



CLERKSHIP COURSE/ROTATION POLICY

EFFECTIVE DATE:	5/26/24	NEXT REVIEW:	5/1/2025
APPROVED BY:	CCC		
CATEGORY:	Academic Programs		
APPLIES TO:	Students in the Doctor of Osteopathic Medicine (DO) Program		

REFERENCES AND RELATED POLICIES:

- COCA Standards for Continuing Accreditation (effective 2023)
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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. Each student must successfully complete 40-weeks of core rotations.
 - b. MSUCOM scheduling process for core rotations.
 - i. Rotations are scheduled by MSUCOM and the base hospital site, with MSUCOM approval.
 - ii. MSUCOM utilized 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.
 1. Exceptions:

- a. Base site request due to preceptor availability.
 - b. An emergency that requires a student to be removed from all rotations.
 - iv. Core rotations may be assigned in locations up to 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.
- c. 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.
- d. 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 resource specialist (com.clerkhsip@msu.edu).
- e. 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 the availability at the base hospital site.
 - v. NOP 656-Neurology
 - vi. OSS 651-Obstetrics/Gynecology
 - vii. OSS 653-Surgery
 - viii. PED 600-Pediatrics
 - ix. PSC 608-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 be completed at the same time as a 2- or 4-week course/rotation.
- 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 requirements.
- 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. Year 3 elective rotations are not permitted during the December MSUCOM scheduled vacation.
- 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 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.
- g. Elective rotations, including virtual rotations, cannot overlap in days/dates.
 - i. Exception:
 1. Clerkship students may elect to enroll in MSUCOM 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 will need to be completed within any base hospital system or on MSUCOM sponsored international rotations. The remaining electives may be completed outside of the MSU base hospital system.
 - iii. 8 weeks will need to be completed in the surgical category of elective rotations. (<https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/clerkship-elective-rotations>)
 - iv. 12 weeks will need to 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.
 - vi. No more than 6 2-week rotations will be permitted.
 - vii. No more than 8 weeks of approved non-clinical/virtual rotations will be permitted.
- i. Virtual elective rotations
 - i. Students may select 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.
 - ii. Virtual rotations will not count toward the surgical, non-surgical, or base hospital elective requirements.

- j. MSUCOM rotation scheduling process for elective rotations
 - i. An application submitted by the student to the com.clerkship@msu.edu is required for each elective rotation at least 30 days before its start. Failure to meet this 30-day requirement will result in the student utilizing vacation/buffer time, which may delay graduation.
 - 1. Exception
 - a. Elective locations requiring an affiliation agreement will require an application submitted by the student to the 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 the need for an affiliation agreement.
 - ii. The student is responsible for obtaining any advance preapproval required by the course/rotation syllabus to meet the 30-day requirement.
 - iii. MSUCOM clerkship confirmation is complete when the rotation is visible on the student's Medtrics schedule.
 - iv. Enrollment will be processed by the MSUCOM office of the registrar. See below MSUCOM Clerkship Course Enrollment.
 - v. 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 emergency requiring cancellation. Rotation changes will not be permitted.
 - i. Documentation may be required.
 - 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.
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 MSU Student Information System-SIS)
 - b. MSUCOM process for enrollment
 - i. The MSUCOM office of the registrar will enroll courses occurring in a semester in the semester prior to when the course will begin 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 semesters Medtrics schedule 60 days prior to the start of each semester to ensure receipt of full financial aid disbursement.**