

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Fourth Year Rotations: Emergency Medicine		SOP #: CE.012.02
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19, 11/30/21, 7/22/22, 5/24/2023	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE staff for processing and scheduling fourth year EM Core rotations. Fourth-year students may complete their required Emergency Medicine rotation in a RAC, or outside of their RAC at a teaching hospital defined broadly as a hospital with a residency program(s) in any specialty (not necessarily EM Residency Program), or any educational programs for trainees, such as medical students or nurses.

2. Related Policy/Authority

Student Clerkship Manual

3. Faculty/Staff Responsibilities

Fourth Year Clerkship Coordinators

RAC Coordinators

4. Definitions/Abbreviations

- A. EM - Emergency Medicine
- B. OCE - Office of Clinical Education
- C. VSLO - Visiting Student Learning Opportunities
- D. RAC - Regional Academic Center, clinical training location
- E. Out of Network - Clinical training locations within the U.S. and outside of the College's RACs

5. Procedural Steps

5.1. RAC EM Rotations.

5.1.1. The fourth-year coordinators will coordinate with the RAC coordinators to ensure all board certified/board eligible and appointed EM preceptors are available for the fourth-year students. The fourth-year coordinators will coordinate with the RAC coordinators to schedule fourth year students in-RAC if needed.

5.2. Out of Network EM Rotations.

5.2.1. If a student would like to complete their core EM rotation outside of their RAC they will need to notify their fourth-year coordinator via the OMS4 Away Rotation Request Form. The student needs to make sure that the following requirements are met in order to receive full credit for their core EM rotation:

- a. Confirm that the AA is in place. If not, the student will need to reach out to their fourth-year coordinator, provide the facility's contact information to start the Affiliation Agreement Process. The student needs to make sure that the Affiliation Agreement is in place at least 90 days prior to the start of rotation. The Affiliation Agreement requirement may be waived if a rotation is through VSLO or Clinician Nexus.

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- b. The preceptor of record should be a board certified, licensed EM physician. The student needs to make sure that the required information for the preceptor (including the CV, Malpractice Insurance) are in place at least 90 days prior to the start of rotation. This paperwork from preceptor may be waived if a rotation is through VSLO or Clinician Nexus.

The fourth-year coordinator will:

5.2.1.a. Review the request and make sure that all the rotation requirements are met.

5.2.2. Only after the final review the coordinator can approve the rotation and put it on the student's schedule as "confirmed".

5.2.1.b. Evaluations: The students are responsible to secure the mid-point and final evaluations. All the evaluations must be completed by an attending physician. If the evaluation is not submitted within two weeks of the end of rotation the student may not receive credit for that particular clerkship and may be required to do a make-up rotation. The office of Clinical Education will assist the student in the process of getting the evaluation if needed.

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

OMS4 Away [Rotation Request Form](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by	5/24/2023
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
12.9.2021	5	Updated information about obtaining an affiliation agreement or approval from Clinical Education.		12.9.2021
7.22.2022	5	Updated coordinator responsibility		7.22.2022