## OCE – Fourth Year Rotations: Elective Rotations | SOP #: CE.013.01
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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 clinaireducation@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
Department Head of Clinical Education
5/24/2023

9. Distribution List
Internal

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>10.21.22</td>
<td>Entire document</td>
<td>Changed to reflect the process required due to updated form.</td>
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