinical sites as self-pay and may not be accepted by some clinical sites as valid health insurance. For this reason, Health Care Share Plans are not considered as approved health insurance for OMS-III and OMS-IV students.

For more information, refer to LUCOM Catalog.

1.6. Medical Malpractice Insurance

LUCOM provides medical malpractice insurance for students that are currently enrolled and participating in LUCOM approved clinical rotations under direct supervision of a fully licensed clinical preceptor.

1.7. Housing

Students are expected to provide their own housing during the OMS-III and OMS-IV years. Student housing is not the responsibility of the College or University, and the ultimate responsibility for all housing and transportation belongs to the student.

At the sole discretion of the COM, housing or a stipend for housing may be provided for students who are required to travel a great distance for their core site rotations. The COM reserves the right to change housing assignments at any time. LUCOM provided housing or a stipend is not a guarantee.

Consistent with Liberty University policy, males and females should not be housed together unless they are first-degree relatives or married. Property should be cared for as if it belonged to the student. All students in hospital or college provided housing will individually and jointly be responsible for any damages they incur. No pets are allowed in housing provided by the university. Housing is for students only. While the students may have members of their family accompany them on their rotations, they are not permitted to occupy LUCOM housing unless approved 30 days in advance in writing by the LUCOM Office of Clinical Education. The student must assume all responsibility and costs associated with family housing and travel, and arrangements for family housing must be made on the student's own time. The student may elect to live with family or in privately arranged housing rather than in the provided housing. Under no circumstances must the location of the housing interfere with the student's ability to arrive at assigned duties on time at the rotation site.

1.8. Financial Responsibilities

LUCOM does not pay administrative fees or stipends for selective or elective sites outside of the core sites. LUCOM Financial Aid has budgeted funds to the students financial aid package for the cost of audition and away elective rotations. For more information on how to access these funds, please contact LUCOM Financial Aid. If a site requires that an administrative fee be paid by the COM, the student will pay this additional cost to the COM, who will arrange to send payment to the site.

1.9. Affiliation Agreements

LUCOM does not require an affiliation agreement for OMS-IV students to do selective or elective rotations outside of core sites. Students may submit requests to the [Office of Affiliations](#) to verify if an institution requires an affiliation agreement. The student should include the coordinator's name, email address, phone number, name of the institution and desired rotation specialty. Submitting a request for an affiliation agreement does not guarantee that LUCOM will be able to come to agreeable terms with the away institution and execute an affiliation agreement. Affiliation agreements can take up to six months to process.

1.10. Meals

If a medical institution wishes to provide meals for the students, it is appreciated by both LUCOM and the student, but is done so strictly at the discretion of the medical institution and is in no way required or expected.

1.11. Title

Students are referred to as "Student Doctor _____" in clinical settings. As a group, students are referred to as "Student Physicians." If students have a doctorate in any field, they cannot use this title while in any clinical settings related to their education whether in a student environment or not.

Students should expect to be treated as professionals by all clinical personnel at all times, and students must in turn act professionally, ethically, and respectfully toward all clinic and hospital personnel they come in contact with. Courtesy and a professional demeanor are essential traits for a physician.

Chapter 2. Academic Policies

2.1. Student Involvement on Clinical Rotations

A Liberty University College of Osteopathic Medicine student doctor is not a licensed physician; therefore is not legally and ethically permitted to practice medicine. A student may be involved in assisting in the care of a patient, but only under the direct supervision of a licensed physician or clinician with privileges to provide the required level of care. The attending physician is responsible for the medical care of the patient and for the content and signing all orders, progress notes, and other notes written or entered electronically by the student. A student may not administer treatment, including OMT, except under the direct supervision of a licensed physician or clinician.

2.2. Responsibilities and Duties

The student on a rotation service will be responsible at all times to the LUCOM clinical faculty and administrative personnel in charge of the rotation. In addition, all students will be expected to comply with the policies and procedures established by the hospital, clinic, or facilities at which they are being trained.

2.3. Clinical Rotation Assignment

Each student will be assigned to a core clinical region where the majority of his or her core clinical work will be performed. Participation in a pre-clinical orientation at the core rotation site will be conducted prior to clinical rotations and is required of all students.

Students are not permitted to change core clinical rotations, dates, preceptors, or locations without the written permission of the LUCOM Office of Clinical Education. Any student who does request such a change must do so in writing with specific reasons before any determination will be made by the COM. At times, additional documentation may be necessary.

The COM reserves the right to change its rotation sites, required rotations, and schedules at any time.

2.4. Duty Hours

Students are to contact their preceptor prior to their first Monday of the clerkship to know what hours they will be working. Students should be prepared to work 60-72 hours per week on average. The workweek shall be limited to a minimum of 40 hours and a maximum of 80 hours, averaged over the four-week rotation. Students may not "compress" their clerkship schedule, working extra hours some weeks in order to complete the clerkship in less than four weeks.

The very minimum amount of hours on any one rotation shall be no less than 160 hours per rotation. 20 days per 4 week rotation X 8 hours per day.

The maximum duration of any work period will be 24 hours and must be followed by a minimum of 12 hours off duty. No student shall be required to be on call or perform night duty after a day shift more than once every three days.

2.5. Student Grading

Grades for OMS-III core rotations are numerical. Anticipated beginning in Academic Year 2020-2021, OMS-III core clinical rotations and applicable courses will be graded pass/fail based upon satisfactory completion of rotation/course requirements. Grades for OMS-IV elective and selective rotations are pass/fail.

Core rotation grades are based on a weighted combination of the preceptor grade, the end-of-rotation examination (COMAT), and the assigned modules. Students must successfully complete all required core rotation activities as assigned by LUCOM and/or the preceptor. These activities include but are not limited to logs, evaluations, COMAT, and modules.

If a student fails a rotation, the LUCOM Office of Clinical Rotations or the Assistant Dean for Clinical Education (OMS-III or OMS-IV) will notify both the student and the Student Progress Committee. Any failed core rotation must be successfully repeated prior to advancing to OMS-IV. Any failed fourth year rotations must be successfully repeated prior to degree conferral.

All core rotation repetitions must be successfully completed before the OMS IV rotations can begin. Students must complete all OMS-III required curriculum satisfactorily prior to being declared eligible to take COMLEX Level 2 CE or PE examinations.

All requirements for OMS-III must be completed and the student must sit for the COMLEX Level 2 CE examination prior to beginning OMS-IV rotations.

Failing any single rotation places student on probation and may require appearance before Student Progress Committee (SPC). Failing two rotations will result in mandatory referral to the SPC. The student may be subject to dismissal. Failing three rotations is grounds for automatic dismissal. Failing any single repetition of a rotation is grounds for dismissal.

The LUCOM Office of Clinical Education will submit a grade for each student for each rotation. All grades become final 30 days after being recorded by the Office of the Registrar. Any appeal or other consideration for grade adjustment must be initiated by the student or preceptor (if applicable) within 30 days from the recording of the grade by the Office of the Registrar in accordance with the grading policy. The Dean reserves the right to review all grade assignments should matters be brought to his/her attention demonstrating a violation by the student of the prescribed grading procedures after the grade has become final.

See Student Handbook for grading policy and determination

2.6. Student Evaluation by Rotation Site Personnel

A portion of the OMS-III student's rotation grade is based on the preceptor's evaluation of the student. The preceptor evaluation must be completed for each student on each rotation by the preceptor to whom the student has been assigned, or administratively by the DSME or the Assistant Dean of Clinical Education.

If there is more than one supervising physician and/or paper evaluations are utilized, either the lead preceptor, the DSME, or the rotation site's Office of Medical Education is responsible for combining evaluations and forwarding one overall evaluation of the student to the LUCOM Office of Clinical

Education. In a circumstance where the DSME is unable to produce a cumulative evaluation for a student, the Office of Clinical Education, with input from the Assistant Dean of Clinical Education and the appropriate LUCOM clinical department chair, will assume the responsibility of assigning a grade for the rotation.

Preceptors are required to provide comments on student evaluations because the information is used in the Medical Student Performance Evaluation (MSPE), or “Dean’s Letter,” for internship and residency positions.

Mid-rotation meetings between students and supervising physician(s) are encouraged. Perceived weaknesses as well as strengths in student performance should be identified. Feedback and direction on how to improve areas of deficiency should be given to the student.

2.7. Student Evaluation of Rotation

All rotation requirements, with the exception of the end-of-rotation exam, are due by 6:00 p.m. on the 4th Thursday of the rotation unless specified differently in the syllabus.

2.8. End-of-Rotation Examinations

The end-of-rotation examination will be the COMAT corresponding to the rotation that the student is currently on. For the Rural and Underserved Clinical Rotation, the end-of-rotation exam will be the Family Medicine COMAT.

The COMAT will be administered on the fourth Friday of the rotation at the core site or at LUCOM, if within the travel limitations. OMM3 and ACM may be administered on the second or fourth Friday, corresponding to the end of the two-week block that the student is currently on.

The COMAT is a proctored exam. All NBOME and COMAT policies will be in effect. The COMAT will be given one time for each rotation. There will be no options available to retake the exam.

If approved by the Office of Clinical Education or the Assistant Dean of Clinical Education, make-up tests may be scheduled by the Office of Clinical Education at a time that is convenient to the required LUCOM personnel. It may be given at the next fourth Friday, requiring the student to take two COMAT exams in one day. It may be scheduled on weekends or in the evening. The student is required to contact the Office of Clinical Education and schedule a time to make up the COMAT examination.

2.9. Final Semester Policy

Students must complete at least 20 credits in the spring semester of their OMS-IV year unless prior written approval is obtained from the Dean or a designee.

2.10. Incomplete Rotations Policy

Students who are delinquent in meeting any of their rotation requirements will be given a grade of incomplete (I) for that rotation. Incomplete grades can be appealed in writing within ten (10) business days from the date that the grade was recorded by the LUCOM Office of the Registrar, at which time the grade will be considered posted to the transcript. The Dean serves as the final approving authority for the rendering of the incomplete grade. Please see the Student Handbook regarding the policy for incomplete (I) grades after they are posted to the transcript. Students who receive an incomplete grade for a rotation will either complete the delinquent requirements during a designated time period (no

later than 30 days after the date the “I” is recorded on the transcript) or they will receive a failing grade for the rotation.

2.11. Appeal Policy for Non-Failing Grade Disputes

The following process is available to a student pertaining to an appeal of a non-failing clinical rotation grade, including clinical rotation disputes, concerns related to grades, and comments made on the Preceptor Evaluation of Medical Student Performance Form.

Students seeking to appeal a decision regarding a non-failing rotation grade received or comment written during the third or fourth academic year should seek solutions through the Office of Clinical Education. The Office of Clinical Education may involve the Assistant Dean for Clinical Education, the DSME, the preceptor, or the appropriate clinical chair, if necessary.

Students seeking to resolve a complaint through the administrative channels listed above must initiate such action in writing within 30 days from the date that the grades or comments were recorded by the Office of the Registrar. If the student chooses to continue the appeal, this must be done in writing within five (5) business days of the date the student is notified of the decision reached by the previous appeal level. The final level of appeal is to the Dean of LUCOM. The decision of the Dean is final.

2.12. Unprofessional Behavior

The preceptor or DSME has the authority to dismiss a student from any rotation for violations of the student code of conduct, policies or procedures, threat to public health or safety, or as deemed appropriate for the continued operation of the clinical site. Such a dismissal will constitute a grade of incomplete until such time as the student appears before the Student Progress Committee (SPC). The SPC may find that the student shall receive a failing grade for the rotation, the student shall be allowed to repeat the rotation, or shall be subject to other disciplinary action up to and including dismissal from LUCOM. Any problems affecting students that are not quickly or adequately resolved at the site should be referred to the LUCOM Office of Clinical Education. If a student is suspected of having a substance abuse or mental health problem that could affect patient care, the preceptor should report this situation to the LUCOM Associate Dean of Clinical Affairs to foster evaluation and further action.

Chapter 3. Student Attendance

3.1. OMS-III

Students MUST obtain approval for ANY absence from the Office of Clinical Rotations and must complete and submit an Excused Absence Request form. The Excused Absence Request form should be submitted for each individual absence date request. Students must have this form signed by their preceptor and others as designated on the form to be considered for an excused absence (see excused and unexcused definitions below). The Office of Clinical Rotations does not approve a student for more than 2 excused absence days off of a four week rotation, or 1 excused absence day off of a two week rotation, except in emergencies as verified by the Assistant Dean of Clinical Education (year three).

LUCOM students are expected to be present for all days of a clinical rotation as assigned by the preceptor, DSME or Office of Clinical Rotations. There are two categories that a student may be absent from a rotation:

1. Unplanned: Ex. Emergencies, illness, deaths
2. Planned: Ex. Attendance at clinical conferences

For both unplanned and planned absences:

The student will be notified in writing, via email, of the status of the absence. In addition to the form, the student must contact the Office of Clinical Rotations, his/her preceptor and site coordinator by phone and in writing by 8:00 a.m. and/or prior to the start of his/her shift of the day he/she will be absent. No excused absences will be granted after the fact except in emergencies as verified by the Assistant Dean of Clinical Education (year three).

For unplanned absences, the Excused Absence Request form must be submitted at the student's earliest ability, but no later than the date of return to the rotation. This does not exempt the student from the requirement of contacting the Office of Clinical Rotations, his/her preceptor and site coordinator in writing by 8:00 a.m. and/or prior to the start of his/her shift of the day he/she will be absent.

Planned absences must be approved in writing by the Office of Clinical Rotations and the Assistant Dean of Clinical Education at least 30 days prior to the absence. Examples of what could be approved would be authorized presentations of scholarly work at an academic conference, serving as an official representative of the university, participating in LUCOM-sanctioned events or required military service (active reservists should submit their MUTA schedule for the year as soon as it is available). Students requesting a planned absence must explain, in writing, the reason for the request. Proof of reason or event will be required at the time of request. There will be no excused planned absences (see excused and unexcused definitions below) on the first day or the fourth Friday of a rotation (or second Friday for two week rotations).

An unexcused absence is any absence (planned or unplanned) from a rotation without approval from the Office of Clinical Rotations, preceptor and site coordinator. An unexcused absence is deemed unprofessional behavior and the student will be subject to disciplinary action. A student may receive a failing grade for the clinical rotation if he or she has an unexcused absence.

An excused absence is any absence (planned or unplanned) from a rotation with submission of written proof of absence (ex. Doctor's note) and of written approval from the Office of Clinical Rotations, his/her preceptor and site coordinator. All excused absences MUST be made up at the preceptor's discretion unless otherwise approved by the Assistant Dean of Clinical Education (year three).

Note:

- Weddings, birthdays, vacations, holidays (other than those sanctioned by LUCOM) or "other events" for family or friends are generally not considered as approved for an excused absence.
- As a member of the healthcare team during core or elective rotations, there is no guaranteed time off for holidays, traditional observances, or major days of religious significance. Students are expected to follow the holiday practice of the clinic or hospital at their site.

3.2. OMS-IV

In the OMS-IV year, absences will be allowed by approval from the Office of Clinical Rotations. Students MUST obtain approval for ANY absence (planned or unplanned) from the Office of Clinical Rotations and must complete and submit an Excused Absence Request form (available on the LUCOM website). Students will be allowed, depending on LUCOM approval, 2 days of absence for a four-week rotation. However, for interviews, a student may be allowed 4 days of absence from a four-week rotation upon approval from LUCOM. For a two-week rotation, a student may be approved for up to 2 days of absence from their rotation. If the student has an unplanned or emergency absence, they must return the absence form at their earliest ability.

LUCOM students are expected to be present for all days of a clinical rotation as assigned by the preceptor, site, DSME or Office of Clinical Rotations. There are three categories that a student may be absent from a rotation:

1. Unplanned: Ex. Emergencies, illness, deaths
2. Planned: Ex. Attendance at clinical conferences
3. Planned: Residency Interviews

The Excused Absence Request form should be submitted for each individual absence date request. The Excused Absence Request form must be signed by the student's preceptor and others as designated on the form to have the absence(s) excused. If signature from an away rotation site coordinator or preceptor is unable to be attained please attach proof of absence approval from the away rotation site coordinator and preceptor with your Excused Absence Request form. Students requesting an absence(s) must explain, in writing, the reason for the request and provide proof of reason or event at the time of the request. The student will be notified in writing, via email, of the final status of their absence(s) request.

Note:

- Weddings, birthdays, holidays or "other events" for family or friends are generally not considered excusable.

- As a member of the healthcare team during core or elective rotations, there is no guaranteed time off for holidays, traditional observances, or major days of religious significance. Students are expected to follow the holiday practice of the clinic or hospital at your site.
- A student may not miss more than 2 days in one rotation week. However, if this does occur, all days greater than 2 will be required to be made up by the student at the preceptor's discretion.
- A student may not miss more than 4 days in one four-week rotation. However, if this does occur, all days greater than 4 will be required to be made up by the student at the preceptor's discretion.
- A student may not miss more than 2 days in one two-week rotation. However, if this does occur, all days greater than 2 will be required to be made up by the student at the preceptor's discretion.

Students will be required to submit proof that the days they were required to make up were completed by signature from the preceptor or email from the preceptor and/or coordinator from the site.

3.3. Report On Time

OMS-III clinical rotations begin the first Monday of each block and end the fourth Friday of the block unless an alternate schedule specifies differently. OMS-IV selective and elective rotations may have alternate begin and end dates. It is the student's responsibility to contact each site at least one week prior to arrival to obtain instructions regarding any required orientation and information about the service. Generally, OMS-III students report to the rotation site at 7:00 a.m. on the first day of each block rotation and as directed by the preceptor or DSME for subsequent days. Students are to arrive on time every day at their clinical site.

3.4. Departure

Students are not to leave their designated rotation prior to the last day of the rotation. If they are assigned to a different site for end-of-rotation testing, they may be released on the last Thursday of the rotation at the completion of their shift to allow them to be present the following morning for end-of-rotation testing. Students may leave their assigned rotation site prior to the designated time only with the prior consent of LUCOM Office of Clinical Education, the DSME, and the supervising preceptor. Consent should be obtained no less than 14 days in advance unless an emergency requires the alteration. The LUCOM Office of Clinical Education must be provided the details of necessity in order to provide the approval for the early departure.

3.5. Inclement Weather

The inclement weather policy for clinical rotations follow the same protocol as the absentee and holiday policy. If the preceptor you are assigned to is working in the hospital or clinic then you are expected to be on duty. If you are unable to access the hospital or clinic due to hazardous travel, you must notify the preceptor, site coordinator and the LUCOM of Office of Clinical Rotations as soon as possible on the day of inclement weather.

3.6. Rotation Schedule Time Off Requests

OMS-III and OMS-IV students seeking to drop rotations or take time off for personal, medical, or other reasons must contact the LUCOM Office of Clinical Education with his/her request. The LUCOM Office of Clinical Education will serve as the preliminary approving authority for such requests. All requests must be submitted to the LUCOM Office of Clinical Education at least 30 days prior to the date the requested break is to begin, unless due to a medical or other emergency. All requests are considered

on a case-by-case basis and are subject to denial based upon the timeliness of submission and the circumstances surrounding the request. Additional documentation including, but not limited to, proof of need, medical documents, and request forms, may be required for request approval and/or return to rotations.

A rotation change request may result in impacts to financial aid. Students are encouraged to contact the Office of Financial Aid and the Office of the Registrar when considering rotation drops or withdrawals.

Students requesting a schedule change which would alter the student's anticipated graduation date may constitute a Leave of Absence as defined by the LUCOM Student Handbook. Please see the LUCOM Student Handbook for additional information.

3.7. Clinical Shadowing

OMS-III and OMS-IV students may be permitted to engage in clinical shadowing when the student is in good academic standing and is not enrolled in a clinical rotation or coursework. Students must have permission from the supervising physician and complete an Extracurricular Shadowing Request form with the Office of Clinical Education to be approved for clinical shadowing. Some core sites do not permit clinical shadowing; students should consult the Office of Clinical Education before contacting core sites with clinical shadowing requests.

Chapter 4. Curriculum

4.1. AOA Core Competencies

All core rotations will reflect educational objectives as described in the seven AACOM core competencies. These competencies are:

4.1.A. Osteopathic Principles and Practice

Osteopathic principles and practice will be integrated in the required online educational modules and through hands-on review sessions provided during the end of the rotation educational days. Students are expected to apply knowledge of accepted standards in Osteopathic Manipulative Medicine (OMM) and be knowledgeable of osteopathic principles of practice and patient care.

4.1.B. Medical Knowledge

Medical knowledge will be developed through online didactic educational modules. Students will have their education facilitated by the clinical adjunct faculty member with whom they are rotating. This will include feedback, discussion, additional reading assignments and teaching based upon the observations of the clinical adjunct faculty. Students will be expected to correlate pathology and pathophysiology to a disease state, effectively research evidence-based literature, and accept feedback from faculty to improve their knowledge base.

4.1.C. Patient Care

Patient care will be developed and assessed through clinical experiences supervised by clinical adjunct faculty. The student may also spend time learning from mid-level providers, residents and other members of the health care team to ensure an interdisciplinary learning experience. They should incorporate the

principles of preventative and primary health care with public health, health promotion and population-based medical care, osteopathic philosophy, principles, and practice; behavioral health; effective communication; education; and motivational techniques.

4.1.D. Interpersonal and Communication Skills:

Interpersonal and communication skills, including cultural competency variations required for differing groups of patients, will be assessed by the clinical team comprised of the preceptor and other members of the health delivery team. The student should be able to demonstrate the ability to effectively listen and demonstrate respect to patients and members of the health care team; be able to assess essential and non-essential information; and present cases in an accurate, concise and organized manner.

4.1.E. Professionalism

Professionalism will be determined through interactions of all members of the health delivery team. Conduct will be evaluated by the clinical adjunct faculty member and opportunities for professional development will be provided through interactions with all members of the interdisciplinary healthcare team.

4.1.F. Practice-based Learning and Improvement

Practice-based learning and improvement will provide students the opportunity to evaluate the validity and relevance of clinical research through the use of online educational modules developed and updated annually by LUCOM faculty and through recommended reading assigned by clinical adjunct faculty. The student will also have the opportunity to synthesize and integrate this information into the supervised patient care plans developed in conjunction with their clinical adjunct faculty member.

4.1.G. Systems-based Practice

Systems-based practice will give students the opportunity to participate in the delivery of medical care to diverse populations through a team-based approach to medical care. In this particular environment, students will have the ability to observe and participate in a multi-disciplinary, interprofessional system of healthcare delivery focused on the needs of the medically underserved and/or rural populations. Opportunities will exist for students to observe and participate in patient-focused, population-based management of conditions and the roles that the team members play in delivering care. These team members include but are not limited to clinical adjunct faculty, mid-level providers, social workers, behavioral health providers, nurses, pharmacists and clinical case workers. Students will also be provided opportunities to discuss health-related policy issues surrounding the medical care delivery system during seminars offered on end-of-rotation educational days.

4.2. Rotation Goals

The primary educational goals for the core clinical rotations are:

- Appreciation and understanding of the principles and application of preventive medicine and public health concepts to advance the health and wellness of the patient and the population
- Ability to manage clinical illness and ensure maximum rehabilitation following acute illness
- An understanding of the complex mixture of physical, emotional, spiritual, and social elements in holistic and personalized patient care

- Acquisition of the skills and knowledge needed to educate patients and families about disease processes and the principles of health management
- Synthesize and apply the principles and practice of osteopathic medicine within the context of primary care medicine
- Acquisition of the knowledge and skills necessary to deal comfortably with multiple problems occurring simultaneously in one patient
- Acquisition of the ability to coordinate health care resources needed in the care of a particular patient
- Nurturing of a sincere interest in people and a sense of compassionate empathy
- Development of a strong sense of responsibility for the total ongoing care of the individual and family during health, illness and rehabilitation
- Nurturing of an interest in the broad spectrum of clinical medicine
- Acquisition of the knowledge, skills and contributions of other members of the healthcare team and the workings of the healthcare team in the health of the patient

In addition to the above goals, each rotation will have Learning Objectives specific to that rotation. These LOs are described in the syllabi of each course.

The student may perform an international medicine rotation for up to 20 credits provided the experience meets the academic standards established by LUCOM. International medical rotations have inherent risk for which the student assumes all responsibility. Any international rotation requires that a student have a travel medicine appointment prior to departure. All international rotations require that the preceptor is an American-trained physician who is board certified through ACGME or AOA. Due to additional time required to certify and credential these rotation sites, these must be applied for at least 150 days in advance of the desired date of rotation. Other requirements may need to be met to be approved for an international medicine rotation. See the Student Handbook for full LUCOM policy on international experiences or contact the Office of Clinical Education for more information.

4.3. Required Core Rotations

The LUCOM Office of Clinical Education will determine student placement at core rotation sites in the spring semester of the OMS-II year. The Office of Clinical Education will also determine the block schedule assigned to each student for the year.

The core rotations take place in hospitals, clinics and physicians' offices where the preceptors are credentialed and appointed faculty of LUCOM and where the college has formal affiliation agreements. Students must complete core rotations at their assigned sites. The two-week course in OMM requires that all students be present at LUCOM. The COM reserves the right to change the core rotation requirements at any time.

For more information, refer to the Catalog.

4.4. Selective Rotation

LUCOM Office of Clinical Education must approve all selective rotations in advance in order for students to receive credit. The Associate Dean of Clinical Education will make the final determination that a rotation meets the criteria to be counted as a selective. The GME Selective Rotation is designed to

immerse the student in the US residency system. This allows the student to learn to work within the framework of an accredited residency program. This rotation includes options in Emergency Medicine, Family Medicine, Internal Medicine, Pediatrics, and General Surgery. A general description of opportunities for each different residency specialty is discussed in the course syllabus. The LUCOM Office of Clinical Education is available to assist the student in identification and scheduling. Grading will be pass/fail.

For more information, refer to the Catalog.

4.5. Elective Rotations

Students are responsible to set up their own electives. However, the LUCOM Office of Clinical Education is available to assist the student in identification and scheduling. LUCOM Office of Clinical Education must approve all elective rotations in advance in order for students to receive credit.

The student may not do more than two electives with the same preceptor and may not do more than two electives in the same discipline at the same hospital or institution.

For more information, refer to the Catalog.

4.5.A. Setting up an Elective Rotation

It is the sole responsibility of the student to set up electives. All elective rotations must be submitted and approved by the LUCOM Office of Clinical Education not less than three (3) months before the first day the elective is scheduled to begin.

Fill out a Rotation Schedule – Initial Submission/Change form, found online [here](#). An incomplete form will delay the rotation approval process. Email or drop off a completed form and the application form from the hospital or clinic (if applicable) to the LUCOM Office of Clinical Education. Students should submit these forms at least three months in advance to allow time to complete the necessary paperwork and credential and approve the faculty involved. Applications not submitted three months prior to the start of the intended rotation may not receive approval.

If the rotation is not approved or the site informs the LUCOM Office of Clinical Education that the rotation is unavailable, the student will be notified. If any circumstances change with an elective, the student must contact the LUCOM Office of Clinical Education within 48 hours.

4.6. Rotation Changes for OMS-IV

Changes to the rotation schedule by fourth-year students are generally not allowed to assure all requirements are met for graduation. Students should recognize that signing up for clinical rotations represents a commitment that they intend to be present during the scheduled rotation time period. This commitment demonstrates a level of professionalism that all members of the osteopathic profession must understand and honor.

Rotations cannot be cancelled within 30 days of the start of the rotation. Any request for a change in an elective rotation must be submitted in writing to the Office of Clinical Rotations (OCR) a minimum of 35 days in advance of the start date of the rotation. A reason must be included in the request. Submission of a request does not guarantee approval of the request. Students may not cancel or change any scheduled rotation until official approval is given by the OCR. Failure to show up for a scheduled rotation

will result in an “F” grade for that rotation. Changes to a rotation schedule may potentially delay the student’s graduation, may affect the student’s ability to obtain financial aid, could adversely delay the student’s ability to begin residency on time, and may result in the student being referred to the Student Progress Committee for an evaluation of the student’s professionalism and ethics.

The cancelling of clinical rotations outside our guidelines could negatively impact our educational partners and could adversely affect the opportunity for students to rotate at those sites in the future.

Chapter 5. Reservation of Power

This manual is not intended to be a contract or part of a contractual agreement between LUCOM and the student. The Clinical Training Manual is available online at www.Liberty.edu/LUCOM. Changes in the content of the Clinical Training Manual may be made at any time, by the University or College administration. Notice of anticipated changes will be given to the students in advance of implementation, whenever possible. Each edition of the Clinical Training Manual supersedes all previous manuals, documents, and directives where they may be in conflict. Failure to read the manual and to be familiar with the rules, policies, and procedures contained in it does not excuse the student from being required to comply with the provisions of the policy.

Liberty University reserves the rights to amend, modify, add to, or delete from its rules, policies and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration without such change being considered a violation of the relationship between the University or College and the student. Such changes may include but are not limited to changes in tuition and/or fees, academic requirements, curriculum or responsibilities of the student.

