

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

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 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;

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

10/21/2022

Director 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