



## CLERKSHIP COURSE/ROTATION POLICY

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<b>EFFECTIVE DATE:</b>	5/11/26	<b>NEXT REVIEW:</b>	5/30/2027
<b>APPROVED BY:</b>	CCC		
<b>CATEGORY:</b>	Academic Programs		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		

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### REFERENCES AND RELATED POLICIES:

- COCA Standards for Continuing Accreditation (effective 2023)
  - MSUCOM COMLEX 1 Policy
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### PURPOSE

This policy will define the clerkship course/rotational curricular requirements and procedure for students in the MSUCOM D.O. degree program.

### POLICY AND PROCEDURES

1. Prior to beginning clerkship clinical rotations, students must successfully complete the following.
  - a. COMLEX USA Level 1
  - b. OST 601-Transition Classroom to Bedside (first clerkship rotation, non-clinical)
2. CORE ROTATIONS
  - a. Core rotations are year 3 clinical rotations required of each MSUCOM student.
  - b. Each student must successfully complete 40-weeks of core rotations.
  - c. MSUCOM scheduling process for core rotations.
    - i. Rotations are scheduled by MSUCOM and the base hospital site, with MSUCOM approval.
    - ii. MSUCOM utilizes Medtrics software for all core rotation schedules.
      1. While a base hospital site may utilize other software, Medtrics is the official MSUCOM clerkship schedule.
      2. Students are prohibited from starting any rotation not on the Medtrics schedule and any rotation for which they are not enrolled (see Enrollment below).
    - iii. Schedule changes in core rotations will not be permitted, including any scheduled core rotations occurring in year 4 (example repeat of rotation for

failed course or EM core). Neither core rotation specialties nor core rotation preceptors will be altered.

1. Exceptions:
    - a. Base site request due to preceptor availability.
    - b. An emergency that requires a student to be removed from rotation(s).
  - iv. Core rotations may be assigned in locations exceeding one hours drive in each direction from the assigned base hospital site.
    1. Exception-on occasion, the student may need to travel to East Lansing to complete a core rotation.
  - v. Core rotations are completed in Year 3.
    1. Exception-Emergency Medicine may be moved to year 4 by request of base hospital scheduling.
  - d. Student absence from core rotations exceeding time set forth in the Clerkship Absence Policy may result in clinical time make up directed by the Associate Dean for Clerkship Education, repeat of the rotation, or rotation failure.
  - e. Each core course/rotation has a syllabus. The student must successfully complete all course requirements found in the syllabus.
    - i. Students who receive a No Pass/N-grade for any clinical core rotation must repeat the rotation and the rotation requirements directed by the instructor of record.
      1. Students requiring a repeat of any core rotation may request to repeat the core rotation at an alternate base hospital site. The request should be made to the student's clerkship resources specialist at the time of scheduling ([com.clerkship@msu.edu](mailto:com.clerkship@msu.edu)).
  - f. On occasion, a specific core rotation site may require additional student administrative paperwork in advance of the rotation start date. The student will be made aware of this needed paperwork in advance of the rotation by the Course Assistant or the rotation site administrator via email. Failure to complete the paperwork in a timely fashion may result in rotation cancellation/disenrollment. Students in this situation will be required to utilize vacation time with no ability to fill the rotation time with another course.
  - g. Core Rotations-(4-week rotations totaling 40 weeks)
    - i. IM 650: Internal Medicine
    - ii. IM 660: Internal Medicine Sub-Internship
    - iii. FCM 620: Family Medicine
    - iv. Primary Care rotation of either FCM 622: Family Medicine Sub-Internship or IM 658: Ambulatory Internal Medicine. This will be scheduled via availability at the base hospital site.
    - v. NOP 656: Neurology
    - vi. OSS 651: Obstetrics/Gynecology
    - vii. OSS 653: Surgery
    - viii. PED 600: Pediatrics
    - ix. OST 630: Psychiatry
    - x. IM 657: Emergency Medicine
3. LONGITUDINAL COURSES

- a. A longitudinal course is a course that occurs over a longer time than a 2- or 4-week rotation and will occur at the same time as 2- or 4-week course/rotations.
- b. Longitudinal courses have syllabi, learning objectives, assessments, and grades like clinical and virtual rotations.
- c. MSUCOM required longitudinal courses-
  - i. Year 3
    - 1. OMM 602: Osteopathic Principles
    - 2. OST 603: Core Clinical Concepts (C3)
  - ii. Year 4
    - 1. OST 604: Essential Clinical Skills for Senior Medical Students

#### 4. ELECTIVE ROTATIONS

- a. Elective rotations are MSUCOM approved rotations chosen by the individual student that must adhere to the MSUCOM curriculum and location requirements.
  - i. From time to time, due to state regulation/legislation, students are prohibited from rotating in some states.
    - 1. Presently, Nebraska and Missouri are prohibited until further notice.
  - ii. As elective rotations are chosen by the student, it is the student's responsibility to investigate all aspects of the rotation to make an informed decision on elective rotations (examples: elective site need for an affiliation agreement, rotation structure/hours, patient population, rotation specific attendance requirements that may be stricter than MSUCOM policy). Alterations in a rotation will not be permitted outside of the timeline below.
- b. A student must successfully complete 40 weeks of elective rotations. No additional weeks of elective rotations will be permitted.
- c. No elective rotations will be permitted prior to completing five core rotations.
- d. No elective rotations will be permitted during the first winter vacation for year 3 students.
  - i. An exception will be made for students entering clinical rotations late to allow for an on-time graduation.
  - ii. Any year 4 elective rotation over winter vacation must be within an inpatient rotation that is active over the holidays, such as internal medicine or general surgery inpatient rotations.
- e. Students will have at least 2 elective rotations scheduled in year 3, with the remaining electives scheduled in year 4.
- f. Student absence from elective rotations out of compliance with the Clerkship Absence Policy may result in clinical time make up, repeat of the rotation, or rotation failure.
- g. Elective rotations, including virtual rotations, cannot overlap in days/dates.
  - i. Exception:
    - 1. Clerkship students may elect to enroll in MSUCOM non-clinical preclerkship electives. The preclerkship electives must not conflict with any rotation commitments, assignments, or requirements. Preclerkship electives do not count toward the 40 weeks of required clerkship electives.
- h. Elective rotation requirements (includes electives completed in year 3 and year 4)
  - i. Rotations will be either 2- or 4-weeks in length.

1. Exception-Dermatology audition rotations may be completed 1-week in length.
- ii. 12 weeks must be completed within any base hospital system or on MSUCOM faculty precepted/sponsored international rotations (ex. Malawi, Merida/OMM, Peru). The remaining electives may be completed outside of the MSU base hospital system.
- iii. 8 weeks must be completed in the surgical category of elective rotations. (<https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/clerkship-elective-rotations>)
- iv. 12 weeks must be completed in the non-surgical category of elective rotations. (<https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/clerkship-elective-rotations>)
- v. No more than 20 weeks will be permitted in any one elective course number.
  1. This includes electives taken in both year 3 and year 4.
- vi. No more than 6 2-week rotations will be permitted. MSUCOM 2-week virtual rotations will not be included in the 6-week maximum.
- vii. No more than 8 weeks of approved non-clinical/virtual rotations will be permitted.
- i. Non-Clinical/Virtual elective rotations
  - i. Students may schedule up to 8 weeks of non-clinical/virtual rotations from the MSUCOM clerkship-directed non-clinical/virtual rotation options.
    1. Virtual rotations outside of the MSUCOM clerkship-directed non-clinical/virtual rotations are subject to approval by the Associate Dean for Clerkship Education and the Instructor of Record. Documentation regarding the course will be required (for example-schedule of activities, time with faculty, etc.). Virtual electives outside of MSUCOM virtual electives, due to the approval process, will require submission of at least 45 days prior to the start of the rotation.
    2. The research elective requires significant advanced planning, as any project will require an MSU faculty PI and MSU IRB approval prior to the start of the research elective. The research department requests notification of the desire to take the research elective 5-6 months in advance.
  - ii. Non-Clinical/Virtual rotations will not count toward the surgical, non-surgical, or base hospital elective requirements.
- j. MSUCOM rotation scheduling process for elective rotations
  - i. All elective rotation requests must be submitted at least 30 days before the start of the rotation. Failure to meet this 30-day requirement will result in the rotation being denied and use of vacation.
  - ii. Students must use the 'request change' feature in Medtrics for scheduling electives. Course/rotation requests must be in Medtrics 30 days before the rotation start date for all electives. Failure to meet this 30-day requirement will result in the student utilizing vacation/buffer time, which may delay graduation.
    1. To schedule an elective, students will access the schedules tab in Medtrics and submit this request through the "request change" tab. Medtrics will guide you through the steps to complete this request. The

- rotation confirmation from the rotation site should be uploaded with this request. Once submitted, the clerkship resource specialist will approve, deny, or request edits. The "elective scheduling process-student guide" and video can be found under the elective resources tab on the clerkship student portal as a reference. Failure to provide confirmation emails 30 days in advance will result in rotation denial.
2. It is the student's responsibility to ensure rotation confirmations are appropriately submitted to the clerkship. Neither VSLO, nor base site/rotation site coordinators are responsible for transferring this information to MSUCOM.
  3. Students altering an already existing clerkship confirmed rotation will need to provide an email from the cancelled rotation site to [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) that confirms the cancelled rotation. Failure to provide this confirmation email 30 days in advance will result in rotation denial.
  4. Exception
    - a. Elective locations requiring an affiliation agreement will require an application submitted by the student to the [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) at least 90 days in advance of the start of the rotation. It is the student's responsibility to inquire if this agreement is required. If required, these agreements may take 6-10 weeks for processing and approval. The student will need to communicate to their Clerkship Resource Specialist or the [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) the need for an affiliation agreement.
  - iii. The student is responsible for obtaining any advance preapproval required by the course/rotation syllabus to meet the 30-day requirement.
    1. All international rotations must have preapproval by the Global Health Institute to meet the 30-day requirement. No international rotation is approved until GHI has approved the rotation.
  - iv. MSUCOM clerkship confirmation is complete when the rotation is visible on the student's Medtrics schedule and enrollment is listed as 'yes.'
  - v. Enrollment will be processed by the MSUCOM office of the registrar. See below MSUCOM Clerkship Course Enrollment.
  - vi. No elective rotation can be cancelled, altered, or scheduled within 30 days of the start of the rotation.
    1. Exceptions-
      - a. Rotation site cancellation
      - b. Student emergencies requiring cancellation. Rotation changes will not be permitted, only cancellation.
        - i. Documentation may be required.
      - c. Students who fail COMLEX 2 will be able to request an exception to cancel the next rotation starting after the COMLEX score release date. The rotation in progress would need to be completed. Rotation changes will not be permitted, only cancellations. All subsequent rotations will be subject to the 30-day rule as above.

- d. In the event a student cancels a rotation under the 30-day window without MSUCOM clerkship approval, no rotation will be allowed during the cancelled rotation enrollment period.
    - vii. MSUCOM is aware that a student may have more than one confirmed rotation due to student submitting more than one application to rotation sites. A student must adhere to the policy/procedure for all confirmed rotations, even those not submitted to MSUCOM clerkship. Example- any rotation cancellation must occur at least 30 days in advance of the start of the rotation, even if the rotation was not one submitted to the clerkship team.
    - k. Each elective course/rotation has a syllabus. The student must successfully complete all course requirements found in the syllabus.
      - i. Students who receive a No Pass/N-grade for any elective rotation must repeat those weeks of elective rotations. Those failed rotation weeks may be repeated within the same elective, or the student may choose an alternate elective.
    - l. Costs associated with elective rotations are at the expense of the student.
5. MSUCOM Clerkship Course Enrollment
- a. It is the student's responsibility to ensure enrollment in a course/rotation before the rotation starts. The student is prohibited from beginning any rotation in which they are not enrolled.
    - i. Details of verifying enrollment
      - 1. The student must be an active student at MSUCOM.
      - 2. The course/rotation will be visible on the student's Medtrics schedule listed as 'Yes' in the enrolled column.
  - b. MSUCOM process for enrollment
    - i. The MSUCOM office of the registrar will enroll courses in the semester prior to when the course begins for any rotation visible on the clerkship students Medtrics schedule.
      - 1. Exception-any student with a hold on their account will not be enrolled in rotations. Students must clear any holds to progress in rotations. Failure to do so will result in time away from rotations which may affect graduation timing.
    - ii. For students receiving financial aid, it is important to ensure at least 12 credits, or 8-weeks of rotations, are visible on each semester Medtrics schedule 60 days prior to the start of each semester to ensure receipt of full financial aid disbursement.
6. Course Miscellaneous Information
- a. Rotation Disruption
    - i. If any rotation site event delays a rotation start date or affects time on an assigned rotation, the student must notify MSUCOM clerkship. Example: closure of a clinic for any period, prolonged illness of an attending.
      - 1. Exemption
        - a. We are aware that supervising attending physicians will take vacations or have a short-term illness while a student is assigned to a rotation. Should this occur, the student is responsible for inquiring about working with the physician's partners and if granted, alert the student coordinator. If that is

not an option, the student should contact the student coordinator and MSUCOM for reassignment.

7. Failure to adhere to the policy/procedures will result in a Common Grounds Professionalism (CGPI) submission.