



**Midwestern University
Arizona College of Osteopathic Medicine**

2025 – 2026

Clinical Rotation Manual

Policies and Resources

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INTRODUCTION

As you progress through your third- and fourth-year clinical rotations, we sincerely hope that you find all of your scheduled rotations to be valuable and rewarding educational experiences.

The "Clinical Clerkship Manual" contains general policy governing your clinical years and other information that will be helpful to you while you are on rotations. This is not a comprehensive statement of all policies and procedures, nor is it intended to preclude the implementation of changes in the AZCOM program during your medical school tenure. From time to time, content in this document may be added or updated. The most recent revision date is printed at the end of each section. This manual is not to be regarded as a contract between any student and the Arizona College of Osteopathic Medicine. If there is a conflict between information noted in this document and the MWU/AZCOM Catalog and MWU Student Handbook, the MWU/AZCOM Catalog and MWU Student Handbook will prevail.

Forms referenced in this document can be found in **Forms and Documents** in the MS III/MS IV Clinical Rotations course on **Canvas**. 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 all information in this manual and refer to specific sections as questions arise. All students are responsible for obtaining and maintaining a working knowledge of these sections germane to their OMS III and OMS IV status.

If unanswered questions remain after reading this material, contact the appropriate person in our office for further assistance.

This document contains a significant amount of information, all of which is important to your successful completion of graduation requirements. With each revision of the manual, we strive to improve students' ability to locate and navigate through the various topics. We welcome your feedback in this regard.

See **ADMINISTRATIVE CONTACTS** for additional contact information and office hours for everyone in Clinical Education.

To Schedule Appointments with the Deans call the AZCOM Dean's Office at 623-572-3217 or Email AZCOM@midwestern.edu.

Additional Reading:

AZCOM Student Handbook Supplement - for topics not covered in this manual refer to student handbook on Canvas.

We wish you all the best throughout your clinical training.

Lori Kemper, D.O., Dean

Sean Reeder, D.O., Associate Dean for Clinical Education

Randall Nydam, Ph.D., Associate Dean for Academic Affairs

Kate Mitzel, D.O., Associate Dean for Curricular Integration and Faculty Development

Shannon Scott, D.O., Assistant Dean of AZCOM, Medical Director MWU Multispecialty Clinic

Midwestern University Mission

Midwestern University's historical and sustaining philosophy dedicates the institution and its resources to the highest standards of academic excellence to meet the educational needs of the healthcare community.

VISION

Midwestern University will provide a safe and healthy environment that challenges its faculty, staff, and students to:

Promote and maintain the osteopathic philosophy.

Nourish intellectual creativity and foster the critical thinking and communication skills that stimulate personal growth and engender professional development.

Support the teaching, scholarly activity, and service capabilities of the University.

Respect, appreciate, and acknowledge the achievements of all members of the academic community.

Embrace cultural and social diversity in the academic community and the community-at-large.

Arizona College of Osteopathic Medicine Mission

Midwestern University Arizona College of Osteopathic Medicine educates students to become qualified osteopathic physicians who provide quality patient care, exhibit professionalism and serve their communities.

The mission will be achieved by meeting the following objectives:

1. Incorporate clinical teaching into the curriculum.
2. Incorporate osteopathic principles and practice, including osteopathic manipulative treatment, into the curriculum.
3. Incorporate basic scientific principles.
4. Provide opportunities for research and scholarly activity for students, residents, and faculty.
5. Prepare students for COMLEX-USA Level 1, Level 2 CE and clinical skills assessment to support completion of the program and graduation.
6. Demonstrate student acquisition of the osteopathic core competencies.
7. Assess the performance of AZCOM graduates.
8. Encourage participation in community service by students, residents, and faculty.
9. Support Postgraduate Training programs associated with Midwestern University, including osteopathic recognition program development.
10. Equip students to be successful in residency placement.
11. Provide faculty and staff development opportunities.
12. Provide financial literacy programs and events.
13. Support mental health and wellness for students, residents, and faculty.

Arizona College of Osteopathic Medicine Statement of Values

Arizona College of Osteopathic Medicine embodies osteopathic academic excellence and scholarship through professionalism, compassion, leadership, and community service.

Pillars of Value

- Academic Excellence
- Professionalism
- Compassion
- Leadership
- Community Service

AZCOM ADMINISTRATIVE CONTACTS

AZCOM Clinical Education Office

OFFICE HOURS: Monday through Friday, 8:00 a.m. to 4:30 p.m.
ADDRESS: AZCOM Clinical Education Office
 Glendale Hall, Room 316
 Midwestern University
 19555 North 59th Avenue Glendale, AZ 85308

CLINICAL EDUCATION MAIN PHONE: 623-572-3383

DEANS OFFICE MAIN PHONE: 623-572-3217

MAIN FAX: 623-572-3301

AZCOM Deans Contact Information

AZCOM Deans – Glendale Hall, Suite 313			
Lori Kemper, D.O., FACOPF	Dean of AZCOM	Office: 623-572-3300	AZCOM@midwestern.edu
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Katherine Mitzel, D.O.	Associate Dean for Curricular Integration and Faculty Development	Office: 623-572-3217	AZCOM@midwestern.edu
Shannon Scott, D.O.	Assistant Dean, Medical Director	Office: 623-572-3217	AZCOM@midwestern.edu

AZCOM Assessment Contact Information

AZCOM Assessment – Glendale Hall, Suite 313 & 316			
Crystal Van Slyke, M.Ed.	Testing & Assessment Manager	Office: 623-572-3756	cvansl@midwestern.edu
Michelle Perez	Testing & Assessment Coordinator (OSCEs and OMM)	Office: 623-572-3379	mperez2@midwestern.edu
Jennifer Wetzel	Education Coordinator (Assessment)	Office 623-537-6506	jwetze@midwestern.edu

Clinical Education Department Chairs

Clinical Education Department Chairs – Glendale Hall, Suite 316			
Farshad Agahi, M.D., FACOG	Chair, Maternal & Child Health	623-572-3374	fagahi@midwestern.edu
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Tanja Gunsberger, DO	Chair, Surgery & Anesthesia	623-572-3752	tgunsb@midwestern.edu
Tracy Middleton, D.O., FACOFP	Chair, Osteopathic Family & Community Medicine	623-572-3274	tmiddl@midwestern.edu
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Coordinators for MS III / MS IV

Coordinators for MS III / IV (Glendale Hall, Suite 316)			
Erin Fowlkes, MM	Manager, Clinical Education	623-572-3389	efowlk@midwestern.edu
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Mery Cook	Clinical Education Coordinator – MS3 West Vally & Tucson Integrative Medicine Department	623-572-3832	mcook@midwestern.edu
Jane Elders	Clinical Education Coordinator – MS4 Pediatrics & OB/GYN	623-572-3373	jeilde@midwestern.edu
Heather Grow	Clinical Education Coordinator – MS4 Chicago, Kankakee & DeKalb – MS3/MS4	623-572-3351	hgrow@midwestern.edu
Christina Paxton	Clinical Education Coordinator Documentation	623-572-3384	cpaxto@midwestern.edu
Loida Porras	Clinical Education Coordinator – Off Cycle Students Family Medicine Department	623-572-3376	lporra@midwestern.edu
Iya Tauataina	Clinical Education Coordinator Documentation	623-572-3751	itauat@midwestern.edu
Juana Sicairos	Clinical Education Coordinator- MS3, MS4 California regions Surgery Department Coordinator	623-572-3386	jsicai@midwestern.edu
Taylor Stutzman	Clinical Education Coordinator MS4 Internal Medicine	623-572-3370	tstutz@miwdwestern.edu
Wendy Prost	Clinical Education Affiliation Coordinator	623-572-3377	wprost@miwdwestern.edu

MWU/AZCOM Campus Contacts

The following is a quick reference to selected departments:

DEPARTMENT	CONTACT	EMAIL	PHONE NUMBER
Student Services	Main Office Shannon Sesterhenn, EdD, Dean of Students Karen Hayes, Admin. Assistant	azstudentservices@midwestern.edu khayes@midwestern.edu	623-572-3210 Fax 623-572-3287
Financial Aid	Main Number – then select your assigned administrator	azfinaid@midwestern.edu	623-572-3321
Student Accounts	Main number - ask for accounts receivable	azar@midwestern.edu	623-572-3321
Registrar	Lisa Veliz - Registrar	azregistrar@midwestern.edu	623-572-3271 623-572-3469
Risk Management (Insurance Questions)	Main office Janeen Hale, Risk Management Coordinator	riskmanagement@midwestern.edu	623-572-3945
Disability Services (located in Student Services)	Shawn Tennant, Pharm.D. Associate Dean of Student Services	stenna@midwestern.edu	623-572-3366
Student Health (MWU/Glendale- Multi- Specialty Clinic)	Main Office Shannon Scott Medical Director MSC	Sscott1@midwestern.edu	623-537-6000 623-572- 3753
University Bookstore	Store Manager Jessie Lewis	AZ_MWUSTORE@midwestern.edu	623-572- 3231

PRE-REQUISITES FOR CLINICAL TRAINING

Prior to starting 3rd year clinical clerkships, each student must demonstrate:

- Successful completion of 2nd year curriculum

Documentation of compliance with AZCOM immunization requirements

- Tetanus/diphtheria/pertussis (Tdap) within last 10 years
- Measles (Rubeola) – positive titer or documented completions of a 2 shot series
- Rubella – positive titer or documented completions of a 2 shot series
- Mumps – positive titer or documented completions of a 2 shot series
- Chicken Pox (Varicella) – positive titer
- Hepatitis B – 3-vaccine series + positive titer
- Influenza – documentation of annual vaccination
- Documentation of a 2-step PPD (tuberculosis) test or QuantiFERON -TB Gold test upon admission to AZCOM and an annual 1-step PPD thereafter, **or** documentation of appropriate follow-up to a previous positive PPD (e.g., chest X-ray or QuantiFERON-TB Gold test or T-spot TB, and/or INH therapy followed by an annual TB Symptom Report signed by a health care professional).

FAX (623-572-3287) or deliver immunization and/or PPD documentation to the Office of Student Services, Glendale Campus. **Please also email a copy to Clinical Education (azclinedpaperwork@midwestern.edu). Always keep a current copy available during your rotations.**

Documentation of current certification of Vector LMS courses - you will receive the assignment in your MWU e-mail." or in-person course) for

- HIPAA – within 2 months prior to the rotations' start date for your class.
- OSHA – within 2 months prior to the rotations' start date for your class.
- Blood borne Pathogens - within 2 months prior to the rotations' start date for your schedule.
- Preventing Harassment and Discrimination- within 2 months prior to the rotations' start date for your class.
- BLS (CPR) - within 2 months prior to the rotations' start date for your class.
- ACLS - within 2 months prior to the rotations' start date for your class.

Criminal background check with fingerprint clearance card for the state of Arizona and meet fingerprint card requirements for your assigned region if outside Arizona. **See Criminal Background section**

Respirator Mask Fit Test – Required to be completed by ALL students prior to completion of the "Intro to Clerkship" Course. Fittings are completed through MWU prior to the start of the OMS 3 year. For students that are off cycle, outside of the state or otherwise not available to test through MWU, contact central scheduling at Concentra Occupational Health at 866-944-6046 to schedule a mask fit testing. This testing will usually be the expense of the student.

Documentation of health insurance coverage. Students may choose either the MWU offered coverage or coverage from an alternate insurer. However, students are required to have health insurance that provides coverage in the location of their rotations. AZCOM students insured by Medicaid must purchase a personal commercial policy to cover themselves when outside of their home state. Students may need to obtain temporary health insurance based on their travel and the location of their rotations.

Documentation that COMLEX-USA Level 1 has been taken. (see the section entitled **COMSAE and COMLEX-USA LEVELS 1 and 2 CE** for details) Before being allowed to take COMLEX-USA Level 1, the student must:

- Successfully repeat any failed courses or remediate any academic deficiencies.
- Achieve a score >450, or a score as determined by the Dean's Office, on a timed proctored COMSAE Phase I exam.

Compliance with such additional standards as may be required by the clinical rotation site at which the student will rotate, including but not limited to:

- Application materials
- Drug Screens
- Report of recent physical examination
- Level One Fingerprint Clearance for State of Arizona and Fingerprint Clearance for VA rotation sites
- EMR training at some locations

Important Note: Students are not permitted to sell or receive items of value in consideration for a rotation region trade, and no trades are accepted unless approved by the Associate Dean for Clinical Education. Your rotation site is assigned according to our protocols and is based on both your preference and the needs of the sites and the College, and trading, selling, or bartering sites outside of the school's process is considered unprofessional and subjects students to a Formal Professionalism Complaint and investigation as described in the Student Handbook.

The Clinical Education Office must provide a Letter of Good Standing to your rotation site(s) confirming that you are current with all of the above requirements and any others that may apply at a specific site. To continue progress to your 4th year, you are required to renew the following as necessary. You will receive a reminder from Student Services and the Compliance Coordinator in Student Services as expiration nears. Follow the instructions for each requirement. Individual fourth year rotations sites may have other requirements (e.g., physical exam within one year), and it is your responsibility to coordinate with and provide these to the training site, with a copy to AZCOM Clinical Education for your file.

Health Insurance Portability and Accountability Act (HIPAA)

It is imperative that AZCOM demonstrate compliance with all requirements imposed by regulatory agencies. Our 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 responsible under the law regarding HIPAA.

Annual re-certification required via the Vector LMS Web-based courses.

AZCOM students are required to re-certify as follows:

- **OMSII:** As a mandatory requirement for passing the "Intro to Clerkship Course" 2nd year for pre- rotation, 3rd year compliance.
- **OMSIII:** Between April 1 and May 26th of 3rd year for 4th year compliance and VSLO Registration.

You will receive an email from the Compliance Coordinator in Student Services requesting that you complete the yearly HIPAA training. The e-mail will provide you with deadline dates, a student specific link and access instructions.

Your completion of this course will be electronically reported to the Office of Clinical Education and a HIPAA certification letter will be uploaded to the personal data section of RMS.

Contact your clinical coordinator if you have questions.

Occupational Safety and Health Administration (OSHA) & Blood Borne Pathogens

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. This will be via the Vector LMS Web-based course.

AZCOM students are required to re-certify as follows:

- **OMSII:** As a mandatory requirement for passing the "Intro to Clerkship Course" 2nd year for pre- rotation, 3rd year compliance.
- **OMSIII:** Between April 1 and May 26th of 3rd year for 4th year compliance and VSAS Registration

You will receive an email from the Compliance Coordinator in Student Services requesting that you complete the yearly OSHA training. The e-mail will provide you with deadline dates, a student specific link and access instructions.

Contact your clinical coordinator if you have questions.

Your completion of this course will be electronically reported to the Office of Clinical Education and an OSHA certification letter will be uploaded to the personal data section of RMS.

Immunizations

Students are required to have all immunizations current for the entire length of their rotations, prior to the beginning of the rotation start date. Clinical Education will outline when requirements are due in order to be compliant. Students may also need to update immunizations as necessary while on rotations. FAX (623-572-3287), upload or deliver immunization and/or TB testing documentation to the Office of Student Services, Glendale Campus.

Please also email a copy to your clinical coordinator. Always keep a current copy available during rotations. Most likely to require updating during rotations are the following:

- Influenza vaccination– Updated annually by October 1st
- Tetanus/diphtheria/pertussis (Tdap).
- Per the CDC, recommended for health care personnel whose Tetanus/diphtheria (Td) is more than 2 years old.
- Re-vaccination is required every ten (10) years thereafter.
- The Student Health Services will notify you via email if this vaccination is due for update.

An individual rotation site may have immunization requirements that exceed AZCOM's. Students are expected to comply with any such local requirements (e.g., several hospitals require rotating students to receive flu vaccine at the start of flu season).

A student who fails to comply with immunization requirements is subject to suspension or dismissal from rotations at the discretion of AZCOM Clinical Education or individual hospitals sponsoring student rotations. Please see additional comments regarding immunizations in the professionalism section, p19.

Vaccinations are sometimes not covered by health insurance. The cost of vaccinations is the responsibility of the student.

An Immunization waiver must be obtained by the student for any immunization they refuse. The waiver obtained through Student Services and approved by the AZCOM Dean's office must be on file for the student in the student's MWU portal but does not guarantee that the student will be approved for all rotations, as certain sites may not accept a vaccine waiver.

Contact the Office of Student Services (623-572-3210) if you have questions about immunizations.

Tuberculosis Test (PPD)

The tuberculosis test (PPD, QuantiFERON Gold or chest X-ray/health exam) must be updated at least annually. Some elective rotation sites may require a more recent test.

ONE of the following MUST be SUBMITTED -an annual 1-step PPD, **or** a 2-step (if the annual 1-step is expired) **or** documentation of annual TB Symptom Report signed by a health care professional indicating you are free from TB or chest X-ray report indicating you are free from TB as appropriate follow-up to a previous verified positive PPD).

If the TB testing is not a negative result, a medical release letter from a physician will be required to return to active clinical rotations.

PPD testing is available to 3rd and 4th year students at the MWU Multispecialty Clinic. Contact the MWU Multispecialty Clinic to schedule an appointment 623-537-6000. Charges are submitted to your health insurance. Contact the MWU Multispecialty Clinic to schedule an appointment 623-537-6000.

A student who cannot come to the MWU 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 FAX (623-572-3287) or deliver immunization and/or PPD documentation to the Office of Student Services, Glendale Campus. **Please also email a copy to your clinical coordinator. Always keep a current copy available during your rotations**

Documentation must include date placed, date read, pos/neg and induration in millimeters.

Contact the Office of Student Services (623-572-3210) if you have questions about immunizations.

Basic Life Support (BLS/CPR)

BLS training is included in the AZCOM Year 2 curriculum within the Spring Quarter. The Basic Life Support (BLS) and Advance Life Support Course (ACLS) is provided as a requirement for AZCOM students beginning their clinical rotations. It is a 1 credit course and meets the national standards set by the American Health Association for BLS and ACLS Courses. It must be passed in order to start clinical rotations. You must re- certify every 2 years.

If you need BLS recertification (for health care providers), students can schedule and pay for their own BLS re-certification with an in-person course or at the following (courses must be certified by the AHA): **American Heart Association (AHA)**, for dates and locations of upcoming classes.

<http://www.americanheart.org/presenter.jhtml?identifier=3012360>

If you fail to re-certify before your BLS card expires, you may be required to take the full course again rather than the shorter, less expensive re-certification course.

Provide the AZCOM Clinical Education Office, via your clinical coordinator, with a copy of your new card (both sides) following successful completion of training. Then upload a copy of your card in RMS. BLS must be updated separately from, and in addition to, ACLS.

Advanced Cardiac Life Support (ACLS)

ACLS training is included in the AZCOM Year 2 curriculum within the Spring Quarter. Advance Life Support Course. (ACLS is combined with BLS) and is provided as a requirement for AZCOM students beginning their clinical rotations. It is a part of the 1 credit course and meets the national standards set by the American Heart Association for BLS and ACLS Courses. It must be passed in order to start clinical rotations. You must re-certify every 2 years.

Providers of ACLS training (courses must be certified through the AHA):

American Heart Association (AHA) – <http://www.americanheart.org/presenter.jhtml?identifier=3012360> to check for dates and locations of upcoming classes,

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 AZCOM Clinical Education Office, via your clinical coordinator, with a copy of your new card (both sides) following successful completion of training. Then upload a copy of your card in RMS.

A valid BLS card is a pre-requisite for ACLS certification and re-certification.

Criminal Background Check

AZCOM has 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 many of our affiliated healthcare facilities, core and elective.

For specific information concerning the Midwestern University Policy on Criminal Background Checks, please see the Midwestern University Student Handbook.

A criminal background check is done at matriculation through the Office of Student Services, as scheduled by the Dean of the Arizona College of Osteopathic Medicine and as needed to meet specific rotation site requirements.

The University will initiate the requests and pay for the background checks. The annual tuition includes an amount for miscellaneous rotation expenses, including the cost of background checks. The turnaround time for reports can vary depending on various factors such as the need for special state or county checks. If negative information is found, you have an opportunity to challenge the information through the Adverse Action process associated with VerifiedCredentials.

If negative information is found, this will be provided to you upon request and will be made available to the following: Dean; Associate Dean of Clinical Education; Associate Dean of Academic Affairs; Dean of Students; the Chair of the Clinical Promotions Committee; and possibly to administration at your clinical rotation sites. Each hospital in our clinical rotation 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.

Rotation sites have varying Background check requirements ranging from simple letters of compliance to full background checks and listing of all findings.

Please follow the directions below to request a background check

If a criminal background check is necessary for a rotation, the Clinical Coordinator must submit a request to the University Compliance Coordinator, who will ensure that the criminal background check request is processed. Some states or sites have additional required checks (e.g., The Commonwealth of Pennsylvania Access to Criminal History (P.A.T.C.H.) and the Pennsylvania Child Abuse Registry, and Wisconsin requires the Wisconsin Caregiver check).

If you have questions or think you need a special criminal background check performed for a particular rotation, consult with the Clinical Coordinator or Associate Dean for Clinical Education.

Drug Screens

Drug screening may be required by a rotation site. You will be notified via email by the AZCOM Documentation Coordinators (AZClinEdPaperwork@midwestern.edu) 2-12 weeks prior to a rotation start date

that a drug screen is required as well as what type of drug screen the facility is requesting. Students may walk-in for drug screens.

Drug screens are handled by AZ Clinical Services, 623-972-2000, 13260 N. 94th Dr., Suite 106, 8-5pm (closed from noon-1).

If students need additional lab location sites, they may contact student services for a list of lab sites. Student services no longer provides lab requisitions.

For out of state drug screens, students can contact student services and they will assist in providing a lab requisition and lab locations. An alternative option is to complete the drug screening from a fee for service lab facility. Students must pay the lab directly. Students must let the lab know they are a Midwestern student so that the results will be faxed into student services.

Fingerprint Clearance

Level One Fingerprinting for the State of Arizona is required at matriculation and may be required by certain in-state rotation sites. All AZCOM students may do all or some rotations in the state of Arizona and are required to obtain fingerprint clearance cards prior to start of rotations is not previously completed upon matriculation. Those assigned to the Illinois regions are also expected to obtain Illinois fingerprint clearance cards. More information on the process can be obtained through this website:

<http://www.azdps.gov/Services/Fingerprint/>.

Rotations that are completed at Veteran Affairs (VA) hospitals will also require fingerprint clearance through the VA system. This clearance is proprietary to the VA and only able to be obtained on site. Further information regarding that process will be obtained via email from the AZCOM Documentation Coordinators (azclinedpaperwork@midwestern.edu) as well as listed on the RMS informational page for the VA rotations as well as Canvas. Further questions regarding the VA fingerprinting should be directed to your Clinical Coordinator.

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 CHANGE – Work directly with the Registrar's Office.

Click Change of Name and follow the directions on the form.

ADDRESS and/or PHONE NUMBER CHANGE – click on the "My Info" tab on the student portal to change your information via MWU-Online. Log in and click Personal Information.

Please note the following:

- Do not abbreviate; spell out Street, Road, Apartment, Unit, Post Office Box
- Do not use symbols or signs, such as commas, #, @
- If you have an apartment or unit number, enter it on the **first** address line, and the street address on the **second** address line.

E-MAIL CHANGE – Contact the MWU Information Technology Help Desk, 623-572-3388.

It is imperative that students update personal data promptly, as this is the only source Clinical Education and the Dean's Office has for student contact information.

Student Records

Electronic records:

Students have access to their student information in RMS.

Students can access their BLS & ACLS cards, Vector LMS (formerly Everfi) certificates, and rotation evaluations on RMS.

Paper records:

Dean's Office:

- A permanent electronic student file holds all MSPEs and other formal student documents. Arrangements can be made to review your file by contacting the Dean's Office- 623-572-3300.
- In order to protect your privacy, a request to send information 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 (623-572-3301).
 - E-mail from your **MWU e-mail address only**;
- To protect your information, we cannot honor verbal requests.

Clinical Education Office:

Students may have access to their Clinical Education file during regular office hours.

Files are held in electronic form and can be accessed from the Dean's office in Glendale Hall Rm 316. Ask the receptionist in that office to pull your file for you.

You must review the file in the presence of either a staff or faculty member.

The file may not be removed from the office.

MWU Library Resources

The MWU/AZCOM Library offers extensive resources to medical students, both on site and online. Browse our database list at <http://library.midwestern.edu/osteopathy> and link from the top left-hand corner of all library web pages. Hover over any database name in this list for a pop-up short description. Please send your specific questions to reference@midwestern.edu. You may also contact Becca Caton, Director of Library Services, 630- 515-6200 (AZ office) rcaton@midwestern.edu.

Students with Disabilities

It is the policy of Midwestern University to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in any University program, activity, or event. Student Services coordinates accommodations for all eligible students. A student requesting an accommodation under the ADA for a qualifying disability or other reasonable condition must begin the interactive process by meeting in person with the Associate Dean of Students/Disability Services representative in Student Services. An appointment can be scheduled by emailing disability_accommodations@midwestern.edu. It is the student's responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation. More information regarding available services can be found in the Student Handbook.

Students who receive accommodations should notify the Associate Dean for Academic Affairs. In order to meet requests for exam accommodations, please notify the Associate Dean for Academic Affairs at least 90 days in advance of the start of your core clinical rotation.

Identification

Identification must be worn at all times, unless hospital policy dictates otherwise.

It is the student's responsibility to replace lost or damaged university identification. **Contact the MWU Safety & Security Office (623-572-3201 or 623-572-6475)** to obtain a replacement nametag or photo ID. There is a \$25.00 fee to replace a lost or damaged ID badge.

Our Core clinical 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 AZCOM patch.
- In addition, students are asked to sign an authorization, which allows Clinical Education to use their photos in conjunction with clinical training.

Entering a hospital:

- Student will receive communication from Clinical Education's Documentation Coordinators regarding first day information and necessary paperwork prior to the rotation.
- **Students must check in at the medical staff office FIRST before entering into any hospital with any preceptor.**
- Student must have proper hospital identification to be in hospital.

Attire on Rotations

- Students, at all times, will maintain a critical awareness of personal hygiene and dress in a neat, clean, professional manner.
- Any visible body piercing, except ears, must be covered and jewelry removed.
- Unless specifically instructed otherwise by the hospital, service, or preceptors, students will wear clean white clinical jackets with AZCOM 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 AZCOM logo can contact MWU Bookstore, <https://www.midwestern.edu/student-experience/student-services/university-store> 623-572-3231 to place an order.

Title / Demeanor

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.**

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. or Ph.D.) as "Doctor" unless invited to use a less formal address.

Students will treat all hospital/clinic/office personnel respectfully at all times and can expect similar and appropriate respect in return.

Professional Fees for Medical Care

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

Meals / Housing

AZCOM does not require our Clinical affiliates to provide meals to students. Provision of meals is at the discretion of the site. Our clinical sites are not required to provide visiting students with housing; however, some of them do. 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. Rotation sites may require a student to contribute to the cost of student housing, 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 at elective sites are the sole responsibility of the student.

Region Assignments

Upon entering clinical rotations, students are expected to find and secure a stable living arrangement for the entirety of the OMS 3 year and potentially the full OMS 4 year. Airbnb or living with a friend is not considered financially viable and/or a stable living situation.

All students are assigned to a rotation region via a modified lottery held at the end of the fall quarter of the student's OMS 1 year. All assigned rotations for the OMS 3 year and required rotations for the OMS 4 year will be placed in the student's assigned region unless permission is approved for a rotation outside of the student's region. The rural rotation will always be scheduled at a rural site at the prerogative of the AZCOM Clinical Education Department and will be outside the student's assigned region. Elective rotations during the OMS 3 and 4 years may be assigned outside of the student's assigned region with approval of the Clinical Education Department.

If a required rotation is not available in the student's assigned region, the student may be required to take the rotation in a different region other than the student's assigned region. Temporary housing will be provided to the student if the student is required to leave their assigned region (see Temporary Housing).

Preclinical Academic Challenge and Extended Study Implications

If extended study results from course failure(s) or delay(s) in advancing through the preclinical curriculum, including passing COMLEX USA, the Dean's Office will require that the student be assigned to regions only in Arizona where faculty are available to assist the student to prepare for knowledge assessment.

Students under a 3.0 GPA at the end of the OMS II winter quarter and or have failed any preclinical course or received disciplinary actions will be evaluated by the Clinical Education Department and the Dean's office to determine if the student should be required to remain in Arizona for clinical training. Students determined to have demonstrated academic need or ongoing professionalism concerns will be required to remain in Arizona for clinical training, regardless of their previously assigned rotation region.

Temporary Housing

MWU temporary housing is provided to OMS III and OMS IV students (priority is given to OMS III) who are required to travel to an AZCOM approved rotation site "out of their assigned region" to complete a CORE, REQUIRED and or RURAL rotation, BUT students must confirm housing needs by completing the housing application. Included in this temporary housing are students that are required to travel more than 60 miles one way from their residence to their assigned rotation facility. When placing third year rotations, the Clinical Education Department will account for student rotation placements and match housing. It is the student's responsibility to confirm if housing for the rotation is wanted.

Temporary housing may be available to reserve for elective rotations on a space available basis at one of AZCOM's temporary housing sites. Temporary housing is not routinely provided by AZCOM for elective rotations.

Housing covers the student only and **does not include** spouse, family, partner or pets.

MWU provided temporary housing is provided for specific rotations in Cottonwood, Glendale/Campus, Kingman, Prescott/Prescott Valley, Sierra Vista, Tucson and Willcox, as well as Kankakee, IL.

If the student qualifies for AZCOM-supported temporary housing, they must complete an AZCOM "Request for Housing" form. The AZCOM Housing Coordinator (Dean's office, 623-572-3876 / azcom@midwestern.edu) must receive the completed forms for housing no later than thirty days (30) prior to the start of the planned rotation. All housing requests will be reviewed by the AZCOM Housing Coordinator, and a confirmation email will be sent to the student. An incomplete request cannot be processed.

All housing keys/cards must be returned within (10) days of the rotation end date. Failure to return temporary housing keys/cards will result in replacement key/card fees based on the site-specific housing lease. This fee will be charged through your student account. The temporary Housing required fee is \$125 for a four-week rotation period and prorated for more/less.

Transportation

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

"Professionalism is the basis of medicine's contract with society." (From the Preamble to the Charter on Medical Professionalism published in the *Annals of Internal Medicine*, February 2002.) The word "professionalism" brings to mind other words and phrases, among them, ethics, values, honor, service, putting others first, self-control, dependability, trustworthiness and personal accountability. In pursuing a career in medicine, the student commits to the highest standards of professionalism, not only as an individual, but also in relationships with peers, patients, and others. The professional student/future osteopathic physician also adheres to the AOA Code of Ethics. [See *Midwestern University Catalogue*, AZCOM Subsection for the AOA Code of Ethics.](#)

A Code of Responsibilities and Rights of the Students of Midwestern University has been approved and can be found in Appendix 1 & 2 of the Student Handbook. This code clearly states the mode of behavior that is expected of students in a number of areas. This code covers on-campus and off-campus activities. Students are expected to read and follow this code. Lapses in professionalism will be noted and may result in disciplinary action, including disciplinary warning, probation, and/or suspension. Formal professionalism complaints resulting in action are reported in the MSPE (Dean's Letter). [See *MWU Student Handbook*](#)

Professional Behavior and Conduct expected of AZCOM Students

Each medical student will demonstrate the following professional behavior and conduct:

1. Behaves in a responsible, reliable, and dependable manner. (e.g., Manages time well, is on time for assignments, meetings and appointments; plans ahead; follows through with commitments; cooperates with person(s) in charge of programs; and takes responsibility for absences or missed assignments.)
2. Demonstrates personal integrity, honesty, and self-discipline. (e.g., Is consistent and truthful; shows appropriate self-control; takes on tasks that the student can manage; honest in reports and self-evaluations.)
3. Projects a professional image in manner, dress, grooming, speech, and interpersonal relationships that is consistent with the medical profession's accepted contemporary community standards. (e.g., maintains awareness of personal hygiene; wears a clean white coat and name tag if expected; notifies preceptor, department chairs or other leaders in cases of emergency absence or calls to apologize if unable to notify in advance; is respectful of other students and patients when doing physical diagnosis or treatment.)
4. Recognizes personal limitations and biases, whether they are intellectual, physical, or emotional; strives to correct them. (e.g., overcomes negative behaviors such as procrastination; learns to be a team member; adapts to new situations; avoids discriminatory conduct or speech.)
5. Demonstrates the professional and emotional maturity to manage tensions and conflicts that occur among professional, personal, and family responsibilities, seeking professional help if necessary. (e.g., meets with supposed antagonists to resolve misunderstandings; gets needed help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons; shows ability to appropriately prioritize personal, professional, and academic expectations and activities.)
6. Demonstrates the ability to exercise sound judgment and to function under pressure. (e.g., requests help when needed and does not endanger others; respects the difference between student doctor and doctor; remains focused on the task at hand; remembers that as a student doctor he/she represents AZCOM to the community.)
7. Demonstrates ability to learn from mistakes and failures; heeds admonitions and warnings from administrators and faculty of AZCOM and of clinical supervisors. (e.g., is responsive to feedback and constructive criticism regarding professional behavior and attitude; understands the seriousness of academic and disciplinary warnings.)
8. Demonstrates compassion and respect toward others. (e.g., works cooperatively with differences and diversity in personalities and in cultural backgrounds as well as with differences in social and in economic status, and respects the privacy and individual choice of others.)
9. Consistently demonstrates respect for administrators, faculty, staff, and fellow students.

10. Professionalism also extends to areas of rotation compliance (immunizations, drug screens, and paperwork). Should a student fail to meet a due date placed by a site or Clinical Education, the following process will be followed:
- First time late: student is given warning by Clinical Education and late item is noted in file.
 - Second time late: student is referred to the Associate Dean for Clinical Education for a professionalism incident report.
 - Third time late: formal professionalism complaint will be filed with the Dean of Students that may be entered into the student's file.
11. Academic integrity and honesty are required for students during all clinical rotations including quizzes, small group activities and post rotation exams. **Any student with documented evidence of cheating on a post rotation exam will automatically fail the post rotation exam and fail the rotation (whether it is a first or second attempt of the post rotation exam). This is in addition to any disciplinary action recommended upon review of the cheating allegation.**

(Health Insurance Portability and Accountability Act)

Faculty, staff, and students from academic units move into covered entities internal and external to MWU for educational experiences. Therefore, specific policies have been developed to assure compliance with HIPAA regulations and restrictions by employees and students from academic units serving in covered entities.

Confidentiality Safeguards. Students, faculty, and staff are expected to comply with HIPAA regulations for appropriate handling of Protected Health Information.

Clinical students are responsible for taking reasonable precautions to keep medical records, lab reports, x-rays, etc. out of view of other patients and/or the waiting area.

Clinical students are responsible for making reasonable attempts to keep conversations quiet when patient information is being discussed among employees in a common area.

Clinical students are responsible for taking patients to a private area or speaking quietly when discussing protected health information (for example, extensive discussions regarding treatment, medical history, and current problems should not be conducted in common areas).

Clinical students are responsible for avoiding talking about patients outside of the office or facility.

Where electronic records are available, students stepping away from a screen must log out of the application.

General Academic Use of Protected Health Information (PHI). Students, interns, and residents in healthcare programs of study are permitted to have access to PHI when observing and performing direct patient/client care as part of their training. As such, they must follow approved HIPAA policies on usage of PHI for treatment, payment, and office operations. When PHI is being used or disclosed for any purpose other than treatment, payment, or operations, it must be de-identified prior to its removal or transmittal from a covered entity site. MWU employees and students must not make or receive copies or prepare summaries of patient information unless the information has been de-identified. MWU/AZCOM students, faculty, and staff may not present information (PHI) to classmates or others for any purpose outside of the treatment setting without de-identifying the patient information. MWU/AZCOM students may not collect and save PHI on any personal electronic devices (cellphones, tablets, flash drives, etc.) nor post it to social media sites.

For example, students on clinical assignments and rotations are often required by their academic program to submit patient information to their academic programs such as student logs of patient/client interactions, a History and Physical Exam Report, case studies that exemplify diagnosis and/or treatment, and student evaluations by clinical preceptors. Each student is expected to comply with requirements and expectations for appropriate storage and transmittal of patient information. **No PHI can leave a site unless the person taking the information is responsible for the ongoing, direct patient care while off site.** If a faculty member or student believes that they need to take or present patient information for educational purposes without de-identifying the information, it is the responsibility of the person to obtain permission to use the information. The person must make a reasonable request to the faculty supervisor who will forward the request in writing to the MWU HIPAA Privacy Officer.

PHI that will be used in a de-identified format must be de-identified at the covered entity. To de-identify information, HIPAA requires the removal of all the following identifiers:

Names

All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes, except for the initial three digits of a ZIP Code if, according to the current publicly available data from the Bureau of the Census:

- The geographic unit formed by combining all ZIP Codes with the same three initial digits contains more than 20,000 people.
- The initial three digits of a ZIP Code for all such geographic units containing 20,000 or fewer people are changed to 000.

All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.

- Telephone numbers.
- Facsimile numbers.
- Electronic mail addresses.
- Social security numbers.
- Medical record numbers.
- Health plan beneficiary numbers.
- Account numbers.
- Certificate/license numbers.
- Vehicle identifiers and serial numbers, including license plate numbers.
- Device identifiers and serial numbers.
- Web universal resource locators (URLs).
- Internet protocol (IP) address numbers.
- Biometric identifiers, including fingerprints and voiceprints.
- Full-face photographic images and any comparable images.
- Any other unique identifying number, characteristic, or code, unless otherwise permitted by the Privacy Rule for re-identification.

Students in clinical programs receive training in use and disclosure of PHI, proper storage, and transmittal of patient information, granting access to patient information by a third party, notification to patients of their rights regarding PHI, as well as appropriate notification procedures of any instance in which the confidentiality of a patient's PHI is breached.

Use of PHI in Research. MWU faculty and students involved in research must comply with HIPAA policies relating to PHI collected from both internal and external covered entities. When research using identifiable PHI does not involve treatment, the requirement to obtain authorization can be waived or altered by the Institutional Review Board of MWU or another authorizing IRB or Privacy Board prior to the collection of any data. When research projects using PHI include treatment, the covered entity must first obtain an authorization to release from the individuals to whom the PHI pertains. MWU requires an approved authorization form or another HIPAA compliant IRB release. Issues related to research are considered part of a broader issue of Reasonable Safeguards. For questions, contact the MWU Risk Management Department: 623-572-3940 or email riskmanagement@midwestern.edu.

Electronic Records. Students, interns, residents, faculty, and staff will learn and be expected to comply with HIPAA regulations for appropriate handling of Protected Health Information. MWU requires appropriate administrative, technical, and physical safeguards that will reasonably protect health information from any intentional or unintentional use or disclosure as regulated in this policy and appropriate Privacy Regulations. MWU has developed protocols establishing minimum administrative and physical standards regarding the safeguarding of PHI that each healthcare site must enforce, if applicable. Health care sites may develop additional protocols and procedures that are stricter than the parameters set forth below that may address key healthcare components such as mental health. MWU health care personnel must reasonably safeguard PHI to limit incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure. For questions, contact the MWU Risk Management Department: 623-572-3940 or email riskmanagement@midwestern.edu.

Safeguarding Computers (including laptops and PDAs), FAX, and Email. HIPAA privacy and security regulations require that technical safeguards be put in place to safeguard protected health information (PHI). If a computer contains protected health information (PHI), access to the computer should be protected by the use of passwords. Students are responsible for keeping their passwords confidential. Students should not use their name as a password or any other word that could be easily guessed by others. Students should not share computer passwords. Students should logout of the computer when it is not in use.

Students may be required to sign a confidentiality agreement stipulating that they will only access the computer for information that they need to know and will not attempt to access the computer if they are not authorized to do so. Any workstation, laptop or PDA not connected to the Midwestern University's network or with PHI on the local hard drive must be password protected at the system level. These systems must also comply with the screen saver password policy to further protect data while not at your station. Students are mandated to have virus protection updated daily on their computers to protect the network. Students should be aware of and protected from spyware and illegal peer-to-peer file-sharing programs, as both will open the computer to others on the network and or Internet. Poor technical skills and/or benign neglect are equal to non-compliance and are tantamount to willful intent to commit a HIPAA violation.

MWU/AZCOM students should take reasonable safeguards to protect fax communications. Students should take reasonable steps to ensure that fax transmissions are sent to their intended destinations, including: refraining from sending highly confidential information via fax; double checking fax numbers before dialing; periodically reminding fax recipients to update the office with any changes in fax numbers; making sure that

all faxes are accompanied by a fax cover sheet that contains a confidentiality statement; and if an employee becomes aware that a fax has been misdirected, contacting the recipient and asking them to discard the misdirected fax.

E-mails are easy to inadvertently send to many people and are very accessible to others. The Midwestern University email may not be automatically forwarded to an external destination. It is an unacceptable practice to move PHI by e-mail that is not encrypted. MWU does not have an encryption system; therefore, no one should email PHI at any time for any reason. Do not forward email from the University containing PHI to your personal e-mail. If accessing work e-mail from home, secure e-mail from household members and shred any printed materials. Students should be aware not to send sensitive information or information containing PHI through text messages, photos or other messaging means on personal devices.

Enforcement of HIPAA Regulations: If a student is not compliant with required HIPAA training, they will not be allowed to participate in clinical experiences.

Any student found responsible for violating University HIPAA policies or regulations will be subject to appropriate sanction. The type of sanction applied will vary depending on factors such as the severity of the violation, whether the violation was intentional or unintentional, and whether the violation indicates a pattern or practice of improper use or disclosure of protected health information. Disciplinary sanctions range from but are not limited to: (a) a verbal warning; (b) a written reprimand; (c) re-education; (d) suspension; and/or (e) dismissal.

Additional disciplinary actions are possible through the judicial process if the violation deems necessary. Any student found to have violated these policies should be subject to disciplinary action, up to and including dismissal. For questions, contact the MWU Risk Management Department: 623-572-3940 or Email riskmanagement@midwestern.edu.

Health

AZCOM requires that all students be covered under a health insurance plan. Many institutions (i.e., rotation sites) require proof of insurance before students are assigned to complete clinical rotations at these sites. Such evidence can include a current member enrollment card or written verification from the carrier.

Midwestern University has made Student Medical Health Care Plans available. Students may choose health care insurance through Midwestern University or may choose their own comparable plan.

Non-University insurance plans must provide coverage comparable to plans offered by the University. Short-term or catastrophic coverage is not deemed comparable and cannot be an acceptable health insurance plan. State Medicaid plans do not provide coverage outside of Arizona or Illinois respectively and are not acceptable as insurance in the OMS III & IV years for California-based students or any student on rotation outside of their registered state if on Medicaid in Arizona or Illinois.

Students who cancel their health insurance will be suspended from clinical rotations until they provide proof of reinstatement. Failure to maintain health insurance may result in immediate dismissal. For information about MWU Medical Student Insurance, plan a visit with the following link <http://www.aetnastudenthealth.com/> or contact Student Services at 623-572-3210.

See the section entitled **STUDENT HEALTH** for specific protocols for health-related events, e.g., **needle sticks**. Contact the MWU Risk Management Department: Risk Management Coordinator, 623-572-3940 or 623.572.3946 or email riskmanagement@midwestern.edu.

Personal Liability

Neither the university nor the administration at host hospital(s) 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 cover these circumstances.

Professional Liability

See the section below entitled **PROFESSIONAL LIABILITY INSURANCE**.

Travel Insurance

The school **requires** students to obtain **Excess Student Travel Accident and Sickness Insurance** if engaging in an international rotation. Details on how to request this insurance can be found under the **International Rotations** section of this manual.

Workers' Compensation

Workers' compensation covers only employees of the hospital or facility where you may rotate. Students are not hospital employees and, therefore, are not covered under the hospital's plan. Students, unless they are employees of the college, are not covered by the college's workers' compensation 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

The university maintains professional liability insurance for students engaging in approved activities while on registered rotations. The AZCOM Clinical Education Office registers students for core, selective and elective clerkship rotations within the AZCOM curriculum. Students must pre-register using the 'Request for Rotation' form. Every clinical experience/rotation that students arrange on their own requires a form in order to be afforded this coverage on outside rotations. See [DOCUMENTATION OF CLINICAL EXPERIENCE, Request for Rotation Form \(RFR\)](#) for more information. Coverage will only apply to registered rotations where the university has secured a written agreement with the site.

Shadowing and students working with preceptors outside of the approved rotation (i.e., on students' schedule and registered with Clinical Education) are not covered by the University professional liability insurance and the student may be held personally liable for medical/legal claims.

The university carries limits that are generally consistent with the medical industry standard and the AZCOM Clinical Education Office provides proof of this coverage to each registered rotation site within the United States. Students who schedule elective rotations in states requiring higher limits may be required to arrange and pay for the excess coverage. For assistance or questions, contact the MWU Risk Management Department: 623-572-3940 or email riskmanagement@midwestern.edu.

AZCOM's professional liability coverage does not extend beyond the United States. Other countries, including U.S. Territories, are excluded from coverage. AZCOM allows international experiences through the DOCARE medical program, as well as other approved international rotations. Students who need coverage for this type of elective experience, which is outside the U.S. must acquire and pay for it on their own.

Additional resources can be found through the MWU Risk Management Department, AZ Direct: 623.572.3940, riskmanagement@midwestern.edu.

Supervision

Students on rotations must be under the direct supervision of a licensed medical professional. On medical services utilizing a multi-disciplinary team approach, students may be supervised by a healthcare professional who is licensed and working within their professional scope of practice. Students may not be supervised by a medical professional with whom the student has a therapeutic relationship and may not be supervised by family members.

Student Involvement on Clinical Rotations

An AZCOM 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 AZCOM Office of Clinical Education. Clinical Education will follow up with other university departments and the Student Promotion and Graduation Committee, as appropriate.

Report Professional Liability Exposure

In the event that a student becomes involved in any situation that they believe may result in a professional liability action, whether they believe it to be groundless or not, IMMEDIATELY report the details, IN WRITING, to our MWU Risk Management Department and AZCOM Clinical Education Office.

MWU Risk Management Department:

Midwestern University
Director of Risk Management
19555 North 59th Avenue
Glendale, Arizona 85308
Main: 623-572-3940
AZ Direct: 623.572.3945
IL Direct: 630.515.7232
Fax: 623.572.3498
riskmanagement@midwestern.edu

AZCOM Clinical Education:

AZCOM Clinical Education Office
Glendale Hall
Midwestern University
19555 North 59th Avenue
Glendale, Arizona 85308
Fax: 623-572-3301
AZclined@midwestern.edu

In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key. Follow the medical facility's established procedures. The AZCOM Clinical Education Office will support and assist students in this regard.

The following information is from policies outlined by Midwestern University, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

For **ANY** accident and/or injury that occurs during rotations, the student, pursuant to university policy, must:

1. Immediately seek medical attention commensurate with the nature of illness or injury.
2. Follow the protocols of the facility where you are training for your treatment.
3. Contact, or ask someone else to contact, a Member of the AZCOM Dean's Office as soon as possible (within 24 hours) – **See AZCOM ADMINISTRATIVE CONTACTS**
4. In the case of an injury (including needle sticks), complete and return a '**Quality Assurance Occurrence Report Form**' within 48 hours of the event to the Director of Risk Management Fax: 623.572.3498. For assistance or questions, contact the MWU Risk Management Department: 623- 572-3940 or email riskmanagement@midwestern.edu
5. For additional information, Procedures for Exposure Incidents can be found in the Student Handbook.
6. Please review the provisions in the handbook.
7. The form is on Canvas, Clinical Education course, Forms and Documents folder. The original goes to the MWU Risk Manager for review and recommendations. A copy is retained in the student's file in the Office of Student Services.

Health Insurance Coverage

AZCOM students are required to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times. In order to be on active clinical rotations, students must provide proof of current health insurance. Students must provide copies of the front and the back of their current health insurance card to both Student Services and Clinical Education.

If a student is seeking medical attention, give your insurance card to hospital intake at the time you are treated. If the facility at which you are treated does not accept your insurance, promptly obtain a university health insurance claim form online or from the MWU Student Service by calling 623-572-3210 and apply directly to your carrier for payment of treatment costs. If you have coverage elsewhere, contact your carrier for a claim form.

Director of Risk Management Call: 623-572-3940 Fax: 623.572.3498, riskmanagement@midwestern.edu.

All insurance policies are not the same. Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for blood borne pathogen exposure, since this is the most commonly encountered injury during clinical training.

Students are responsible for their own deductible and any costs not covered by their insurance.

Some hospitals or hospital departments may extend "professional courtesy" to a visiting student and waive some or all of the costs associated with a needle stick; **however, do not assume this to be the case.** Provide your insurance information at the time of treatment and be sure you are absolutely clear regarding your responsibility for payment of bills not covered by insurance. The cost of testing, etc. following a needle stick incident is small compared to the risk of sacrificing your medical career by leaving an injury unchecked and untreated.

School Insurance: Aetna Student Health- has a nurse assistance line located on the back of the insurance card. 1-800-556-1555.

Blood borne Pathogens

Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. All students are provided with information and education pertaining to:

- Universal precautions
- OSHA regulations
- Hepatitis B and hepatitis B vaccine (HBV)
- Hepatitis C (HCV)
- Human immune deficiency virus (HIV)

Needle stick / Bodily Fluids Procedure for Exposure Incident

Policies and procedures should an exposure incident occur:

- Immediately cleanse the affected area:
 - Wash needle sticks and cuts with soap and water
 - Flush splashes to the nose, mouth, or skin with water
 - Irrigate eyes with clean water, saline or sterile irrigant solution
- Once the patient is stable (if applicable), a student who experiences a needle stick or other exposure to bodily fluids should notify the preceptor of the occurrence and **immediately seek evaluation and treatment** following established guidelines and the protocols of the medical facility.
- Report the exposure to the education department director, occupational health, infection control or other designated contact at the host site and to the AZCOM Office of Clinical Education. If incident occurs at a time that designated hospital contacts are not readily available, report to urgent care or the emergency department.
- Contact, or ask someone else to contact, your Clinical Coordinator as well as a Member of the AZCOM Dean's Office as soon as possible (within 24 hours) – See AZCOM ADMINISTRATIVE CONTACTS.
- The host site may take the following steps, or the student may ask the site to take the following steps in its discretion:
 - Arrange for a confidential evaluation of the exposure.
 - Document the routes of exposure and how the exposure occurred.
 - Identify and document the source individual (unless the hospital can establish that identification is infeasible or prohibited by state or local law).
 - Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV and HBV infectivity; document that the source individual's test results were conveyed to the student's health care provider.
 - If the source individual is already known to be HIV, HCV or HBV positive, new testing need not be performed, and best practice prevention treatment started.
 - Provide the student with the source individual's test results and with information about applicable disclosure laws and regulations concerning identity and infectious status of the source individual (e.g., laws protecting confidentiality).

The following steps are part of the post-exposure follow-up and are the **responsibility of the exposed student**, even if the student has moved on to another training site by the time these events should occur. At the time of initial evaluation for an exposure, the student should obtain written instructions regarding recommended follow-up. **If indicated:**

The student should have the opportunity for re-testing. Please adhere to the recommended guidelines in an event of an occupational exposure: <https://stacks.cdc.gov/view/cdc/23446>

The student should seek prompt counseling regarding the receipt of post-exposure prophylaxis as indicated by the exposure, in accord with generally accepted medical practice; Consult your primary care provider regarding coordination of follow-up testing and/or treatment; and/or consult your insurance carrier regarding the terms of insurance coverage set forth in your policy.

Provide your insurance card at point of treatment or promptly file a claim with your insurance carrier for payment of associated/covered costs. Remember, the cost of testing, etc. following a needle stick incident may be small compared to the risk of leaving an injury unchecked or untreated. Students who incur expenses related to treatment of an accidental needle stick should seek coverage first through their health insurance company. Please note that expenses incurred due to a needle stick or injury while on clinical rotation are not covered through Worker's Compensation, unless otherwise provided by law. Any expenses that are not covered through a student's own health insurance company thereafter may be referred to University Risk Management for consideration.

REPORT: In the case of an injury (including needle stick), complete and return a 'Quality Assurance Occurrence Report Form' within 48 hours of the event to Risk Management (e-mail riskmanagement@midwestern.edu) or Fax at 623.572.3498) For your information the Procedure for Exposure Incidents can be found in the Student Handbook.

The form is on Canvas, OMS III/IV Clinical Rotation Information course, Forms and Documents folder. The original goes to the MWU Risk Manager for review and recommendations. A copy is retained in the student's file in the Office of Student Services.

Students are expected to practice and adhere to universal precautions and other applicable guidelines and training to minimize exposure to blood borne pathogens, e.g., hepatitis B and C and human immune deficiency

viruses (HIV). Note: the most common cause of needle sticks is recapping a syringe needle. Make use of the hazardous waste box.

Mental Health and Psychological Care

National Suicide Prevention Lifeline

Hours: Available 24 hours. Languages: English, Spanish.

988 or 800-273-8255

[988 Suicide & Crisis Lifeline - Call. Text. Chat. \(988lifeline.org\)](https://988lifeline.org)

TimelyCare

AZCOM enrolled students have FREE 24/7 access to virtual care services with TimelyCare – the virtual health and well-being platform from TimelyCare, designed for college students. TimelyCare licensed providers are available to offer medical or emotional support via phone or secure video visits.

As part of Midwestern University's partnership with TimelyCare, enrolled students have access to services in TimelyCare, including:

MedicalNow: 24/7, on-demand medical care*.

TalkNow: 24/7, on-demand emotional support.

Scheduled Counseling: Select the day, time, and mental health provider of your choice* (up to 9 visits per year).

Scheduled Medical: Select the day, time, and medical provider of your choice*.

Health Coaching: Support for developing healthy behaviors.

Psychiatry: Advanced mental health care, available upon referral by the MWU Student Counselors*.

Self-Care Content: 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.

Peer Community: An anonymous and judgment-free space where you can connect with, react to, and support other students going through similar situations.

Basic Needs Support: Get connected to free or reduced-cost community resources.

**TimelyCare providers are not authorized to write notes to excuse absences from MWU clinical rotations, school activities or examinations, nor are they authorized to provide disability documentation for MWU accommodation requests.

- While TimelyCare is a free service available to enrolled MWU students, all MWU students are still required to have health insurance.
- Visit timelycare.com/midwesternu or download the TimelyCare app.
- To access TimelyCare, register using your MWU email address. Visit Resources on your student portal for additional information.
- For technical support, call [\(833\) 484-6359](tel:8334846359).

Absence from Rotation Due to Illness

ALL Absences MUST be reported to the appropriate AZCOM Clinical Department Chair and the supervising preceptor on the first missed day.

Any absence greater **than 2 days**, requires a written note from a physician submitted to the Associate Dean for Clinical Education and the Associate Dean for Student Affairs, indicating that the student was evaluated and is able to return to full participation in clinical rotations without restriction.

Follow the instructions under [Attendance](#) in this document.

ARIZONA REGIONS

West Valley Region

MWU Glendale Campus – Multispecialty Clinic

Hours: 8 a.m. to 4:30 p.m. M-Th

Fridays 8 a.m. to 4 p.m.

Appointments are recommended by calling 623-537-6000

Walk-ins are seen as appropriate.

Location: 19389 N 59th Ave.

Glendale, AZ. 85308

For after-hours emergencies or urgent medical needs, call 623-572-6000 for answering service

NextCare Urgent Care 24 hour

Hours: Open 24 hours, 7 days/wk.

9494 W. Northern Avenue

Glendale, Az 85308

(623) 872-2226

Arrowhead Hospital Emergency

Hours: Open 24 hours, 7 days/wk.

18701 N. 67th Ave.

Glendale Az 85308

(623) 561-1000

East Valley Region

NextCare Urgent Care

Hours: 8 AM-8PM

1066 N, Power Rd, #101

Mesa, Az 85205

(480) 807-0130

Banner Desert Medical Center Emergency

Hours: Open 24 hours, 7 days/wk.

1400 S. Dobson Rd,

Mesa, Az 85202

(480) 412-3000

Cottonwood Rural Location

NextCare Urgent Care Verde Valley

Hours: 8:00 AM – 6:00 PM M-F

9:00 AM – 5:00 PM Sat/Sun

450 S. Willard St. STE 120

Cottonwood AZ

(928) 634-2547

Verde Valley Medical Center Emergency

Hours: 24 hours,

269 S. Candy Ln, Cottonwood, AZ 86326

(928) 639-6172

Prescott Rural Location

NextCare Urgent Care

Hours: 8:00 AM – 7:00 PM M-F / 9:00 Am –

4:00 PM Sat/Sun

2062 Willow Creek Rd, Prescott, AZ 86301

(928) 443-5103

Yavapai Regional Medical Center Emergency

Hours: Hours: 24 hours, 7 days/wk.

1003 Willow Creek Rd., Prescott, AZ 86301

(928) 771-5100

Sierra Vista Rural Location

High Desert Clinic

Hours: 9:00 AM – 7:00 PM

77 E Fry Blvd, Sierra Vista, AZ 85635

(520) 459-8915

Canyon Vista Medical Center Emergency

Hours: 24 hours, 7 days/wk.

5700 Arizona 90, Sierra Vista, AZ 85635

(520) 263-2000

Tucson Region

Southern Arizona Urgent Care

Hours: 7 AM – 7 PM 7 days/wk.

6303 E. Broadway Blvd. #161,

Tucson AZ 85710

(520) 838-0020

Tucson ER & Hospital

Hours: 24 hours, 7 days/wk.

4575 E. Broadway Blvd.

Tucson AZ 85711

(520) 375-9111

CALIFORNIA REGIONS

LA South Region

Fountain Valley Urgent Care
Niagara Health Center
Hours: M-F 8 AM- 8 PM
Sat-Sun 8 AM – 5 PM
18785 Brookhurst Street #101
Fountain Valley, CA 92708
(714) 594-7268

Orange Coast Medical Center
Hours: 24 hours, 7 days/wk.
18111 Brookhurst St.
Fountain Valley, CA 92708
(714) 378-7000

LA North Region

Glendale Urgent Care
Hours: 8 AM – 8 PM M-F
Sat/Sun 9 AM – 5 PM
424 W. Broadway
Glendale, CA 91204
(818) 796-5396

Glendale Memorial Hospital Emergency
Hours: 24 hours, 7 days/wk.
1420 S. Central Ave.
Glendale, CA 91204

Los Angeles Community Hospital Emergency
Hours: 24 hours, 7 days/wk.
4081 E. Olympic Blvd.
Los Angeles, CA 90023
(323) 267-0477

San Diego Region

Sharp Urgent Care Centers in San Diego
Multiple Locations = see map at this link:
<https://www.sharp.com/locations/search/urgent-care-centers>

Scripps Mercy Hospital Emergency
Hours: 24 hours, 7 days/wk.
4077 5th Ave
San Diego, CA 92103
(619) 294-8111

Scripps Behavioral Health (800) 727-4777

San Diego Region (cont.)

Sharp Memorial Hospital Emergency
Hours: 24 hours, 7 days/wk.
7901 Frost St.,
San Diego CA 92123
(858) 939-5611

ILLINOIS REGIONS

Chicago Region

Physicians Immediate Care
Urgent Care South Loop (multiple locations)
Hours: 8 AM – 8 PM M-F
Sat/Sun 8 AM – 4 PM
825 S. State St.
Chicago, IL 60605
(312) 566-9510

Weiss Memorial Hospital Emergency
Hours: 24 hours, 7 days/wk.
4646 N. Marine Dr.
Chicago IL 60640
(773) 878-8700

Dekalb Region

Physicians Immediate Care
Hours: 8:00 AM – 8:00 PM, 7 days/wk.
2496 DeKalb Ave.
Sycamore, IL 60178
(815) 754-1122

Northwestern Medicine Kishwaukee Hospital
Emergency
Hours: Hours: 24 hours, 7 days/wk.
1 Kish Hospital Dr.,
DeKalb, IL 60115
(815) 756-1521

Kankakee Region

Midwest Express Clinic Urgent Care
Hours: 8 AM – 8 PM, 7 days/wk.
2070 N. IL-50 #500,
Bourbonnais, IL 60914
(779) 236-4094

Riverside Medical Center Emergency
Hours: 24 hours, , 7 days/wk.
350 N. Wall St.
Kankakee, IL 60901
(815) 935-7500

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, at all times, 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 the preceptor's absence. **If such assignment is not possible, the student must immediately call their contact in the Clinical Education Office for assistance. Failure to do so will result in required make-up time for the missed days, and/or disciplinary action.**

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

There is a syllabus for each Core rotation located on Canvas. The student should review the syllabus with their 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 regional educational program. Students should attempt to attend any other conference or educational program of interest at the site as long as it does not interfere with required duties. Hospital administration may make available to the student a schedule of the hospital's educational programs.

During regular duty hours, time that will be spent away from the rotation site for conferences, lectures, or other programs at outside hospitals or universities, other than routine region/cohort didactics must be pre-approved by AZCOM clinical department chair, and the supervising physician of the service on which the student is rotating. A **Time Off Request form** (located in the forms and documents tab on Canvas) is required and missed time must be made up. Students can work through their Clinical Coordinator to begin the approval process.

The student is directly and financially responsible for all items loaned to them 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. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period of time, the student's unprofessional actions may be reviewed by the Student Promotion and Graduation Committee.

The student will at all times respect, support and maintain confidentiality with regard to patients' medical and personal information.

ATTENDANCE

As a physician in training, you must be acutely aware of timeliness and attendance at rotations. Your supervisors, peers and patients depend on you to be present as scheduled.

OMS-III Excused Absence from Clinical Activities

End of Rotation Exam- students are excused on the last Friday of each Core clerkship rotation in order to complete the required End of Rotation (COMAT or NBME) exam. Time and location will be communicated via email. See [EVALUATION AND GRADING](#) for details. If the exam must be delivered on Thursday prior to the end of the rotation, the student is responsible to attend their rotation on the Friday, the last day of the rotation.

Clerkship small group meetings - students are excused to attend any small group meetings assigned by a department chair faculty as part of a rotation (one half day each month), and/or clerkship regional and cohort academic faculty.

Mandatory State Board of Medical Examiners session - Students are required to attend a Mandatory State Board of Medical Examiners session.

Mandatory OCM III sessions- all Mandatory OCM III sessions for OSCE's and OMM – see [Mandatory OCM III: Osteopathic Clinical Medicine III Course Requirements](#).

Clinical Skills evaluations as scheduled by AZCOM

Wellness Day as scheduled by the Clinical Education Department with attendance of facilitated breakout sessions.

Post Rotation Exam – See Post Rotation Exam section of this document (pg. 45)

Students need to show their preceptor the email/s from the school regarding their small group date and any region/cohort didactics or OCM requirements at the start of the rotation, along with letting the preceptor know the date of their exam. If students require further explanation to their preceptor, please contact your Clinical Coordinator for assistance.

OMS-III excused absences for assigned academic activities as noted above do not require make-up time.

Except as noted above, students are expected to be in attendance 100% of the time from the first through the last day of each rotation. There are no “study days” “personal days,” “travel days” or other time off at the student’s discretion.

If a student is unable to attend their assigned rotation due to the preceptor being unavailable (vacation, illness, site closure) the student must inform the Clinical Education Department including the Department Chair so that the student’s rotation can be addressed through reassignment to a different site or make up work at the discretion of the Department Chair. Failure to properly notify the Department and Chair will result in an unexcused absence(s) for the missed rotation time and may result in failure of the rotation.

OMS-IV Excused Absence from Clinical Activities

COMLEX Level 2 CE - The request should be directed to the MWU/AZCOM Clinical Coordinator who will submit the request to the Clinical Department Chair for review.

Residency Interview(s) October - January- time off request should be directed to the MWU/AZCOM Clinical Coordinator who will submit the request to the Clinical Department Chair for review.

Residency interview requests:

- Attempt to schedule outside of rotation hours. If this is not possible, it is imperative that the student request an excused absence.
- If possible, it is recommended that students not schedule interviews on the first day of rotation as this interferes with orientation and overall success of the rotation.
- The request for time off to attend an interview should be directed to the student's AZCOM Clinical Coordinator with a copy of the residency interview invitation including the date the invitation was received. If an invitation is received less than 45 days prior to the start of the rotation, an excused absence may still be required. The Dean's office and Clinical Education supports students in attending interviews.
- It is requested that students work through their Clinical Coordinator in order to keep all parties informed and aware of late requests, so students gain proper approvals.
- Students approved for time off to attend an interview must inform and have permission from their preceptor and/or rotation site.
- MS 4 Students are allowed excused absence(s) for residency interviews, including travel time.

- Students must be present for 75% of the rotation in order to receive credit for the rotation and must comply with the rotation attendance policy with permission in the form of an excused absence prior to time missed for an interview.
- Excessive absence from a rotation during “residency season” is a common reason for a marginal or failing score on the evaluation.
- MS 4 Excused Absences as noted above do not require make-up time.
- ALL missed days must be requested in advance in order to be approved as excused absences. Failure to notify your Clinical Coordinator and/or submit the time off request will result in an unexcused absence.
- Post Rotation Exam – See post rotation section of this document (pg. 46)

If a student is unable to attend their assigned rotation due to the preceptor being unavailable (vacation, illness, site closure) the student must inform the Clinical Education Department including the Department Chair so that the student's rotation can be addressed through reassignment to a different site or make up work, at the discretion of the Department Chair. Failure to properly notify the Department and Chair will result in an unexcused absence(s) for the missed rotation time and may result in failure of the rotation.

Planned Absence from Rotation (MS3 and MS4)

EVERY anticipated absence (Dean's Office-approved Professional organizational obligations, ex. SGA President service meetings, wedding, etc.) from a rotation must be requested and documented using the Student Time Off Request form. The Clinical Department Chair will determine and document on the Time Off Request form must how the missed time will be made up (if not excused absence as above) and will notify the clinical training site. Missed examination(s) will not be automatically rescheduled. It is the student's responsibility to make arrangements for a rescheduled testing time with the Dean's Office.

A Time Off Request form must be received by the appropriate AZCOM clinical department chair. All **requests for planned Absence must be approved by the appropriate Clinical Department Chair and Associate Dean of Clinical Education no later than 45 days prior to start of the anticipated time off.**

Requests/notification of the preceptor or site and not the involved AZCOM clinical department chair or the Associate Dean of Clinical Education does not fulfill the adequate notification for planned absence approval.

Unexcused Absences (OMS-III and OMS-IV)

The Clinical Department Chair will notify the student when they become aware of an absence that was not requested or for which they were not appropriately notified. The absence is considered to be unexcused.

The student has 48 hours to respond to the Clinical Department Chair and should submit any evidence which would support extenuating circumstance for the absence. **If the student does not submit such evidence, the absence will remain as unexcused.**

The Department Chair will review evidence presented and the Dean's Office will make the final decision as to whether the absence will be considered excused or unexcused.

Winter Break

The third and fourth-year clinical rotation schedules include a two-week winter break from December 22, 2025 to January 2, 2026.

No Spring Break

Students on rotations continue their clinical schedule throughout the spring. **There is no “spring break” during rotations.**

Jury Duty

A student who receives a notice for jury duty or Grand Jury service should immediately send a copy of the notice to the Clinical Education Office. We will request a deferment on your behalf. If you are notified that the jurisdiction will not grant you a deferment, e-mail this fact to your AZCOM Clinical Education coordinator and appropriate AZCOM Clinical Department Chair, along with a Time Off form. The Department Chair will determine how the missed time will be made up once the jury service is completed.

Holidays

Holidays are designated by each hospital or clinic. These may be different from one facility to the next, and each student will follow the schedule of the hospital at which they are rotating at the time.

Students will follow the same holiday schedule as the hospital's medical education office personnel.

Religious Holidays

A student requesting time off for a religious observance that is not factored into AZCOM's or the hospital's regular schedule will complete a Time Off form and submit to the appropriate AZCOM Clinical Department Chair in accordance with the MWU student handbook, and no less than 45 days in advance of the holiday. The student will further ensure with the supervising physician that there is adequate clinical coverage by another student, or a member of the hospital's physician staff.

Students are required to make up all missed academic or clinical work, as decided by both the supervising physician and appropriate AZCOM Clinical Department Chair. Make-up arrangements will be noted on the Time Off form.

Mandatory Activities

Training sites may designate certain educational activities mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon lectures, and/or academic day. The student must complete all activities the training site designates as mandatory.

Irregular or Inappropriate Behavior

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a failing grade for the rotation and is subject to disciplinary action, which may include dismissal from AZCOM.

A student who is prohibited by a rotation site from attending future rotations at that site, based on substantive documentation, will be referred to the Student Promotions and Graduation Committee and is subject to disciplinary action that may include academic warning, probation, suspension, or dismissal from AZCOM.

CANCELLATIONS/CHANGES IN ROTATIONS OR ROTATION SITES

AZCOM policy requiring 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 the start of the rotation. 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 goodwill with all training partners in order to ensure that they will continue to welcome AZCOM students.

For Student-initiated changes:

MSIII

CORE AND ELECTIVE: Third Year Student rotation schedules are unchangeable. Requests for changes to any 3rd year schedule will be considered under hardship or urgent situations only. Students may not change their rotation schedules without prior written approval from the appropriate Clinical Department Chair AND the Associate Dean for Clinical Education. *(Requests are made via a Rotation Change Form)*

MSIV

Fourth Year Students may not change their rotation schedules without prior written approval from the appropriate Clinical Department Chair AND the Associate Dean for Clinical Education. *(Requests are made via a Rotation Change Form).*

ELECTIVE:

- It is recommended that students schedule rotations no more than 6 months in advance and students should not request to cancel a rotation within 60 days of the rotation's start date.
- 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/change a scheduled rotation the following is needed:

Fourth year students:

May change ELECTIVE rotations up to 8 weeks prior to the start date by completing a Rotation Change Form but must also follow the cancellation policy of the site which could be up to 90 days.

If a cancellation request for an elective is between 4 and 8 weeks from the start date, approval from the appropriate Clinical Department Chair is required.

If a cancellation request for an elective is 4 weeks or less from the start date, approval from the **appropriate Clinical Department Chair AND the Associate Dean of Clinical Education is required. Requests are made via a Rotation Change Form.**

All requests to cancel/change a rotation 8 weeks or less prior to the start date must use the Change Request Form and attach the medical facility's cancellation policy.

Students are responsible for contacting the medical education office or student coordinator at the rotation site to obtain the cancellation policy. Please request that the site send a copy to you, as well as your Clinical Coordinator and appropriate Clinical Department Chair. Students may also work with their Clinical Coordinator to obtain the policy from the site.

Clinical Education must have documentation of the student's compliance with the site's cancellation policy before a cancellation request will be considered for approval and before a new Request for Rotation (RFR) form will be processed. The student is responsible for communicating via e-mail to their AZCOM Clinical Education Coordinator to request any change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty, or clinical supervisor.

If a student cancels a rotation without following the above steps, the request for a new rotation may be denied. Any student cancelling a scheduled rotation not in accordance with this policy may be removed from rotations and assigned 'free time' or leave of absence (which could affect completing rotation requirements for graduation) and may be required to meet with the Student Promotion and Graduation Committee **for possible disciplinary action.**

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 AZCOM Student Promotion and Graduation Committee.

EXTENDED LEAVE FROM ROTATIONS

A student may wish to consider an extended period of time away from rotation activities due to prolonged illness or personal matters of significant gravity. A student on rotations shall confer with the AZCOM 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 or an official leave.

Leave of Absence

Requires approval of the Dean and/or Associate Dean of Academic Affairs and/or Associate Dean of Clinical Education.

May be appropriate for a leave to exceed the total number of "free" weeks in the student's clinical schedule.

Per MWU policy, leave of absence time may not exceed 18 months total; 12 consecutive months.

Protocol for a leave of absence during rotations is as follows:

- Student consults with the AZCOM Dean and/or appropriate Associate Dean regarding LOA plans.
- Outline of an Extended Curriculum Plan (ECP) with appropriate suggested contacts will be created by the AZCOM Dean and/or appropriate Associate Dean.
- The AZCOM Dean/Associate Dean will sign off on the leave request, send a confirming letter/email to the student, the Assessment Manager, the student's clinical coordinator, and will notify the Registrar and Financial Aid officer.
- Student is required to complete, sign, and return the LOA form to the Assessment Manager, within 3 days of receipt.
- The Registrar will record the change of the student's enrollment status. All leaves of absences are reported on the permanent student transcript.

A student on a leave of absence

- May not take exams or OSCE's during the leave of absence.
- Does not receive financial aid or pay tuition for the period that the leave is in effect.

A student planning to return from a leave of absence must:

- Notify the Dean or Associate Dean of Academic Affairs and/or Associate Dean of Clinical Education
- Consult with the Dean and/or Associate Dean of Academic Affairs and/or Associate Dean of Clinical Education regarding the rotations schedule. If the leave occurs during Core/Required rotations, Clinical Education will attempt to reschedule the missed rotations based on availability.
- Provide the Clinical Education Office with current documentation of updated immunizations, certifications including BLS, ACLS, OSHA and HIPAA, Bloodborne pathogens, Preventing Harassment & Discrimination, and other requirements as necessary. Student may also be required to repeat a Criminal Background Check.
- Document a current negative tuberculosis test (PPD or other, based on the student's prior test results) and a documented current influenza vaccine, as well as other rotation site specific requirements. See PREREQUISITES FOR CLINICAL TRAINING, Continuing on Rotations for details.
- Depending on the length of the leave, the student may be required to complete preparatory or refresher work before resuming rotations.

DUTY HOURS

A student can expect a typical day to begin at 7:00 a.m. and end at 7:00 p.m., although the hours that constitute a "typical day" may vary. For example, the schedule may include a week of days and a week of nights or a regular schedule of nights.

A student can expect certain rotations to include weekends and/or weekends with call.

The student's schedule for any given rotation is determined by the chief of service or designee in each hospital department or clinic and may vary from hospital to hospital and/or rotation to rotation.

It is anticipated that, in general, a student will spend:

- A minimum of 40 hours per week in an outpatient setting and
- 50-60 hours per week in a hospital. Usual and customary practice for the house staff of the institution will prevail.

Examination time (last Friday of the rotation on Core rotations does not count as time off. Scheduled holidays may be counted as days off in compliance with this policy.

- Students must be allowed an average of one day off in a 7-day work week.
- A student's schedule shall be arranged such that their time off does not conflict with scheduled formal educational programs developed for students.

Holidays are designated by each hospital or facility.

- These may be different from one hospital or facility to the next, and each student will follow the schedule of the hospital or facility at which they are rotating at the time.
- Typically, students will follow the same holiday schedule as the hospital's medical education office personnel.
- See ATTENDANCE for more information about civil and religious holidays.

Students may not hold employment or engage in any other activity that conflicts with clerkship requirements.

Fatigue Mitigation

Students are not expected to work 24-hour shifts, and all shifts should be followed by at least 12 hours of rest.

If a student's duty hours exceed 80 hours in a workweek or 12 hours in a particular day, the student should discuss their schedule with the appropriate AZCOM Department Chair to evaluate the level of work expectation for the student and intercede with the site when appropriate.

DOCUMENTATION OF CLINICAL EXPERIENCE

AZCOM ADMINISTRATIVE CONTACTS (See pages 9)		AZCOM CLINICAL EDUCATION Glendale Hall, Room 316 FAX: 623-572-3301	MIDWESTERN UNIVERSITY 19555 N 59 th Avenue Glendale, AZ 85308
DOCUMENT	NOTES		
Request for Rotation Form (RFR)	<p>Required for every rotation arranged by a student. Must be in the AZCOM Clinical Education Office at least 45 days in advance of the start date for rotations with current affiliation agreements and at least 90 days in advance of the start date but no more than 6 months prior for sites requiring a NEW affiliation agreement. Failure to pre-register a rotation by using the Rotation Request Form= no professional liability coverage + no credit for the clinical activity + possible disciplinary action See ELECTIVE ROTATIONS for important information. Clinical Education will not process RFRs for a student whose immunizations/certifications are not current or whose paperwork (Evaluation of Clinical Experience and/or Logs) is delinquent for two or more rotations.</p> <p>Required Information in RMS: Copy of your driver's license, MWU/AZCOM Student ID, BLS/ACLS card, and health insurance card. HIPAA, OSHA, and Blood Borne Pathogen and Preventing Harassment & Discrimination Vector LMS course certificates, current TB monitoring documentation and current influenza vaccine. All items of documentation must be unexpired.</p>		
Student Evaluation of Clinical Experience	<p>Must be submitted to the Office of Clinical Education within two weeks of the end of <u>every</u> rotation. Provides AZCOM Clinical Education with feedback about the student's observations and impressions regarding the content and quality of training received on each service. Students are expected to present criticisms in a professional, i.e., tactful, and respectful, manner. The AZCOM online form in RMS must be completed in addition to any evaluation form that might be requested of you by your training site. Clinical Education periodically sends a composite evaluation to core Clinical rotation sites. Individual student evaluations are not given to sites. Submit one evaluation for each assigned rotation. Certain rotations will also require completion and submission of an EPA evaluation</p> <p>Required Format: RMS (electronic submission).</p>		
Preceptor evaluation of Student Form	<p>The student has ultimate responsibility for collecting outstanding evaluations from clinical supervisors, preferably prior to leaving the rotation site. Each student is required to get their attending's email address. After opening the Evaluation Of The Student form on their RMS page, the student is directed to enter the name of the preceptor and the email address of the preceptor. This form will automatically be sent to the preceptor to complete the evaluation. There is one evaluation format, regardless of the rotation. You should schedule time to review with your clinical supervisor your progress at the mid-rotation point and your final evaluation with your clinical supervisor during the last few days of the rotation.</p> <p>It is optimal to meet with the preceptor and have your evaluation completed and reviewed with you Before leaving the rotation,</p> <ul style="list-style-type: none"> Clinical Education assists students by contacting the site or individual physician if the student's evaluation is not received during the month following the conclusion of the rotation. See "Late Evaluation Process" Pg 48. 		

Activity Logs

The logs document the depth and variety of experience provided by the rotation and justify granting academic credit as well as help the Chairs and Rotation Coordinators identify strong and weak rotation sites.

- Students must log the number and level of participation for the diagnoses and procedures listed in the RMS logs section for all core rotations. For elective rotations, students will record the ICD-10CM and CPT codes for patient cases participated.
- Entries should be an accurate and complete listing of rotation experience and include labs and imaging in addition to diagnoses and procedures.
- The clinical department chairs review log submissions to determine the validity and adequacy of student entries as well as to evaluate rotation sites and preceptors.
- To avoid HIPAA violations there should be no mention of patient names or identification numbers in the student's rotation logs, personal computers, or smart phones.
- Logs must be entered into RMS within two (2) weeks after the end of each rotation.
- Failure to complete an adequate set of logs on time will result in a grade of "Incomplete" for the rotation.
- An Incomplete grade not made up within 10 days of being sent to the Registrar automatically converts to a failing grade.
- For non-clinical research rotations, a research summary is submitted to the Clinical Research Faculty Lead and replaces the logs for that rotation. These research summaries are due two weeks after the rotations is complete. See the research rotation request form for detail on the required format. Copy John Rogers (jroger@midwestern.edu), Data Coordinator when sending the summary/paper the Clinical Research Faculty Lead to receive credit for the activity log requirement.

Delinquent Paperwork

Professionalism also extends to areas of rotation compliance. Should a student fail to meet a due date placed by a site or Clinical Education for immunizations, drug screens, and paperwork, the following process will be followed:

First time late: student is given warning by Clinical Education and late item is noted in file.

Second time late: student is referred to Associate Dean for Clinical Education for a professionalism incident report.

Third time late: A request is submitted to the Dean of Students for an investigation of professional conduct and may result in a formal professionalism complaint being entered into the student's file.

If the deficiency is not resolved, the student will be referred to the Student Promotion & Graduation Committee for possible further action, which may include probation and/or suspension.

We will not process Requests for Rotations forms (RFRs) or upload documents to VSLO for a student whose immunizations/certifications are not current or whose paperwork (Evaluation of Clinical Experience and/or Logs) is delinquent.

Evaluations During the Third and Fourth Year

AZCOM students are evaluated during and after each clinical clerkship rotation of the third and fourth years. All rotations include an evaluation of the student by the preceptor and include a post-rotation examination at the end of any core rotation. In addition, students are required to complete both formative (given for feedback purposes) and summative (given for assessment purposes) Objective, Structured Clinical Encounters (OSCEs), also called Standardized Patient Encounters (SPEs). The Third Year concludes with the written Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE Phase 2), and Final OSCEs, which then allow students who pass these examinations to take the COMLEX Level 2 CE examination after completion of all third-year rotations are complete.

Students must pass both the clinical evaluation portion of a rotation as well as any required post-rotation examination to successfully complete the course requirement and exhibit mastery of the competencies.

Students are graded in each rotation using some combination of preceptor evaluation, post-rotation examination, and participation in workshops/small group activities, as follows:

Clerkship Evaluation by Department/Specialty

OMS-III: Please refer to the appropriate syllabus located on Canvas for the grade calculations for each specialty.

OMS-IV: Please refer to the appropriate syllabus located on Canvas for the grade calculations for each specialty.

Note: Only those students who have completed all required rotation activities may be considered for honors.

Conflict of Interest in Grading

In accordance with the MWU Student Handbook, students during their clinical training may not be graded by any preceptor with whom the student has professional or personal relationship, such as having a patient-physician relationship or being a family member. Further, any health professional providing health services to a student through a therapeutic relationship or family member must recuse themselves from the academic assessment or promotion of the student receiving those services.

Preceptor Evaluation of the Student

Clerkship Assessment

AZCOM Medical Students are evaluated on their proficiency using the Medical Student American Osteopathic Association Core Clinical Competencies. The evaluation completed by the preceptor, along with the Post-Rotation examination and all other requirements will be used to determine the final letter grade in the rotation. The student's professional behavior and conduct are heavily valued in the evaluation process.

Competency 1: Professionalism

Students are expected to adhere to the Midwestern University standard for professional behavior as presented in the MWU Student Handbook, Appendix 1, section 3 in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, and sensitivity to a diverse patient population.

Competency 2: Medical Knowledge

Students are expected to learn, demonstrate and apply knowledge of accepted standards of clinical medicine during their rotations.

Competency 3: Patient Care

Students are expected to demonstrate the ability to effectively treat patients, provide medical care that incorporates the osteopathic philosophy, patient empathy, awareness of behavioral issues, the incorporation of preventative medicine, and health promotion.

Competency 4: Interpersonal and Communication Skills

Students are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families, and other members of the health care team.

Competency 5: Practice-Based Learning and Improvement

Students must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient care practices.

Competency 6: Systems- Based Practice

Students are expected to demonstrate an understanding of health care delivery systems, provide effective and qualitative patient care within the system and practice cost-effective medicine.

Competency 7: Osteopathic Philosophy and Osteopathic Manipulative Medicine

Students are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Medicine (OMM) and Osteopathic Manipulative Treatment (OMT) appropriate to their level of training and to the rotation upon which they are rotating.

The overall score of the Preceptor Evaluation of the Student is determined by the average of all seven competencies for a score based upon four levels of performance using the following numeric scores:

Levels of Performance		
Rating	Description	Point Value
Exceeds Expectations	Level Achieved by only the top 20% of students.	100
Meets Expectations	Competency is appropriate for level of training	85
Needs Improvement	Compared with peers, is at a marginal level	70
Not Acceptable	Significant deficiencies exist or are below standards.	0
No rating	Nothing checked	*
Unable to Assess	Unable to evaluate	*

* Not used in score calculation

Clinical Evaluation

The preceptor is required to submit a completed evaluation of the student at the end of each rotation. Each student is encouraged to ask their preceptors to formally meet with the student at least three times during the rotation:

1. **ORIENTATION**—To convey the guidelines for the rotation, discuss the student's strengths and weaknesses and match the student's expectations with those of the preceptor.
2. **MID-ROTATION**—To review the student's continuing progress on the rotation.
3. **END-ROTATION**—To review the completed clinical evaluation form with the student.

The student has the added responsibility of requesting a scheduled time with the preceptor to review the overall rotation evaluation prior to forwarding it to the Department of Clinical Education. Students are expected to review their clinical progress with their preceptors at the midpoint of their clerkship using the Preceptor Evaluation of Student form as a guide.

Late Clinical Evaluations

Evaluations are the primary responsibility of the student. Clinical Education will continue to communicate this to students each block and note that it is ultimately their responsibility to ensure that the preceptor has completed their evaluation. Should an evaluation not be received at the end of the rotation, the coordinator will work alongside the student in an effort to get the evaluation before a substitute evaluation is supplied by the Department Chair for final grade. A late evaluation is defined as any evaluation that is 30+ days past due after the end of the rotation.

If an evaluation is not received within sixty (60) days after the end of the rotation, the Chair will attempt to contact the preceptor to discuss the student's performance and request an evaluation. If an evaluation has not been received within ninety (90) days following the last day of the rotation, or by May 15th for fourth year students and June 15th for third year students, the grade will be issued by the Department Chair based on the Chair's current knowledge of the student's performance. If an evaluation is received after the Chair has determined the student's grade for the rotation, the evaluation will be entered into the system, but the grade will not be recalculated based on the newly received evaluation. The comments will appear in the student's Medical Student Performance Evaluations (MSPE).

Summative Core Clerkship Grade

The recommended final grade is based on the average of the student's score in each competency in the Preceptor Evaluation of the student, the score achieved on the post rotation exam, and additional weighted course work.

A failing grade may be assigned by the Department Chair, at their discretion, based on excessive absences not made up and/or the written comments provided by the preceptor, even if each grade item is 70% or greater.

After grades are entered into the system, they are electronically reviewed and approved by the Department Chair, the Associate Dean for Clinical Education, and the Dean before being officially posted to transcripts.

A student may receive a **FAILING** Grade if they receive:

1. A final recommended score <70 on the Preceptor evaluation of Student form, regardless of the score achieved on the Post Rotation exam.
2. A failing grade on the Post Rotation exam **and** on the subsequent re-test, regardless of the score achieved on the Preceptor evaluation of Student form.
3. An "Unsatisfactory" rating for any component under the "Professionalism" competency on the Preceptor Evaluation of Student form, regardless of the overall numerical average for that clerkship or the COMAT score. This will also result in a deficiency form being generated. The Clinical Education Chair will review the circumstances related to the deficiency to determine if the student should pass or fail the rotation. Following review, if the clinical Chair determines that the student does pass the rotation, they will then make a final determination regarding the rotation grade.
4. A request from the preceptor to remove a student due to behavior concerns. The clinical Chair will review the circumstances and make a final determination regarding the rotation grade.

Final Notes on Clerkship Evaluations and EPAs

- The same evaluation forms for competencies and EPAs are used for all clinical rotations (see Canvas, Clinical Education, "OMS 3 & 4 Clinical Rotation Information." Forms & Documents)
- All final rotation grades include a preceptor evaluation of the student's score.
- Every evaluation – (every *single one*) – is reviewed by the Department Chair of that discipline so this is an important task and the constructive feedback provided is valuable to current and future students.
- In ward-based rotations, generally the Residency Director of Medical Education, senior attending and residents complete and submit a composite Clinical Evaluation.
- It is possible that the person who compiles the data for your evaluation will be someone with whom the student did not have direct or regular contact throughout the rotation; however, the evaluation will reflect the written and/or verbal input of the physicians who observed the student's performance.
- If evaluators submit multiple evaluations competencies and EPAs, rather than a single composite, for a given rotation, the grade will be the numerical average of the evaluations from all qualified evaluators. The evaluations will not be weighted.
- The student may be required to complete site-specific exams or projects, the quality of which will be factored into the evaluation for that rotation.
- Student attendance and participation at site designated, mandatory educational activities (e.g., morning report, academic day) also will be factored into the evaluation.
- Evaluations that reflect a pattern of weak performance will be forwarded to the appropriate Department Chair for review and follow-up with the student, even if the evaluations do not constitute failing grades.
- If additional evaluations are received after the course grade is calculated and entered online, the evaluations are entered into the system. However, the already-entered grade does not automatically change. This applies whether the additional evaluations would result in a higher grade or a lower grade.
- Students can appeal to the Department Chair in writing to request recalculation of a grade based on receipt of additional evaluations. See Grade Appeals section of catalog.
- A student who receives an "Unsatisfactory" rating in the same competency on more than one (1) rotation during the third and fourth clinical years may be removed from rotations, at the discretion of the Associate Dean for Clinical Education, pending review by the Student Promotion and Graduation Committee for formal recommendations and determination.
- A student who disagrees with a grade they received for a rotation must follow the Grade Appeal Process as outlined in the Midwestern University Catalog. Students should refer to the Catalog for the year in which they

matriculated. The Grade Appeals Policy is found in the "Academic Policies" section of the main catalog and the Grade Appeal section of this Rotation Manual.

- If a student receives an unsatisfactory grade or comments on an evaluation, Clinical Education will prompt a Deficiency Tracking Form on the student for the Clinical Department Chair to investigate the scoring before finalizing the student's grade.

There is a strong emphasis on professionalism.

Failure to attend mandatory educational activities in their entirety is considered unprofessional and can result in a failing grade for the rotation.

Irregular or inappropriate behavior: A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a Failing grade for the rotation and is subject to disciplinary action, which may include dismissal from AZCOM.

A student who is prohibited by a rotation site from continuing on during a current rotation or attending future rotations at that site will be referred to the Student Promotion and Graduation Committee and is subject to disciplinary action that may include academic warning, probation, suspension, or dismissal from AZCOM.

It is inappropriate and unprofessional to "lobby" your clinical trainers for reconsideration of a rotation evaluation score. It is also inappropriate and unprofessional to solicit additional rotation evaluations to boost your grade. If you have a concern about an evaluation score or evaluation comment, contact the Clinical Chair overseeing the rotation.

End of Rotation Examinations

Students are required to take an examination at the completion of their nine CORE Third-Year Rotations, and two of the required Fourth-Year rotations. These examinations emphasize core knowledge and elements that are essential at the advanced beginner (medical student) level for each discipline.

National Board of Osteopathic Medical Examination (NBOME) COMAT Examinations

Utilized for all tested third-year core rotations. The Emergency Medicine post-rotation exam (4th Year) is also a COMAT examination.

National Board of Medical Examination (NBME) Clinical Subject Examinations

The NBME exam is not utilized for any tested core or required rotation within the 3rd or 4th year.

Faculty-Authored End of Rotation Examinations

Utilized for ICU/SICU/Critical Care (OMS4) rotations. These subject examinations are developed by Midwestern University, Arizona College of Osteopathic Medicine (AZCOM) clinical faculty.

End of Rotation Exam Dates 2025- 2026

Rotation Block #	Clerkship Dates		Post Rotation Exam	Wellness Days
1	06/09/2025	07/04/2025	07/03/2025	
2	07/07/2025	08/01/2025	08/01/2025	
3	08/04/2025	08/29/2025	08/29/2025	08/15/2025
4	09/01/2025	09/26/2025	09/26/2025	
5	09/29/2025	10/24/2025	10/24/2025	10/10/2025
6	10/27/2025	11/21/2025	11/22/2025	
7	11/24/2025	12/19/2025	12/20/2025	12/05/2025
Winter Break	12/22/2025	01/02/2026	N/A	
8	01/05/2026	01/30/2026	01/30/2026	
9	02/02/2026	02/27/2026	02/28/2026	02/14/2026
10	03/02/2026	03/27/2026	03/28/2026	
11	03/30/2026	04/24/2026	04/25/2026	04/10/2026
12	04/27/2026	05/22/2026	05/23/2026	
13	05/25/ 2026	06/05/2026	06/19/2026 Study Block or Make-up Rotation	
OCM-III/IV	Final Summative OSCEs, COMSAE Phase 2, C3DO		March 2026 Date TBD April 2026 Date TBD June 2026 (Tentative) Date TBD	

Note: The AZCOM Clinical Education Office will notify students if the above dates change and will send additional information to the students who must make up an examination.

Examinations Policies

Students are expected to maintain a demeanor during examinations that is consistent with academic and professional standards of the University. If tests are taken in the Testing Center, Testing Center policies will be enforced. Upon entering the examination site, students must place all books, notes, study aids, electronic devices (including cell phones), hats, coats, and personal possessions in a place designated by the examination proctor. Students must abide by all instructions of the testing site including with regard to hats, hoods, watches, headphones/ear buds, food, drink, and any other policy or instruction given.

Students must be ready to take an examination (seated at their testing site) at the posted starting time for the exam. No talking is permitted once inside the examination room.

Students who must leave the room (for any reason) require proctor approval.

Failure to comply with any reasonable request of a proctor will result in a zero score for that exam.

Post-Rotation Examinations, OMS III

- Rotation designations (i.e., elective or core) cannot be changed after the rotation has begun.
- Students are expected to test on the scheduled testing dates. Occasionally, students may be required to test on a Thursday of the final week of rotation based on test site availability. In this circumstance, the student is expected to return to the rotation after the exam and any days remaining in that block.
- Students may only be excused from testing for a documented illness, personal emergency or other documented reason approved by the respective department chair – no other extension or exemptions will be granted. **Students must contact the Associate Dean for Academic Affairs and the respective department chair by email or phone, as well as the testing coordinator (MPerez2@midwestern.edu), if they will be absent from a scheduled testing date.** Examples of acceptable documentation include a physician letter, police report, etc. Unexcused examination absences result in an examination failure. **Physician letters and/or medical documentation should only be sent to the Associate Dean for Academic Affairs** (PDF or paper copy only).
- Students are permitted 2 ½ hours to complete NBOME-COMAT exams. All exam administrations include an additional 10 - 15 minutes of preliminary exam orientation information.
- Students registered with the MWU Office of Disability Services will be given reasonable accommodation commensurate with their documented need. Contact the Associate Dean of Students, to apply for accommodation.

- Students rotating anywhere in the state of Arizona (except Tucson) must come to MWU - AZCOM to take their exams at scheduled exam sessions. Students based in other states, or Tucson, will go to designated sites to take their exams. All testing information will be sent to students' MWU email address.
- Exam scores will typically be available within one week after taking the exam. Participating students will receive their scores via their MWU email address when they become available.
- If a passing grade is not obtained on the examination's first attempt (including a missed exam due to late arrival), the student will be directed to contact the AZCOM Clinical Department Chair responsible for the examination to discuss study strategies prior to retesting. The highest grade a student can receive on a repeated examination is the grade equivalent to 70%.
- Students who fail an exam will be required to speak with the Chair of the rotation specialty within 5 business days. Following the meeting, the Manager of Testing Assessment will advise of the planned re-exam date.
 - Re-exam dates are expected to be completed within 12 weeks following the initially failed post rotation exam.
 - Re-exam date is determined on a case-by-case basis related to rotation schedule and at the discretion of the Dean's office.
- If a passing grade is not obtained on the examination's first attempt, the student will be directed to contact the AZCOM clinical department chair responsible for the examination to discuss study strategies prior to retesting. Failure to pass the second examination (either by score or default) will result in a failing grade for the rotation being submitted to the Registrar and the Student Promotions and Graduation Committee.
- If a student arrives after the posted test start time, they **will not be allowed** to take their examination(s) that day and must arrange for make-up test date with the Dean's Office.
- Students are responsible for tracking their rotation schedules in RMS and taking required examinations as scheduled.
- All OMS III students (on schedule) will take the COMSAE Phase 2 Examination in April 2026 when most students have completed most of their core third year rotations and taken most of the required post-rotation examinations. Off-cycle students will take the COMSAE Phase 2 Examination at a date commensurate with completion of most of their required post-rotation examination. This date is set by the Assessment Manager
- Please refer any other exam questions to the Testing Assessment Coordinator (623) 572-3379, mail to: mperez2@midwestern.edu in AZCOM Clinical Education.

Post-Rotation Examinations, OMS IV

- Rotation designations (i.e., elective, required, subspecialty) cannot be changed after the rotation has begun.
- Students are expected to test on the scheduled testing dates. Occasionally, students may be required to test on a Thursday of the final week of rotation based on test site availability. In this circumstance the student is expected to return to the rotation after the exam and any days remaining in that block.
- Students may only be excused from testing for a documented illness, personal emergency, documented interview, or other documented reason approved by the respective department chair. No other extension or exemptions will be granted. **Students must contact the Associate Dean for Academic Affairs and the respective department chair by email or phone, as well as the Testing Assessment Coordinator (MPerez2@midwestern.edu), if they will be absent from a scheduled testing date.** Examples of acceptable documentation include a physician letter, police report, etc. Unexcused examination absences result in an examination failure. **Physician letters and/or medical documentation should only be sent to the Associate Dean for Academic Affairs (PDF or paper copy only).**
- OMS IV students will be expected to sit for the post rotation exam on the scheduled date of the exam. This applies to both in-state and out-of-state students. If an examination is not taken on the posted exam date, a "Failure by Default" will be issued for the examination. All testing information will be sent to students' MWU email address.
 - If a fourth-year rotation ends **off-schedule**, a student may request to take the post rotation exam on the last day of that rotation or on either of the next two scheduled exam dates. If the student chooses to take the test at the end of the off-schedule rotation, the request to do so must be submitted by email to the Testing Assessment Coordinator (mail to: mperez2@midwestern.edu) in the Clinical Education Office at least two weeks prior to the proposed exam date, or it will not be considered. Exams of this kind for Arizona-based rotations will be administered only at MWU and must be pre-

scheduled with the Testing Assessment Coordinator two weeks in advance of the proposed exam date. If an examination is not taken as described above, a "Failure by Default" will be issued for the examination.

- Students on rotation outside of an assigned region; see OMS IV Proctored Examinations section below.
- Students registered with the MWU Office of Disability Services will be given reasonable accommodation commensurate with their documented and approved special needs. Contact the Associate Dean of Students to request approved accommodations. Please see the section herein on **Student with Disabilities**.
- Exam scores will typically be available within one week after taking the exam. Participating students will receive their scores via email when they become available.
- Students who fail an exam will be required to speak with the Chair of the rotation specialty within five business days to discuss a study strategy prior to retesting. Following the meeting, the Manager of Testing Assessment will advise of the planned re-exam date.
 - Re-exam dates are expected to be completed within 12 weeks following the initially failed post rotation exam.
 - Re-exam date is determined on a case-by-case basis related to rotation schedule and at the discretion of the Dean's office.
- Failure to pass the second examination (either by score or default) will result in a failing grade for the rotation being submitted to the Registrar and the Student Promotions and Graduation Committee.
- If a student fails to achieve a passing score on the first attempt at the exam, they are permitted to take the examination one additional time and must pass on the second attempt. If the second exam is passed, the score used in the grade calculation will be the minimum passing score which is equivalent to 70%.
- If a student fails the exam due to an unexcused absence from the exam (a "failure by default,") the subject examination will be remediated at the next posted testing session (or as otherwise directed by the Dean's office). However, the highest score that may be attained and recorded for that examination is its posted minimum passing score.
- If a student fails the first exam, or has a failure by default, and does not achieve a passing score on the second administration of the exam, the student will fail that rotation.
- If a student arrives after the posted test start time, they **will not be allowed** to take their examination that day and must arrange for a make-up test date with the Dean's Office. Students are responsible for tracking their rotation schedules in RMS and taking required examinations as scheduled.

OMS IV Proctored Examinations

Students may arrange for proctors to administer post-rotation examinations when they are out of their region for a rotation and if they are scheduled to be gone for at least four (4) consecutive weeks. Students on rotations out of the valley, but in state (i.e., Kingman, Sierra Vista, Tucson, etc.), may request proctored exams or may return to AZCOM for testing. The same deadline dates apply for proctored off campus testing as for on-campus testing.

A request form for proctored testing is available on-line in Canvas or upon request by email to the Testing and Assessment Coordinator (MPerez2@midwestern.edu), or you may also reach out to the Manager of Testing Assessment, (CVanSI@midwestern.edu). Requests for testing with a proctor must be complete and received in the Department of Clinical Education **A MINIMUM OF TWO (2) WEEKS** before the planned testing date to allow time for processing of the paperwork, contact verification with proctors, and preparation and mailing of the tests. If this deadline is not met, exams will not be sent and will be treated as an exam not taken resulting in a failure by default.

Students may have one or more tests proctored on the same day, although AZCOM prefers to have only one test per day. Once proctoring is arranged and examinations scheduled, students **MUST** fulfill their commitment to take the post-rotation examination on the scheduled date. **If the student fails to take the examination(s) as arranged, the examination will be recalled, and the student will receive a failure by default.**

A suitable Proctor can be a Hospital Librarian, a Medical Education Coordinator or Staff Member, Residency Program Director, Residency Coordinator, a DME or DME staff member, or a Community Librarian. **No preceptors or their staff members, residents, interns, or nurses will be allowed to proctor exams.** Please talk to the proposed proctor and arrange the necessary date **prior** to sending in a request.

Didactic Day – OMS III

The dates of mandatory Didactic Days for the 2025-2026 academic year are listed in the OMSIII and IV Clinical Information Canvas Site. All OMS III students except those assigned to other satellite facilities must plan to be present on the Glendale campus for one to two of these three (3) days. Alternative sites and timing for out-of-state students will be offered for Illinois Region students.

Didactic Day sessions consist of the student participating in standardized patient experiences (OSCEs), OMM workshop with case studies, preparatory rotation modules and various didactic lectures.

Grade Reporting

The Clinical Education Office will report a grade to the Registrar for each registered rotation when all the following documents have been received and recorded. See [DOCUMENTATION OF CLINICAL EXPERIENCE](#) for details.

Preceptor Evaluation of Student – from supervising physician following each rotation.

Evaluation of Clinical Experience – from student following each rotation.

Post Rotation Examination – from student at end of each Tested rotation **ONLY**

Student Logs of clinical experiences.

The final course grade is a letter grade based on the Midwestern University letter grade scale, corresponding to the level of achievement in the course. The letter grades and percent ranges are noted below.

Grade	Percent (%)	Quality Points (per credit)
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	70–76	2.00
F	<70	0.00

Grading Policy

Grading Policy Definitions:

- Formative Core Assessment Score: The assessment score(s) from formative assessments (e.g., didactic session OSCEs, except final OSCEs) do not contribute to final grade. Attendance at these sessions, however, may contribute to a grade.
- Summative Core Clerkship Assessments: The recommended final grade in a clinical clerkship is based on scoring levels from the Preceptor Evaluation of the student AND the score achieved on the post-rotation exam. For some courses, a small group component or other component (e.g., quizzes or online cases) are part of the rotation, as delineated in the core rotation syllabus. See discipline specific core syllabus posted on Canvas for more detail.
- A failing grade may be assigned by the Department Chair, at their discretion, based on excessive absences not made up and/or the written comments provided by the preceptor, even if each grade item is 70% or greater.
- **Any student with documented evidence of cheating on a post rotation exam will automatically fail the post rotation exam and fail the rotation (whether it is a first or second attempt of the post rotation exam).**

After grades are entered into the system, they are electronically reviewed and approved by the Department Chair, the Associate Dean for Clinical Education, and the Dean before being officially posted to transcripts.

Receiving a Grade in a Rotation

To receive a grade in a rotation, a student must:

- Complete the Post-Rotation exam if required, and
- Receive a Preceptor Evaluation of Student for the rotation, and
- Complete all rotation-specific requirements (e.g., small groups or quizzes)
- Complete and submit the Evaluation of Clinical Experience, and
- Complete the required logs of rotation activities.

Honors Grades

Students in good standing are eligible to receive a Certificate of Honors when Honors Requirements, as stated in the syllabus, are met.

Courses are evaluated for Honors eligibility after the final grade is posted. If qualified, a printable electronic Certificate of Honors is sent to the student by email to serve as a record of the accomplishment. Students may include certificates in rotation and residency applications as desired and may note the Honors designation in their CV and other documentation. MWU is unable to document the award on the student's official transcript. However, qualified rotations are designated "Honors" in the appropriate section of the student's MSPE (Dean's Letter).

If multiple preceptor evaluations are received for the same rotation and most, but not all, qualify under criteria 1, the student may appeal in writing to the Department Chair if all other criteria have been met. The Department Chair may then recommend Honors qualification to the Associate Dean for Clinical Education, who may then recommend Honors qualification to the Dean. If the appeal is denied at any level, that decision is final. Courses repeated due to failure or other deficiencies are not eligible for Honors.

Incomplete Grades

An Incomplete grade is assigned, and the student and Department Chair of that subject are notified by university email if the student fails to properly complete rotation activity logs and an evaluation of the rotation within two weeks after the rotation end date. Per AZCOM policy, an Incomplete grade not made up within 10 calendar days automatically changes to a failing grade.

Failing Grades

If a preceptor recommends a failing score, via the Preceptor Evaluation of the Student, the appropriate clinical department chair will contact the training site to gather additional facts and information as necessary to understand the cause of the failing score recommendation.

If the Associate Dean for Clinical Education and appropriate clinical department chair determine that the final grade is indeed Fail, the evaluation will be forwarded to the Student Promotion and Graduation Committee for a determination of sanctions. (See the AZCOM Student Handbook for your rights and responsibilities in these circumstances.)

Instances of probation, whether academic or disciplinary and disciplinary warnings are referenced in the Medical Student Performance Evaluation (MSPE), together with comments regarding the student's handling of the probationary period and current status. Academic warnings are not referenced in the MSPE.

In the case of a failed rotation, the grade and preceptor comments are documented in the MSPE, whether the failure is by preceptor evaluation or the post rotation exam outcome.

Grade Appeal Process

Appeal of a Non-Failing Course Grade: A student who wishes to appeal a non-failing rotation course grade must make the appeal to the responsible Clinical Department Chair (course director) within one week following receipt of the grade. The course director must act upon the student's appeal within one week following receipt of that appeal. A narrative explaining the basis of the appeal must accompany the request. An appeal must be based on one of the following premises: Factual errors in course assessment tools; Mathematical error in calculating the final grade; Bias.

If the appeal is denied, the student has the right to appeal the decision to the Associate Dean of Clinical Education within one week of receipt of the Clinical Chair's denial. The Associate Dean for Clinical Education should notify the student of their decision within one week following receipt of the student's re-appeal. The decision of the Associate Dean for Clinical Education is final.

Appeal of a Failing rotation Course Grade: A student who wishes to appeal a failing rotation course grade must submit the appeal to the appropriate Department Chair within two business days following the posting of the grade and must be based on one of the premises stated above. The responsible Clinical Department Chair (course director) must act on this appeal within two business days. Any appeal of the Department Chair's decision will be addressed by the Associate Dean for Clinical Education. The decision of the Associate Dean for Clinical Education is final.

All appeals and decisions must be communicated in written form and are submitted through Midwestern University e-mail.

Please refer to the annual MWU Course Catalog (published the fall of your OMS I year) section on AZCOM entitled "Student Academic Policies" subsection "COMLEX-USA Exam Policy" for details on the student eligibility and approaches to be used, should a student fail COMLEX-USA Level 1 or Level 2 CE. Please be sure to use the catalog dated for the year of the student's matriculation to obtain the correct information. The MWU Course Catalog section for AZCOM is updated annually and supersedes this document in cases of disagreement.

COMSAE and COMLEX-USA Preparation

Preparing to pass the Medical Licensing Exams is a labor-intensive Active Process which often necessitates the use of outside materials—particularly board exam preparation question banks—that increase your ability to synthesize and apply your basic science and clinical knowledge to solve patient-based medical problems. Please schedule a time to meet with the Associate Dean for Academic Affairs or Assessment Manager if you need guidance on study materials or strategy.

General expectations:

- All students are required to take COMLEX-USA Level 1 prior to beginning OMS III clinical rotations.
- All students must sit for the COMLEX -USA Level 2 CE exam within 90 days of the end of the final OMS 3 rotation.
- All students are Required to take and pass COMLEX-USA Level 1 and COMLEX-USA Level 2 CE as a condition of graduation.
- All students will have a maximum of three attempts in which to pass any combination of COMLEX-USA Levels 1 and COMLEX-USA Level 2 CE.
- Students who do not pass in three attempts of any combination of COMLEX-USA Level 1 and COMLEX-USA Level 2 CE will be recommended for dismissal from the Arizona College of Osteopathic Medicine.

Core Competency Capstone for DOs (C3DO)

Beginning in the summer of 2023, all OMS 4 students will be expected to complete a skills assessment associated with enhanced attestation by the AZCOM Dean as part of OCM IV and must be completed to be eligible for graduation. Updates to this policy and the associated requirements will be communicated to students regularly and immediately upon development. Please look for these announcements in your MWU email, as well as The Roadrunner monthly newsletter.

COMSAE Policy

Students are required to take a proctored, timed Comprehensive Osteopathic Medical Self-Assessment Exam (COMSAE) prior to sitting for COMLEX-USA Level I and COMLEX-USA Level 2 CE.

COMSAE PHASE 1: The student must receive a score of 450 or higher on the timed COMSAE Phase 1 test to maintain eligibility for taking COMLEX-USA Level I. This score is evaluated each year upon receipt of the April COMSAE Phase 1 scores and may be adjusted up or down based on annual performance metrics.

A student who is unable to demonstrate a score of 450 or higher on a timed and proctored COMSAE Phase 1 in their first attempt is required to meet with the Associate Dean for Academic Affairs or Assessment Manager to formulate a plan for preparation for a future COMSAE and COMLEX-USA Level 1 exams. This plan may include the directed study elective and/or a recommended leave of absence for adequate preparation.

A student who is unable to demonstrate a timed COMSAE Phase 1 score of 450 or higher after subsequent attempts may be recommended to take a leave of absence for further study and/or participation in a board preparation course prior to taking the COMLEX-USA Level 1.

Any cancellation or rescheduling fees incurred because of reschedule or ineligibility to sit the exam as scheduled will be the student's responsibility.

COMSAE PHASE 2: The student must receive a score of 450 or on the timed COMSAE Phase 2 test to move forward with taking the COMLEX-USA Level 2 CE. This score is evaluated each year upon receipt of the April COMSAE Phase 1 scores and may be adjusted up or down based on annual performance metrics.

A student who is unable to demonstrate a score of 450 or higher on a timed and proctored COMSAE Phase 2 in their first attempt, before the start of their 4th year, is required to meet with the Associate Dean for Academic Affairs or Assessment Manager to formulate a plan for preparation for a future COMSAE and COMLEX-USA Level 2 CE exams. This plan may include the directed study elective and/or a recommended leave of absence for adequate preparation.

A student who is unable to demonstrate a timed COMSAE Phase 2 score of 450 or higher after subsequent attempts may be recommended to take a leave of absence for further study and/or participation in a board preparation course prior to taking the COMLEX-USA Level 2.

For COMLEX-USA Level 2 CE, students typically schedule the exam for late June through late August of their fourth year. The COMLEX-USA Level 2 CE must be completed by the student within 90 days after completion of their final OMS 3 rotation.

AZCOM has online access to the COMSAE exams permitted for use only by colleges of osteopathic medicine (COM). AZCOM will pay for the student's first and—with approval of the AZCOM Dean's Office—the second attempts of a proctored, timed COMSAE (Phase I and Phase 2) exams available only to the COM. Additional COMSAE exams are available to be taken at the discretion of the osteopathic student. Students are recommended to consult with the Associate Dean for Academic Affairs or the AZCOM Assessment Manager regarding strategies for the use of the COMSAE exams available to students for purchase.

COMLEX-USA LEVEL 1

All second year (OMS II) students, who have no outstanding academic or course deficiencies and have achieved a score \geq 450 on COMSAE Phase 1, will be approved to sit and take COMLEX-USA Level 1.

Eligibility guidelines:

To be eligible to take COMLEX-USA level 1, a student must be in good academic standing and have achieved a minimum score of 450 (see above) on a timed and proctored COMSAE Phase 1 exam.

Good academic standing is defined as having no outstanding course or academic deficiencies.

Scheduling

Per the MWU-AZCOM Academic Catalog, all transitioning third year (OMS III) students must complete COMLEX-USA Level 1 prior to beginning any OMS-III rotations. OMS-III students are expected to sit for the COMLEX-USA Level 1 exam sometime between late May–late June, prior to starting clinical rotations in July of their OMS III academic year.

Students who have outstanding course or academic deficiencies will:

Not be considered eligible to take COMLEX-USA Level 1 until all outstanding deficiencies are resolved. AZCOM may indicate to the NBOME that the student is not eligible to take the examination until outstanding deficiencies are completed.

Remediate/repeat outstanding course work/courses by June 30th following the end of their regularly schedule OMS II academic year. The plan of action regarding remediation/repeat courses and the scheduling of boards must be approved/endorsed by the AZCOM Preclinical Promotion Committee. Students who do not complete course remediation/repeat by June 30th will be made ineligible to take the COMLEX-USA Level 1 until the remediation has been successfully completed.

Once outstanding deficiencies are successfully completed, the student will be made eligible, by AZCOM, to take the licensing exam. It will be the student's responsibility to make arrangements for a test date with NBOME and Pearson Vue Testing Center for COMLEX-USA Level 1. Costs associated with COMLEX-USA rescheduling due to academic deficiencies will be the responsibility of the student.

Students are permitted to start clinical rotations after taking COMLEX-USA Level 1 and prior to receiving their score report/performance profile for COMLEX-USA Level 1.

Failure of COMLEX-USA Level 1

In accordance with the MWU-AZCOM catalog, if students do not pass COMLEX-USA Level 1 on the first attempt, they will be:

- Allowed to complete their current rotation.
- Required to meet with the Associate Dean for Academic Affairs or Assessment Manager to formulate a plan for preparation for a future COMLEX-USA Level 1 exam.
- Required to meet with the Student Promotion and Graduation Committee.
- Ineligible to take the licensing exam until they have met with the Student Promotion and Graduation Committee and their remediation plan of action has been approved. These students may be removed from rotations for a subsequent mandatory study for one to four months as is deemed necessary.
- In the case of a failure of the COMLEX-USA Level 1 exam, the AZCOM Dean's Office has the discretion to indicate to NBOME that the student is not eligible and therefore ineligible to obtain a test date until such time

as the educational plan of action has been approved, is in operation, and an assessment has been made of the student's readiness to take subsequent administrations of the licensing exam. If a student has received a test date and the AZCOM Dean's Office and/or the AZCOM Student Promotion and Graduation Committee finds that the student is not properly prepared to be successful in the test administration, then AZCOM Dean's Office and/or the AZCOM Promotion and Graduation Committee may decide to inform NBOME that the student is ineligible to proceed. Final determination of the date the student will be eligible to take the COMLEX-USA Level 1 exam will reside with AZCOM.

In accordance with the MWU-AZCOM catalog, if students do not pass COMLEX-USA Level 1 on the second attempt, will be:

- Allowed to complete their current rotation.
- Required to meet with the Associate Dean for Academic Affairs or Assessment Manager to formulate a plan for preparation for a future COMLEX-USA Level 1 exam.
- Required to meet with the AZCOM Student Promotion and Graduation Committee.
- Placed on a subsequent mandatory academic leave of absence until such time as a passing score in reported for the third attempt at the COMLEX-USA Level 1 exam.
- All students have a maximum of three attempts to be successful on any combination of the COMLEX-USA Level 1 and COMLEX-USA Level 2 CE. Students who are unsuccessful in three attempts of any combination of the COMLEX-USA Level 1 and COMLEX-USA Level 2 CE will be recommended for dismissal.
- All costs associated with rescheduling a COMLEX-USA Level 1 exam following a failure of the exam will be the responsibility of the student.

COMLEX-USA LEVEL 2

Eligibility guidelines:

- To be eligible to take COMLEX-USA Level 2CE, a student must be in good academic standing (i.e., no outstanding course or academic deficiencies) and have achieved a minimum score of 450 (see above) on a timed and proctored COMSAE Phase 2 exam.
- Students not in good academic standing will meet with the Associate Dean for Academic Affairs and/or the AZCOM Student Promotion and Graduation Committee to develop a remediation plan to achieve good academic standing.

Scheduling:

- All transitioning fourth year (OMS IV) students, who have no outstanding course or academic deficiencies, are advised to take COMLEX-USA Level 2 CE in June of their fourth-year curriculum, but no later than 90 days from the end of the final OMS III rotation.
- Students should also make themselves aware of the ERAS release to residency programs date (typically late September) so that they schedule their COMLEX-USA Level 2 CE exam with a score release prior to this date.
- Students should also keep in mind that most residencies require Level 2 results at least 2-4 weeks prior to the date that Rank Order Lists are due (ACGME Rank-Order-List is due mid-February of 4th year).
- Passage of COMLEX-USA level 2 CE is a condition of graduation. It often takes 4-6 weeks for CE scores to be received; therefore, students should plan sufficient time to allow passing licensing exam results to be received in time to certify eligibility for graduation. Results for the COMLEX-USA Level 2 exam should be available no later than April 15th of the OMS IV academic year. Students who do not have passing COMLEX-USA L2 CE board score will not be allowed to graduate until such time as passing result is obtained.

Failure of COMLEX-USA Level 2 CE

- Students who do not pass the COMLEX-USA Level 2 CE and have no additional previous COMLEX-USA Level 1 exam failures will meet with the AZCOM Student Promotion and Graduation Committee to develop an educational plan of action. They will be made ineligible to retake the COMLEX-USA Level 2 CE exam until they have met with the committee and their remediation plan of action has been approved.
- Students who do not pass the COMLEX-USA Level 2 CE exam will be expected to engage in supplemental educational activities at the student's expense in preparation for passage of the retake

exam. This plan will be developed and modified at the discretion of the AZCOM Student Promotion and Graduation Committee, Associate Dean for Academic Affairs, and the AZCOM Assessment Manager.

- The objective of this educational plan of action will be to enhance the likelihood of success in future administrations of the COMLEX-USA Level 2 CE exam.
- This educational plan of action may include, but is not limited to, additional formal board preparation programs; formal class instruction; formal clinical skills assessment; activities associated with test-taking, time management. Students may be removed from clinical rotations and placed on a mandatory academic leave of absence in order to participate in and carry out the remedial plan of action.
- In the case of a failure of the COMLEX-USA Level 2 CE exam, the AZCOM Dean's Office has the discretion to indicate to NBOME that the student is not eligible and therefore ineligible to obtain a test date until such time as the educational plan of action has been approved, in operation, and an assessment made of the student's readiness to take subsequent administrations of the exam. If a student has received a test date and the AZCOM Dean's Office and/or the AZCOM Student Promotion and Graduation Committee believes the student is not properly prepared to be successful in the test administration, then AZCOM Dean's Office and/or the AZCOM Student Promotion and Graduation Committee, may decide to inform NBOME that the student is ineligible to proceed. Final determination of the date a student will be eligible to retake the exam will reside with AZCOM.

In accordance with the MWU-AZCOM catalog, if a student does not pass COMLEX-USA Level 2 CE on the second attempt and has no additional previous COMLEX-USA Level 1 exam failures, they will be:

- Allowed to complete their current rotation.
- Required to meet with the Associate Dean for Academic Affairs or Assessment Manager to formulate a plan for preparation for a future COMLEX-USA Level 2 CE exam.
- Required to meet with the AZCOM Student Promotion and Graduation Committee.
- Placed on a subsequent mandatory academic leave of absence until such time as a passing score in reported for the third attempt at the COMLEX-USA Level CE exam.
- All students have a maximum of three attempts to be successful in any combination of the COMLEX-USA Level 1 and COMLEX-USA Level 2 CE exams. Students who are not successful in three attempts of any combination of the COMLEX-USA Level 1 and COMLEX L2 CE board exams will be recommended for dismissal.
- If the first failure of the COMLEX-USA Level 2 CE exam follows a previous single failure of the COMLEX-USA Level 1 exam the student will be placed on a mandatory academic leave of absence until such time as a passing score of the COMLEX-USA Level 2 CE is received.
- If the first failure of the COMLEX-USA Level 2 CE exam follows two previous failures of the COMLEX-USA Level 1 exam, or the combination of one each of the COMLEX-USA Level 1 and COMLEX-USA Level 2 CE exam, the student will have three combined COMLEX-USA board exam failures and will be recommended for dismissal by the AZCOM Student Promotion and Graduation Committee.
- All costs associated with rescheduling a COMLEX-USA Level 1 exam following a failure of the exam will be the responsibility of the student.

General expectations:

All students are expected to take COMLEX Level 1 in order to begin clinical rotations.

All students must pass COMLEX Level 1 before they are eligible to take COMLEX level 2 CE.

All students are expected to take and pass COMLEX Level 2 CE as a condition of graduation.

All students will have a maximum of three attempts in which to pass COMLEX-USA Levels 1 and COMLEX-USA Level 2 CE.

Students who do not pass in three combined attempts of the COMLEX-USA L1 and COMLEX-USA L2 CE exams will be recommended for dismissal from the Arizona College of Osteopathic Medicine

CLINICAL CURRICULUM OVERVIEW

General Timeline

Year 2	April	<ul style="list-style-type: none"> Mask fit testing.
	May	<ul style="list-style-type: none"> BLS-ACLS training and certification.
Year 3	June	<ul style="list-style-type: none"> Follow up on TB testing/all other requirements to begin clinical rotations.
	July	<ul style="list-style-type: none"> Rotations begin.
	August and September	<ul style="list-style-type: none"> Mandatory OCM III: Osteopathic Clinical Medicine Course Fall session Update Flu Vaccination.
	October to December	<ul style="list-style-type: none"> Dean's Office Begins one-on-one sessions for MSPE/Residency Advising/CV & personal Statement Review.
	November	<ul style="list-style-type: none"> Mandatory OCM III: Osteopathic Clinical Medicine Course Winter session.
	December	<ul style="list-style-type: none"> Winter Break
	January	<ul style="list-style-type: none"> Mandatory OCM III: Osteopathic Clinical Medicine Course OSCEs session Update OSHA & HIPAA training, CV's, BLS, ACLS, health card, and Photo if needed in preparation for access to Visiting Student Learning Opportunities (VSLO) for 4th year rotations. Update background check as required by rotation sites. Consider residencies and meet with your department faculty mentors. Attend MWU/AZCOM OPTI-Rotation and Residency Opportunities Day "RROD" (guest program director & MS IV Panels) and Rotation Region Showcase. Schedule COMLEX-USA Level 2 CE for a date after OCM III Final OSCE. Student must take the COMLEX-USA Level 2 CE exam within 90 days of the completion of the final OMS 3 rotation.
	February	<ul style="list-style-type: none"> Begin research on residencies. Dean's Office continues one-on-one sessions for MSPE/Residency Advising Begin focused LEVEL 2 Board Review.
	March and June	<ul style="list-style-type: none"> Mandatory OCM III: Osteopathic Clinical Medicine Course Spring session (March) Mandatory OCM III Final OSCE Week. Applying via VSLO for 4th year Audition Rotations at residencies. Dean's Office continues one-on-one sessions for MSPE/Residency Advising. Information presented on ERAS from the Dean's Office. Continue focused COMLEX-USA LEVEL 2 CE Board Review.
	April and May	<ul style="list-style-type: none"> Intense focused COMLEX-USA LEVEL 2 CE Board Review. Dean's Office continues one-on-one sessions for MSPE/Residency Advising.
	May	<ul style="list-style-type: none"> Final MS III Clerkship rotation. Ensure that all clerkship evaluations have been submitted; contact any physician whose evaluations is outstanding.
Year 4	June	<ul style="list-style-type: none"> 4th Year begins – after successful completion of Final COMSAE/OSCE's and all 3rd year clinical rotations have been completed. Ensure rotation requirements are updated (Vector courses and immunizations up to date) COMSAE exams (Phase 2) Exam. If all requirements have been met and completion of Final COMSAE with a minimum threshold score having been met – COMLEX-USA Level 2 CE exam. Begin work on residency application in ERAS.
	June to August	<ul style="list-style-type: none"> MSPE's completed & sent to students for review. Return to Dean's office within 1 week.
	August	Residency rotations / interviews continue through January.
	September	Update Flu Vaccination.
	October	ACGME residencies begin downloading MSPEs from ERAS.
	November	<ul style="list-style-type: none"> Military Match List due. San Francisco Match List due.

Year 4 (cont.)	January	<ul style="list-style-type: none"> Final month for residency rotations and interviews Designated Family Hooder requests Due. Family hooder must hold a health-related doctorate degree. Graduation Information is distributed (due dates to be determined by Registrar).
	February	<ul style="list-style-type: none"> NRMP Match List due.
	March	<ul style="list-style-type: none"> NRMP Match results announced. SOAP held the same week.
	April	<ul style="list-style-type: none"> Surveys sent to seniors (AACOM & AZCOM). Please complete within the week or receipt. Financial Aid information due (on-line ed).
	May	<ul style="list-style-type: none"> Senior Week and Commencement. Graduation activities are Mandatory. Note: Military Commissioning and hooding/award ceremonies are held the in the morning the day before graduation.
	July	RESIDENCY BEGINS!!!!

Training Requirements – Years 3 & 4

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

From the end of second year to May of the fourth year, the student must satisfactorily complete a minimum of 85 weeks of training, including 84 weeks of clinical rotations and the 1-week OCM III Final OSCE Week at the end of third year clerkships. A passing grade must be received for each rotation and for OCM III course to fulfill requirements for graduation. See the section entitled [COMLEX-USA LEVELS 1, 2 CE](#) as it relates to graduation.

3rd and 4th Year Graduation Requirements: 84 required weeks are distributed as follows:

3 rd Year Curriculum	# WKS.	LOCATION	NOTES / PREREQUISITES
Family Medicine (FM 100, FM 200)	8	AZCOM Regional rotation Sites	
Internal Medicine (IM 100, IM 200)	8		
Obstetrics/Gynecology	4		
Pediatrics	4		
Psychiatry	4		
Surgery	4		
Third Year Elective (non-core)	8		
Rural (non-core)	4		
OCM III: Osteopathic Clinical Medicine Course			Required Course throughout 3 rd . yr.: See course summary below
OCM III (Clinical Skills Assessment)	1	Glendale Campus, and Downers Grove campus	Final COMSAE - Occurs at end of 3 rd . yr; includes administrative updates (OSHA & HIPAA training and other Vector Courses, CV's, BLS, ACLS,)
4 th Year Curriculum	# WKS.	LOCATION	NOTES / PREREQUISITES
Emergency Medicine	4	Student's choice, subject to approval by AZCOM Clinical Education Office	Required rotation
ICU/Critical Care	4		Required rotation
Internal Medicine Subspecialty	4		Required rotation
Surgery Subspecialty	4		Required rotation
Elective	24		Student choice rotations based on interest
OCM IV Course			Required course fall/winter quarters of 4th year. See course summary below.

Supervision

Students on rotations must be under the direct supervision of a licensed medical professional working within their scope of practice and must be present in the training facility and must be a prominent member of the team. DOs and MDs must be board eligible/certified. There must not be a therapeutic relationship between the student and the direct supervisor.

Student Eligibility for Rotations

To be eligible for clinical training, a student must:

1. Satisfactorily complete all second-year academic requirements.
2. Take COMLEX-USA Level 1 (pre-requisite is a score ≥ 450 on a timed COMSAE).
3. Document compliance with AZCOM immunization and tuberculosis test requirements.
4. Document current certification in HIPAA, OSHA, Blood Borne Pathogens, Preventing Harassment & Discrimination, BLS (CPR) and ACLS.
5. Complete a background check through AZCOM

See: PRE-REQUISITES FOR CLINICAL TRAINING for detailed information.

Critically Important General Information Regarding Rotations

The number of rotation weeks a student successfully completes in any clinical category receives 1.5 credits per week in credits upon successful completion of the rotation. One week assumes a full week, which may include weekends.

Students must pre-register (by submitting a Request for Rotation form – RFR) 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 Learning Opportunities (VSLO). Students who fail to pre-register will not receive credit and are subject to disciplinary action.

Unassigned status

The Associate Dean of Clinical Education will assign students into a rotation if the rotation block remains in the unassigned status within 30 days of the block start date.

New York

A maximum of twelve (12) weeks may be competed at any one clinical rotation site in the State of New York during the student's third and fourth years.

AZCOM Established Rotations/Preceptors:

Maximum Preceptor

Students are restricted to a maximum of eight (8) weeks of rotation with any one preceptor since exposure to different practice environments is important to the enhancement of the medical educational experience.

Elective rotations

Students are restricted to a maximum of sixteen (16) weeks of fourth year elective rotations in any one discipline. A student may have an additional four (4) weeks of elective in the same discipline if the additional weeks of rotation are within an AUDITION rotation and approved through the appropriate Department Chair. If the discipline is also a Required rotation in the OMS 4-year (i.e., EM), the total number of weeks in that specialty is restricted to a maximum of sixteen (16) weeks, but the student must notify the Clinical Education department as to which rotation will be the required core, prior to the start of that determined rotation.

Family member

No rotations can be performed with a family member or in the office of a family member. Violation of this rotation policy will result in an automatic rotation failure. No rotations can be performed with a preceptor with whom the student has a personal relationship such as a physician-patient relationship or previous employer-employee relationship.

Students may not schedule additional elective experiences over and above the required 84 clinical weeks. Non-credit rotations are not permitted.

Students are not to contact established AZCOM preceptors for rotations. Both OMS III and OMS IV students are to use the Request for Rotation (RFR) form to inquire regarding rotation availability. Violation of this policy will be viewed as unprofessional behavior and may result in disciplinary measures.

Students are responsible for providing proof of health insurance coverage and/or evidence of a current physical, drug screen and/or mental status exam if required by a rotation site. Required certifications (BLS, ACLS, OSHA, HIPAA) immunizations and TB testing (or TB Symptoms Report) must be kept current. A background check must be updated as required. If the site requires a urine drug screen, the student is responsible for any costs involved. Students who fail to comply will be denied permission to continue clinical training.

A student who has not completed all academic, clinical and/or administrative requirements by the date of commencement may attend the graduation ceremony, provided the student can reasonably be expected to complete all requirements by end of summer quarter of the same year and application has been made to the dean of AZCOM to participate in graduation per MWU graduation policy. The diploma will be granted following successful completion of graduation requirements and will be dated the final day of the last required activity. **(NOTE:** It takes approximately 4 weeks from the date ordered to receive a diploma.) In the interim, AZCOM Clinical Education can send your residency a letter certifying your graduation and eligibility to begin residency and the Dean or Registrar can complete state-required documentation for a training license.

Remember that what a training/rotation site may allow in terms of rotation length or content can differ from what is defined by AZCOM to meet graduation requirements. You are bound by AZCOM requirements.

Military Rotations

Military students may complete a portion of their clinical rotations at military institutions/facilities as third- or fourth-year electives if AZCOM has an executed Affiliation Agreement. If student is on orders to complete, they must provide active-duty training (ADT) orders to the clinical coordinator. To receive credit, the student must provide a copy of their certificate of completion of the course, course agenda, and a copy of their passing officer evaluation of the course.

To meet the mission of the University and AZCOM, academic counseling is provided to students over the continuum of the medical school curriculum to help ensure successful completion of the program and graduation. During the OMS III and OMS IV academic years, academic advising is provided to students as part of an ongoing assessment through members of the Dean's office, department faculty chairs, department faculty and the Student Promotion and Graduation Committee. Additionally, academic performance and suggestions for learning resources are reviewed and discussed during individual student MSPE development with a member of the Dean's office. Longitudinal assessment of student performance and specifically students at academic risk are monitored and counseled by the Associate Dean for Academic Affairs.

Dean's Office

The dean's office will schedule individual meetings with each student during the third year with a member of the Dean's leadership team to go over the noteworthy characteristics bullet points for the MSPE and residency match planning. These meetings begin in October and continue through May of the OMS-III academic year. Additional meetings with members of the Dean's office can be scheduled at the request of the student at any time during the student's academic career.

AZCOM Clinical Department Chairs and Staff

The AZCOM Clinical Department Chairs and faculty maintain an open-door policy and are integrally involved in coaching and mentoring students regarding career choices and the residency match process. Guidance for rotations, interview planning, and Rank Order list process is provided individually for each OMS 3 student.

EMERGENCY MEDICINE

Charles Finch, DO—Chair of the Department of Integrated Medicine

Katherine Mitzel, DO—Associate Dean for Curricular Integration and Faculty Development

RADIOLOGY

Charles Finch, DO—Chair of the Department of Integrated Medicine

FAMILY MEDICINE, OMM, DERMATOLOGY, PM&R, PUBLIC HEALTH, COUPLES MATCHING

Tracy Middleton, DO—Chair of the Department of Osteopathic Family and Community Medicine

Lawrence Sands, DO –Vice Chair of the Department of Osteopathic Family and Community Medicine

INTERNAL MEDICINE/NEUROLOGY

Anil Harrison, MD — Chair of the Department of Internal Medicine

OBSTETRICS AND GYNECOLOGY

Farshad Agahi, MD — Chair of the Department of Maternal and Child Health

Mohammad Vaziri, MD — Clinical Assistant Professor, Department of Maternal and Child Health

Corinne Jedynak-Bell, DO — Clinical Associate Professor, Department of Maternal and Child Health

PEDIATRICS

Farshad Agahi, MD — Chair of the Department of Maternal and Child Health

Heather Holley, DO — Vice Chair, Clinical Assistant Professor, Department of Maternal and Child Health

PSYCHIATRY

Charles Finch, DO — Chair of the Department of Integrated Medicine

Randall Ricardi, DO — Clinical Associate Professor, Department of Integrated Medicine

Sristi Nath, DO — Clinical Associate Professor, Department of Integrated Medicine

SURGERY/ANESTHESIOLOGY

Tanja Gunsberger, DO – Chair of the Department of Surgery and Anesthesiology

Elizabeth Ferguson, DO – Clinical Assistant Professor, Department of Surgery and Anesthesiology

Marc Brandon, MD – Clinical Assistant Professor, Department of Surgery and Anesthesiology

Postgraduate Education/Midwestern University Graduate Medical Education (MWU-GME) Consortium

Midwestern University offers a continuity of osteopathic medical education from the first year of medical school to the final year of postgraduate training. Midwestern University's Graduate Medical Education Department sponsors many residency programs encompassing several medical specialties. The curriculum encompasses a multifaceted approach to graduate medical education that focuses on educational excellence. Programs follow the guidelines of and receive accreditation from the American College of Graduate Medical Education (ACGME). The Midwestern University GME Consortium is actively developing new residency programs and sites. Contact us for information on our current programs listed below and our new programs under development. Please see our web site at <https://www.mwuresidencies.com/>.

Residency training is offered in the following disciplines: Emergency Medicine, Family Medicine, Internal Medicine, General Surgery, and Neuromuscular Medicine.

Contacts:

Lilia Wilson, MBA, MPM
Director, Graduate Medical Education
623/572-3318 lwilso@midwestern.edu

Annette Lemire, B.S., C-TAGME
Manager, Graduate Medical Education
623-572-3273 alemire@midwestern.edu

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluations, formerly known as Dean's Letters, will include a summary of both academic performance and professional attributes, including student evaluations. These include aggregate preclinical grades and clinical grades with preceptor comments.

OMS III grades must be received and posted on the transcript by the Registrar's office to be included in the MSPE letter. Incomplete transcripts will result in the release of an incomplete MSPE letter. To avoid either of these possibilities, please remind all preceptors to complete the online evaluation form or send a scanned copy to the email address provided on the hard copy evaluation form upon completion of each rotation so that all evaluations are received in a timely manner.

Students are encouraged to provide notable characteristic bullet points regarding what makes them unique for inclusion in the MSPE letter. Students submit a draft of the notable characteristics portion of the MSPE written in the third person, from the perspective of the Dean.

This portion will be requested electronically by the Dean's Office in the winter / spring of the OMS III year and students will be asked to make a personal appointment with either the Dean, the Associate Dean of Clinical Education, the Associate Dean of Curricular Integration and Faculty Development, the Assistant Dean, or the Associate Dean of Academic Affairs to go over the notable characteristics and residency match planning. This draft will be reviewed for editing with each student during their individual meeting with the Dean's office during the third year. The final edits are completed by the Dean. Students receive a copy of the complete MSPE prior to upload to ERAS in August/September of the OMS IV year with two weeks to review. Students are advised to report and request corrections regarding any errors with the two-week review period.

Visiting Student Learning Opportunities (VSLO) 2025-2026

VSLO is an AAMC web-based application process intended to streamline the rotation scheduling process. This service is administered by the American Association of 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). AZCOM Clinical Education will email VSLO registration pre-requisites and instructions to the OMS III class by the start of the winter quarter and updates during the OMS III year. VSLO is primarily available to only fourth year (OMS IV) Osteopathic medical students through AACOM. Students will be emailed a token to access VSLO from the Dean's office in January and applications are generally accepted by sites after the March Match in April or May.

VSLO consists of a single electronic major application with credentialing documents which subsequently can be submitted through VSLO to multiple desired ACGME program sites. The major application is made to VSLO and is forwarded to all hospitals/programs to which the student applies. The minor applications are supplemental applications at specific hospital/program sites. Please note that you do not use this system to apply for a preceptor in an office-based practice and there are residency programs that do not participate in VSLO.

MWU AZCOM pays a membership fee to VSLO to allow the AZCOM third and fourth year student body its use. The cost structuring includes both individual students and the university. Student fees are \$40 for an initial application and \$15 for any additional subsequent date applications. No monies submitted to VSLO will be refunded. A student is not limited on the number and locations they choose per rotation. However, if any rotation needs to be canceled, notification of the cancellation must be given more than 30 days prior to the start of the rotation.

Once requests are submitted, the VSLO system allows hospitals to view applications, much like ERAS. Hospitals typically make offers for rotations in the beginning (summer) of the OMS IV year (student applications may be submitted in the spring of the OMS III year). Students are advised to respond within the offer deadline to avoid losing the offer. Please retain only one assignment per rotation block. If available rotation dates do not exactly conform to the AZCOM block schedule, rotation coordinators are authorized to work with students to accommodate the audition or elective schedule.

Clinician Nexus 2025-2026

Clinician Nexus is an online platform like VSLO where students can search and apply for programs in the United States. It is primarily made up of HCA Hospital System. Student may encounter this site as a third-year student with a core rotation at Valleywise (Maricopa). Valleywise Health has moved to this platform for all student rotations in both the third and fourth year. There is no charge for students to apply to programs utilizing this system. Students will receive an email invitation to register with the website from the Clinical Education Department. Clinical Education will load all students into the system and verify status. Students may only use their Midwestern University email addresses to register. Students are responsible for communicating with their Clinical Education Coordinator any applications pending in this system to ensure processing of their applications.

OMS IV Required Updates for VSLO

It is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and TB test are current before you register for VSLO. "Current" means that the rotation requirements will be effective during the dates of your 4th year rotations, not just at the time you register. Many rotation sites reject applications if these items will expire by the rotation date. The following **must be updated during the 3rd year: OSHA training, HIPAA training, BLS (if it expires earlier than March of 4th year), TB test. ACLS must be updated if it will expire earlier than March of 4th year. For the background check,** your Clinical Coordinator will enter the date of your most recent background check. Individual rotation sites may require a more recent report, either from AZCOM's or the hospital's vendor. Students can find more information about VSLO at <https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/>.

Not all hospitals/residency programs participate in VSLO. To set up a rotation at a non-participating program, refer to "Scheduling Elective Rotations" above. Contact your AZCOM Clinical Coordinator or appropriate AZCOM Clinical Department Chair or Dean's office for assistance.

Audition Rotations/Sub-Internships

During the 4th year, students are strongly encouraged to complete one or more auditions, in a discipline of special interest at a hospital being considered for residency. The Audition or Sub-Internship (SI) requires the student to demonstrate a high level of responsibility and polished skills in patient care. This rotation is an excellent way to show residency directors that a student is ready for residency.

An audition rotation permits the OMS IV student access to a potential postdoctoral residency site to determine if that facility has the attributes that the student desires for residency. At the same time, the residency program will also evaluate the OMS IV student as to their medical knowledge, communication, professionalism, and overall skills for residency program fit. The minimum audition rotation length is typically two weeks and a maximum rotation at one site is four weeks.

Electronic Residency Application Service (ERAS®)

ERAS is available to only fourth year (OMS IV) Osteopathic medical students. Students will be emailed a token to access ERAS from the Dean's office in June/July of their OMS III year for the purpose of requesting letters of recommendation from preceptors (LoRs).

Per ERAS policy, all letters of recommendation must be entered into ERAS by the letter writer or their office designee.

Under the policy, letter writers must hold the letter until the student has an ERAS profile and has designated each letter writer in their profile. The Dean's Office recommends that you provide your letter writer a current CV and photo as well as establish time to follow up with them on your request.

This service transmits applications, letters of recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts, COMLEX USA transcripts, and other supporting credentials from applicants and their Designated Dean's Office to program directors. ERAS consists of MyERAS, Dean's Office Workstation (DWS), Program Director's Workstation (PDWS), and ERAS Post Office.

<https://students-residents.aamc.org/attending-medical-school/how-apply-residency-positions/applying-residencies-eras/>

Interviews

Interviews are used to assess various residency programs in addition to the audition rotation time allotment. Interviews can range from hours to a full day away from your assigned rotation. All time spent away from the student's assigned rotation must be accounted for through submitting a time off rotation request form and must be approved by the department chair. For last minute interview requests, the time off rotation form can

be approved by the Associate Dean for Clinical Education. Time away from rotations specifically for interviews which exceeds 25% of the total rotation time must be made up to pass the rotation. Please refer to the Section on Attendance, page 31, regarding make up time for interviews.

Second Look interviews

Matching to a residency is an important part of a student's professional development leading to licensure and expected by Midwestern University. Students matching to residencies is also important for AZCOM's accreditation requirements. As such, AZCOM is aware that the student may be asked to perform 'second look interviews' in connection with matching to a residency program. Although residency takes place after graduation from Midwestern University, the interview process is a standard and regularly anticipated part of the AZCOM program. AZCOM does not provide credit for these second look interviews; however, AZCOM is supportive of a student's participation in a second look interview and asks that the student inform the Clinical Education Department prior to participating in second look interview, including the location, dates, and specialty. Notification must be sent to the student's assigned coordinator in advance of the second look interview for review and approval by the Dean's Office.

Critically Important

Circumstances may necessitate changes by the AZCOM Clinical Education Office in Core rotation sites or the order of scheduled rotations with little or no prior notice to the student. Third Year students may not change their rotation schedules without prior written approval from the appropriate Clinical Department Chair AND the Associate Dean for Clinical Education. [See: CANCELLATIONS/CHANGES](#)

Student Housing

Students are responsible for their own housing and meals. Some sites offer clean, comfortable housing at very favorable rental rates. Contact Penny Cummings at pcummi@midwestern.edu or your clinical rotation site directly regarding availability if Midwestern University does not provide housing in the area. [See MWU Temporary Housing](#).

Registration for Core Clerkships

The Clinical Education Office provides all required paperwork to Core sites within our clinical rotation network and to any other training site to which Clinical Education assigns a student. Third Year Core Clerkships.

Core rotations must be completed in Year 3 at one of the AZCOM Clinical Regions except in the case of an unavoidable absence (e.g., illness or difficulty with COMLEX Level 1).

If circumstances require the student to complete one or more Third Year Cores in Year 4, those clerkships will be scheduled at the beginning of Year 4 and must be satisfactorily completed prior to entering the OMS IV year.

Core clerkships are 4 consecutive weeks in length, starting on the first Monday of the Core block and ending on the fourth Friday from that date.

Core rotations may not be replaced in whole or in part with cranial courses, elective opportunities, etc.

The last Friday of each core or required rotation block is reserved for the End of Rotation (COMAT/AZCOM Faculty) exam. [See EVALUATION AND GRADING](#) for details regarding these exams.

Rural Rotation

ALL OMS III students will complete a rural rotation at an AZCOM established site within your region or in Arizona. Assignments will be based on availability within the month you are scheduled for rural. Rural rotation placements include disciplines from primary care and specialties EXCEPT ICU. This rotation will be placed by the Clinical Education department as part of the OMS3 curriculum. Clinical Education department surveys students for rural rotation preferences and places the rotations based on student preference as well as availability in each rotation block.

Third Year Electives

Third year electives can be scheduled with a preceptor (current or new). A Request for Rotation (RFR) form is required to be scheduled for this rotation.

****Students may not contact current AZCOM preceptors directly to request rotation availability. All availability inquiries MUST be processed through the clinical coordinators and the appropriate AZCOM clinical department chair. Violation of this policy will be viewed as unprofessional behavior and may result in disciplinary measures.**

With a new preceptor to AZCOM, requests must be received at least 90 days prior to the start of the rotation. If the rotation is hospital/facility based or with a preceptor that will work in a hospital any time during the rotation, there must be a current clinical affiliation agreement between the hospital and AZCOM. No new hospital agreements requests will be accepted for this elective.

A 3rd year elective may be scheduled in any specialty with approval of the appropriate AZCOM clinical department chair, EXCEPT Critical Care.

Non-Clinical, Elective Research and International Rotations

Students are allowed only one 4-week non-patient care rotation within the OMS III year.

Students within the OMS III year are allowed to take the Directed Study for Achieving Osteopathic Competency board prep course, with approval from the Dean's Office, or research as a non-patient care elective. The international rotation is available to OMS III students for rotation credit but must be patient care based. Both research and international rotations are each available for 4-weeks of credit.

Visa students are not eligible for virtual or distance learning rotations such as Teleradiology due to resulting incomplete enrollment status. Additional information can be found on the Canvas page; [Maintaining Status/Enrollment Requirements](#).

International Elective

An international elective is available through DOCARE International, or student arranged. Students interested in an international rotation must be in good standing with the Dean's Office, must show a minimum cumulative GPA of 3.0 or greater at the time of application and no AZCOM course or COMLEX USA board failures. OMS III students applying for the international rotation must have completed at least 5 core rotations prior to the experience. Eligible students may receive a maximum of one rotation block of credit (6) for a 4-week international rotation.

Contact your clinical coordinator to begin the process for requesting an international rotation. Students will need the approval of the Associate Dean for Clinical Education, AZCOM, for any rotation outside of the continental US.

The student will need to Submit an international rotation request form and include appropriate supporting documentation no later than **120 days** before the anticipated start of the rotation. The student is responsible for all costs associated with their international travel, international health insurance, malpractice insurance and housing.

Elective OMS 3 rotations outside of the United States are allowed under the Midwestern University international travel policy.

At the end of the international elective rotation, an evaluation of the student must be completed by a D.O. or M.D. and obtained by the student as a paper evaluation that must be returned to the AZCOM Clinical Education office.

- AZCOM's professional liability insurance covers rotations in the 50 United States, Canada, and Puerto Rico. If professional liability insurance is required for rotations in another country (i.e., Guatemala) contact the rotation sponsor for assistance in obtaining coverage. Students are responsible for the cost of this coverage.
- The student **MUST** purchase Travel Insurance (medical) to cover the dates of the requested international rotation and will provide proof of policy to the Clinical Education Support Manager (EFowlk@midwestern.edu) with the application. The student will contact the MWU Risk Management office, 623-572-3940 or email riskmanagement@midwestern.edu, to obtain "Excess Student Travel Accident and Sickness Insurance" to cover costs of emergency medical care, evacuation, or repatriation of remains in the event of death.
- Please remember - The international political climate is ever-changing. **AZCOM Clinical Education reserves the right to withdraw approval for an international elective at any time if it is determined that the destination country is a higher risk site according to the U.S. State Department – Bureau of Consular Affairs (risk level of 3 or higher).**

Research Elective

Students interested in a research rotation must show a minimum cumulative GPA of 3.0 or greater at the time of application and no AZCOM course or COMLEX USA board failures. Eligible students may receive a maximum of one rotation block of credit (6) for a 4-week research rotation. Eligible students should submit a Request for Rotation (RFR) form and a "Research Request" form with the research proposal and appropriate supporting documentation to their Clinical Coordinator no fewer than 90 days prior to the anticipated start of the rotation.

The forms are on Canvas, Clinical Education course, Forms and Documents folder.

Completed documents will be reviewed and approved by John Ashurst, D.O. Approval is subject to review of the student's documentation. If additional information or documents are requested, they must be provided no fewer than 60 days prior to the anticipated start date of the rotation.

The student will receive written notification, via e-mail, regarding approval or denial of their proposal no fewer than 45 days prior to the anticipated start date of the rotation.

Incomplete proposals or proposals submitted fewer than 90 days prior to the anticipated start date will not be considered.

To receive a grade for the research elective, the following are required:

- Research Mentor's evaluation of the student: The Mentor should complete the Evaluation of Medical Student Competency form to the best of their ability. Clinical Education will accept an evaluation completed by a person holding a doctoral degree other than D.O. or M.D. for this purpose.
- Student's Evaluation of Clinical Experience

- Student will prepare and submit a summary report (short paper) after the completion of the elective summarizing the project, research results, their individual participation, what was learned about research design, research protocols, and research development. If a paper is submitted for publication, submit a copy with the summary report.

ALL OMS III EM ROTATION requests MUST be approved by the AZCOM Integrated Medicine Department Chair if the request is for a rotation occurring before January. These elective rotations are based on availability. Emergency medicine is a fourth-year Required rotation. Therefore, there are a limited number of clinical rotation sites that will accept a qualified third year student for Emergency Medicine.

****Surgical and Medicine Sub-specialties: ALL OMS III ROTATION requests MUST be approved by the Appropriate AZCOM Clinical Department Chair. Surgical and Medicine Sub-specialties are typically fourth year rotations. Therefore, there are a limited number of clinical rotation sites that will accept a 'qualified' third year student for these rotations.**

Rural for Elective Trade (RFET)

A Rural for Elective Trade may be received by a student that is assigned by the Clinical Education department to complete a required core rotation at a rural site and is based on availability of those core rotations. Students do not choose if they receive a RFET. If a student qualifies for a RFET, they must complete the gained elective rotation with a preceptor or facility that has a current clinical affiliation agreement with AZCOM. RFET rotations are scheduled through the same process as third year elective rotations. A Request for Rotation form is required to be scheduled for the elective rotation. Please see section above, Third Year Elective, for guidelines.

Books: Required Texts for Core Clerkships

See the clerkship syllabi for the book list for each Core discipline.

Mandatory Meetings

In addition to the educational offerings of clinical rotations, there are essential meetings outlined in the following OCM III: Osteopathic Clinical Medicine Course section.

OCM III: Osteopathic Clinical Medicine Course

CLMDG 1701

2025-2026 OMS III Academic Year

- The OCM III: Osteopathic Clinical Medicine Course is a 5.0 credit hour course which runs during the OMS III year. It consists of the following requirements:
- Online Vector Courses completion by May of the OMS 2 year, prior to beginning clinical rotations.
- Didactic Day Sessions during the OMS III Year
 - Offered in a Fall, Winter and Spring quarter session at AZCOM and comparable dates for the out-of-state regions (see table below for dates) which will require students' attendance and participation (usually 1-2 days) in:
- Mandatory Standardized Patient Objective Structured Clinical Examinations (OSCEs)
- Mandatory Departmental Small Group Didactic, Laboratory, or Workshop experiences for selected students as determined/required by the respective Clinical Department Chairs and the OCM III Course Director
- Large Group Didactic Sessions as required during the Fall, Winter and Spring quarter session in Arizona and comparable dates for the out-of-state regions.
- OMM reviews, hands-on workshops, and required minimum competency assessments.
- Documented attendance at an Arizona Board of Osteopathic Examiners in Medicine and Surgery (OBEX) Board Meeting, an Arizona Board of Medical Examiners Board Meeting, or an out of state board of medical examiners board meeting.
- Successful passage of the final testing standardized patient objective structured clinical examinations (OSCEs)—see table below for dates.

Arizona Board of Osteopathic Examiners in Medicine and Surgery / Arizona Medical Board

All third-year medical students are required to attend an Arizona Medical Board Meeting as part of the CLMDG 1701 course.

The purpose of this assignment is for medical students to gain knowledge on the role and professional responsibility of physicians and the process of how a medical board operates.

Students need only attend **one meeting** to meet the requirements. Students will need to confirm a reservation with the AZCOM Administrative Assistant at (623) 572-3251. *Reservations are on a first come, first serve basis.* Meetings are set by the Arizona Board of Osteopathic Examiners and the Arizona Medical Board. Meetings can change at the discretion of the board members. The dates are posted on their websites.

- Arizona Osteopathic Medical Board: <https://azdo.gov/consumer-resources/board-meeting-schedule>
- Arizona Medical Board: [https://azmd.gov/Allopathic Board Meetings](https://azmd.gov/Allopathic_Board_Meetings)

The meeting dates are also posted on CANVAS under "Medical Board Meeting (OBEX/BOMEX)". They will indicate whether the meeting is in-person or virtual.

Out-of-Region students will be given priority to attend virtually as it would be difficult for them to travel to Arizona for an in-person meeting. If you fall into this category, please indicate this on your email to Admin.

Things to know ahead of time:

- Students will be excused from their rotation on the day of the board meeting, but it is their responsibility to inform the preceptor and coordinator **ahead of time!**
- Expect to attend for a full day starting at 8:00 a.m. or full evening starting at 5:00 pm. NOTE: Students are not permitted to be on a rotation involved in patient care during the same time as they are attending a virtual meeting. Full attention is required.
- For 5:00pm meetings, permission to leave early is sufficient.
- Students may attend this meeting even if you are on leave of absence.

Please see the OCM III: Osteopathic Clinical Medicine Course Syllabus posted on Canvas for more detailed information.

Supervision

Students on rotations must be under the direct supervision of a licensed medical professional who must be present in the training facility, and must be a prominent member of the health care team.

Critically Important

Circumstances may necessitate changes by the AZCOM Clinical Education Office in rotation sites or the order of scheduled rotations with little or no prior notice to the student.

Fourth Year Students may not change their Rotation schedules without prior written approval from the appropriate Clinical Department Chair AND the Associate Dean for Clinical Education.

Fourth year students may change elective rotations up to 8 weeks prior to the start date.

If a cancellation request for an elective is between 4 and 8 weeks from the start date, approval from the appropriate Clinical Department Chair is required.

If a cancellation request for an elective is 4 weeks or less from the start date, approval from the appropriate Clinical Department Chair AND the Associate Dean of Clinical Education is required. requests are made via a Rotation ChangeForm (RC).

See cancellation/changePolicy.

AZCOM is obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times; the student MUST register with the Clinical Education Office for every clinical experience that is requested/arranged by sending a Request for Rotation Form (RFR) to the appropriate Clinical Education Coordinator.

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

- A rotation is unauthorized if it has not been approved, in advance, in writing, by the AZCOM Clinical Education Office.
- A rotation is approved when Clinical Education sends the student's RFR form, a copy of the professional liability certificate and all other required documents to the rotation site. If the student accepts a rotation offer via VSLO, the student must immediately send a RFR to their Clinical Education Coordinator for processing.
- Upon approval by the Clinical Education Office, the rotation becomes an academic requirement to which the student is obligated within AZCOM's cancellation Policy. The clinical rotation site may have a more stringent cancellation policy, in which case, that policy will prevail.
- Students may check the status of their RFRs on RMS and confirm with their clinical coordinator. A rotation has been approved by AZCOM Clinical Education when it appears in the student's schedule. If there is a reason that the Clinical Education Office cannot approve a student's RFR, this will be communicated to the student promptly via MWU/AZCOM e-mail.

Registration for Elective Rotations and Free Time

For each rotation that a student arranges directly with a training site, a Rotation for Request (RFR) form must be submitted a minimum of 45 days in advance of the proposed start date and 90 days in advance of the start date if a new affiliation agreement will need to be negotiated. With VSLO, offers 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 RFR to the AZCOM Clinical Education Coordinator.

The student must submit a RFR for "free" time so that the dates can be entered in the student's schedule. This can only be requested in the Fourth Year.

See [SCHEDULING ELECTIVE ROTATIONS](#) for step-by-step instructions.

Changes to Scheduled Rotations

See: [CANCELLATIONS/CHANGES](#):

Fourth Year Required Rotations

There are two required, 4-week rotations: Emergency Medicine and Critical Care. **Both conclude with a proctored end of rotation exam.**

There are two required, 4-week selective rotations: Subspecialty Internal Medicine and Subspecialty Surgery. No end of rotation exams is required for these rotations.

All Required Rotations must be completed within the 50 United States and scheduled for a minimum of 4 consecutive weeks at one site on one service.

Emergency Medicine Required Rotation

Must be general EM, including patients of all ages.

Pediatric Emergency Medicine does not fulfill this requirement. No exceptions.

See EM syllabus for rotation details.

EM Required rotation- has an end of rotation exam (COMAT EM exam)

The last Friday of each required block is reserved for the End of Rotation (COMAT EM) exam. See

[EVALUATION AND GRADING](#)

OMS IV students that are scheduling elective EM rotations with residency programs may use one-4-week rotation to fulfill the requirement. Students MUST designate the "Required" status at least 4 weeks prior to the start date of the rotation to allow scheduling of the examination.

Critical Care Required Rotation

May be scheduled in Surgical or Medical ICU's

Neonatology **does not fulfill this requirement.** No exceptions.

See ICU/SICU syllabus for rotation details

ICU/CCU/SICU - has an end of rotation exam (Faculty generated)

The last Friday of each block is reserved for the End of Rotation (AZCOM Faculty) exam. See [EVALUATION AND GRADING](#)

Internal Medicine Subspecialty Requirement

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.)

At least 4 weeks of General Internal Medicine Required Rotation must precede a subspecialty or elective.

Sub-internships or Auditions may be scheduled following completion of all required rotations. The **Sub-I** or **Audition** is a 4th year rotation.

Surgery Sub-specialty Requirement

The Surgery Selective must be a surgery subspecialty. It may be, but does not have to be, a sub-internship.

The Surgery Selective should be a predominantly OR-based experience.

The General Surgery Core must precede a Surgery subspecialty.

See the table below for rotation options.

Examples of Internal Medicine & Surgery Subspecialties			
Gastroenterology	Cardiology (including interventional)	Infectious Disease	Endocrinology / Diabetes / Metabolism
Pulmonology	Hematology / Oncology	Neurology	Nephrology
Critical / Intensive Care	Rheumatology	Allergy / Immunology	Geriatric Medicine
Genetics	Surgical Critical Care	Plastic / Reconstructive	Orthopedic
Vascular	Thoracic	Ophthalmology	Urology
Gynecological	Neurological	Trauma	Transplant
Proctology	Otolaryngology (ENT)	Anesthesia / Pain Management	

OCM IV - Osteopathic Clinical Medicine (1801 and 1802)

Lyle Greenwood D.O., Co-Course Director

Tracy Middleton, D.O., FACOFP Co-Course Director

Overview:

The Osteopathic Clinical Medicine IV course is a 2.4 credit hour course which runs in the fall and winter quarters. The objective is to provide Osteopathic Principles and Practice that will prepare our OMS IV students for residency. This is accomplished using online didactic sessions or modules and hands-on lab presentations. This course is required for graduation. To receive a passing grade, students must meet two requirements. First, they must attend one in-person live OMM lab session. Second, students must receive a cumulative grade of 70% or better on the quizzes that follow the online didactic lecture sessions or modules. Didactic lecture sessions or modules may be viewed online asynchronously. Course topics will include, but are not limited to, OMM diagnostic skills and management techniques that can be used in both inpatient and outpatient settings, the role of the physician in different health care environments and as part of the health care team, recognition of cultural competency issues, end of life care topics, common conditions in subspecialty fields, and ethical, legal, and practical implications where applicable.

Please see the syllabus for the OMM lab session dates and online didactic sessions/modules with quizzes.

Elective Rotations

MAXIMUM 16 weeks in any ONE specialty (IM and IM subspecialties are considered one specialty). Students may complete an additional four weeks in an audition rotation if approved by the appropriate Clinical Education Department Chair.

The student is required to complete 24 weeks of Elective rotations.

Rotations are typically 4 consecutive weeks at one site on one service. The student may schedule longer rotations.

The minimum length for an Elective rotation is 2 consecutive weeks at one site on one service.

Rotations scheduled outside of the 50 U.S. states may be registered for Elective credit only. They do not fulfill Core requirements.

Virtual online rotations including virtual auditions must be approved by the department chair. Virtual online rotations may count as elective credit toward the students overall 24 weeks of elective credit but may not count as a core or subspecialty core requirement.

Specific Elective Rotations

Non-patient care elective

- Students are allowed to complete in total 8 weeks of nonpatient care electives in the OMS IV year. These can consist of the following types of rotations- Research, Virtual Electives, and the Directed Study for Achieving Osteopathic Competency.
- In these 8 weeks, a student may only complete a total of 4 weeks in any virtual elective.
- The additional 4 weeks can be completed in either Research OR the Directed Study for Achieving Osteopathic Competency.
- Visa students are not eligible for virtual or distance learning rotations such as the Business of medicine or Teleradiology due to resulting incomplete enrollment status. Additional information can be found on the Canvas page; [Maintaining Status/Enrollment Requirements](#).
- Students may choose to have all 8 weeks in a research elective.
- Options are mapped out below:
 - Directed Study for Achieving Osteopathic Competency (4) and Virtual Elective (4)
 - Directed Study for Achieving Osteopathic Competency (4) and Research (4)
 - Virtual Elective (4) and Research (4)
 - All Research (8)

International Elective

An international elective is available through DOCARE International, or student arranged. Students interested in an international rotation must be in good standing with the Dean's Office, must show a minimum cumulative GPA of 3.0 or greater at the time of application and no AZCOM course or COMLEX USA board failures. Eligible students may receive a maximum of one rotation block of credit (6) for a 4-week international rotation.

Contact your clinical coordinator to begin the process for requesting an international rotation. Students will need the approval of the Associate Dean for Clinical Education, AZCOM for any rotation outside of the continental US.

The student will need to Submit an international rotation request form and include appropriate supporting documentation no later than **120 days** before the anticipated start of the rotation. The student is responsible for all costs associated with their international travel, international health insurance, malpractice insurance and housing.

Elective rotations outside of the United States are allowed under the Midwestern University international travel policy.

At the end of the international elective rotation, an evaluation of the student must be completed by a D.O. or M.D. and obtained by the student as a paper evaluation that must be returned to the AZCOM Clinical Education office.

- AZCOM's professional liability insurance covers rotations in the 50 United States, Canada, and Puerto Rico. If professional liability insurance is required for rotations in another country (i.e., Guatemala) contact the rotation sponsor for assistance in obtaining coverage. Students are responsible for the cost of this coverage.
- The student **MUST** purchase Travel Insurance (medical) to cover the dates of the requested international rotation and will provide proof of policy to the Clinical Education Support Manager (EFowlk@midwestern.edu), with the application. The student will contact the MWU Risk Management office, 623-572-3940 or email riskmanagement@midwestern.edu, to obtain "Excess Student Travel Accident and Sickness Insurance" to cover costs of emergency medical care, evacuation, or repatriation of remains in the event of death.

Please remember - The international political climate is ever-changing. AZCOM Clinical Education reserves the right to withdraw approval for an international elective at any time if it is determined that the destination country is a higher risk site according to the U.S. State Department – Bureau of Consular Affairs (risk level of 3 or higher).

Research Elective

Students interested in a research rotation must show a minimum cumulative GPA of 3.0 or greater at the time of application and no AZCOM course or COMLEX USA board failures. Eligible students may receive a maximum of one rotation block of credit (6) for a 4-week research rotation. Eligible students should submit a Request for Rotation (RFR) form and a "Research Request" form with the research proposal and appropriate supporting documentation to their Clinical Coordinator no fewer than 90 days prior to the anticipated start of the rotation. **The forms are on Canvas, Clinical Education course, Forms and Documents folder.**

Completed documents will be reviewed and approved by John Ashurst, D.O.

Approval is subject to review of the student's documentation. If additional information or documents are requested, they must be provided no fewer than 60 days prior to the anticipated start date of the rotation.

The student will receive written notification, via e-mail, regarding approval or denial of their proposal no fewer than 45 days prior to the anticipated start date of the rotation.

Incomplete proposals or proposals submitted fewer than 90 days prior to the anticipated start date will not be considered.

To receive a grade for the research elective, the following are required:

Research Mentor's evaluation of the student: The Mentor should complete the Evaluation of Medical Student Competency form to the best of their ability. Clinical Education will accept an evaluation completed by a person holding a doctoral degree other than D.O. or M.D. for this purpose.

Student's Evaluation of Clinical Experience

Student will prepare and submit a summary report (short paper) after the completion of the elective summarizing the project, research results, their individual participation, what was learned about research design, research protocols, and research development. If a paper is submitted for publication, submit a copy with the summary report.

SCHEDULING ELECTIVE ROTATIONS OUTSIDE AZCOM

Students wishing to complete elective rotations with current, established AZCOM preceptors must work through their Clinical Coordinator to obtain approval.

	DETAILS / NOTES	
CONTACT Your Clinical Coordinator (see pg. 9 for contact info)	AZCOM CLINICAL EDUCATION Glendale Hall, Room 316 FAX: 623-572-3301	MIDWESTERN UNIVERSITY 19555 N 59 th Avenue Glendale, AZ 85308
<input type="checkbox"/> Contact the medical facility for tentative approval	<input type="checkbox"/> Contact coordinator A MINIMUM of 3-4 months before you plan to start the rotation. <input type="checkbox"/> Identify yourself and your level of training. <input type="checkbox"/> State the rotation (e.g., cardiology) and the starting/ending dates you want. (Be ready to consider alternate dates if offered). <input type="checkbox"/> Ask about housing if you need it; not all hospitals have housing for visiting students. <input type="checkbox"/> If scheduling at the office of a private physician, obtain the name and address of each hospital at which the physician has privileges.	
<input type="checkbox"/> Submit the AZCOM Request for Rotation (RFR) form to the Clinical Education Office (NOT to the hospital or physician)	<input type="checkbox"/> If rotation is office-based, include the name and address of each hospital at which the physician has privileges. Clinical Education must send duplicate paperwork to each facility so that you can accompany the physician into the hospital. <input type="checkbox"/> The RFR must be received A MINIMUM of 90 days prior to the intended start of the rotation for all rotations that do not have current clinical affiliation agreements. <input type="checkbox"/> Submit the RFR to your clinical Coordinator via email (preferred) or via U.S. mail or FAX. <input type="checkbox"/> Failure to submit a RFR will result in no credit for time spent in clinical activity and may result in disciplinary action by the Clinical Promotions Committee.	
<input type="checkbox"/> Clinical Education will review your RFR and, if approved, forward all documentation, as noted above, to the training site	<input type="checkbox"/> Approval is subject to all applicable pre-requisites, including valid BLS, ACLS, OSHA, HIPAA, immunization and PPD status. <input type="checkbox"/> Contact will be via email if we have questions or if your request is denied. <input type="checkbox"/> Once approved, your completed application packet will be sent to the medical facility within 3 days of receipt of RFR and all additional required documentation.	
<input type="checkbox"/> Check status of your requested rotation	<input type="checkbox"/> When the rotation has been approved by the AZCOM Clinical Education Office, it will be added to your clerkship schedule on RMS.	

Osteopathic Medical Student III (OMS III): is defined as an AZCOM student who is in good academic standing and has successfully completed the requirements of the second academic year.

Osteopathic Medical Student IV (OMS IV): is defined as an AZCOM student who is in good academic standing and has successfully completed the requirements of the third academic year.

Osteopathic Manipulative Medicine Scholar (AMOE 1-3): is defined as an AZCOM student who is in good academic standing and is enrolled in the Applied Master of Osteopathic Education. The AMOE training program starts in the beginning of the third medical school year and continues for 36 months to end in a fifth medical school year. The OMMS must successfully complete the academic requirements of the conventional third- and fourth-year OMS students with an additional required didactic year(s) and expectations that they perform clinical or laboratory research under the supervision of a research advisor.

Extended Study Program Student (ESP): is defined as an AZCOM student who has either voluntarily entered or involuntarily been placed in this program by the Student Promotion and Graduation Committee. It is intended to permit the student additional time to complete the osteopathic medical student curriculum over a total of five years.

Rotation Management System (RMS): RMS is a computerized system that provides a vehicle to assist the OMSIII, OMSIV, OMMS1-3, and ESP students to identify:

The student's assigned region and clinical coordinator.

The student's track and proposed clinical rotation sites and preceptor status.

Clinic, hospital, or preceptor rotation site specific requirements e.g., finger printing, drug screens, etc.

Contact information.

Clinical rotation options for alternative rotations should they be needed.

RMS provides a wide array of information on preceptors, hospitals, and clinic sites to facilitate the process of student preceptor-based and hospital-based rotations in the third and fourth years.

Teaching Practitioner Agreement (TPA) and/or an Affiliation Agreement (AA): TPAs (formerly called a letter of understanding (LOU) and AAs (both Clinical and Program) are formal, written agreements between the rotation sites, accredited preceptors and MWU-AZCOM. These documents define the mutually agreed upon requirements between the sites, preceptors, and MWU-AZCOM. Successful completion of these documents is required to permit the AZCOM students to rotate at the site. The agreements must be completed for every student that applies at each new site and for each new rotation site. Students should allow a minimum of up to eight (8) weeks for completion of the TPA with preceptors and a minimum of up to four (4) months for completion of an AA with hospitals or other facilities. It is recommended that students allow a minimum of four (4) months when both are required. Preceptor-based rotations may require additional AA's with hospitals at which the preceptor practices in addition to the required TPA with the preceptor or preceptor's practice.



American Osteopathic Association Copyright 2003-2008

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary, a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in **Section 15.** It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. (Approved July 2003)

Section 18. A physician shall not intentionally misrepresent himself/herself or their research work in any way. community activities and services.

Section 19. When participating in research, a physician shall follow the current laws, regulations, and standards of the United States or, if the research is conducted outside the United States, the laws, regulations, and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, and participation either as examining and/or treating provider, supervision of other staff in their Research, analysis of data and Publication of results In any form for any purpose.