

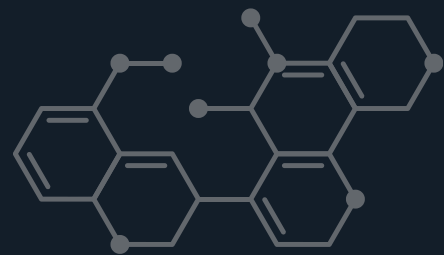
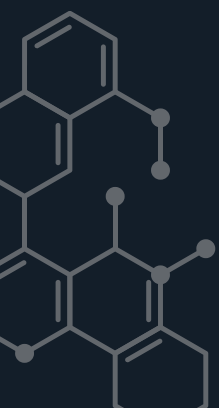
Clinical Education Handbook



**ACADEMIC
YEAR
2024-2025**



KANSAS HEALTH SCIENCE CENTER
**KANSAS COLLEGE of
OSTEOPATHIC
MEDICINE**



CLINICAL EDUCATION HANDBOOK

The journey toward clinical education may have seemed long and tedious. However, you have successfully traversed the path and are now ready for the world of clinical education. Congratulations on your accomplishments! A solid understanding of foundational biomedical sciences is critical to becoming a competent physician. Now, mastering the skills of patient care, empathy, interpersonal communication skills, and professionalism takes on new importance in your professional development toward becoming a physician.

Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine (KansasCOM) and the Office of Clinical Education have worked hard to develop a portfolio of rotations to provide an outstanding clinical education and position you with the tools necessary to support securing a quality residency training program. OMS III consists of core and required clerkships through our many affiliated clinical sites throughout Kansas and beyond. OMS IV will provide an opportunity for elective and sub-internship/audition rotations, allowing you to determine your field of passion and audition for residency positions.

Please remember that we are guests on each of these clerkships. We are here by invitation and through the generosity of each location and attending physician. Their willingness to spend valuable time imparting their experiences and knowledge will allow each of you to gain the skills necessary for independent patient care. Please always remember the sacrifice of each member of the preceptor team in having you on their service.

Throughout the clinical journey, the Office of Clinical Education remains ready to provide the assistance and resources necessary for success. Please familiarize yourself with the policies governing clinical education, as it is essential that these be followed. Please contact us for assistance, as our passion is to ensure that the last half of medical school is a transformative experience.

Sincerely,



Dasa V. Gangadhar, MD
Assistant Dean for Clinical Education

STUDENT ACKNOWLEDGEMENT

As a KHSC-KansasCOM student, I acknowledge receiving and/or being provided electronic access to the **KHSC-KansasCOM Clinical Education Handbook**.

- I have read the policies and procedures contained within the handbook and understand all rules, responsibilities, and expectations.
- I understand that the Clinical Education Handbook policies and procedures may be amended during the academic year, and I will be made aware of any substantive changes.
- I understand that my failure to return this acknowledgment will not relieve me from being responsible for knowing or complying with the policies and procedures within the Clinical Education Handbook.

Student Name (Printed): _____ Class of: _____

Signature of Student: _____ Date: _____

About the Clinical Education Handbook

The Clinical Education Handbook provides students with information about the medical school clerkship years (OMS III and OMS IV). Students are expected to read and familiarize themselves with the information provided in this handbook.

Due to the changing nature of clinical education and the residency application process, this handbook will be updated annually, with all prior editions being superseded by the latest edition. KHSC-KansasCOM may, on occasion, amend or modify the Clinical Education Handbook mid-cycle. Students will be made aware of any substantive changes.

The President's Cabinet approved the Clinical Education Handbook on May 1, 2024.

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KansasCOM Mission Statement

The mission of the Kansas College of Osteopathic Medicine is to train the Osteopathic physician of the future to provide effective, empathic, and innovative care to optimize the health of patients and their communities.

KansasCOM Vision Statement

Utilize impactful educational methods and technology to train exceptional graduates that are known for service, empathy, and innovation to improve access to a highest standard of care for all.

Osteopathic Principles and Core Competencies

The *Osteopathic Principles and Core Competencies* are described in the [KHSC-KansasCOM Student Handbook & Academic Catalog](#). Students should be familiar with these principles and competencies from the first two years of medical education. These principles and competencies extend to all years of medical training.

Core Entrustable Professional Activities

As students enter clinical education, *Core Entrustable Professional Activities (EPAs)* for entering residency take on additional importance. The Association of American Medical Colleges (AAMC) published new guidelines in May 2014 to provide expectations for learners and teachers, including 13 Core EPAs that all medical students should be able to perform upon entering residency, regardless of their future career specialty. In 2016, the American Association of Colleges of Osteopathic Medicine (AACOM) issued a report that osteopathic schools should include EPAs in their curriculum: [AACOM Osteopathic Considerations for Core EPAs Report](#).

Core Entrustable Professional Activities for Entering Residency are:

1. Gather a history and perform a physical examination.
2. Prioritize a differential diagnosis following a clinical encounter.
3. Recommend and interpret common diagnostic and screening tests.
4. Enter and discuss orders and prescriptions.
5. Document a clinical encounter in the patient record.
6. Provide an oral presentation of a clinical encounter.
7. Form clinical questions and retrieve evidence to advance patient care.
8. Give or receive a patient handover to transition care responsibility.
9. Collaborate as a member of an interprofessional team.
10. Recognize a patient requiring urgent or emergent care and initiate evaluation and management.
11. Obtain informed consent for tests and/or procedures.
12. Perform general procedures of a physician.
13. Identify system failures and contribute to a culture of safety and improvement.

During OMS III and OMS IV, medical students should acquire these skills to be adequately prepared for residency training.

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SUCCESSFUL TRANSITION FROM OMS II TO OMS III

Students who have completed the following requirements will be eligible to be promoted to OMS III of the program:

- Successful completion of all required OMS II coursework.
- Completion of/or passing score on the Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) Level I examination.
- Updated and negative drug screening on file with the Office of the Registrar.
- Documentation of all required health records on file with the Office of the Registrar.
- Documentation of current health insurance on file with the Office of Student Affairs and Services.
- Updated background check on file with the Office of the Registrar.
- Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the Student Performance Committee (SPC). Upon review, a slate of student candidates will be forwarded to the Dean's Council, who will make recommendations regarding individual student promotion to the Dean/Chief Academic Officer. The Dean/Chief Academic Officer will make the final decision on student performance. Please refer to the [Student Handbook and Academic Catalog](#) for details.

Exam Failures

Students failing COMLEX-USA Level I will be removed from clerkships until they successfully remediate. If students are in mid-clerkship, they will be allowed to complete the clerkship and then placed on rotation suspension pending repeat testing with a passing score. The Office of Clinical Education will work with the Office of Student Affairs and Services to establish a remediation plan for each student, which could include enrolling in a Board study elective. Students failing COMLEX-USA Level I for a second time will be required to go on academic suspension for the remainder of the academic year and successfully pass COMLEX-USA Level I. Additional coursework, tuition, and fees may be required.

Scheduling Clerkships

Clinical clerkships are also referred to as rotations, clerkships, or clinical experiences with a teaching physician referred to as a preceptor, attending, or faculty.

Clerkship Match

During OMS II, students will be surveyed for their input into their clerkship preferences. As part of the matching process, students will be assigned their OMS III clerkships with every attempt to match students to their preferences. A computer algorithm will be used to facilitate the matching process. Unfortunately, all needs cannot be met due to physical and logistical constraints.

OMS III CURRICULUM

Nine (9) core and required clinical clerkships/rotations are offered in the OMS III. These core and required clerkships, combined with one two (2) week elective and the longitudinal OMM course, constitute the OMS III year of study.

Core Clerkships

- Family Medicine
- Pediatrics
- Internal Medicine
- Internal Medicine Sub-specialty

- Surgery
- Surgery Sub-specialty

Required Clerkships

- Psychiatry
- Obstetrics and Gynecology
- Emergency Medicine

Longitudinal Courses

- Osteopathic Principles and Practice (OPP)

These clinical experiences reinforce and build upon the foundational biomedical science concepts taught in the first two years of medical school. Each of these clerkships will include a one-week on-ramp/off-ramp followed by a four-week clinical rotation. The on-ramp/off-ramp will provide time for didactic learning and other practical learning experiences, in-person (where possible) and virtually, to prepare students to excel in their respective rotations. This week will also provide time for Comprehensive Osteopathic Medical Achievement Test (COMAT) testing and remediation where necessary.

By design, our OMS III clerkship experiences will be in both urban and rural settings. The unique patient needs in these care settings are equally important in creating holistic patient care and educational experiences. We encourage students to choose diverse clerkships, taking advantage of these differing opportunities based on availability.

KHSC-KansasCOM will ensure that each student participates in one or more clerkships in a healthcare setting where the student works with resident physicians currently enrolled in an accredited graduate medical education program. In addition, more than one of the OMS III clerkships must include an in-patient component, and at least one clerkship must be supervised by an osteopathic physician.

KHSC-KansasCOM Clerkship Coordinators are the initial point of contact for all matters concerning clerkship scheduling. The coordinators will be available to assist students during regular university business hours by email or telephone. Students may schedule a virtual or in-person meeting by appointment. The Assistant Dean for Clinical Education will be notified if the coordinators cannot adequately reconcile a need or conflict.

To protect a student’s privacy, the Office of Clinical Education will communicate directly with the medical student and not with family members or colleagues. Please refer to the [Student Handbook and Academic Catalog](#) for information regarding the Student Privacy and Family Education Rights and Privacy Act (FERPA) policy.

OMS III CLERKSHIPS

Core and Required Clerkships:	Course No.
Behavioral Health/Psychiatry	PSYC 800
Emergency Medicine	EMED 800
Family Medicine	FMED 800
Internal Medicine	IMED 800
Obstetrics and Gynecology	OBGYN 800
Pediatrics	PEDS 800
Surgery	SURG 800
Internal Medicine Subspecialty	801-818
Surgery Subspecialty	801-815
Osteopathic Manipulative Medicine	807a/807b

OMS III Clerkships with Relatives

The KHSC-KansasCOM Clerkship Coordinator must be notified if any clerkship is being scheduled with a relative. As personal relationships can interfere with the integrity of the evaluative process, clerkships with relatives are discouraged and may be denied by the Office of Clinical Education.

OMS III Denied Scheduling Requests

A scheduling request may be denied for any of the following reasons:

- An affiliation agreement cannot be reached with the site.
- The requested site will not accommodate the request.
- The preceptor is a relative or friend of the student.
- The requirements of the site or preceptor cannot be met.
- The student is not in good standing.
- The request was not received before the 60-day deadline.

Canceling/Changing an OMS III Clerkship

It is not permissible to cancel or change an OMS III clerkship.

OMS III Enrollment Confirmation

The Office of Clinical Education uses [eValue](#) for scheduling and managing evaluations and logging hours/case logs/procedures. Please familiarize yourself with the software, as it is a vital platform for clinical rotations.

For every clerkship, students must verify and submit registration information through [eValue](#) within five (5) business days from the start of the on-ramp week of the rotation. The confirmation process is mandatory to confirm active enrollment. Failure to do so may jeopardize financial aid or graduation status. Please provide accurate information about the attending physician of record (address, phone, fax, email), as they will be the ones to complete a faculty evaluation of the student at the end of the rotation. If the listed information on the preceptor needs to be corrected, please update the information accordingly. If working with more than one attending physician on a clerkship, the student should provide complete details on all preceptors.

OMS III Clerkship Requirements

- Each rotation will have an identified preceptor of record who acts as the responsible physician for the clerkship and assessment.
- Students must assume responsibility for and perform all assigned duties in accordance with KHSC-KansasCOM and training institution regulations.
- Students are not permitted to obtain financial compensation or any form of gratuity for their clerkship participation except under military purview.
- Students must attend all conferences, discussions, or sessions of the hosting institution or KHSC-KansasCOM as assigned. Students should also participate in lectures for interns/residents if these exist at the hosting institution.
- Students will learn and perform their duties and procedures under appropriate and proper supervision in those areas where the preceptor and training institution permit.

OMS III Clerkship Responsibilities Checklist

Evaluation Type	Description of Evaluation
Enrollment Confirmation eValue	<ul style="list-style-type: none"> Completed within the first five days of the On-Ramp of every clerkship. List the preceptor's name and email.
Student Evaluation of Clerkship/ Preceptor	<ul style="list-style-type: none"> Completed during the last five days of every clerkship in eValue.
Clinical Competency Assessment	<ul style="list-style-type: none"> Preceptor evaluation of the student. Email sent via eValue to preceptor the last five days of clerkship. Provide a hard copy of the evaluation to the preceptor. Make an effort to have the evaluation completed PRIOR to leaving the clerkship.
Student Self-Reflection	<ul style="list-style-type: none"> Student evaluation of themselves and the specialty. This information will be kept, allowing the student an opportunity to reflect at a later date on their feelings about the specialty.
Off-ramp/On-ramp	<ul style="list-style-type: none"> Take the specialty-specific COMAT exam. Prepare for the next clerkship. Didactic modules and simulation exercises for the next clerkship. Check eValue for the next clerkship and confirm the accuracy. Contact the Department of Clinical Education for any discrepancies. Contact the following site for details of start, location, and orientation.

OMS III Patient Encounters and Time Logs

Each clerkship syllabus lists diagnoses and procedures expected for the students to encounter. Please familiarize yourself with each clerkship syllabus. If there are gaps in required cases, the KHSC-KansasCOM clerkship director will provide didactic resources to address these shortcomings. Possible means to address gaps include virtual experiences and/or additional readings. Students should advise the clerkship directors at mid-clerkship to discuss potential gaps and the clerkship in general. Students must log all of their clinical encounters and their daily work hours into [eValue](#). Preceptors and clerkship directors will receive an email with the data entries for review.

OMS III Clerkship Absences

Attendance at all clerkship-related activities is mandatory. Absences require an excuse from the Office of Clinical Education and the clerkship preceptor. Both parties must be informed of absences, as failure to do so may result in disciplinary action and a failing grade for the clerkship.

During OMS III clerkships, a [Time-off Form](#) in [eValue](#) must be requested and submitted thirty (30) days in advance to the KHSC-KansasCOM Clerkship Coordinator. A makeup plan should be part of the submission and must be discussed with the preceptor in advance. Time off may not be granted at the beginning of a trimester. The following items require a [Time-off Form](#):

- COMLEX-USA Level 2-Cognitive Evaluation (CE) and United States Medical Licensing Examination (USMLE) Examinations**
 Students are allowed one (1) day for travel to, one (1) day for the test, and one (1) day for travel back. No makeup plan is expected.
- COMAT Subject Exams**
 Students will be expected to complete the COMAT Subject Exams during the on-ramp/off-ramp. A [Time-off Form](#) is **NOT** required.

- **Discretionary Days**

Students will be allowed five (5) discretionary days during OMS III. The Office of Clinical Education must approve discretionary days in writing prior to the time off. Time-off Forms in [eValue](#) must be submitted to the Clerkship Coordinator 30 days in advance, as noted above. Students will then present the approved Time-off Form to the preceptor upon the start of the clerkship. At most, two (2) days off per clerkship will be approved. These days are for personal time, religious observances, and offering flexibility to an otherwise busy and regimented year of study. Please remember that medicine is a field that requires complete commitment. Hence, a certain amount of sacrifice is needed and expected. Only some requests for time off can be accommodated.

Discretionary days will sometimes become necessary during a clerkship for unexpected events (sickness, unanticipated life events, etc.). In such cases, A Time-off Form must be signed by the preceptor and submitted to the Clerkship Coordinator.

- **Sick Days**

Students will be allowed two (2) sick days annually in OMS III. In OMS IV, flex time must be used for all absences. If a student is ill, they must immediately contact the Office of Clinical Education and the rotation site preceptor. If a student is absent from a single clerkship for two (2) or more days due to illness, the student must submit a note from a licensed healthcare provider to the Office of Clinical Education and the preceptor regarding the number of days of expected absence and anticipated date of return.

- **Conference Days**

Students will only be granted time off for conferences or educational seminars if they present a paper, poster, or research. In such cases, a Time Off Form must be submitted to the Clerkship Coordinator and preceptor with supporting documentation for final approval. OMS III students must utilize discretionary days with a maximum limit of two (2) consecutive days. OMS IV students will use flex time.

- **Emergencies**

If emergent circumstances arise, the student must communicate with the site, clinical preceptor, and Office of Clinical Education as soon as possible. Documentation may be required before returning to clinical activities. Students should work with the preceptor or site coordinator to make up for the missed time.

- **Excessive Time Off**

If a student misses more than five (5) days in any given clerkship, that student must have a remediation plan approved by the preceptor and the Office of Clinical Education. If such remediation cannot be constructed, the student may need to repeat the clerkship.

- **Leave of Absence**

A leave of absence that extends beyond a normal time off may occasionally be necessary for a number of emergent and unexpected situations. All leaves of absence should be requested in writing to the Assistant Dean of Clinical Education. Please refer to the [Student Handbook and Academic Catalog](#) for details.

SUCCESSFUL TRANSITION FROM OMS III TO OMS IV

Students who have completed the following requirements will be eligible to be promoted to OMS IV of the program:

- Successful completion of all clinical rotations by June 30.
- Updated background check on file with the Office of Clinical Education.
- Updated and negative drug screening on file with the Office of Clinical Education.
- Documentation of all required health records (including current PPD) on file with the Office of Clinical Education.
- Documentation of current health insurance on file with the Office of Student Affairs.
- Scheduling of/or passing scores on the COMLEX-USA level 2 CE examinations.
- Professional good standing not under disciplinary action(s) for unprofessional conduct as defined in the [*Student Professionalism Policy*](#).

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship/externships until the requirements are completed and they are certified for OMS IV. Please refer to the [Student Handbook and Academic Catalog](#) for details.

OMS IV CURRICULUM

Electives

Elective rotations are an integral part of OMS IV and allow the student to explore fields of interest. In many instances, they can also serve as extensions of Sub-Is.

- Seven (7) elective four (4) week rotations can be scheduled during OMS IV.
- The electives can be between two (2) and eight (8) weeks in length.
- No more than four (4) rotations or Sub-Is (combined) are permitted in the same subspecialty (four-week blocks) for a total of 16 weeks. These electives may be split into two (2) week rotations if desired.

Planning

Students will need to prepare for OMS IV rotations no later than December of OMS III. Preparation involves enrolling in Visiting Student Learning Opportunities (VSLO) and contacting programs where they may be interested in residency training. Many sub-internships and electives are not posted in VSLO. Students will need to reach out to individual programs in which they may have an interest and only in states where we are currently authorized to operate. Outside of the VSLO program, individual affiliation agreements may be necessary. As these agreements take time to complete, every effort should be made to alert the Clerkship Coordinators at least two months in advance. To receive credit for away rotations and maintain professional liability coverage, it is mandatory that students receive advance approval from the Office of Clinical Education.

Sub-Internships or Audition Rotations

Sub-internships (Sub-I) are designed for students to function at a level approximating that of an intern. It is also an opportunity to "audition" for programs of one's choice. KHSC-KansasCOM allows up to two (2) Sub-Is in OMS IV. These Sub-Is are four (4) weeks in duration.

OMS IV CLERKSHIPS

Elective 1	900-918
Elective 2	900-918
Elective 3	900-918
Elective 4	900-918
Elective 5	900-918
Elective 6	900-918
Elective 7	900-918
Sub-Internship	900-918
Sub-Internship	900-918
Osteopathic Manipulative Medicine	908a/b/c
Audition Rotations available through VSLO	

OMS IV Visiting Student Learning Opportunities

The [AAMC Visiting Student Learning Opportunities \(VSLO\)](#) through the Association of American Medical Colleges (AAMC) provides an opportunity to apply for away rotations. The VSLO program enables medical and public health students to pursue short-term learning opportunities in locations away from their home institutions. The VSLO program helps medical students seek elective opportunities such as away rotations, electives, and sub-internships.

- Students will receive access to VSLO before applying to OMS IV rotations, typically in January of OMS III.
- It is imperative that students upload all required documents to the application site.
- Students must request that the Registrar upload any remaining documents as requested by VSLO and the hosting institution.
- When a rotation is confirmed through VSLO, the student must notify their Clerkship Coordinator to add the elective rotation to the student's schedule in eValue.
- Students must follow individual hospital policies when scheduling and confirming electives, as some sites may have specific requirements.
- Not all electives/Sub-Internships are offered through VSLO. If a student is interested in a particular program and is not on VSLO, the student must make direct contact with the appropriate personnel at the hosting institution.
- Extra fees may be required at some elective sites. These fees are the student's obligation.

Please note: The Office of the Registrar uploads transcripts for VSLO upon request.

- To request an official transcript, complete the [Official Transcript Request Form](#) from the Registrar.
- The Office of the Registrar can only upload and release a transcript after submitting the [Official Transcript Release Form](#).

OMS IV Letters of Recommendation (LoR) for VSLO

VSLO sites may request a LoR for some rotations.

- It is the student's responsibility to request LoR from a preceptor, mentor, or research supervisor.
- KHSC-KansasCOM Clerkship Coordinators will upload these letters into VSLO upon request.

Identifying OMS IV Clerkships

Students should seek Sub-Is and electives through the VSLO program. However, not all programs offer their opportunities through VSLO. Hence, if a student is interested in a particular program not offered through VSLO, they should contact the hospital or program directly for an application. Students must know which states KHSC-KansasCOM is authorized to conduct business in before scheduling rotations. If the student cannot schedule all OMS IV rotations independently, KHSC-KansasCOM's offerings will be made available once all OMS III students have been assigned to their clerkships.

Sub-Is and electives are the best opportunities for students to learn about a program and showcase their skills. Although not universal, some programs may only interview applicants who have performed rotations at their program. Programs have limited slots, and seeking out these opportunities as early as December or January of OMS III is essential. Most audition rotations are best completed from July to January of OMS IV. Performing well during a rotation is always important. However, these rotations are especially important as the student's performance may be one of the most crucial criteria for either acceptance or rejection from a program.

Some audition rotations may have additional associated fees. The student is responsible for all application fees, including transportation, housing, meals, and other costs.

OMS IV Clerkships with Relatives

As with OMS III, the KHSC-KansasCOM Clerkship Coordinator must be notified if any clerkship is being scheduled with a relative. As personal relationships can interfere with the integrity of the evaluative process, clerkships with relatives are discouraged and may be denied by the Office of Clinical Education.

OMS IV Denied Scheduling Requests

A scheduling request may be denied for any of the following reasons:

- An affiliation agreement cannot be reached with the site.
- The requested site will not accommodate the request.
- The preceptor is a relative or friend of the student.
- The requirements of the site or preceptor cannot be met.
- The student is not in good standing.
- The request was not received before the 60-day deadline.

Canceling/Changing an OMS IV Clerkship

If an OMS IV clerkship needs to be canceled or changed, a request form must be received at least 60 days before the start date of the rotation. Requests will be reviewed on a case-by-case basis. A scheduling request for an alternative rotation must be submitted for review via [eValue](#). Illnesses and leaves of absence will be managed on a case-by-case basis. If a request for a change is received after the deadline or if the request is denied, the student will be required to attend the scheduled clerkship.

OMS IV Enrollment Confirmation

For every clerkship, students must verify and submit registration information through [eValue](#) within five (5) business days from the start of the rotation. The confirmation process is mandatory to confirm active enrollment. Failure to do so may jeopardize financial aid or graduation status. Please provide accurate information about the attending physician of record (address, phone, fax, email), as they will be the ones to complete a faculty evaluation of the student at the end of the rotation. If the listed information on the preceptor needs to be corrected, please update the information accordingly. If working with more than one attending physician on a clerkship, the student should provide complete details on all preceptors.

OMS IV Clerkship Requirements

- Each rotation will have an identified preceptor of record who acts as the responsible physician for the clerkship and assessment.
- Students must assume responsibility for and perform all assigned duties in accordance with KHSC-KansasCOM and training institution regulations.
- Students are not permitted to obtain financial compensation or any form of gratuity for their clerkship participation except under military purview.
- Students must attend all conferences, discussions, or sessions of the hosting institution or KHSC-KansasCOM as assigned. Students should also participate in lectures for interns/residents if these exist at the hosting institution.
- Students will learn and perform their duties and procedures under appropriate and proper supervision in those areas where the preceptor and training institution permit.

OMS IV Clerkship Responsibilities Checklist

Evaluation Type	Description of Evaluation
Enrollment Confirmation eValue	<ul style="list-style-type: none">• Completed within the first five days of the On-Ramp of every clerkship.• List the preceptor's name and email.
Clinical Competency Assessment	<ul style="list-style-type: none">• Preceptor evaluation of the student.• Email sent via eValue to preceptor the last five days of clerkship.• Provide a hard copy of the evaluation to the preceptor.• Make an effort to have the evaluation completed PRIOR to leaving the clerkship.

OMS IV Flextime

OMS IV is when students need more flexibility in their schedules. Hence, 35 weekdays of flextime are allotted during OMS IV clerkships. Students may combine no more than two (2) consecutive weeks of flextime. Additional restrictions apply:

- Students may not request more than four (4) interview days in any four-week clerkship.
- Students may not request more than two (2) interview days over any two-week clerkship.
- Students may not request flextime at the beginning of a trimester.
- Students are required to formulate a makeup plan with their preceptor.
- Special permission is required from the Office of Clinical Education if a waiver of these restrictions is necessary.

OMS IV Leave of Absence

KHSC-KansasCOM will grant a leave of absence under certain circumstances. All leaves of absence should be requested in writing to the Assistant Dean of Clinical Education. Excessive leave of absence may result in needing to repeat OMS IV. Please refer to the [Student Handbook and Academic Catalog](#) for details.

OMS III & OMS IV ELECTIVES

During OMS III, one two-week elective will be available. The student will have the ability to choose a specialty of interest based on availability. It is permissible to repeat an experience already encountered in OMS III, as this elective is an opportunity to take a deeper dive into a particular discipline or to explore new fields of potential interest.

Research Elective

Participating in research is strongly encouraged. Increasingly, Program Directors are looking for meaningful research as a criterion for residency selection. Most students have already become involved in research projects during their preclinical years or may have undertaken additional clinical reports during their core and required clerkships. Our elective rotation portfolio offers the opportunity for a research elective. This elective can either be a two-week OMS III or a two (2) to four (4) week OMS IV experience. Although this amount of time is insufficient for a research project, it does provide an opportunity to either launch or finish a project.

Clinical Distinction Elective

In addition to our more traditional clinical experiences, we have added a Clinical Distinction elective for either the OMS III or OMS IV year of study. Clinical distinction empowers students to step into the role of educational leader. Students will select an area of study that best supports their medical aspirations. Possible topics include military officer/medical training, leadership, artificial intelligence, entrepreneurship, or a clinical experience not included in the current catalog. Learning outcomes, educational activities, assessments, and timelines will be developed in collaboration with a faculty mentor and must be approved by the Assistant Dean for Clinical Education.

OMS III & OMS IV STUDENT SUPERVISION

Please pay strict attention to the following excerpts from the [Student Supervision Policy](#) provided below:

- **Supervising Physician**
 - KHSC-KansasCOM credentials clinical faculty to provide student supervision and education in a clinical setting.
- **Supervision Levels**
 - **Direct Physician Supervision Present:** The physician must be present in the room from beginning to end during the performance of a procedure or provision of general patient care.
 - **Direct Physician Supervision Available:** The physician must be present in the office or on hospital grounds and immediately available to provide assistance/direction throughout the performance of the provision of patient care or procedure.

OMS III and OMS IV will be supervised at a level appropriate to the clinical situation and the student's level of experience. For some tasks, **Direct Physician Supervision Available** may be appropriate for some students. **Direct Physician Supervision Present** would be suitable for advanced procedures. The supervising physician or provider may only supervise procedures in which they hold privileges and are within their scope of practice.
- **Scope of Duties Permitted for OMS III and OMS IV**
 - Obtaining a patient's complete and problem-focused history.
 - **Limited Physical Examination** excludes genitourinary, breast, and rectal exams. The level of supervision requires the physician to be available or present during the exam based on the student's level of competency.

- Under ***Direct Physician Supervision Present***, students may perform genitourinary, breast, and rectal exams with the attending physician present in the room. If the supervising physician determines the student is competent in the genitourinary, breast, and rectal exam examinations, then the student may be allowed to perform these diagnostic examinations ***only*** with a gender-appropriate chaperone in the room where the supervising physician is immediately available should they be needed (***Direct Physician Supervision Available***).
- Under ***Direct Physician Supervision Available***, students may round on patients in the hospital and gather lab, imaging, nursing, and other pertinent information/results and develop interim assessments and recommendations.
- Under ***Direct Physician Supervision Available***, students may write notes regarding E/M services or procedure notes with the supervising physician verifying any student documentation of components of the E/M services in the medical record.

The above notwithstanding, the duties and activities of students must not conflict with hospital or clinic policies. The student should cease patient care activities if a supervising physician or their designee is unavailable. If this situation is frequent, KHSC-KansasCOM's Assistant Dean for Clinical Education should be notified immediately. A student faced with a life-threatening emergency without the supervising physician should use their best judgment in rendering care until the supervising or other physician arrives.

- **Alternate Supervisor**

- KHSC-KansasCOM students' clinical activities will be supervised by licensed physicians. During a student's time at the clinic or hospital, the preceptor must be available for supervision, consultation, and teaching or designate an alternate supervisor. A student is not legally or ethically permitted to provide care to patients independently.
- Although the supervising physician may not be with a student during every shift, it is essential to clearly assign students to another physician or non-physician provider (nurse midwife, nurse practitioner, physician's assistant, psychologist, etc.) who will serve as the student's supervisor for any given time interval. The supervising physician retains full responsibility for supervising the medical students assigned to the medical rotation and must ensure their designee(s) are prepared for their roles in supervising medical students.
- Designation of a qualified healthcare provider: The physician supervisor/preceptor and their designee(s) must have an appropriate license and specialty board eligibility/board certification and supervise the medical student within that scope of practice of the identified specialty.
- The supervising physician or their designee must examine all patients the student doctor sees. The supervising physician's responsibility is to ensure appropriate documentation in the patient's medical record. A student may not administer treatment or medication until a licensed supervising physician has personally seen the patient and confirmed the diagnosis. Treatment may not commence unless the supervising physician reviews and counter-signs all orders, progress notes, etc., written by the student.
- In the rare case where supervision is unavailable, students may be given an assignment or spend time with ancillary staff (x-ray, lab, physical therapy, etc.), as these experiences can be valuable. The preceptor should be aware of the student's assigned activities at all times.

OMS III & OMS IV ASSESSMENT

The Office of Clinical Education reviews all clerkship evaluations, COMAT examination scores, and OSCE performance (if part of the clerkship evaluation) and determines the final grade for the clerkship. Although optional, students would be well-served to schedule an end-of-clerkship meeting with their preceptor(s) to discuss their performance and review areas for improvement. ***It is considered a violation of KHSC-KansasCOM rules governing Professionalism to challenge a preceptor's evaluation or request that a preceptor change an assessment rating.*** If a preceptor is unavailable to review the assessment and a student has significant concerns, the student should contact the KHSC-KansasCOM Clerkship Coordinators to discuss options for gathering the desired feedback. Any student actions that could be perceived as violating KHSC-KansasCOM's code of professional conduct may be referred to the Assistant Dean for Clinical Education.

Clerkship Grades

To receive a final clerkship grade, the following must be completed:

- Enrollment Confirmation within the first five (5) days of the clerkship.
- Clinical Competency Assessment from Preceptor at the end of the clerkship.
- Evaluation of Preceptor/Evaluation of the Clerkship Site from a student in the last five (5) days of the clerkship.
- End of Clerkship Reflection from the student's last five (5) days of clerkship.
- Passing COMAT Exam score for core and required clerkships.
- Completion of didactic materials and any other course requirements (OSCE).

Clinical Competency Assessment

At the conclusion of a clerkship, preceptors are required to complete a Clerkship Clinical Competency Assessment. The preceptor documents the performance of expected competencies compared to other students at the same educational level. The purpose of any such assessment is to provide constructive feedback and to guide professional development. Interns or residents may submit assessments, but the preceptor of record must cosign them. The evaluations are sent to the preceptors online through the [eValue](#) platform within five (5) days of the end of the clerkship.

Preceptors should return all evaluations within seven (7) days of the end of the clerkship. Students can also provide paper copies of the assessment to the preceptors. Students can return such evaluations directly to the KHSC-KansasCOM Office of Clinical Education. The evaluation will be sent to the preceptor for their records. KHSC-KansasCOM recommends that students request an initial discussion of preceptor expectations and a mid-clerkship assessment to allow for course correction (if necessary) and intermediate feedback. Students are encouraged to seek direct input from the preceptor at the end of the clerkship. Preceptors have varying approaches to grading, feedback, and mentorship. It is imperative that all approaches be respected.

*Many VSLO rotations may have their own grading mechanisms and evaluation forms for OMS IV. KHSC-KansasCOM will adapt the evaluations as needed.

Student Evaluations of Clerkship/Preceptor/Self

During the last five (5) days of the clerkship, students are expected to complete an evaluation of the clerkship, the preceptor, and their own personal experiences. KHSC-KansasCOM may share evaluations of clerkships and preceptors in a delayed and deidentified manner with the clinical site if such evaluations would be valuable in improving the site's performance.

Deficiencies

The Clerkship Director and the Clerkship Coordinator will notify the student of a low or failing assessment. All deficiencies or concerning comments are reviewed, and the student is asked to provide

written feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other shortcomings will be referred to the Assistant Dean for Clinical Education. Failure of a clerkship will need to be addressed with the Assistant Dean for Clinical Education, and a remediation path will be identified. A student who fails a clerkship may be required to meet with the SPC. Please refer to the [Student Handbook and Academic Catalog](#) for details.

Grades

Core and required clerkships are graded as follows: Honors/High Pass/Pass/Fail. Honors is the top 10-15% of the class. The components of the final grade are the following:

- Clinical Competency Assessment (Preceptor Evaluation) – OMS III and OMS IV
- COMAT Examination – OMS III
- OSCE, Case-based presentation, or other exercises – OMS III
- Weekly “board-type” questions – OMS III

Grading Criteria	Honors	High Pass	Pass	Incomplete	Fail
COMAT	Score \geq 110 on first attempt	Score of 104 to 109 on first attempt	Score \geq 83 on first attempt	All requirements of the rotation must be met for a grade to be administered	\leq 82 score on even a second attempt or failure to complete examination during off-ramp
Preceptor Evaluation	No below expectations scores (1.0 or 2.0) on evaluation	No below expectations scores (1.0 or 2.0) on evaluation	Must have no more than four 1.0 scores (out of 12) and achieve 2.0 Overall	All requirements of the rotation must be met for a grade to be administered	Five or more 1.0 scores or overall score of 1.0
Student evaluation of Preceptor/ Site	Completed by the last day of the rotation	Completed by the last day of the rotation	Completed by the last day of the rotation	All requirements of the rotation must be met for a grade to be administered	Failure to complete
Student Self-Reflection	Completed by the last day of the rotation	Completed by the last day of the rotation	Completed by the last day of the rotation	All requirements of the rotation must be met for a grade to be administered	Failure to complete
Quizzes/ Questions	Completed by the last day of the rotation	Completed by the last day of the rotation	Completed by the last day of the rotation	All requirements of the rotation must be met for a grade to be administered	Failure to complete
OSCE, Case Presentation or Other Assignment	Completed within seven (7) days of the end of the rotation	Completed within seven (7) days of the end of the rotation	Completed within seven (7) days of the end of the rotation	All requirements of the rotation must be met for a grade to be administered	Failure to complete
Failure by students to complete all components of the above within one week of the end of the clerkship will result in a Pass as the highest grade possible. Failure to submit within four weeks will result in a Failure of the clerkship.					

PREPARATION FOR COMAT, COMAT OPP, & COMLEX LEVEL 2 EXAMINATIONS

Comprehensive Osteopathic Medical Achievement Test (COMAT)

The National Board of Osteopathic Medical Exam (NBOME) COMAT examination is administered at the conclusion of all OMS III core and required rotations (except for the IM subspecialty and Surgery subspecialty). These examinations account for 40% of a student's grade in each rotation. It is the student's responsibility to register for their COMAT exam through their NBOME account. Students failing a COMAT examination will be allowed to remediate one time without it being considered a failed clerkship. The student must bear any additional cost for repeating the COMAT. The highest clerkship grade that can be achieved after remediation is PASS. Students failing the COMAT twice will need to repeat the clerkship after completing all core and required clerkships.

The following core and required disciplines have required COMAT examinations:

- Emergency Medicine
- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology/Women's Health
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery
- Osteopathic Principles & Practice (OPP)

OPP COMAT

The Osteopathic Principles and Practice examination must be completed prior to taking the COMLEX-USA Level 2 examination. It is recommended that the examination be completed during the on-ramp before one of the subspecialty clerkships when no other COMAT will be taken. This examination emphasizes core knowledge and elements of osteopathic principles essential for the osteopathic medical student to master.

COMAT Examination Scheduling

Students are expected to take the COMAT examination for the previous clerkship during the on-ramp/off-ramp week between clerkships. Examination information will be communicated by the Clerkship Coordinator. Students are expected to take the examinations during the scheduled time. If a student must reschedule their examination, additional fees may be necessary and are the student's responsibility.

Subject Examination Scores/Remediation

COMAT scores will be reported to the student as soon as they are available through the NBOME. A passing score will be based on NBOME academic year norms and standards set by KHSC-KansasCOM. In case of a COMAT failure, the student will be required to meet with the Assistant Dean for Clinical Education. The Clerkship Coordinator will assist the student in rescheduling the COMAT at an appropriate time. In case of a second failure, the clerkship will need to be repeated, and the student may be asked to meet with the SPC. Based on overall performance, the student may need a remediation plan, may need to repeat OMS III, or could face academic dismissal.

The COMAT examinations are used for the calculation of class rank.

COMSAE Phase 2

The content of the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 2 is representative of the COMLEX-USA blueprint and is based on the same content outline. It is a self-assessment examination for students to gauge their knowledge and ability as they prepare for the COMLEX-USA Level 2-CE examination. **Students are expected to take the timed COMSAE Phase 2 examinations and achieve a minimum score of 450 to be approved to sit for the COMLEX-USA Level 2-CE.**

- Students must register for COMLEX-USA Level 2-CE no later than February 15th of OMS III.
- Students must take COMLEX-USA Level 2-CE no later than August 15th.
- Students requesting permission to take these exams outside the required dates must have authorization from the dean/chief academic officer.
- In the case of initial failure, students must retake the COMLEX-USA Level 2 no later than March 1st of OMS IV to graduate.

COMLEX-USA Level 2

The COMLEX-USA Level 2-CE is a one-day, computer-based assessment that integrates the application of knowledge in clinical and foundational biomedical sciences with other physician competencies related to the clinical care of patients and promoting health in supervised clinical settings.

Competency domains assessed include the application of osteopathic medical knowledge, osteopathic patient care, osteopathic principles and practice, communication skills, systems-based practice, practice-based learning and improvement, professionalism, and ethics.

COMLEX-USA Level 2-CE includes the following Clinical Science Disciplines: Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery

Passing COMLEX-USA Level 2-CE indicates that the candidate has demonstrated competence in the clinical sciences and related physician competency domains for osteopathic medical care of patients as required to enter into supervised graduate medical education settings and to continue lifelong learning.

[\(NBOME\)](#)

COMLEX-USA Study Block

A four (4) week dedicated, non-credited self-study block is built into the schedule to allow for adequate preparation for COMLEX-USA Level 2. This examination and your performance take on greater importance for residency selection since COMLEX-USA Level 1 is now Pass/Fail.

COMLEX-USA Exam Remediation

The school will be notified if a student fails to pass a COMLEX-USA examination. The Office of Clinical Education will inform the student regarding remediation steps and COMLEX-USA rescheduling. It is also the student's responsibility to contact the Office of Clinical Education to establish a corrective action plan. Link to: [COMLEX-USA](#)

GRADUATION REQUIREMENTS

The degree of Doctor of Osteopathic Medicine (DO) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and have successfully passed the required national licensing exams.

Students who have completed the following requirements will be eligible to be considered for graduation.

- Successful completion of all academic requirements.
- Passing score on COMLEX-USA Level 1 and Level 2 CE.
- Professional good standing not under disciplinary action(s) for unprofessional conduct as defined in the *Student Professionalism Policy*.

The SPC committee will review students meeting these requirements. Upon review, a slate of student candidates will be forwarded to the Dean's Council, who will make recommendations regarding individual student graduation to the Dean/Chief Academic Officer. The Dean/Chief Academic Officer will make the final decision on student graduation status. Commencement attendance is a part of graduation requirements.

RESIDENCY PLANNING

Planning for residency requires attention to many details. The decision of which field to pursue is one of the most important decisions in a medical student's career. This decision is intensely personal based on one's interests and abilities. The clinical years hopefully have provided exposure to a broad range of disciplines, allowing this to be an informed decision based on clinical experiences. Each student needs to pursue their passion and assess their own competitiveness in their chosen discipline. KHSC-KansasCOM's Office of Clinical Education and Career Services Department will work on behalf of our students to prepare them for this final phase of the medical school odyssey.

Career Services

KHSC-KansasCOM provides services to prepare students for the most competitive residency application possible. Career Services is available to assist students in preparing a curriculum vitae, navigating the available tools in selecting a discipline, assessing individual residency programs, advising students on how to request letters of recommendation, and preparing for the ERAS.

Choosing a Specialty

Nothing is more important than personal experiences when choosing a specialty. However, many students have multiple passions and may need help deciding on a field of study. Several resources are available to assist in evaluating and choosing a specialty. Students should evaluate the following:

- FREIDA (Fellowship and Residency Electronic Interactive Database Access): this tool from the AMA is a comprehensive database that offers information on accredited Graduate Medical Education (GME) programs in the United States. FREIDA provides program characteristics, application requirements, and other relevant information for medical students seeking postgraduate training. Students can search for programs based on many criteria, including specialty, location, and program type. ([FREIDA, AMA](#))
- Careers in Medicine: KHSC-KansasCOM provides students with access to this resource that can assist medical students in career planning and exploration, selecting a specialty, and guidance on navigating the residency application process. ([Careers in Medicine \(AAMC\)](#))

Electronic Residency Application Service (ERAS)

ERAS is a centralized electronic application service medical students use to apply for residency programs. ERAS streamlines the application process for students, Dean's Offices, Letter of Recommendation (LoR) authors, and program directors. ERAS provides a centralized and flexible solution to the residency application and document distribution process by allowing applicants to build

and deliver their application and supporting materials. Students will receive Tokens from the KHSC-KansasCOM Designated Dean's Office near the end of OMS III, allowing students access to the ERAS portal. Documents that are uploaded to ERAS include:

- Transcripts and Medical Student Performance Evaluations (MSPE) letters (uploaded by the school).
- Application, a professional photo, personal statements, and board scores, including COMLEX-USA and USMLE reports (uploaded by the student).
- LoRs (uploaded by the preceptor).
- My ERAS Information:
 - Register for MyERAS Portal for Residency ([MyERAS Portal for Residency](#))
 - ERAS Residency Timeline ([ERAS Timelines](#))
 - ERAS Frequently Asked Questions ([ERAS FAQs](#))
 - ERAS Residency Applicant Checklist ([ERAS Residency Applicant Checklist](#))

Medical Student Performance Evaluation (MSPE, Formerly known as The Dean's Letter)

The MSPE is a document prepared by medical schools for OMS IV medical students. It is part of the residency application process and provides residency program directors with insights on the applicant. The MSPE includes information on academic achievements, clerkship grades, examination scores (COMAT), research, volunteer work, extracurricular activities, and disciplinary actions. It is intended to provide a holistic view of the student's qualifications.

Letters of Recommendation (LoR)

LoRs are one of the most essential parts of the residency application. Students should search for preceptors willing to write a strong letter as early as OMS III. It is important to find preceptors who practice in the specialty to which one is applying. Although all letters do not need to come from someone in the specialty, it is strongly recommended that at least a few letters align with the field being sought. Preceptors in academic centers (often encountered during OMS IV Sub-Is) are excellent sources of letters. Such individuals, especially if they are program directors, are well-known in their field and can be extremely valuable references.

- LoRs must be submitted directly to ERAS by the preceptors.
- Students are advised to waive the right to read the letter as such letters take on greater importance.

The Residency Matching Process

The Main Residency Match provides an impartial venue for matching applicants' and residency programs' preferences for each other using a mathematical algorithm. The National Resident Matching Program (NRMP) is not an application processing service. It is a service whereby students rank programs at which they have applied and interviewed. If one is not matched when the matching algorithm is processed, the student then has an opportunity to obtain available unfilled positions during the Match Week Supplemental Offer and Acceptance Program (SOAP). Not all specialties use the NRMP, and more programs utilize their own match. Below are links to the different matching services:

- The NRMP ([The Match](#))
- The Urology Residency Match ([Urology Match](#))
- San Francisco Match, Ophthalmology and Plastic Surgery ([SFMatch](#))
- Military Match - Each service has a separate matching service, and the student should contact their branch to understand the application process and timelines.

CLERKSHIP POLICIES

Professionalism

Professionalism is a hallmark of the KHSC-KansasCOM experience and an attribute required of all KHSC-KansasCOM students, faculty, and staff. Professional conduct, accountability, the demonstration of humanism and cultural proficiency, and maintaining one's emotional, physical, and mental health are all key components to demonstrating professionalism consistently.

Professional conduct, including honesty and integrity, takes on an even more important role in the clinical years of medical school. Students are often judged on their conduct as much or more than their knowledge. Any violation of KHSC-KansasCOM's *Professional Code of Conduct* can result in disciplinary action or dismissal from KHSC-KansasCOM. Please refer to the [Student Handbook and Academic Catalog](#) for details.

Duty Hours

Medicine is a field that requires intense dedication to the patient. Hence, 9 AM-5 PM schedules are not possible. Duty hours will vary depending on specialty and location. It will be up to the clinical preceptor to determine "duty hours." As such, weekends and holidays may be considered "on duty." Every effort will be made to uphold the Policy concerning Fatigue Mitigation (see policy below). If a student feels that the work hours exceed their capacity to continue safely, the student must contact the Office of Clinical Education immediately. The Assistant Dean for Clinical Education will be notified so that appropriate steps can be taken to protect the student and the needs of the patient, preceptor, and clerkship.

Transportation

Travel arrangements and costs are the student's responsibility. Students are not considered employees of KHSC-KansasCOM and, therefore, are not insured for accidents or other unforeseen events during travel as part of the academic program.

Additional Expenses and Fees

Students are expected to make their own arrangements for transportation and lodging at clinical rotation sites. KHSC-KansasCOM will make every effort to assist students and direct them to the lowest-cost housing options. Students are also responsible for costs associated with housing, meals, professional attire, additional testing, or fees as dictated by clinical sites. Students who do not successfully complete rotations may also be responsible for additional exam fees or tuition charges.

Canvas

Canvas is the learning management system used by KHSC-KansasCOM. All the clerkship sites, clinical syllabi, on-ramp didactics, practice questions, and recommended materials from Online MedEd will be posted in Canvas.

Communication

The Office of Clinical Education and the Clerkship Coordinators will utilize KHSC-KansasCOM email as the primary means of communication. At times, cell phone or text communication may be utilized. However, for proper documentation, email communication is encouraged. Student's responsibilities include:

- Utilizing KHSC-KansasCOM's official email, not personal email accounts.
- Check email daily and respond to official KHSC-KansasCOM emails within 48 hours.
- Keeping all personal contact information, including mailing address, cell phone, and emergency contact numbers, updated in KHSC-KansasCOM databases.

Class Rank

The first-time score on each of the six (6) core and required subject COMATs will be used to calculate class rank. Due to the subjective nature of clerkship grading and potential variability across sites, only the subject COMAT scores will be utilized. If a student must repeat a COMAT for an initial failure, the first-time score will be the one used for the calculation.

Dress Code for Clinical Clerkship Rotations

All students who are on rotations are expected to dress professionally. White coats are required. Collared shirts with ties, dresses, slacks, and professional skirts are appropriate for clinical settings. Closed-toe dress shoes are required. Specialty rotation or specific training sites may designate specific clothing to be worn, such as scrubs and/or tennis shoes. Any clothing, hair color, jewelry, or body piercing(s) that may cause concern with affiliated faculty, hospitals, or patients must be avoided. Students must conform to the dress code of the rotation sites.

Student Identification

Properly identifying oneself to a patient is critically important to the student-physician/patient interaction. While performing duties related to patient care, all students must clearly identify themselves as a medical student both verbally and by wearing their KHSC-KansasCOM picture identification badge in addition to any hospital-issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical, and subject to disciplinary action. Should the KHSC-KansasCOM identification badge become lost or broken, the student should contact Campus Security immediately to order a replacement.

The American Osteopathic Association (AOA) recommends that all medical students refer to themselves as KHSC-KansasCOM osteopathic medical students (OMS), followed by the academic level in Roman numeral form. Students should use this title when completing written communication, such as email, letters, and/or official social media communication. Communication should look like the following:

- OMS I
- OMS II
- OMS III
- OMS IV

Medical Treatment of Students by KHSC-KansasCOM and Affiliated Faculty

KHSC-KansasCOM faculty, including clinical clerkship preceptors, will not provide medical treatment or medical advice to KHSC-KansasCOM students. Students must seek healthcare advice and/or treatment off-campus from a non-KHSC-KansasCOM related source. Please refer to KHSC-KansasCOM's website for a list of recommended healthcare providers in Wichita and the surrounding area who do not have a conflict of interest and are available to see and treat KHSC-KansasCOM students.

Although not encouraged, should a KHSC-KansasCOM faculty member have to provide medical treatment for a student, such as in an emergency medical situation, they are required, per policy, to recuse themselves from all situations where they may have to assess, grade, and/or provide professional feedback for that particular student. Situations include clinical clerkship preceptors, who have a direct assessment and grading responsibility for assigned KHSC-KansasCOM students. Students on rotations should always avoid seeking medical treatment/advice from their clerkship preceptor.

Should a KHSC-KansasCOM student have difficulty finding medical treatment/advice, they can contact the Office of Student Affairs and Services staff for a referral to an appropriate local physician.

Performing Osteopathic Manipulative Treatment While on Rotations

Students may perform low-impact OMM treatments while on clerkships, but only with the explicit permission of the supervising preceptor.

Fatigue Mitigation Policy

All students and faculty will have access to education on this topic via a video tutorial placed on the [Clinical Education](#) portion of our website. Students and adjunct faculty preceptors will be educated on the signs and symptoms of fatigue and sleep deprivation, strategies to manage fatigue, and the safe transfer of clinical responsibilities to colleagues and supervisors while on clinical rotation. Education will be designed to prevent fatigue in students and identify students who have developed signs and symptoms of fatigue.

Students will be instructed in methods of fatigue mitigation, including:

- Taking naps
- Judicious use of caffeine
- Reducing work/study loads
- Improving time management
- Scheduling adequate post-activity sleep
- Learning relaxation techniques

Students on clinical rotations experiencing fatigue should transfer clinical responsibilities to a colleague or supervisor. Students who are identified or identify themselves as too fatigued to drive safely will be requested not to drive until signs and symptoms of fatigue are resolved. Students may:

- Obtain adequate sleep in a dedicated call room.
- Have family or friends drive the student home.

Reporting Clerkship Problems

Although every effort should be made to be deferential to preceptors and staff, concerns or issues that require additional counseling or intervention may arise. If a conflict cannot be resolved locally, it is essential to notify the Clerkship Coordinators as soon as possible during the rotation rather than reporting after completion of the rotation. Depending on the severity of the problem, the Assistant Dean for Clinical Education may be notified. If clerkship problems elevate to a more significant level, a student grievance should be filed.

Student Grievances

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, administrator) that in any way adversely affects the status, rights, or privileges of a member of the student body. Although every effort should be made for an informal resolution, when that avenue is no longer an option, a formal grievance should be submitted to the Office of Student Affairs and Services and the Office of Clinical Education through Guardian (if such a grievance arises at a clerkship location). A formal record of all grievances will be kept, and an appropriate investigation will be launched. If KHSC-KansasCOM cannot or does not handle a grievance to a student's satisfaction, the Commission on Osteopathic College Accreditation (COCA) allows students to contact them directly as another mechanism for reviewing and resolving complaints.

Grievances related to sexual harassment, sexual discrimination, or sexual violence fall under the jurisdiction of Title IX and will be dealt with by the Title IX Officer as set forth in the [Student Handbook and Academic Catalog](#).

Filing a Complaint with the Kansas Board of Regents

If a satisfactory resolution cannot be reached after exhausting the Kansas Health Science Center's complaint procedure, students may file a complaint with the Kansas Board of Regents (KBOR). The contact information for KBOR is available in the [Student Handbook and Academic Catalog](#).

Filing a Complaint with KHSC-KansasCOM's Accrediting Agency

The Commission on Osteopathic College Accreditation (COCA) recognizes its responsibility to provide complainants the opportunity to utilize its organization as a vehicle to deal with specific grievances, as well as being a mechanism for reviewing and finally resolving complaints. Complaints that KHSC-KansasCOM cannot address may be filed with the COCA. The contact information for COCA is available in the [Student Handbook and Academic Catalog](#).

Anti-discrimination, Anti-Harassment, and Title IX Policy

The core purpose of this policy is to prohibit all forms of discrimination. To ensure compliance with federal and state civil rights laws and regulations and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational programs and activities, KHSC-KansasCOM prohibits discrimination against and harassment of members of its community, including but not limited to its applicants, students and employees based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital status, parental status, pregnancy, military or veteran status, political activities/affiliations, or any other category protected by law or included in KHSC-KansasCOM's Non-Discrimination Statement ("Protected Categories"). KHSC-KansasCOM also prohibits Sexual Harassment, as defined by Title IX and as set forth in the [Title IX Policy](#).

Questions about Title IX and this Policy may be directed to:

Title IX Coordinator

Freda Budke Strack, MEd
Registrar, Office of the Registrar
fstrack@kansashsc.org
(316)315-5645

CLERKSHIP SAFETY & COMPLIANCE

Counseling & Support Services

KHSC-KansasCOM understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, they are encouraged to utilize the counseling services available to them on campus. These same resources remain available to students even when they are at remote clinical sites.

KHSC-KansasCOM has a multi-dimensional counseling support network for all KHSC-KansasCOM students. First, KHSC-KansasCOM has a licensed counselor on campus. Students may make appointments in confidence by contacting the counselor directly via phone or email. Students can reach KHSC-KansasCOM Counseling Services at (316) 315-5639.

Second, KHSC-KansasCOM provides students with 24/7 access to ComPsych, a free and confidential counseling service available to students and their families. ComPsych is a nationwide network in all 50 states. For students wishing to be seen by a counselor, psychologist, or psychiatrist off-campus, ComPsych is available at www.compsych.com. ComPsych is also an excellent option for students who are on clinical rotations away from campus and in other states.

All counseling referrals and sessions are confidential and are not recorded in the student's educational records.

Health Insurance

KHSC-KansasCOM requires all students to maintain personal health insurance throughout their entire enrollment. Students have choices in their health insurance as indicated in the Student Handbook and Academic Catalog. Students must submit proof of personal health insurance through KHSC-KansasCOM's online portal and provide proof of health insurance coverage at some clinical sites. Please refer to the [Student Handbook and Academic Catalog](#) for details.

Medical Professional Liability Insurance

KHSC-KansasCOM provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by KHSC-KansasCOM as requirements for successful clerkship completion. Non-clinical claims (e.g., property or equipment loss or damage) do not fall under this policy. Changes made to clerkship dates, type, and/or location without prior Office of Clinical Education approval can jeopardize coverage.

Students may wish to participate in volunteer activities such as health fairs during their medical training. Student professional liability coverage does not extend to non-KHSC-KansasCOM approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity they participate in outside of clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KHSC-KansasCOM professional liability insurance. Please refer to the [Student Handbook and Academic Catalog](#) for details.

Additional Mandatory Requirements

Many rotation sites may require additional information, such as immunization records, drug testing, and criminal background checks. KHSC-KansasCOM will make every attempt to facilitate the transfer of such requirements to clinical sites. However, it is the student's ultimate responsibility to ensure all requirements have been satisfactorily met.

Immunizations

All KHSC-KansasCOM students must be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. Most clinical sites will require proof of immunization. While KHSC-KansasCOM will make every attempt to provide proof of immunization to clerkship sites, it is the student's ultimate responsibility to ensure that all rotation requirements have been met before the start of each clinical clerkship. Please refer to the Admissions section of the [Student Handbook and Academic Catalog](#) for the immunization requirements.

Criminal Background Check and Drug Screening

All KHSC-KansasCOM students are required to complete a criminal background check and a drug screen at least twice during their enrollment within the medical school: first, students are required to provide these prior to their enrollment and, second, prior to the beginning of OMS III clinical clerkships. These are done at the student's own expense.

Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)

Many clinical sites require students to earn BLS and ACLS certifications prior to participation in clinical activities. Hence, all students are expected to be certified before the end of the second year of medical school. These certifications expire in two years, just prior to residency enrollment. Residency programs will advise you on how to recertify before starting residency training.

Needle Stick/Exposure to Bodily Fluids

Students are expected to utilize universal precautions at all times when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the institution where the incident occurred. Follow all regulations concerning blood draws and post-

exposure prophylaxis as indicated. KHSC-KansasCOM and the institution where the incident occurred should be notified immediately, and students should follow all protocols required of them, including completing an incident report through Guardian. A copy of the completed incident report must be sent to the Office of Clinical Education or the Office of the Dean and Chief Academic Officer.

HIPAA Regulations & Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, including the Privacy Rule published by the U.S. Department of Health and Human Services (HHS). More specific information may be obtained at [HIPAA for Professionals | HHS.gov](https://www.hhs.gov/hipaa).

As a medical student, these standards pertain to all individually identifiable health information PHI encountered during medical training with KHSC-KansasCOM, including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit using or disclosing Personal Health Information (PHI) unless permitted or required by law; therefore, each student must utilize reasonable safeguards to protect any information they receive. Each student is responsible for ensuring the safety and security of any written or electronic information they receive, create, or maintain. The misplacement, abandonment, or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove, or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain the strictest confidentiality in their patient encounters, to protect the physician-patient privilege, and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI, including but not limited to digital images, video recordings, or any other patient-related materials committed by a student or any observation of the same by a student or employee, should immediately be reported to the Office of Clinical Education.

During clerkships, it is mandatory that students strictly adhere to all HIPAA regulations. What are perceived to be innocent discussions about clinical cases can become major HIPAA violations and jeopardize the hosting institution, the student, and KHSC-KansasCOM.

OSHA

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for workers by setting and enforcing standards and providing training, outreach, education, and assistance.

HIPAA and OSHA Training

All KHSC-KansasCOM students should complete HIPAA and OSHA training before starting clerkships.

Inclement Weather

In case of inclement weather, students are expected to follow the protocol established by the hosting institution. Students must use extreme caution and their best judgment. If a student cannot report to the clinical site due to climate conditions, they must immediately contact their preceptor of record and inform them of the circumstances.



KANSAS HEALTH SCIENCE CENTER

**KANSAS COLLEGE *of*
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