

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>OCE – Fourth Year Rotations: Elective Rotations</b>		<b>SOP #: CE.013.01</b>
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19, 10/21/2022, 5/25/2023	

### **1. Purpose**

The purpose of this procedure is to provide guidelines to the OCE staff for processing and scheduling fourth year Elective rotations.

### **2. Related Policy/Authority**

Student Handbook

### **3. Faculty/Staff Responsibilities**

Fourth Year Clerkship Coordinators

RAC Coordinators

### **4. Definitions/Abbreviations**

- A. OCE - Office of Clinical Education
- B. CAPRI - Clinical And Professional Resource Information System
- C. VSLO - Visiting Student Learning Opportunities
- D. Clinician Nexus - Registration system for HCA Hospitals
- E. RAC - Regional Academic Centers (clinical training locations)
- F. Out of Network - Clinical training locations within the U.S. (outside of RACs)

### **5. Procedural Steps**

5.1. Students will notify the fourth-year coordinator via the OMS IV Away Rotation Request Form where they intend to rotate. The fourth-year coordinator will receive these requests in the Burrell COM [clinicaleducation@bcomnm.org](mailto:clinicaleducation@bcomnm.org) email account.

The fourth-year coordinator will:

5.1.1 Review the request and approve based on individual schedule eligibility.

5.1.2 Initiate contact with the program's coordinator/representative if the student indicated on their request form that an affiliation agreement is required by the clinical teaching site (**see SOP #: CE.010.00**), or implementation letter process (**see SOP # CE.011.00**);

5.1.3 Begin the preceptor approval process using the required documents included on the request form;

5.1.3.a. Approve in CAPRI by selecting "Approved"

5.1.4 Student will notate on the request form if the program will use VSAS/VSLO, Clinician Nexus, MyClinicalExchange or Institution's Application for students to apply.

### **5.2. VSAS/VSLO Applications.**

5.2.1 Students may apply through VSAS/VSLO and upload the documents required by the institution;

5.2.2 The Registrar's Department and fourth year coordinators will receive an e-mail notification when students have pending items on their application;

5.2.2.a. The Registrar will upload students' academic transcripts and provide Letter of Good Standing to OCE

5.2.2.b. The fourth-year coordinators will:

1. Verify the students' profile
2. Upload any other required documents

5.2.2.c. The fourth-year coordinators will review and release the application to the institution.

### **5.3. Clinician Nexus Applications.**

5.3.1. Students may apply through Clinician Nexus and upload the documents required by the institution;

5.3.2. The fourth-year coordinators will receive an e-mail notification when students have pending items on their application;

5.3.2.a. The fourth-year coordinator may upload:

1. Letter of Good Standing (provided by the Registrar)
2. Burrell COM's Certificate of Malpractice Insurance

### **5.4. Institution's Application.**

5.4.1. Students will apply as indicated on the institution's website (online application, via e-mail, or mail);

5.4.2. The fourth-year coordinators will assist in providing the following to the institution's coordinator/representative:

1. Letter of Good Standing (provided by the Registrar)
2. Burrell COM's Certificate of Malpractice Insurance
3. Other documentation as required by the institution/facility

### **5.5. Scheduling.**

5.5.1. The fourth-year coordinators will use New Innovations to schedule approved rotations;

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

[Rotation Request Form](#)

Institution's Web site – varies

[VSLO/VSAS](#)

[Year 4 Curriculum](#)

[ClinicianNexus](#)

### **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
10.21.22	Entire document	Changed to reflect the process required due to updated form.		10.21.22