

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Clinical Rotations: Third Year Rotation Schedules		SOP #: CE.006.03
Effective Date	07/01/18	
Last Revision/Review	1/7/2022, 10/21/2022, 05/22/2023	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE staff for scheduling third year clinical rotations (core and elective) consistent with COCA requirements.

2. Related Policy/Authority

[COCA accreditation standards](#)

3. Faculty/Staff Responsibilities

RAC Coordinators

RAC Liaison

Assistant Director of Clinical Education

4. Definitions/Abbreviations

- A. OCE – The Office of Clinical Education
- B. CAPRI – Clinical And Professional Resource Information System
- C. COCA – Commission on Osteopathic College Accreditation
- D. NI – New Innovations
- E. LEO – Learning Management System

5. Procedural Steps

- 5.1.- Ensure Affiliation Agreements are current and in place
- 5.2.- Identify the appointed preceptors' availability
 - 5.2.1.- Schedule all core rotations with available board certified/board eligible preceptors in the specialty in an Excel template.
 - 5.2.2.- Ensure COCA requirements are met within each student's schedule
 - 5.2.2.a.- Rotation with DO
 - 5.2.2.b.- Rotation with Resident
 - 5.2.2.c.- In-patient Rotation
- 5.3.- Gather Students Internal Medicine II and Surgery II choices. Accommodate students' choices based on preceptor availability, or first available preceptor within specialty
- 5.4.- Regional Assistant Dean and OCE to review and approve the schedules
- 5.5.- Mail/email schedule confirmation letters to the Preceptors
- 5.6- Post schedules for students in NI and enroll students in LEO in respective courses

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5.7. A week prior to the start of each rotation contact preceptor/manager to confirm student arrival.

5.8. For scheduling elective rotations outside of the RACs refer to **SOP#CE.013.00**

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by | 5/22/2023

Department Head of Clinical Education | Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
10.21.2022	Entire document	"HUB" switched to "RAC"		10.21.2022
5/22/2023	5	Update grammar		6/20/2023