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

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
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
Department Head of Clinical Education 5/22/2023

Date

9. Distribution List
Internal

10. Revision History

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<td>5</td>
<td>Update grammar</td>
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