

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

### **Non-Clinical Research Elective Rotation** | **SOP #: RSP.022.00**

Effective Date 5/10/2021

Last Revision/Review

#### **1. Purpose**

Burrell College students have the opportunity to participate in faculty-mentored research and creative scholarship for credit during their 3<sup>rd</sup> and/or 4<sup>th</sup> year course of study in the osteopathic medicine program as a Non-Clinical Research Elective Rotation. This SOP describes the process for accessing this opportunity.

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

Student Handbook

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

Director of Student Research  
Assistant Dean for Research  
Associate Dean of Clinical Education  
Director of Clinical Education  
Registrar

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

**Non-Clinical Elective (OM7000/OM8000)** means rotations which may be taken at any location, within or separate from the College's system of affiliated rotation sites, with the approval by the Office of Clinical Education.

**Burrell College Faculty or College Faculty or Faculty** means Regular Faculty as defined in Article III.A.1 of the Bylaws of the Burrell College of Osteopathic Medicine.

**College or Burrell College** – means Burrell College of Osteopathic Medicine, Las Cruces, NM.

**Mentored Research Project** means a systematic inquiry, scholarship, or creative activity conducted by a student in collaboration with a faculty mentor that makes an original intellectual or creative contribution to the discipline.

**Mentor** means Burrell College faculty member or preceptor, or an approved off-campus faculty member with a DO, MD, PhD or credentials and expertise to serve as the lead investigator of the project and to provide an environment that fosters growth and development of the student as a collaborator on the project.

**Responsible Conduct of Research** means the practice of scientific investigation with integrity that is designed to promote the application of ethical principles in all activities related to research and scholarly activity.

**Sponsoring Research Facility** means entity where the research will be conducted.

#### **5. Procedural Steps**

##### **5.1 General Information**

Medical Students wishing to conduct supervised research during their 3<sup>rd</sup> or 4<sup>th</sup> year of study may do so for elective credit by enrolling in a non-clinical elective (Course OM7000/OM8000). The supervised research experience must be conducted under the direction of an approved mentor. The mentor should have appropriate expertise to supervise the project. The mentoring plan and the ability of a sponsoring research facility to support the project will be considered as part of the review process. Students wishing to apply for a non-clinical research elective should submit application materials prior to the Office of Clinical Education with sufficient lead time to allow for review of the request. It is recommended that all materials be received at least sixty (60) days prior to the start of the rotation to allow The Office of Clinical Education and Office of Research adequate time to complete the review of the request.

### **5.2 Objectives and Expectations**

1. During a research elective, the student is expected to engage in a mentored research project and devote full time to research during the period of the course. The objectives and expectations will be project dependent.
2. The mentor is expected to provide an environment and resources that support the success of the student and the project.
3. Grading and receipt of credit for the rotation will be determined by the mentoring plan, evaluation by the mentor at the end of the rotation, and submission of a final project report by the student.

### **5.3 Roles and Responsibilities**

#### **5.3.1 Faculty Mentor and Sponsoring Research Facility Responsibilities**

1. Mentors for non-clinical electives and the Sponsoring Research Facility must be approved by the Burrell College prior to beginning of the non-clinical electives.
2. The mentor is expected to inform the student of any and all required safety and/or compliance expectations related to the research.
3. The sponsoring research facility agrees to allow the student to conduct research under the guidance of the proposed mentor. Documentation of approval must be on file in the College prior to the beginning of the Research Experience.
4. The mentor shall have documentable expertise in the proposed research, experience and status within the research facility, and an interest in supervising and mentoring medical students in research.
5. The research activity selected by the student aligns with the sponsoring research facility's mission and capabilities, and the learning objectives for the rotation align with the Burrell College curriculum definition of a non-clinical elective. The mentor and sponsoring research facility agree to provide access to the resources needed for the execution and completion of the research project. The mentor will provide a plan of activities to the student that is commensurate with the proposed research in advance of the start of the research program.
6. At the end of the rotation, the mentor will evaluate the student's performance against the stated plan, complete the Rotation Evaluation form, and submit the form to the Office of Clinical Education.

#### **5.3.2 Student Responsibilities**

1. The student shall devote full-time to the mentored research project for the duration of the elective.

2. The student shall comply with all safety and/or compliance regulations of the College and the sponsoring research facility.
3. The student shall submit to the Office of Clinical Education a final project report of 1-2 pages in length (single-spaced) that provides a brief summary of findings and significance. References should be included in the project summary but do not count to the length of the progress report. The report shall be an original composition written by the student. Grades will post after receipt of the final report.

#### **5.4 Application Process**

Students must submit an application form to the Office of Clinical Education with all required documentation at least sixty (60) days prior to the start of the rotation.

##### **5.4.1 Application Materials**

The Application must be submitted as a single PDF document and include the information listed below in items 1-7. Incomplete applications will be returned to the applicant without review.

1. Applicant Name and Contact Information
2. Mentor's Name and Contact Information
3. Mentor's Curriculum Vitae or Biographical Sketch
4. Sponsoring Research Facility and Location
5. Evidence Sponsoring Research Facility Approval  
*For research conducted at a non-Burrell College location, please include documentation of approval for the student to be involved in research at the Sponsoring Research Facility.*
6. Research Plan  
The Research Plan shall be 1.5-2.0 pages in length (single-spaced), excluding references, and should address each of the following:
  - A. Research Hypothesis and/or Specific Aims  
*Indicate the specific problem or question to be addressed during the research rotation.*
  - B. Background and Significance  
*Describe the basis for the proposed research or scholarly work and why it is important.*
  - C. Contemplated Approach to the Research  
*Briefly describe a plan for the research or scholarly work.*
  - D. References Cited (do not count towards page limit)  
*Include complete citations. The format of the references should conform with the AMA Style Manual which is available online through the College Health Sciences Library.*
7. Mentoring Plan  
A Mentoring Plan must also be included as part of the application. The mentoring plan is an important part of the application as it defines the elective course expectations. An application may be denied if the mentoring plan or Sponsoring Research Facility does not adequately support the student's involvement in the project. The plan shall be written by the mentor and address the following questions:

- A.** What resources does the Mentor and Sponsoring Research Facility have available to support the conduct of the proposed research? *This may include laboratory or facility access, data access, technology, etc.*
- B.** What are the Mentor's expectations of the student as it applies to the research or scholarly work during the research elective? *This may include attendance of seminars and grand rounds, time commitments, project benchmarks, etc.*
- C.** How will the mentor work with the student during the planned Research Experience? *This includes formal and/or informal instruction, relevant research training/guidance that the mentor will provide, project meetings, etc.*

### **5.4.1 Processing of Application**

- 1.** The Office of Clinical Education identifies whether the selected mentor is a Burrell College faculty member, preceptor, or an off-campus faculty member. Non-affiliated mentors may require an appointment in accordance with College policies and procedures.
- 2.** The Office of Clinical Education forwards the application and all submitted material to the Office of Research and Sponsored Programs (ORSP). The Research Office Coordinator logs the request and forwards the material to the Director of Student Research.
- 3.** The Director of Student Research reviews the material submitted and verifies that the project has received applicable compliance approvals by the Sponsoring Research Facility or whether compliance approvals are pending approval. The Director of Student Research shall communicate with the student as necessary for clarification and additional information.
- 4.** The Director of Student Research forwards the complete file inclusive of all associated documentation and a written basis for the recommendation of approval or not approval to the Assistant Dean for Research.
- 5.** The Assistant Dean for Research reviews the packet and recommendation provided by the Director of Student Research. The Assistant Dean may request additional information from the Director of Student Research if needed.
- 6.** The Assistant Dean for Research makes a decision on approval of the request and returns the decision to the Director of Student Research. The Assistant Dean for Research shall include in writing the reason for all decisions of "Not Approved".
- 7.** The Director of Student Research will inform the Office of Clinical Education Coordinator of the decision in an email that has a single PDF document attached. The attached document shall include the signed decision page and all associated documents. The Office of Research shall be copied on the correspondence.
- 8.** The Office of Clinical Education reviews the materials received from the Director of Student Research and communicates a final decision to the student.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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

Non-Clinical Research Elective Rotation Application

### **7. Maintenance**

Reviewed annually prior to the beginning of each academic year. Additional review may occur during a given academic year if necessary.

### **8. Signature**

Signature on File

5.10.2021

Assistant Dean for Research

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			