

# 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

<b>Welcome to Clinical Education</b> .....	<b>2</b>
<b>Clinical Education Processes and Procedures</b> .....	<b>6</b>
Basic Navigation .....	7
Administrative Contacts.....	8
<b>Clinical Curriculum: Overview</b> .....	<b>9</b>
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
<b>Clinical Curriculum: Core Clerkships</b> .....	<b>12</b>
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
<b>Clinical Curriculum: Selective and Elective Rotations</b> .....	<b>14</b>
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
<b>Pre-requisites for Clinical Training</b> .....	<b>21</b>
<b>Continuing Requirements for Clinical Training</b> .....	<b>23</b>
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
<b>Instructions for Background Checks and Drug Screens .....</b>	<b>25</b>
Background Checks .....	25
Drug Screens.....	27
<b>General Information.....</b>	<b>28</b>
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
<b>HIPAA Academic Policies .....</b>	<b>30</b>
<b>Insurance Types and Key Facts.....</b>	<b>30</b>
Health.....	30
Personal Liability .....	30
Professional Liability.....	30
Travel Insurance.....	30
Workers' Compensation.....	30
<b>Professional Liability Insurance .....</b>	<b>31</b>
Supervision.....	31
Student Involvement on Clinical Rotations .....	31
Report Professional Liability Exposure .....	32
<b>Student Responsibilities and Duties.....</b>	<b>32</b>
<b>Attendance .....</b>	<b>33</b>
<b>Emergency Preparedness.....</b>	<b>33</b>
<b>Extended Leave from Rotations .....</b>	<b>34</b>
Free Weeks.....	34
<b>Student Liaisons .....</b>	<b>34</b>
Eligibility.....	35
Duties of Elected Liaisons .....	35

## Clinical Education Processes and Procedures

The Office of Clinical Education coordinates all phases of the Clinical Curriculum (Years 3 and 4) at affiliated clinical training sites. UNE COM maintains responsibility for all affiliation agreements and ensures that each site operates its educational activities in a manner consistent and compliant with all UNE COM policies and procedures. The procedures in this Clinical Training Manual describe all the approved methodologies for you to complete the entire clinical education curriculum. This clinical experiential training occurs in a system of affiliated educational sites not owned or operated by the COM. The third-year core clerkships are coordinated through a system of Core Clinical Sites with a multitude of clinical sites throughout Maine, New England, and other states in the Northeast, and includes sites in rural and underserved areas.

In keeping with our mission to focus on the training of primary care physicians serving rural and underserved areas, we have created many opportunities for students to learn in these settings. UNE COM establishes written affiliation or educational agreements with the participating hospitals and clinics within our clinical site system that define the rights of both parties for each clinical clerkship teaching facility. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Office of Clinical Education also assists students in developing a schedule to fulfill curricular requirements for fourth year while providing opportunities and guidance to proceed through the residency search and application process.

The purpose of UNE COM's clinical clerkship curriculum is to prepare students to enter and be successful in graduate medical education programs with a focus on becoming competent, compassionate physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's stated mission and objectives. During the middle of the second year, students are assigned to a specific clinical site to complete their core clerkship rotations and their third-year curriculum. Rotations are designed to provide students with active, hands-on learning experiences in medical situations. Under the supervision of clinical faculty, students become involved in the case management of patients as they refine their problem-solving, diagnostic, and therapeutic skills. Rotation schedules are constructed with assistance from administrative personnel to ensure that curricular requirements are met. Each rotation is a separate learning experience, and each student's evaluation is based on an individual assessment by his or her preceptor(s) supervising the rotation.

Concurrent with these experiences, various didactic activities are incorporated into the curriculum to augment student learning, utilizing such instructional modalities as lectures, professional development seminars, clinical case conferences, tumor board meetings, case-based discussions, interactive computer assignments, and the use of self-instructional audio-visual materials. UNE COM subscribes to the Aquifer, which utilizes online virtual patient cases to enhance clinical experiences. Aquifer is another tool used in the UNE COM curriculum to help students link factual knowledge to patient cases, develop a deeper understanding of clinical science, strengthen clinical reasoning skills, and recognize patterns between patients.

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.

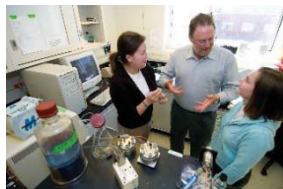
Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace

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 entire manual and refer back to specific sections as questions arise. Students are assigned a Student Support Specialist who will answer questions and generally guide the student through rotations.

Additional Reading: [COM Academic Catalog](#)



## Administrative Contacts

### **COM CLINICAL EDUCATION OFFICE**

Office Hours: Monday-Friday, 7:00 a.m. to 4:30 p.m.  
University of New England College of Osteopathic  
Medicine 11 Hills Beach Road  
Biddeford, ME 04005

### **Clinical Education Faculty and Staff**

To Schedule an Appointment:

Associate Dean for Clinical Education      207-602-2348

Assistant Dean of Clinical Education      207-602-2215

Academic Coordinator Years 3 & 4      207-602-2633  
[comclinicaleducation@une.edu](mailto:comclinicaleducation@une.edu)      FAX: 207-602-5908

### **Clinical Site Contact List**

## 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 <sup>th</sup> year rotations. COM Clinical Education Office will advise details. Update background check only if required by 4 <sup>th</sup> year elective sites.  Schedule COMLEX-USA Level 2CE for dates late 3 <sup>rd</sup> year or early 4 <sup>th</sup> year, but no later than September 30 of 4 <sup>th</sup> 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 <sup>th</sup> 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:*

<b>CORE</b>	<b># WKS</b>	<b>LOCATION</b>	<b>NOTES / PREREQUISITES</b>
Family Medicine	6	One of the UNE COM Clinical Sites	All Cores are 3 <sup>rd</sup> year rotations
Internal Medicine	12		
Obstetrics/Gynecology	6		
Pediatrics	6		
Psychiatry	6		
Surgery	6		
<b>SELECTIVE</b>			
Emergency Medicine	4	Student's choice, subject to approval by COM Clinical Education Office	4 <sup>th</sup> 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
<b>ELECTIVE</b>	24		

### Core Clerkship Key Dates

<https://brightspace.une.edu/d2l/le/content/9991/viewContent/81620/View>

### Clinical Sites

For Clinical Sites, rotations available at each hospital, and links to individual Web pages – [Clinical Sites](#). Note that student schedules may include one or more core clerkships at affiliate medical facilities within a hospital system or at medical facilities outside the assigned Clinical Site.

### 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 CLINICAL CURRICULUM - SELECTIVES & ELECTIVES, 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.

### General Information Regarding Rotations

1. The number of rotation weeks a student registers in any clinical category (Core, Selective,

Elective) equals the number of credits the student will receive upon successful completion of the rotation. One week assumes a full week, which may include weekends. Students who complete more than the minimum number of weeks required in the Core (42 weeks) and/or Selective (16 weeks) categories may complete fewer than 24 weeks of Electives, as long as the total of all three categories is at least 82 weeks.

2. Students must pre-register (by submitting to the COM Clinical Education Office, not the rotation site, a Clerkship Registration and Approval form – CRA) for every rotation that they directly arrange in order to be covered by professional liability insurance and to receive transcript credit. This includes rotations scheduled via the Visiting Student Application Service (VSLO). Students who fail to pre-register will not receive credit and are subject to disciplinary action.
3. Time permitting, students may schedule additional elective experiences over and above the required 82 clinical weeks, subject to Clinical Education Office approval and the guidelines for scheduling a rotation.
4. Students may not enroll in and receive credit for more than one rotation or academic activity during the same time period.
5. All rotations, core, selective and elective, must be experiential. As stated in the standards from the AOA Commission on Osteopathic College Accreditation: “The science and art of osteopathic medicine must be gained by direct, in-person interaction with instructors and clinical education supervisors.” Although online/virtual courses have educational value, they do not meet this standard and will not be approved for credit.
6. Students are responsible for providing proof of health insurance coverage and/or evidence of a current physical, drug screen and/or any other health screening if required by a rotation site. Required certifications (BLS, ACLS, OSHA, HIPAA), immunizations and PPD (or TB Symptom Report) must be kept current. A background check must be updated as required. The student is responsible for all costs involved. Students who fail to comply will be denied permission to continue clinical training.
7. Students must be able to successfully complete all UNE COM graduation requirements by June 30 of 4<sup>th</sup> year in order to be eligible to participate in the NRMP for residencies beginning July 1.
8. Remember that what a training site or individual preceptor may allow in terms of rotation length or content can differ from what is defined by UNE COM to meet graduation requirements. You are bound by UNE COM requirements.
9. Students must attend all mandatory Senior Week activities. Also, as stated in the COM catalog, students are required to attend commencement in order to receive their degree.

## 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 Examination will be required of all students for completion of the Core Clerkship year. These examinations replace the suspended COMLEX PE requirement and will be administered at the UNE Biddeford Campus in April and May 2023.

## Mandatory Semi-Annual OMT Update / District Meetings

In addition to the educational offerings at our clinical sites, the UNE COM Office of Clinical Education and the Northeast Osteopathic Medical Education Network (NEOMEN) coordinate and present semi-annual (fall and spring), day- long OMT conferences in each of the four NEOMEN districts. Students on Core clerkships are required to attend these conferences in the district that includes their clinical site, as listed below. Please note that there is no reimbursement for travel.

### DISTRICTS:

Northern: All of Maine

3<sup>rd</sup> Wednesday in September, 1<sup>st</sup> Tuesday in March

**Class of 2025 dates: September 20, 2023 and March 5, 2024**

New Hampshire: Laconia NH, New London NH, Berlin NH,  
and Littleton NH

Dates to be determined

Eastern: Rhode Island (including St. Vincent), Connecticut, and Nashua  
NH, Pittsfield MA

1<sup>st</sup> Wednesday in November, 1<sup>st</sup> Wednesday in April

**Class of 2025 dates: November 1, 2023 and April**

**17, 2024**

Western: Buffalo, NY, Utica NY, Hudson NY, and Syracuse

1<sup>st</sup> Wednesday in October, 1<sup>st</sup> Wednesday in April

**Class of 2025 dates: October 4, 2023 and April 17, 2024**

Southern: New Jersey

3<sup>rd</sup> Wednesday in November, 4<sup>th</sup> Wednesday in April

**Class of 2025 dates: November 15, 2023 and April 24, 2024**

# 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](mailto: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 Innovations / Forms.

## Critically Important

This issue is sufficiently important that unauthorized scheduling, rescheduling or extension by a student of any rotation (required, elective or remedial) will result in sanctions. A student who engages in unauthorized rotation activity is not covered by professional liability insurance, will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for possible disciplinary action.

- A rotation is unauthorized if it has not been documented (student's CRA) and approved, in advance of the start date, by the COM Clinical Education Office.
- A rotation is approved when Clinical Education sends the student's CRA, a copy of the professional liability certificate and all other required documents to the rotation site.
- Upon approval by the Clinical Education Office, the rotation becomes an academic requirement to which the student is obligated.
- Students may check the status of their CRAs on New Innovations. An approved rotation will be posted to the student's NI schedule. If there is a reason that the Clinical Education Office cannot approve a student's CRA, this will be communicated to the student promptly via e-mail.

## Registration for Selective/Elective Rotations and Free Time

- For each rotation that a student arranges directly with a training site or via VSLO, they must submit to the Clinical Education Office a Clerkship Registration and Approval (CRA) form a minimum of 45 days in advance of the proposed start date. It is understood that offers via VSLO may be made fewer than 45 days ahead of the rotation's start date. In

this case, it is imperative that the student immediately send a CRA to the COM Clinical Education Office.

- The student must submit a CRA for “free” time so that the dates can be entered in the student’s schedule. This also will stop NI e-mail reminders to the student regarding unscheduled time.
- See [SCHEDULING SELECTIVE AND ELECTIVE ROTATIONS](#) for step-by-step instructions.

## Changes to Scheduled Rotations

A student wishing to add one or more weeks to a scheduled rotation must:

- Obtain approval from administration and the attending physician at the training site.
- Secure approval from the Clinical Education Office by e-mailing your Student Support Specialist with the proposed new dates of the rotation and the written confirmation from the training site.

If the new dates do not conflict with another scheduled requirement, the extension will be confirmed via e-mail, and the dates will be changed on the student’s NI schedule

This will ensure that you are covered by professional liability insurance throughout the entire rotation. Additional time must be a continuation of the same service at the same site.

Failure to notify Clinical Education in advance of the extended time will be considered an unauthorized scheduling, and no credit will be given for the additional time.

A student may not make ANY change to a scheduled Core, Selective or Elective rotation (dates, discipline, etc.) without prior written approval from the COM Clinical Education Office, even if the rotation site is agreeable. Such a change will be considered unauthorized.

A student who engages in unauthorized clerkship activity is not covered by professional liability insurance, will not receive credit for the unauthorized time and will be referred to the COM Committee on Student Progress for possible disciplinary action.

The student is responsible for communicating via UNE e-mail to his/her COM Student Support Specialist any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

## 6-Week Elective Block – Third Year

- In conjunction with the 3<sup>rd</sup> year core rotations, students are provided the opportunity to schedule 6 weeks of elective time. Students are strongly encouraged to schedule a rotation rather than taking time off during this time. Multiple electives may be scheduled, with a minimal length of 2 consecutive weeks required.
- Some core sites may have limited availability in scheduling specific electives – please contact your sites Student Coordinator and/or Medical Education Department for available electives.
- CUP AHEC scholars must schedule 4 consecutive weeks of this time as their required Rural Health Excursion. The remaining 2 week block may be used for an elective rotation.

- It is understood that many training facilities, particularly large teaching institutions, may decline to accept third year students for elective rotations because of their obligation to third year students from their affiliate schools.
- We recommend that students consider the following options/locations 2-week electives:
  - Pathology, Radiology, Family Medicine, Geriatrics, General Internal Medicine, or General Pediatrics
  - Consider scheduling in an office-based setting or at a non-teaching hospital
  - Approach your “contacts” about a rotation – family members or friends who are doctors or your family’s pediatrician or primary care physician.

## Selective Rotations

- There are four required, 4-week Selective rotations: Internal Medicine (or Pediatrics), Surgery, Emergency Medicine, and Osteopathic Manipulative Medicine
- All Selectives must be completed within the United States.
- Schedule Selectives for a minimum of 2 weeks at one site on one service.

### Internal Medicine (or Pediatric) Selective

- The selective may be general or subspecialty, either hospital or office based. It may be, but does not have to be, a sub-internship. (See below for more about Sub-Internships/Acting Internships.)
- The Internal Medicine (or Pediatrics) Core must precede a subspecialty Selective or Elective in the corresponding discipline.

### Surgery Selective

- The Surgery Selective may be general or subspecialty. It may be, but does not have to be, a sub-internship.
- The General Surgery Core must precede a Surgery subspecialty.
- You may fulfill the Selective requirement with a pediatric rotation in any of the listed Surgery subspecialties.
- Sub-internships or Acting Internships may be scheduled following completion of all Core rotations. The Sub-I or AI is a 4<sup>th</sup> year rotation.

Examples of Internal Medicine, Pediatric & Surgery Subspecialties				
INTERNAL MEDICINE or PEDIATRIC	Addiction Medicine	Endocrinology/Diabetes /Metabolism	Internal Medicine	Pediatrics & Medical Subspecialties
	Adolescent Health	Gastroenterology	Intensive Care Unit (ICU)	PM&R (Physical Med & Rehab)
	Allergy/Immunology	Genetics	Neonatology	Preventive Medicine/Public Health
	Cardiology	Geriatric Medicine	Nephrology	Pulmonology
	Critical/Intensive Care	Hematology/Oncology	Neurology	Rheumatology
	Dermatology	Infectious Disease	Palliative Care	Sports Medicine
	SURGERY	Anesthesiology	Interventional Radiology	Orthopedic
Cardiothoracic		Neurological	Otolaryngology	Thoracic
Dermatology		Neurosurgery	Pathology-Forensic or Surgical Pathology	Transplant
Gynecology		Obstetrics	Plastic/Reconstructive	Trauma
Gynecology Oncology		Ophthalmology (ENT)	Proctology	Urology



### Emergency Medicine Selective

- The Emergency Medicine Selective can be scheduled as either general or pediatric EM
- **Emergency Medicine Ultrasound does not fulfill this requirement**

### OMM Selective

- Student may schedule with an OMM physician or any specialty physician (e.g., Family Medicine, Physical Medicine and Rehabilitation) who incorporates at least 50% OMM into daily practice.
- Consult the American Academy of Osteopathy Web page for names of physicians you can contact to seek a rotation. ‘
- To request approval of a preceptor not listed on the AAO site, submit the physician’s name, e-mail address, phone and fax numbers to your Student Support Specialist who will contact the physician to determine the OMM content of the practice. You will be notified of the determination via e-mail.
- For information about, or to schedule a rotation with, the UNE COM OMM Department in the Alford Center for Health Sciences, contact 207-602-2898.

### Elective Rotations

- The student is required to complete 24 weeks of Elective rotations.
- Rotations are typically 2-4 consecutive weeks at one site on one service. The student may schedule longer rotations.
- Rotations scheduled outside of the United States may be registered for Elective credit only. They do not fulfill Core or Selective requirements. Outside of the United States, professional liability coverage is available only for rotations in Canada, Guam, or Puerto Rico.

### Acting Internships/Sub-Internship/Audition

During the 4th year, students are strongly encouraged to complete one or more Acting Internships, also known as Sub- Internships or Audition, in the specialty and hospital(s) they are considering for residency if this type of rotation is offered. As the name implies, the Acting Internship (AI), Sub-Internship (SI) or Audition requires the student to demonstrate a high level of responsibility and polished skills with respect to patient care and medical team participation. This rotation is an excellent way to show program directors that you are ready for residency.

### Specific Elective Rotations

The following rotations may be done for Elective credit only. They may not be used to fulfill Core or Selective requirements.

#### Complementary/Alternative Medicine Elective

1. A student may schedule a maximum of four weeks of C/AM electives in years 3 and 4).
2. Submit a complete rotation proposal and appropriate supporting documentation to your COM Student Support Specialist no fewer than 60 days before the anticipated start of the rotation. A complete proposal includes:
  - a) a course description for the proposed rotation including specific goals and objectives for this experience and a schedule of days and hours for the rotation (daily or weekly schedule for the practice’s hours of operation will suffice)



- 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: <a href="mailto:comclinicaleducation@une.edu">comclinicaleducation@une.edu</a></p>	<p>OFFICE ADDRESS &amp; 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 for tentative approval</p>	<ul style="list-style-type: none"> <li>./ Make 1<sup>st</sup> call A MINIMUM of 2-3 months before you plan to start the rotation.</li> <li>./ Identify yourself and your level of training.</li> <li>./ State the rotation (e.g., cardiology) and the starting and ending dates you want. Be ready consider alternate dates if offered.</li> <li>./ Ask about housing if you need it; not all hospitals have housing for visiting students.</li> </ul>
<p>D Submit the UNE COM Clerkship Registration and Approval (CRA) form</p>	<ul style="list-style-type: none"> <li>./ If rotation is office-based, include the name and address of each hospital at which the has privileges. Clinical Education must send duplicate paperwork to each facility so that you accompany the physician into the hospital.</li> <li>./ The CRA must be received A MINIMUM of 45 days prior to the intended start of the</li> <li>./ Complete and submit the CRA. Failure to submit a CRA will result in no credit for time clinical activity and may result in disciplinary action by the CSP.</li> </ul>
<p>D Include the hospital's application materials and/or additional required documentation (if applicable)</p>	<ul style="list-style-type: none"> <li>./ Complete all documents that are your responsibility and send the packet to the Clinical Education Office.</li> <li>./ E-mail submission preferred, but if sending via U.S. mail, notify your Student Support that additional documents are in transit.</li> <li>./ Student will determine if the training site requires an affiliation agreement with UNE COM will facilitate by providing both the site and Clinical Education Office with their contact's phone number and e-mail. NOTE: It can take several weeks or months for an agreement reviewed and approved by attorneys for the hospital and university. Plan accordingly.</li> </ul>
<p>D The Clinical Education Office verify the following</p>	<ul style="list-style-type: none"> <li>./ Student's current BLS, ACLS, OSHA and/or HIPAA status.</li> <li>./ Summary of results of the student's most recent background check.</li> <li>./ UNE COM's professional liability certificate for clinical activity (will send document).</li> <li>./ <i>The following documents are not sent automatically; student must request if required by training site:</i> UNE COM transcript, COMLEX scores, Background check report.</li> </ul>
<p>D As specified by the training site, student will provide the following to the COM Education Office for inclusion with the CRA, or provide directly to the training site</p>	<ul style="list-style-type: none"> <li>./ Proof of personal health insurance</li> <li>./ Documentation of recent health assessment</li> <li>./ Additional medical records required by the site, if not available from UNE Student Health</li> <li>./ Drug screen – the student will cooperate with the medical facility and is responsible for costs.</li> <li>./ BLS, ACLS, OSHA and/or HIPAA cards/certificates.</li> </ul>
<p>D Clinical Education will your CRA and, if approved, forward all documentation, as noted above, to the training site</p>	<ul style="list-style-type: none"> <li>./ Approval is subject to all applicable pre-requisites, including valid BLS, ACLS, OSHA, immunization and PPD status.</li> <li>./ Contact will be via e-mail if we have questions or if your request is denied.</li> <li>./ Once approved, your completed application packet will be sent to the medical facility business days of receipt of CRA and all additional required documentation.</li> </ul>
<p>D Check status of your requested rotation</p>	<p>When the rotation has been approved by the COM Clinical Education Office, it will be added to your clerkship schedule on New Innovations.</p>

### Additional Notes Regarding Scheduling:

- Know when each program begins accepting applications for 4<sup>th</sup> year rotations and submit your application in a timely manner. Check FREIDA or VSLO Web sites for this information or contact the program to ask.
- Some training sites/services
  - will accept only 4<sup>th</sup> year students for rotations.
  - will accept applications only via VSLO.
  - require an application fee or tuition. Any costs associated with the rotation are your responsibility if you choose to rotate at these hospitals. It is not recommended that you agree to pay tuition to any other institution. Contact the COM Clinical Education Office for guidance.
- “Free” weeks MUST be registered so that Clinical Education can note the dates in your schedule and can contact you, if necessary, while you are away from rotations. Submit a CRA as you would for a rotation, including the dates of your “free” weeks, your phone number, and e-mail address.
- Once you are registered (Clinical Education has sent your documents to the medical facility):
  - the rotation becomes an academic requirement.
  - the rotation may not be canceled without prior, written approval from the COM Clinical Education Office. Students who cancel without permission may be subject to disciplinary action. See “Canceling Selective of Elective Rotations” below.
- If a training site does not approve your rotation request or cancels after accepting your application
  - notify your Student Support Specialist immediately via e-mail.
  - attach the e-mail advising you of the cancellation.
  - Find and register for another rotation.

### Visiting Student Learning Opportunities (VSLO)

This service is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSLO allows students to apply for 4th year elective rotations by filling out and submitting one electronic application, which then can be sent to any of the participating “host schools” (hospitals). COM Clinical Education will e-mail VSLO registration pre-requisites and instructions to the class in December/January of 3rd year.

VSLO opens on or about February 1 of 3rd year, and it is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and PPD are current before you register for VSLO. “Current” means that they will be effective during the dates of your 4th year rotations, not just at the time you register. Programs may reject applications if these items will expire prior to the end of the requested rotation. COM Clinical Education will e-mail students with instructions and prerequisites for VSLO. You need to update your background check only if the 4th year rotation sites you apply to require it. You can find more information about VSLO/VSLO at

<https://students-residents.aamc.org/visiting-student-learning-opportunities/visiting-student-learning-opportunities-vslo>

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
  - Mumps – positive titer
  - Varicella (Chicken Pox) – positive titer
  - Hepatitis B – 3-vaccine series + positive titer (numeric with numeric range)
  - Meningococcal vaccination
  - COVID-19 Vaccination and Booster
  - Influenza Vaccine (updated yearly)
  - Additional requirements as determined by Clinical Site to which student is assigned

\*Documentation of a 2-step PPD (tuberculosis) test upon admission to UNE COM and an annual 1-step PPD thereafter, or documentation of appropriate follow-up to a previous positive PPD (e.g., chest X-ray, QuantiFERON-TB Gold test, T- SPOT®.TB test (T-Spot), and/or INH therapy followed by an annual TB Symptom Report signed by a health care professional).

- Upload immunization and/or PPD documentation to Medcat and inform the UNE COM Clinical Education Office of updated information (137-144 Decary Hall), E- mail to your Student Support Specialist ([comclinicaleducation@une.edu](mailto:comclinicaleducation@une.edu)), or FAX to 207-602-5908.
- Documentation of current certification for:
  - HIPAA - annual

- OSHA - annual
  - BLS (CPR) – Spring of 2<sup>nd</sup> year (COM provides) and every two years thereafter, as necessary
  - ACLS - Spring of 2<sup>nd</sup> year (COM provides) and every two years thereafter, as necessary
- Updated Background check (per site requirements) – see log-in instructions below; if the report reveals any “red flags,” it will be sent to your core site for their review and determination regarding your eligibility to rotate there. Financial aid in the 2<sup>nd</sup> year includes an amount for miscellaneous rotation expenses, including the cost of a background check. In general, you can expect the data in the report to be acceptable to any rotation site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 7-10 business days. The student must review and accept the report online before it is deemed final.
- Drug Screen – if required by the clinical site to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials. See instructions below.
- Respirator Mask Fit Test – COM Clinical Education will notify the class of test dates and times; each student must complete a health questionnaire prior to testing; fit test takes about 20 minutes, including pre-test instructions. There is no cost to the student for this test.
- Signed authorization allowing the UNE Health Center to release immunization records and physical report to COM Clinical Education and the student’s clinical training sites.
- Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.
- Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer.
- Documentation of a passing score for COMLEX-USA Level 1.
- Compliance with such additional standards as may be required by the clinical site at which the student will rotate, including but not limited to:
- Application materials
  - Report of recent physical examination
  - Drug screen (referral available from Verified Credentials, Inc.)

## 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 compliant as stated above to begin core clerkships. To continue in 4<sup>th</sup> year, you are required to renew the following. You will receive a reminder from our office as expiration nears. Follow the instructions for each requirement. Individual sites may have additional requirements (e.g., physical exam, drug screen, flu vaccine, and/or COVID-19 vaccine within a stated period prior to rotation), and it is your responsibility to coordinate with and provide these to the training site with a copy to COM Clinical Education for your file and UNE medical record.

### Health Insurance Portability and Accountability Act (HIPAA)

- Annual re-certification required via the UNE sponsored Web-based course.
- You will receive an e-mail from our HIPAA training service when it is time to complete the yearly HIPAA training. The e-mail will provide you with access instructions.
- Contact your Student Support Specialist if you have questions about the protocol.
  - It is imperative that UNE demonstrate compliance with all requirements imposed upon us by regulatory agencies.
  - Failure to do so could lead to fines, penalties, and legal sanctions. More importantly, misuse of patients' and clients' private health information could result in damage to our reputation in medical education and health care, as well as lead to a lawsuit in which the student would be named.

### Occupational Safety and Health Administration (OSHA)

- To comply with OSHA 29CFR.1910.1030 regulations, health care professionals and medical students are required to receive annual training regarding occupational exposure and blood borne pathogens.
- You will receive instructions via e-mail regarding online OSHA training.
- Your completion of this course will be electronically reported to the Office of Clinical Education.

### Immunizations

- It is the student's responsibility to upload and update immunization records to their individual Mediat account through the University Health Service.
- Students are required to update immunizations as necessary while on rotations. FAX (207-602-5908) or e-mail documentation to your Student Support Specialist. Please email to [comclinedforms@une.edu](mailto:comclinedforms@une.edu)
- An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific requirements.
- A student who fails to comply with immunization requirements is subject to suspension or dismissal from rotations at the discretion of COM Clinical Education or host hospitals.
- Vaccinations generally are not covered by health insurance. The cost of vaccinations is the responsibility of the student. Student health insurance is accepted at the UNE Student Health Center.
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

### Tuberculosis Test (PPD)

- The tuberculosis test (PPD) must be updated at least annually. Some elective rotation sites



may require a more recent test.

- The COM Clinical Education Office reimburses our clinical sites that can offer PPD testing to our students for 3<sup>rd</sup> year rotations. Check with clinical site Medical Education personnel regarding availability.
- A student who cannot be present for a sponsored clinic or who needs to update the PPD at another location must arrange and pay for testing as necessary. Send proof of the test/result to your Student Support Specialist or FAX to 207-602-5908. *Documentation must include date planted, date read, pos/neg and induration in millimeters.* To obtain reimbursement from COM Clinical Education, send the paid original bill to our office (via e-mail, FAX or U.S. mail).
- Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

### Basic Life Support (BLS/CPR)

- BLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter.
- As of January 31 of 3<sup>rd</sup> year, your BLS certification (for health care providers) must extend at least to the anticipated date of graduation in order to be VSLO compliant.
  - Students who are “off-cycle” can seek re-certification at their clinical site or they can schedule re-certification with the *American Heart Association (AHA)*:  
<https://cpr.heart.org/en/courses/basic-life-%20support-course-options>
- Re-certification must include an AHA approved skill examination.

The student is responsible for the cost of re-certification if unable to attend the UNE sponsored training.

### Advanced Cardiac Life Support (ACLS)

- ACLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter. UNE COM does not offer reimbursement for ACLS courses taken outside of UNE COM.
- Students who recertify ACLS outside of UNE COM should do so with a recognized training provider, such as the *American Heart Association (AHA)*, <https://cpr.heart.org/en/courses/advanced-cardiovascular-life-support-course-options>
- Re-certification must include an AHA approved skill examination. If you fail to re-certify before your ACLS card expires, you may be required to take the full course again rather than the shorter, less expensive re-certification course.
- Provide the COM Clinical Education Office with a copy of your new card (both sides) following successful completion of training. A valid BLS card is a pre-requisite for ACLS certification and re-certification.

### Respirator Mask Fit Test

UNE COM provides testing in Year 2 prior to the start of clinical rotations. Elective sites may require annual renewal of this test. Re-testing is available at no charge through the UNE department of Environmental Health & Safety, Biddeford Campus. Call 207-602-2488 to

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

## Background Check/Drug Screen

UNE COM requires the use of Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure for background checks required for newly admitted students and students on rotations. This is to ensure a safe clinical environment and to meet the contractual requirements of our affiliated healthcare facilities, core, selective and elective.

- Each student is required to have an updated background check in year 2 prior to the start of Core clerkships. After that, you need to update your background check only if the hospitals you apply to for 4<sup>th</sup> year rotations (via VSLO or otherwise) require it. Cost of an updated report is not automatically included in your financial aid package, but you can request it by contacting the Financial Aid Office.
- Each hospital in our clinical site system has standards regarding background checks, which apply to hospital personnel as well as to visiting medical students. A conviction may affect a student's eligibility to participate in clinical rotations and to complete degree requirements. If you have questions, consult with the Academic Coordinator or Associate Dean for Clinical Education.
- If a training site requires a drug screen, you can obtain a low-cost referral from Verified Credentials, Inc. Information is included in the instructions below.

## Instructions for Background Checks and Drug Screens

### Background Checks

A background check of clinical personnel (including students) helps to ensure a safe clinical environment for healthcare professionals and the public.

UNE COM requires the use of Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure, which includes the following searches:

- ID Trace
- Statewide Criminal Records
- National Criminal Database
- National Sex Offender Registry
- FACIS® (Fraud and Abuse Control Information System) Level 3 – OIG/GSA, other federal sources, plus all 50 states

The student will initiate the request and pay for the background check.

**NOTE:** Financial aid includes funds for the required background check prior to 3rd year clinical clerkships.

Students must use Verified Credentials. You can expect the data in the report to be acceptable to any clinical site you go to for a period of one year from the date of the report. There may be some exceptions. The turnaround time for reports is typically 7-10 business days.

The results of the data search will be provided to you and will be available to the COM Office of Clinical Education, Office of Recruitment, Student and Alumni Services and the Chair of the



Committee on Student Progress. If your report contains information that you believe is inaccurate, you will have the opportunity to challenge the information through VCI's Adverse Action process. Call VCI Client Services, 800-938-6090, to initiate the process.

Please follow the directions below to request a background report from Verified Credentials:

- Access UNE page: <http://student.verifiedcredentials.com/?organization=une>  
*DO NOT ACCESS VERIFIED CREDENTIALS ANY OTHER WAY.*

If you previously ordered a report from the UNE page of Verified Credentials, enter your Username and Password in the "Returning Users" section on the right side of the page rather than re-entering all of your information; cost for additional reports is the same as for the original.

Call VCI Client Services if you need assistance, 800-938-6090.

1. Log in and register

First Time Users who have a U.S. Social Security Number:

College of Osteopathic Medicine
VWHYB-84924

Enter the code below in the "First Time Users" section on the right side of the page and click "Get Started!"

Canadian Students: Use the following code and enter your Canadian ID if you do not have a U.S. Social Security Number. If you have a U.S. SSN, use the code above.

College of Osteopathic Medicine
GHXBX-49292

2. Create an account
3. Enter all required information
4. Provide supporting documentation as needed
5. Track your progress

The report will be shared automatically with UNE COM as described above.

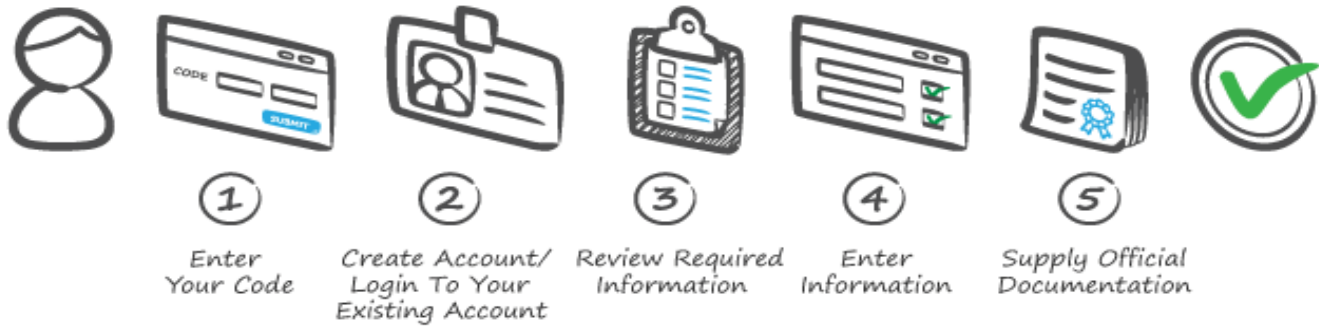
You can pay for your report with a personal credit card, debit card or PayPal.

If you have any questions about the background screening process or results, please contact VCI Client Services at 800.938.6090.

## 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

### Change of Name, Address, Phone

It is the student's responsibility to keep the university apprised of any change of name, address, phone number, etc.

- NAME, ADDRESS, PHONE NUMBER CHANGE – Log in to U-Online <http://uonline.une.edu> and click Personal Information and Settings. Name changes require documentation.
- It is imperative that you also communicate these changes to the COM Clinical Education Office. E-mail the Academic Coordinator or your Student Support Specialist.

### Student Records

- To protect your privacy, a request to send documents from your file, either to you or to someone else, must be in one of two formats:
  - Written or typed and signed by you; send to the Clinical Education Office via U.S. mail or FAX (207-602- 5908);
  - E-mail from your UNE e-mail address only;
  - To protect your information, we cannot honor verbal requests.

### UNE Library Resources

The UNE Ketchum Library offers extensive resources to medical students, both on site and online. For a listing of online resources and librarian assistance, go to <http://www.une.edu/library>.

Mobile Apps: The “Mobile Apps” link can be found on the UNE Library Services homepage in the Medicine Subject Guide under Websites: <http://www.une.edu/library/sguide/medicine>

UpToDate as a Mobile App: From the UNE Library Services homepage under “Get Help” click on “FAQs, then click on “Mobile Apps,” & see UpToDate

<https://docs.google.com/document/d/1oOcgxQJBPy38flqIA1QH2UifZE5tdMHI01rFbfo4Ex0/edit?pli=1>

If you need further help or information, contact:

Director of Reference Services

University of New England / Library Services <http://www.une.edu/library>

1-207-602-2315

@UNELibraries, #UNELibraries

Accommodations for Students - please see Student Handbook Supplement.

***The Associate Dean of Clinical Education is the course director for all rotations.***

### Identification

- Identification must be worn, unless hospital policy dictates otherwise.
- It is the student's responsibility to replace lost or damaged university identification. Contact the UNE Safety & Security Office (207-602-2298) to obtain a replacement nametag or photo ID.

- 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 a critical awareness of personal hygiene and dress in a neat, clean, professional manner.
- Unless specifically instructed otherwise by the hospital or service, students also will wear clean white clinical jackets with UNE COM identification.
- Individual supervising physicians may request students to make reasonable alterations in dress.
- On services where scrubs are required, these will be provided by the hospital.
- Students wishing to purchase new white jackets with UNE COM logo can contact Office of Recruitment, Student and Alumni Services, 207-602-2543, to place an order.

### **Title / Demeanor**

- Students may refer to themselves as student doctor or student physician.
- Students will address clinical faculty with terminal degrees (e.g., D.O., M.D., Ph.D.) as Doctor unless invited to use a less formal address.
- It is inappropriate for students to represent themselves, in any medium or venue, as doctors until after they receive the D.O. degree. *This includes e-mail addresses.*

### **Professional Fees for Medical Care**

- As a student, you may not accept any fee for providing medical care.
- To do so is a violation of school policy and will result in disciplinary action, up to and including dismissal from UNE COM.
- Accepting financial compensation also may constitute the unlawful practice of medicine without a license, thereby resulting in civil and/or criminal sanctions against the student.

### **Meals / Housing**

- UNE COM does not require our Core affiliates to provide meals to students. Provision of meals is within the discretion of the site.
- Our core sites are not required to provide housing for visiting students. At those clinical sites where housing is available through the hospital (student only, no pets), the student is responsible for all related costs, including rent, utilities, and the cost of repairs or extraordinary cleaning, which may be necessary in connection with the student's use of such housing. If a student fails to honor such bills, the cost will be added to the student's UNE account and must be paid before the student can receive a diploma.
- Rotation sites may require a student to pay rent, post a deposit and/or sign an agreement related to the student's responsibility for upkeep of the assigned housing.
- All costs associated with student housing are the sole responsibility of the student.
- Housing must be within an appropriate range from the clinical site the student is assigned. Housing should be no more than 1-hour travel time away from the site, as the weather may

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 appropriate links at <https://www.une.edu/sfs/undergraduate/student-health-insurance>.

- See the section of this manual titled [\*STUDENT HEALTH\*](#) for specifics related to required health insurance and protocols for health-related events, e.g. needle sticks.
- If you have questions about University-offered health insurance programs, or need further assistance, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>.
- For assistance navigating healthcare, insurance and billing issues, regardless of who your health insurer is, UNE provides students with free access to Health Advocate, an independent resource. For more information, <https://www.une.edu/sites/default/files/Health-Advocate-UNE-Students-2.pdf>.

### Personal Liability

Neither the university nor administration at host hospitals is responsible for loss of or damage to students' personal belongings. Check with your personal liability carrier to ensure that appropriate coverage is in force to address these circumstances.

### Professional Liability

See the section below [\*PROFESSIONAL LIABILITY INSURANCE\*](#).

### Travel Insurance

- Provides persons traveling abroad with coverage for medical care, emergency evacuation and repatriation.
- The school *requires* this insurance for students planning rotations outside the U.S. Coverage is available, at no cost to the student, through the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602- 2051.

### Workers' Compensation

- Workers' compensation covers only employees of UNE or the hospital or facility where you may rotate.

- 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. Excess charges are the student's responsibility.

## Professional Liability Insurance

As a student of UNE COM, you are covered by the university's professional liability insurance while you are on registered rotations. The COM Clinical Education Office registers you for Core clerkships. You must pre-register every clinical experience/rotation that you arrange on your own in order to be afforded this coverage on those rotations. See [DOCUMENTATION OF CLINICAL EXPERIENCE, Clerkship Registration and Approval Form \(CRA\)](#) for more information.

UNE COM carries \$3,000,000/\$5,000,000 professional liability insurance (PLI), and the COM Clinical Education Office provides proof of this coverage for registered rotations in the 50 United States, Puerto Rico, Guam, and Canada. Students who schedule Selective or Elective rotations at medical facilities requiring higher limits must arrange and pay for the excess coverage. For a quote for excess coverage, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>, and provide the following information: Your Name / Your PRN / Name & Address of the medical facility requiring the additional coverage / required limits (Example, \$4M/6M) / start and end dates of rotation.

COM's professional liability coverage does not extend beyond the 50 United States, Puerto Rico, Guam, and Canada. Other countries, including U.S. Territories, are excluded from coverage. Most international medical facilities do not require PLI; however, students who need such coverage for elective rotations outside the U.S. must acquire and pay for it on their own. Begin by asking for assistance from the hospital at which you wish to rotate or the organization sponsoring the rotation. Additional resources include the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602- 2051, and/or UNE Campus Services Office, <https://www.une.edu/campus/risk-management>.

### 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 [CLINICAL CURRICULUM: SELECTIVES & ELECTIVES, Specific Elective Rotations](#). 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.

### Student Involvement on Clinical Rotations

A UNE COM student is not a licensed physician and, therefore, is legally and ethically not permitted to practice medicine. A student may assist in the care of a patient, but only with the direction, supervision and guidance of a licensed professional. The professional is responsible for medical care of the patient and for countersigning all orders, progress notes, etc. written by the student. A student is prohibited from engaging in any medically related activity beyond the scope of the educational assignment.

Because of legal ramifications, any violation of this policy must be reported immediately to the UNE

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

Students will endeavor to:

- Develop an honest self-evaluation attitude to identify strengths and weaknesses.
- Encourage an open and honest exchange of ideas, opinions and feelings among students, patients and faculty to maintain a forum-like educational environment.
- Encourage peer interaction and support in areas of learning difficulties.
- While on a rotation service the student will, always, be responsible to the personnel in charge of the unit involved. In addition, all students are expected to comply with the general rules established by the hospital, clinic, or office at which they are being trained.

In the event of a planned or unplanned absence by a preceptor, it is anticipated that the student will be assigned to another physician for the duration of preceptor's absence. If the student is not provided an individual learning activity, or assigned elsewhere, the student must immediately contact the Clinical Education Office for assistance. Failure to do so will result in required make-up of the missed days at another time and/or disciplinary action.

- The student should immediately communicate problems or difficulties, in collaboration with the hospital's chain of command, as identified at first-day orientation, and/or the clinical site student liaison, if appropriate.
- Contact the Associate Dean for Clinical Education if the problem remains unresolved or is of significant gravity.

There is a syllabus for each Core clerkship. They are posted on Brightspace, Clinical Education Essentials course. The student should review the syllabus with his/her attending at the beginning of the rotation to ensure that goals and objectives are understood.



- 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. Failure to do so may result in charges to the student. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period, the charges will be added to the student's UNE account and must be paid before the student can receive a diploma.
- The student will always respect, support, and maintain confidentiality regarding patients' medical and personal information.

## Attendance

See [Student Handbook Supplement](#) for the Attendance Policy. There are specific requirements for attendance in the clinical setting.

## Emergency Preparedness

Disasters, natural or otherwise, can occur anywhere at any time. In these situations, you must be your own best advocate. Of utmost importance is your individual health and safety. Obligations to your education and associated scheduled activities can be addressed through clear communication with your training site and the school. In the event of an emergency, it is important that you respond quickly and decisively, especially if you are away from your home base.

We have gathered the following tips and recommendations from numerous online sources. We urge you to read this material carefully and to take steps to prepare in advance. While this is focused on you, the student, it naturally also applies to family members who may be traveling with you.

### ***IN THE EVENT OF AN EMERGENCY:***

- Exercise good judgment to ensure your health and safety and that of others for whom you may have responsibility.
- Respond as directed by local emergency management personnel and/or supervisory personnel at your rotation site. If you are advised to go home or leave the area, tell several individuals at your training site (preceptor, residents, administrative staff) before you leave the building.
- If you must evacuate, make every reasonable effort to take your pets with you, or arrange to leave them with someone who can safely care for them.



- 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 4<sup>th</sup> 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 Senior Week prior to commencement) from the total number of weeks from the first scheduled day of rotations to the date of graduation.
- Note, however, that free weeks do not automatically equate to vacation. Students use free weeks for boards study, travel between rotations, illness, personal/family matters, residency interviews, rotations make-up time, etc. Time left after all obligations are met may be taken as vacation.
- *Count carefully, and re-check your status periodically to ensure that you can complete graduation requirements prior to Senior Week.* Free weeks are taken a minimum of one at a time and may not be taken during any rotation.
- A Clerkship Registration and Approval Form (CRA) is required for any free time.

## Student Liaisons

Each Clinical Site has a Student Liaison. This is a Student Government Association position that is achieved through a competitive process.

## 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 3<sup>rd</sup> 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), CLINICAL SITE REGIONAL ASSISTANT DEAN(S) & STUDENT COORDINATOR(S) (student impressions regarding support, guidance and responsiveness). E-mail the report to the COM Academic Coordinator 3<sup>rd</sup> and 4<sup>th</sup> year. A sample report can be viewed using following link:  
<https://brightspace.une.edu/d2l/le/content/9991/viewContent/56964/View>
- Must participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising 3<sup>rd</sup> years, Core Site Showcase, Clerkship Caucus, etc. Participation in the annual Showcase is **REQUIRED**.

In addition, during the clerkship (3<sup>rd</sup>) year, it is the Student Liaison's responsibility to:

- arrange a brief meeting with clinical site administration upon arrival to exchange introductions, contact information and mutual expectations regarding the Liaison's role.
- facilitate communication from school to students and from students to school.
- serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience.
- help to resolve common issues at their clinical site by working with students and site administration; forward issues to the Clinical Education Office as necessary.
- assist the Clinical Education Office with site visits by:
  - polling students regarding questions, concerns and issues.
  - helping with overall coordination of the visit.
- be a resource to 1<sup>st</sup> and 2<sup>nd</sup> year students preparing for rotations.
- work collaboratively with liaisons from all clinical sites to compile information about the liaison's role, and to forward written recommendations to the Academic Coordinator in the COM Clinical Education Office at the end of 3<sup>rd</sup> year.

**Student Liaisons** If the Primary Liaison is unable to fulfill his/her responsibilities, the Alternate will assume the role of Liaison. A list of current student liaisons can be found on the Clinical Education Essentials Brightspace page.