

# CLINICAL EDUCATION GUIDELINES

ACADEMIC YEAR 2024-2025  
COM-2025 & COM-2026



Department of Clinical Education

*First Edition*

## WELCOME TO CLINICAL EDUCATION

Congratulations on your progression through the KCU-COM preclinical curriculum, which has prepared you to enter the world of experiential clinical learning.

The Clinical Education Guidelines are designed to provide tips and resources to help you navigate this environment. This is an important step in your professional development and we want to assure you that the entire Department of Clinical Education is here to support you as you work towards your individual career goals. You are the most important component of this system, as you develop an individual career path in the medical profession.

KCU-COM has worked to design and build a system that allows you to complete all of the curricular requirements and positions you to achieve a residency training program of your choice, while developing knowledge and skills to thrive as a lifelong learner. Your clinical experiential training (years 3-4), occurs in a system of affiliated educational sites. The third-year core clerkships are coordinated through multiple core clinical sites.

Throughout this entire process we are here to provide support to you. It is imperative that you are familiar with and adhere to the policies and procedures provided by the Department of Clinical Education. Please do not hesitate to contact us for assistance in dealing with any concerns or issues.

Respectfully,

Department of Clinical Education



## ABOUT THE CLINICAL EDUCATION GUIDELINES

The Clinical Education Guidelines provide students with important information about policies, procedures, requirements, and services. Students are required to read, understand, and adhere to the Clinical Education Guidelines.

An updated version of the Clinical Education Guidelines is published each academic year. The yearly update (and any subsequent updates during the academic year) supersedes all prior editions and provides the latest rules, policies, and procedures to create the most up-to-date student reference. KCU reserves the right to amend, modify, add, or delete information within the Clinical Education Guidelines at any time. Students will have access to the Clinical Education Guidelines, live document, at all times. This will be located on the eValue home page and intranet for continued viewing. **This version was last updated and revised on 05/15/2024.**

Please contact the Department of Clinical Education at [ClinicalEducation@kansascity.edu](mailto:ClinicalEducation@kansascity.edu) for questions.

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# MISSION

## **KCU Mission**

*“Improving the Well-Being of the Communities We Serve.”*

Kansas City University is a community of professionals committed to excellence in education, research, patient care and community service while “improving the well-being of the communities we serve”.

## **KCU Vision**

Changing health care for good.

## **College of Osteopathic Medicine - Mission**

The College of Osteopathic Medicine (COM) prepares students to become highly competent, caring and compassionate osteopathic physicians who demonstrate the highest level of professionalism, ethics and sensitivity to the diverse personal and cultural contexts in which care is delivered. We are committed to the service of humanity and the advancement of knowledge through a collaborative environment that provides distinctive osteopathic clinical training and fosters excellence in education, research and scholarly activity, and lifelong learning.

## **College of Osteopathic Medicine - Vision**

The College of Osteopathic Medicine is recognized as a leader in osteopathic medical education and health care by exceeding standards of academic and clinical achievement.

# CORE VALUES

**Excellence** / Striving for quality, integrity and innovation

**Equity** / Supporting an inclusive and collaborative environment

**Empathy** / Caring for our students, our colleagues and our community



# OSTEOPATHIC PRINCIPLES

The osteopathic philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

- The body is a unit, and the person represents a combination of body, mind and spirit
- The body is capable of self-regulation, self-healing and health maintenance
- Structure and function are reciprocally interrelated
- Rational treatment is based on an understanding of these principles: body unity, self-regulation and the interrelationship of structure and function

KCU-COM curriculum prepares students for graduate medical education. Graduates are required to meet the following osteopathic core competencies:

## **Osteopathic Core Competencies**

### **Competency 1: Osteopathic Philosophy & Osteopathic Manipulative Medicine**

Graduates are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The education goal is to train a skilled and competent osteopathic practitioner who remains dedicated to lifelong learning and to practice habits consistent with osteopathic principles and practices.

### **Competency 2: Medical Knowledge**

Graduates are expected to demonstrate and apply knowledge of accepted standards of clinical medicine in their respective specialty area, remain current with new developments in medicine, and participate in lifelong learning activities, including research.

### **Competency 3: Patient Care**

Graduates must demonstrate the ability to effectively treat patients, providing medical care that incorporates osteopathic principles and practices, empathy, awareness of behavioral issues, preventive medicine and health promotion.

### **Competency 4: Interpersonal & Communication Skills**

Graduates are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families and other members of health-care teams.

### **Competency 5: Professionalism**

Graduates are expected to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, lifelong learning, and sensitivity to diverse patient populations. Graduates should be cognizant of their own physical and mental health in order to effectively care for patients.

### **Competency 6: Practice-Based Learning & Improvement**

Graduates must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient care practices.

### **Competency 7: Systems-Based Practice**

Graduates are expected to demonstrate an understanding of healthcare delivery systems, provide effective and qualitative patient care with the system, and practice cost-effective medicine.

### **Competency 8: Health Promotion/Disease Prevention**

Graduates are expected to coordinate preventive health care across providers. Collaborate within a patient-centered team and demonstrate preventive health principles by modeling a healthy lifestyle.

### **Competency 9: Cultural Competencies**

Graduates are expected to demonstrate an understanding of the scope of culture and the elements that form and define it. Understand the public health implications of cultural competence in health care. Demonstrate familiarity with basic religious and cultural beliefs that affect patients' understanding of the etiology of their illness and/or the efficacy of their treatment.

### **Competency 10: Evaluation of Health Sciences Literature**

Graduates are expected to utilize current technologies, e.g. websites, online search engines, PDA-based programs, information services, and journals to locate health science literature. Apply critical concepts from statistics, epidemiology, and research design to evaluate health science literature.

### **Competency 11: Environmental and Occupational Medicine (OEM)**

Graduates are expected to understand the policy framework and major pieces of legislation and regulations related to environmental and occupational health (i.e. regulations essential to workers' compensation, accommodation of disabilities, public health, worker safety, and environmental health and safety, etc.).

### **Competency 12: Public Health Systems**

Graduates are expected to apply understanding of the interaction of public health and health care systems in the practice of osteopathic medicine as it affects health promotion and disease prevention. Recognize differences among public health systems, epidemiological systems, and individual systems in the utilization of resources and in the practice of osteopathic medicine.

### **Competency 13: Global Health**

Graduates are expected to identify and treat individual patients with varying cultural beliefs regarding health, disease, and patient care. Compare and contrast differing non-U.S. health care systems.

### **Competency 14: Interprofessional Collaboration**

Graduates are expected to respect the dignity and privacy of patients while maintaining confidentiality in the delivery of team-based care. Act with honesty and integrity in relationships with patients, families, and other team members. Engage other health professionals (appropriate to the specific care situation) in shared patient centered problem solving for effective team-base care.

*[Osteopathic Core Competencies for Medical Students](#)*, American Association of Colleges of Osteopathic Medicine, in conjunction with all U.S. Osteopathic Medical Schools (2012)

### **AOA Code of Ethics**

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

*Section 1.* The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.

*Section 2.* The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

*Section 3.* A physician-patient relationship must be founded on mutual trust, cooperation and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.

*Section 4.* A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

*Section 5.* A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

*Section 6.* The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized

local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

*Section 7.* Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

*Section 8.* A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

*Section 9.* A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

*Section 10.* In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

*Section 11.* In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

*Section 12.* Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

*Section 13.* A physician shall respect the law. When necessary, a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

*Section 14.* In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

*Section 15.* It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

*Section 16.* Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

*Section 17.* From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

*Section 18.* A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

*Section 19.* When participating in research, a physician shall follow the current laws, regulations and standards of the U.S. or, if the research is conducted outside the U.S., the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as Examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

[AOA's Code of Ethics](#), American Association of Colleges of Osteopathic Medicine (2016)

# CORE ENTRUSTABLE PROFESSIONAL ACTIVITIES

Just as the anticipated topics a student will see are tagged to the correlating Osteopathic Competency, we also will label the core Entrustable Professional Activities (EPAs) associated. Over the past several years, program directors have increasingly expressed concern that some medical students are not prepared for residency. While both allopathic and osteopathic medical schools must show that their students' meet specific competencies to maintain accreditation, this alone was not ensuring that the students were able to assume the increased responsibility inherent with starting residency programs as graduates of medical or osteopathic medical schools. For this reason, in 2013 ten schools were chosen to pilot the initial institution of EPA requirements and in 2016 a report was issued by American Association of Colleges of Osteopathic Medicine (AACOM) that, osteopathic schools should include EPAs in their curriculum.

## **Core Entrustable Professional Activities for Entering Residency are:**

1. Gather a history and perform a physical Examination
2. Prioritize a differential diagnosis following a clinical encounter
3. Recommend and interpret common diagnostic and screening tests
4. Enter and discuss orders and prescriptions
5. Document a clinical encounter in the patient record
6. Provide an oral presentation of a clinical encounter
7. Form clinical questions and retrieve evidence to advance patient care
8. Give or receive a patient handover to transition care responsibly
9. Collaborate as a member of a professional team
10. Recognize a patient requiring urgent or emergent care and initiate evaluation and management
11. Obtain informed consent for tests and/or procedures
12. Perform general procedures of a physician
13. Identify system failures and contribute to a culture of safety and improvement

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# RESOURCES

## Quick Contacts

- **SentryMD:** KCU@SentryMD.com
- **Validity:** students@validityscreening.com
- **Office of Exam Services and Analytics:** OESA@kansascity.edu
- **SAEM Support:** saemtests@saem.org
- **Student Services:**
  - KC Campus: [KCStuAffairs@kansascity.edu](mailto:KCStuAffairs@kansascity.edu)
  - Joplin Campus: [JoplinStuAffairs@kansascity.edu](mailto:JoplinStuAffairs@kansascity.edu)
- **NBOME:** clientservices@nbome.org
- **UWorld:** support@uworld.com
- **Boards and Beyond:** BBCustomerService@mheducation.com
- **White Coat Ordering:** MJordan@kansascity.edu
- **TruLearn:** <https://truelearn.com/support/>

## eValue Home Page

The eValue Home Page hosts student forms, resources, information, policies and procedures for the Department of Clinical Education. The eValue Home Page should be a student's first point of reference for all information pertaining to Clinical Education. Students are highly encouraged to review the eValue Home Page during third and fourth year.

## Important Clinical Education Documents

Students are expected to review, reference and adhere to the informational document provided by the Department of Clinical Education. These documents are valuable to student success through third- and fourth-year clinical clerkships.

- **Clinical Education Guidelines** (Renewed annually each academic year)
  - Students will review and acknowledge in Workday
- **Third- and Fourth-Year Compliance Manuals** (Spring)
- **Fourth Year Scheduling Guidelines** (Available late fall of third year)
  - Students will review and acknowledge in Workday
- **Independent Core Site Guidelines** (eValue Home Page)
- **Clinical Education Timeline** (eValue Home Page)
- **Clinical Education Preceptor Manual** (eValue Home Page)

## Academic Catalog and Student Handbook

All members of the KCU community, including students, faculty, staff, visitors and guests, are governed by the policies and regulations of the University, outlined in the most current [Kansas City University Catalog and Student Handbook](#). KCU reserves the right to amend, add, delete or change any policy without notice or warning prior to publication of the next Academic Catalog and Student Handbook. The handbook includes information about but not limited to the following:

- *Code of Professional Conduct*
- *Counseling and Support Services*
- *Student Accommodations*
- *Title IV (4): Institutional Refund & Return to Title IV Policy*
- *Title IX (9): Non-Discrimination and Anti-Harassment Policy*
- *Medical Treatment of Students by KCU Faculty*
- *Student Discipline Procedures*
- *Physical Health Services*
- *Dress Code for Clinical Activities*

For information regarding graduation requirements, please refer to the current [Kansas City University Catalog and Student Handbook](#).

# CLERKSHIPS

## **Clinical Clerkships**

Clinical clerkships are sometimes referred to as clerkships, clinical experiences, rotations or externships, with a teaching physician referred to as a preceptor, attending or faculty. A clerkship may be two [2] weeks, three [3] weeks, four [4] weeks or one [1] month of clinical responsibilities. Clerkship lengths are determined by core site or program and may only be offered in two [2] week and four [4] week increments. Clerkships may involve in-patient, out-patient or a combination of these settings. At the conclusion of these experiences an evaluation of the student by the preceptor as well as an evaluation of the clerkship, and preceptor by the student is required. Students should familiarize themselves with the individual syllabi for all required clerkships.

## **Clerkship Credit**

In order to receive credit for a clerkship and coverage under KCU's medical professional liability insurance, clinical experiences must be completed at a KCU affiliated site or with a KCU-credentialed preceptor. For sites not already affiliated with KCU, an affiliation agreement, accepted letter of good standing, approval documentation or similar must be in place prior to proposed clerkship start date. **Execution of a new affiliation agreement or renewal of a current agreement can take six-months or longer to try and accomplish and KCU cannot guarantee a consensus is reached with every facility or preceptor.**

## **Clinical and Educational Work Hours**

Students are to be on service a minimum of 37.5 hours a week. Scheduling is determined solely at the discretion of the Core Site hospital, service, or preceptor and must be followed without exception. Responsibilities may be required on overnights, weekends or holidays. Laws mandating restrictions on intern and resident work hours do not apply to medical students.

Students generally follow the same schedule as their preceptor, however, if the preceptor is on vacation, or scheduled away from the office or hospital, additional arrangements must be made for completion of the clerkship to receive credit. If this occurs, the student must contact their KCU Clinical Clerkship Coordinator immediately. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences or chronic absenteeism may lead to referral to an appropriate University official.

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## **Eligible Preceptors**

All preceptors must meet the following criteria to supervise or evaluate a clinical training experience:

- Active license as a DO or MD in the primary state of practice, free of any current disciplinary action, and cleared of any previous disciplinary action, *if applicable*.
- Current board certification/eligibility in the clerkship training specialty.

Research clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD. Training experiences completed in Alternative Medicine, CLMD courses or online courses may be supervised by a mid-level health care provider or other professional with prior approval from the Department of Clinical Education.

# THIRD YEAR CURRICULUM

Upon conclusion of the Core Site Match, The Department of Clinical Education will host a Third Year Clerkship Orientation in Spring of the students second year to discuss third year Clinical Education information and scheduling details.

**Third year clinical experiences must include at a minimum:** 1) at least one rotation conducted in a health care setting in which the student works with resident physicians currently enrolled in an accredited program of graduate medical education; 2) at least one rotation under the supervision of an osteopathic physician; and 3) more than one rotation in an inpatient setting.

## **Required Core Clerkships: These courses are HONORS/PASS/FAIL**

Minimum of 37.5 hours a week for all clerkships

- **Internal Medicine** IMED 301-302
  - General Internal Medicine for IMED 301
  - Board Certified in General Internal Medicine for IMED 301
  - Sub-specialty MAY be available for IMED 302
    - *NOTE: COMAT Exam is based on General Internal Medicine and taken the last business day of IMED 302*
- **Surgery** SURG 301-302
  - General Surgery for SURG 301
  - Board certified in General Surgery for SURG 301
  - Sub-specialty MAY be available for SURG 302
    - *NOTE: COMAT Exam is based on General Surgery and taken the last business day of SURG 302*
- **Family Medicine** FMED 301
  - Board certified in Family Medicine
- **Obstetrics and Gynecology** OBGY 301
  - Board certified in Obstetrics and Gynecology preferred
- **Pediatrics** PEDS 301
  - Board certified in General Pediatrics
- **Psychiatry** PSYC 301
  - Board certified in Psychiatry preferred
- **Selectives** – Two [2] – Three [3] clerkships depending on Core Site – These courses are PASS/FAIL

## **Required Courses: These courses are PASS/FAIL**

- **Basic Science and Clinical Review** (First Clerkship) CLMD 300 – This course is PASS/FAIL
- **Clinical Management Review** (Last Clerkship) CLMD 306 – This course is PASS/FAIL
- **Osteopathic Principles and Practices (OPP) Course** OPP 320/321/420 (420 completed in fourth year fall semester) – These courses are PASS/FAIL
- **Bioethics III** MED 336 – This course is PASS/FAIL

## **Selectives**

Selective clerkships are clinical experiences completed in addition to the third-year core clerkships. The student may have some ability to choose from a list of available selective clerkships. The Core Site determines the selective clerkships available based on the resources at the Core Site. The Core Site personnel are responsible for the final decision for all third-year clerkships. **Once a selective is confirmed, cancellations or changes are not permitted.** An emergency medicine selective completed in third-year cannot fulfill the fourth year EMED-401 emergency medicine requirement.

- Selective clerkship opportunities are not available away from the Core Site during the third year. Exceptions to this policy may occur for students officially enrolled in the Military and Global Health.

## **Telemedicine**

Telemedicine enables licensed health care professionals to evaluate, diagnose and treat patients at a distance using secure video and audio platforms. At times it may be necessary for a student to complete a telemedicine clerkship in their third year. Telemedicine must be completed with an MD or DO and approved by the Department of Clinical Education.



### **Clinical Management Review (CLMD 300)**

This is a required third year course designed to occur after the completion of all second year requirements and prior to the successful completion of COMLEX Level 1. Repeatable for credit with permission.

- Supplemental learning resources provided by KCU are located in the Board Prep Canvas Course for your assistance

### **Clinical Management Review (CLMD 306)**

This clerkship is designed with an emphasis on improving knowledge in clinical medicine at the end of the student's third year. The Associate Dean of Clinical Education must approve any exceptions. Fourth year will start directly following this clerkship in your eValue schedule.

- Supplemental learning resources provided by KCU are located in the Board Prep Canvas Course for your assistance

### **Osteopathic Principles and Practice (OPP) – (OPP 320/321/420)**

This course is PASS/FAIL. Course syllabus can be found in Canvas. Osteopathic Principles and Practice (OPP) is a three-semester course that runs during the third and fourth years of osteopathic medical school. OPP consists of online assignments and assessments, as well as a hands-on component with supervised OMT. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: (1) The human being is a dynamic unit of function; (2) The body possesses self-regulatory mechanisms that are self-healing in nature; (3) Structure and function are interrelated at all levels; and (4) Rational treatment is based on these principles (Glossary of Osteopathic Terminology, 2011). OPP-420 course is offered in the Fall semester only.

### **OPP COMAT**

The Osteopathic Principles and Practices Comprehensive Osteopathic Medical Achievement Test is a prerequisite before taking COMLEX Level 2 Examinations. 3rd year students must pass the OPP COMAT during year three. The OPP COMAT is scheduled on the last business day of IMED 301, SURG 301 or a selective, whichever occurs first October 1st or after of year three. Students are required to pass the OPP COMAT and expected to study for this Exam with similar rigor as all other high stakes Examinations. Students are required to pass the OPP COMAT. If a grade of Honors (H) is achieved, this will be noted in the student's Medical Student Performance Evaluation (MSPE) and not on the transcript.

The blueprint for the Exam is found [here](#).

### **Bioethics III – (MED 336)**

This course applies the bioethics frameworks to issues that students encounter while on rotations and see things firsthand. Students apply bio ethical education to cases of their own, reflect on their personal experiences, and practice how to address issues from the stance of a provider.

### **Third Year Schedules**

Third year schedules are determined by the student's assigned KCU Core Site. Students cannot schedule any clerkships away from the third-year clinical clerkship core site unless approved in advance by the Department of Clinical Education and Core Site. Additionally, the third-year clinical clerkship site may determine the date, time and location of selective opportunities. Canceling or changing a third-year clerkship is not allowed.

- Students are expected to adhere to each Core Site's unique scheduling protocols, procedures and other scheduled educational activities. Most clerkships require holiday, overnight and weekend responsibilities
- Clerkships completed in the third year may not fulfill any fourth-year clerkship requirements
- Individual start and end dates of third year clerkships vary by Core Site location. All core clerkship Syllabi can be found in Canvas

# FOURTH YEAR CURRICULUM

Fourth Year scheduling information will be released in fall of the third year. Students will receive **Fourth Year Scheduling Guidelines** and the Department of Clinical Education will host a **Fourth Year Orientation**. Fourth year clerkship schedules are managed by OMS-IV students with approval by The Department of Clinical Education.

## **Curriculum**

Individual clerkship start and end dates vary by location. Fourth year clerkships will start immediately following Clinical Management Review - CLMD 306 located in the student's eValue schedule. You must be enrolled in clinical activities throughout the entire academic year, July 1 and through the last Friday of April of the Spring Semester.

### **Required Core Clerkship: Emergency Medicine EMED 401 – This course is HONORS/PASS/FAIL**

- Must pass COMAT Exam at the end of the clerkship
- Can be completed at any full-service Emergency Department at any accredited hospital
- Cannot be complete internationally
- Students are expected to work a minimum of 160 clinical hours to receive credit for the clerkship
- These shifts must span four [4], full weeks or one [1] month
- Must be confirmed **90 days** prior to start date
- Complete required Online Society for Academic Emergency Medicine (SAEM)
  - Complete CDEM Readings
  - Complete required Online SAEM Tests
  - You will receive account and log in information upon starting fourth year
- Emergency Medicine selectives, completed in year three, cannot fulfill the fourth-year EMED-401 Emergency Medicine requirement
- Must be completed on or before **March 1, 2025**
- Urgent care clinics, ambulatory clinics, observation only and Pediatrics EMED will not meet the requirement for this core clerkship
- Retroactive course changes are not allowed

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Additional information on the Core EMED requirements can be found on Canvas.

In addition to the Core clerkship, fourth year students are required to complete sub-internships, elective clerkships, and assigned courses.

- **Required Sub-Internships or Audition Clerkships** – These courses are PASS/FAIL
  - Three [3] 4-week or 1-month clerkships required, no splitting of Sub-I's allowed
    - To meet KCU requirements only three [3] Sub-I's can be coded within eValue, however, additional auditions may be completed and coded as an elective in eValue
  - Must be completed on or before **March 1, 2025**
  - Must be confirmed **90 days** prior to start date
  - Minimum of 37.5 hours a week
  - International clerkships cannot be coded as Sub I's
  - Retroactive course changes are not allowed
- **Electives or Additional Audition/Sub-I Clerkships** – These courses are PASS/FAIL
  - Scheduled through the end year four
  - A minimum of four [4] electives required
  - Up to three [3] elective clerkships (4-week or 1 month each) may be completed within the same Sub-Specialty
  - These electives may be split into two-week increments if available
  - Must be confirmed **90 days** prior to start date
  - Minimum of 37.5 hours a week
  - International electives are not be permitted during the month of April
  - Retroactive course changes are not allowed

- **Required Osteopathic Principles and Practices (OPP) Course [OPP 420](#)** – This course is PASS/FAIL. Offered in fall semester of fourth year only.
- **Required Osteopathic Skills Clinical Exam (OSCE) (FMED 350)** – This course is PASS/FAIL. Scheduled spring fourth year only. Information will be available in fall of students third year.

## **SYLLABI FOR REQUIRED CLERKSHIP AND COURSES**

### **Required Core Clerkships**

- **[Core Internal Medicine](#)** – IMED 301-302
- **[Core Surgery](#)** – SURG 301-302
- **[Core Family Medicine](#)** – FMED 301
- **[Core Women’s Health](#)** – OBGY 301
- **[Core Child and Adolescent Health](#)** – PEDS 301
- **[Core Behavioral Health](#)** – PSYC 301
- **[Core Emergency Medicine](#)** – EMED 401

### **Required Courses**

- **[Osteopathic Principles and Practice \(OPP\)](#)** – OPP 320/321/420
- **Osteopathic Skills Clinical Exam (OSCE)** – FMED 350
- **[Bioethics III](#)** – MED 336

# ASSESSMENT

The Department of Clinical Education reviews all clerkship assessments and determines the final grade for the clerkship. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the Associate Dean of Clinical Education.

## Clerkship Grades

Students must demonstrate progress on the Clinical Competency Assessment, submit all End of Clerkship Reflections and pass any *applicable* COMAT Exams to achieve a grade of pass for a clerkship. Honors may not be awarded or may be removed if the student receives marks demonstrating below expectations ratings, recommendation of failure, or professionalism concerns.

All components are required before a final grade is assigned by KCU:

- Complete Enrollment Verification within the **first 5 days** of the clerkship
- Clinical Competency Assessment from the Preceptor **last 5 days** of the clerkship
- End of Clerkship Reflection from the Student **last 5 days** of the clerkship
- Evaluation of Preceptor from the Student **last 5 days** of the clerkship
- COMAT Exam – required for core clerkships only and taken the **last business day** of each core discipline

Example of how grades are reflected on the transcript:

Clinical Clerkship	Grade
Surgery (Core)	P
Family Med (Core)	F/P
Internal Med II (Core)	H

By default, the final score of IMED 301 & SURG 301 will be assigned after the COMAT Exam has been taken. The grade earned by the end of the 301 clerkship will be posted on the student’s transcript as IP until all course work has been completed and the COMAT Exam grade has been received. If the student subsequently earns Honors on the 302 clerkship, the transcript will reflect Honors for both 301 and 302. If the student subsequently fails the 302 clerkship, the transcript will reflect failure for both 301 and 302.

\*If a clerkship is successfully repeated, the student will receive a grade of F/P for the original clerkship and a grade of P for the remediated clerkship.

## Clerkship Grade Determination

<p><b>H (Honors) is given when all of the following are met (core clerkships only):</b></p>	<ul style="list-style-type: none"> <li>• Student achieves honors score on the first attempt COMAT Exam (Core Clerkships)</li> <li>• Clinical Competency Assessment receives a “meets expectations” or “exceeds expectations” in all areas of the evaluation including comments</li> <li>• Enrollment Verification, Clerkship Reflection, Evaluation of Preceptor are completed</li> <li>• CANVAS requirements are successfully met (Core Clerkships)</li> </ul>
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<p><b>P (Pass) is given when:</b></p>	<ul style="list-style-type: none"> <li>• Student achieves a passing score on the COMAT Exam on first attempt (Core Clerkships)</li> <li>• Clinical Competency Assessment receives a “meets expectations” or “exceeds expectations”</li> <li>• Enrollment Verification, Clerkship Reflection, Evaluation of Preceptor are completed</li> <li>• CANVAS requirements are successfully met (Core Clerkships)</li> <li>• Student achieves a Pass after remediating a failed clerkship</li> </ul>
<p><b>F/P (Fail/Pass) is given when one of the following are present:</b></p>	<ul style="list-style-type: none"> <li>• Student fails COMAT once, then successfully remediates <ul style="list-style-type: none"> <li>○ This includes if you honor second attempt</li> </ul> </li> <li>• Clinical Competency Assessment receives a recommended fail on first attempt of the clerkship, then successfully remediates the clerkship</li> <li>• Student fails same COMAT Exam twice and successfully passes the remediation of the clerkship and COMAT</li> <li>• Student achieves honors score on COMAT Exam, but receives a “recommended fail” for a clerkship, then successfully repeats clerkship</li> </ul>
<p><b>F (Fail) is given when:</b></p>	<ul style="list-style-type: none"> <li>• Student fails clerkship remediation</li> <li>• Student fails the same COMAT Exam twice, then fails remediation of clerkship and/or COMAT Exam</li> </ul>

**Deficiencies**

The student will be notified of a poor assessment by their KCU Clinical Clerkship Coordinator. All deficiencies or concerning comments are reviewed and the student is asked to provide written feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns may be referred to the Associate Dean of Clinical Education. Additional assessments submitted following official review are accepted but may not impact the outcome.

**\*At any time and for any reason, KCU reserves the right to require additional methods of assessing students. Students may be required to return to the KCU campus for a formal review.**

**Refer to the most current [Academic Catalog and Student Handbook](#) for additional information.**

**Student Progress Committee (SPC) Referral**

Students may be referred to SPC, which tracks students’ academic performance and makes determinations about student's academic progress.

**Student should reference the [Academic Catalog and Student Handbook](#) for information on the SPC process.**

## Clinical Competency Assessment

Eligible preceptors supervise clinical training experiences and complete a Clerkship-Clinical Competency Assessment at the end of the clerkship to evaluate student performance. If a student receives a *recommend fail* on the Clinical Competency Assessment then the student will be required to repeat the clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments submitted by a PhD, PsyD, PharmD, Nurse Practitioner, Intern, Resident, or other mid-level health care providers or professionals must be cosigned by an attending physician, the Director of Medical Education (DME) or Regional Assistant Dean (RAD). Training experiences in Alternative Medicine, CLMD courses or online courses may be supervised and evaluated by a mid-level health care provider or other professional with prior approval from the Department of Clinical Education. We ask preceptors to complete the evaluation/assessment within one week of the clerkship end date and maintain confidentiality in compliance with the FERPA. If a student works with more than one attending, more than one assessment will be accepted.

Preceptors are encouraged to complete assessments online through eValue, the KCU Department of Clinical Education Student Database. Paper copies are available upon request and may be returned by the student directly to the KCU Department of Clinical Education. The University recommends that students request an initial discussion of preceptor expectations as well as a mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows the student to proactively address any problems and avoid potential surprises.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their KCU Clinical Clerkship Coordinator to discuss the most constructive way to obtain the desired feedback.

**\*At no time is it appropriate for a student to request a preceptor to change an assessment rating, revise comments on an assessment or challenge a preceptor regarding an assessment. Once an evaluation is submitted, students are not allowed to contact the preceptor regarding the submitted evaluation.**

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## Dismissal from a Clerkship

In the event a student is dismissed from a clerkship by a preceptor, this will be determined to be a failure of the clerkship and that clerkship will need to be repeated. The grade will be reported as a failure until the clerkship is remediated.

## Enrollment Verification

The Department of Clinical Education uses eValue to manage evaluations, procedures, and schedules. eValue is available to authorized users 24 hours a day from any device with internet access.

For every clerkship, students must verify and submit registration information through eValue within **five [5] business days** following the designated start date. If the Enrollment Verification is not completed on time, the Department of Clinical Education cannot confirm the student is actively enrolled. This may cause a disruption in the student's enrollment status with the University, which may put the student's financial aid or graduation status in jeopardy. If deemed the student was not enrolled, they would not be covered under the KCU malpractice liability insurance. It is imperative to submit accurate contact information for the attending physician completing the assessment (e.g. address, phone, fax, e-mail, etc.). If the information on the preceptor listed is **Unknown** or the wrong preceptor, please provide accurate information in the space provided and complete an Unknown Preceptor Form located at the link in the enrollment verification or on the eValue Home Page. Unknown is only a placeholder until the student's clerkship starts, at which time the student should know with which preceptor they are working with.

Once submitted, changes can only be made by the Department of Clinical Education and requested changes must be e-mailed to the assigned KCU Clinical Clerkship Coordinator. When working with more than one physician on a clerkship, the student should e-mail the assigned KCU Clinical Clerkship Coordinator with all necessary information. Retroactive changes to a course code or requirement are not allowed.

- *Once the Enrollment Verification has been submitted, any adjustment to the course or requirement is considered retroactive.*

### **Mid-Clerkship Feedback**

The Mid-Clerkship Feedback form is designed to alert the student and the preceptor to issues, which can be addressed during the remainder of the clerkship. While this is not a graded or required form, students are encouraged to use this tool and seek informative feedback from the preceptor. Mid-Clerkship Feedback Form can be found [here](#).

### **End of Clerkship Reflections**

Students are responsible to complete End of Clerkship Reflections through eValue at the end of every clinical experience to include:

- Evaluation Clerkship
- Evaluation of the Preceptor

Completion of these reflections are required prior to receiving a final grade or credit for any clerkship. Students are encouraged to provide accurate comments regarding the preceptor/clerkship experience. All information submitted in the reflections is anonymous and will be de-identified for anonymity before being released to the Core Site or preceptor the following academic year.

## Check List for Required Evaluations

*\*Requirements for all clerkships. Please download a pdf copy located on the eValue Home Page under Student Resources.*

Evaluation Type	Description and Details of Evaluation	Check Box <input checked="" type="checkbox"/>
Enrollment Verification	<ul style="list-style-type: none"> <li>• Completed within the <b>first five</b> days of every clerkship</li> <li>• Immediately notify your KCU Clinical Clerkship Coordinator via email if any information is incorrect</li> <li>• If the preceptor listed is Unknown or incorrect, click on the Unknown Preceptor Form when completing the Enrollment Verification</li> </ul>	
Student Evaluation of Clerkship	<ul style="list-style-type: none"> <li>• Completed during the <b>last five</b> days of every clerkship</li> <li>• This is the self-evaluation</li> <li>• Evaluation of clerkship</li> </ul>	
Student Evaluation of Preceptor	<ul style="list-style-type: none"> <li>• Completed during the <b>last five</b> days of every clerkship</li> <li>• If “Unknown” preceptor is listed – <b><u>DO NOT COMPLETE THE EVALUATION</u></b> – complete an Unknown Preceptor Form located on the eValue Home Page and contact the KCU Clinical Clerkship Coordinator</li> </ul>	
Clinical Competency Evaluation	<ul style="list-style-type: none"> <li>• Preceptor evaluation of the student</li> <li>• Emailed to the preceptor from eValue the <b>last five</b> days of clerkships <b>IF</b> there is an email address on file</li> <li>• Recommended to complete a mid-clerkship evaluation (located on the eValue Home Page) feedback form with the attending</li> <li>• Provide a hard copy or send a pdf of the evaluation to the preceptor</li> <li>• Preferred for preceptors to complete via eValue</li> <li>• Confirm that the evaluation is done <b>PRIOR</b> to leaving clerkship</li> <li>• Ask for a copy for your records and/or to turn into Department of Clinical Education</li> </ul>	
Preparing for the Next Clerkship	<ul style="list-style-type: none"> <li>• Check eValue and update the Department of Clinical Education with <b>ANY</b> changes to the clerkship</li> <li>• Is the information on the next clerkship correct?                             <ul style="list-style-type: none"> <li>○ Needs to reflect the exact location, preceptor, and clerkship type</li> <li>○ Complete an Unknown Preceptor Form located on the eValue Home Page</li> </ul> </li> <li>• Contact the next site for first day information.                             <ul style="list-style-type: none"> <li>○ Start Day/Time, Appropriate Attire, etc.</li> </ul> </li> </ul>	

### Canvas Online Education

Canvas is the Learning Management System (LMS) that KCU uses to provide online supplemental instruction to students. Canvas is an integral part of the multimedia learning process. Canvas Core clerkship requirements are required in order to receive a final grade or credit.

### COMAT Exams

Students must pass a National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT) on the **last business day** of each core discipline:

- [Family Medicine](#)
- [Internal Medicine](#) (taken the last business day of IMED-302)
- [Women’s Health](#)
- [Child and Adolescent Health](#)
- [Behavioral Health](#)



- [Surgery](#) (taken the last business day of SURG-302)
- [Osteopathic Principles & Practice OPP](#) (taken the last business day of IMED 301, SURG 301 or Selective starting after October 1st)
- [Emergency Medicine](#) (taken the last business day of EMED 401 in year four)

Students are expected to study for these Exams with similar rigor as all other high stakes Examinations and required to utilize the [Course Syllabi](#) located under the Clinical Education section of myKCU. A retake of a COMAT Exam is only allowed to achieve a passing score.

### COMAT Exam Scheduling

COMAT Subject Exams are taken on the last business day of each core discipline and administered in the COMAT Self-proctored format. The exact date and time are indicated on the student's eValue schedule. Order confirmations, calendar appointments, administration and launch details are communicated by email through the [Exam Services and Analytics Department](#) approximately 3-4 weeks prior to the scheduled Exam date. If notification is not received by the week prior to the Exam date, students should reach out to their KCU Clinical Clerkship Coordinator and the [Exam Services and Analytics Department](#) directly and follow-up. Exams must be taken as scheduled.

Changes to an Exam date or time should only be requested due to extreme circumstances and students must send a detailed email to their KCU Clerkship Coordinator for consideration. Approval is not guaranteed. Exams are taken on a University issued iPad or personal computer, laptop or Mac. Students must carefully review the testing device requirements and options available to determine which device best suits individual testing needs. Students are off duty the day of any regularly scheduled COMAT Exam or OPP COMAT Exam and the afternoon of any rescheduled or retake Exam. An Absence Request is needed only when required by the Core Site or if the original Exam date is missed.

### COMAT Exam Accommodations

A student with a disability may make a request for reasonable accommodation by following the process outlined in the University Catalog and Student Handbook prior to the start of each academic year. Accommodations are not granted until the approval process is complete.

### COMAT Exam Scores

Students are awarded a grade of Fail, Pass or Honors for COMAT Exams based on academic year norms established by the NBOME in combination with minimum standards set by KCU. Exam scores and Examinee Performance Profiles (EPP) are made available to students within 10 business days following the Exam date through [www.nbome.org](http://www.nbome.org). [NBOME Percentile Scores](#) provide normative information about the relative rank of test takers' performance in comparison to others who took the Examination.

When a student does not achieve a passing score on a COMAT Exam, a retake is required. The exact date and time of the remediation Exam is communicated by the Exam Services and Analytics Department and students are expected to retake the Exam as scheduled.

### Optional COMAT Exams

An optional, non-required National Board of Medical Examiners (NBME) Exam may be taken, in either Emergency Medicine or Neurology, at a cost to the student. These Exams are scheduled at a Prometric testing center and cost approximately \$102.00. Email the Exam Services and Analytics Department a *minimum* of **60 days** in advance to make arrangements and remit payment as the Exam is not scheduled until payment is received by KCU Accounts Payable. Scores for these Exams are *not* reflected on the student's transcript and may be included in the student's MSPE upon written request to [Residency Placement](#).

### COMLEX Level 1 Scheduling

COMLEX Examination information is available online at [www.nbome.org](http://www.nbome.org). The Registrar's Office will mark you as eligible with NBOME to schedule COMLEX Level 1. Students who opt to register for USMLE Step 1 are encouraged to sit for COMLEX Level 1 first.

- Students are required to sign up for COMLEX Level 1 no later than **February 15<sup>th</sup> of Second Year**
- Students are required to take COMLEX Level 1 by July 14
- Once scheduled, under KCU policy, you may not change the Exam date unless it is within the deadline timeframe.
  - Canceling, failure to sit for exam (no-show), or rescheduling outside of the appropriate timeframe is not permitted and failure to comply will result in disciplinary action up to and including dismissal.

Students must take COMLEX Level 1 by the given deadline to proceed with third year clerkships and remain in good standing with KCU.

### **COMLEX Level 2 Scheduling**

COMLEX Examination information is available online at [www.nbome.org](http://www.nbome.org). Upon successful completion of COMLEX Level 1, the Registrar's Office will mark you as eligible with NBOME to schedule COMLEX Level 2. Students who opt to register for USMLE Step 2 are encouraged to sit for COMLEX Level 2 first.

- Students are required to sign up for COMLEX Level 2 no later than **February 15<sup>th</sup> of Third Year**
- Students are required to take the COMLEX Level 2 Exam during the assigned Clinical Management Review (CLMD306) indicated on the student eValue schedule or by July 14 as students need to achieve a passing score for optimal ERAS participation
- Once scheduled, under KCU policy, you may not change the Exam date unless it is within the deadline timeframe.
  - Canceling, failure to sit for exam (no-show), or rescheduling outside of the appropriate timeframe is not permitted and failure to comply will result in disciplinary action up to and including dismissal.

A passing score for the COMLEX Level 2 is required no later than **December 31<sup>st</sup>** of the fourth year to participate in graduation.

### **COMLEX Accommodations**

If planning to request NBOME accommodations for COMLEX Level 1 or COMLEX Level 2, it is necessary to complete the request early for review and approval.

1. It is recommended to have KCU accommodations prior to requesting NBOME accommodations.
2. The NBOME requires a minimum of 75 days to review accommodations
  - a. KCU requires students to apply for accommodations by 11/30
3. The NBOME recommends the student delay scheduling the EXAM until a decision has been made
4. Students are required to reapply for accommodations for COMLEX Level 2 even if they were approved for their COMLEX Level 1

### **COMLEX Level 2 Board Preparation Resources**

The Board Preparation Resources Canvas Course was developed to provide you easy access to your KCU support system, study strategies, resources and scheduling policies. Students will receive an invitation to this course in fall of their third year.

### **NBOME Academic Requirements**

The NBOME Examination sequence follows exacting timelines and has restrictions on numbers of retakes in cases of initial failures. The medical school policy for a failed COMLEX Examination is that a student is required to appear before the COM-SPC/Sub-SPC. The COM-SPC may recommend remediation of a failed COMLEX Exam. This is true for a first or second failure of the COMLEX Exam. Should a student be allowed to take the failed COMLEX Exam more than two times, a failure of the third attempt will result in an automatic dismissal from the medical school without being referred to the COM-SPC for a hearing.

### **COMLEX Remediation**

In the event a student does not pass a COMLEX exam, the student and school are notified at the same time. The student is then referred to the COM Student Progress Committee (SPC) or Sub-SPC. The Department of Clinical Education will send notification to the student regarding the remediation process and COMLEX rescheduling. Student must work with their KCU Clinical Clerkship Coordinator to schedule a retake date. Note: A student may not change scheduled COMLEX date. The Core Site Coordinator, DME, and Preceptor are not notified of a COMLEX failure.

**COMLEX Level 1:** Students must complete COMLEX Level 1 prior to beginning third year clerkships.

- **First COMLEX Level 1 failure:** Student will be removed from clerkship for approximately four weeks and enrolled in CLMD300 for a designated study period.
  - If two or more weeks have been completed of a core clerkship, the student will
    - finish the core clerkship,
    - take the associated COMAT exam as scheduled,
    - be enrolled in CLMD300 for approximately four weeks to complete the scheduled designated study period.
  - Within two business days, the student must schedule the retake COMLEX exam to occur the last week of the CLMD300 period.
- **Second COMLEX 1 failure:** Student will be removed from clerkship for approximately four weeks/one month and enrolled in CLMD300 for a second designated study period.
  - If two or more weeks have been completed of a core clerkship, the student will
    - finish the clerkship,
    - take the associated COMAT exam as scheduled,
    - be enrolled in CLMD300 for approximately four weeks to complete the scheduled designated study period.
  - Within two business days, the student must schedule the retake COMLEX exam to occur the last week of the CLMD300 period.
- **Third COMLEX Level 1 failure:** Student will be automatically dismissed from the medical school without being referred to the COM-SPC for a hearing. Students may not appeal automatic dismissal related to repeated COMLEX failures.

**COMLEX Level 2**

- **First COMLEX 2 failure:** Student will be removed from clerkship for approximately four weeks and enrolled in CLMD407 for a designated study period.
  - If two or more weeks of an EMED core clerkship have been completed, the student will
    - finish the EMED core clerkship,
    - take the associated COMAT exam as scheduled,
    - be enrolled in CLMD407 for approximately four weeks to complete the scheduled designated study period.
  - Within two business days, the student must schedule the retake COMLEX exam to occur the last week of CLMD407.
- **Second COMLEX 2 failure:** Student will be pulled off clerkship for one month and placed on CLMD407 for a second designated study period.
  - If two or more weeks of an EMED core clerkship have been completed, student will
    - finish the EMED core clerkship,
    - take the associated COMAT exam as scheduled,
    - be enrolled in CLMD407 for approximately four weeks to complete the scheduled designated study period.
  - Within two business days, the student must schedule the retake COMLEX exam to occur the last week of CLMD407.

# CLERKSHIP POLICIES & PROCEDURES

## **Professional Conduct**

Students are expected to present and conduct themselves in a professional manner at all times. KCU's expectations include, but are not limited to:

- Adherence to all policies, procedures, professional behavior, and attitude
- Exemplary interpersonal relationships with peers, faculty, staff, and the general public
- The ability to work effectively as part of the academic community and/or health care team

Personal character traits such as honesty and integrity are facets of professional behavior, which will be evaluated by preceptors and the Department of Clinical Education Leadership. Professional standards required of a member of the osteopathic profession are a prerequisite for passing all courses in years three and four.

Violation of the University's Code of Conduct may result in:

- Being reviewed by the Student Progress Committee (SPC)
- Receiving a failing grade regardless of other academic performance
- Dismissal from KCU

## **Professionalism Compliance System**

The Professionalism Compliance System was developed to encourage students to attain the highest standard of professional behavior. The primary goal of the Professionalism Compliance System is to ensure the completion of tasks necessary to provide the most suitable environment during the clinical years and to discourage actions that will disrupt this environment.

The Professionalism Compliance System provides a mechanism to track a student's willful disregard for university policies and procedures. The Professionalism Compliance System provides an early indication of performance deficiencies, allowing for early corrective actions as needed. More serious offenses may lead to formal disciplinary measures.

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**Corrective Action Notices** will be issued for failure to:

- Complete and submit all requests by the Department of Clinical Education deadlines
- Confirm receipt of all appropriate evaluation forms by the Department of Clinical Education
- Attend and participate in all required clerkships and didactic activities
- Exhibit professional attitude, professional attire and professional conduct as described in the KCU Handbook's Student Code of Conduct
- Adhere to all Department of Clinical Education policies and procedures as outlined in this document
- Follow Policy and Procedures of the clerkship in which the student is enrolled
- Schedule COMLEX LEVEL 1 or COMLEX Level 2 by the given deadline and/or change an Exam outside of approved timeframe without approval
  - Canceling, failure to sit for exam (no-show), or rescheduling outside of the appropriate timeframe is not permitted and failure to comply will result in disciplinary action up to and including dismissal.

### **Initial Professionalism Corrective Action Notice**

- Email notification sent to student, zoom conference or phone call meeting with KCU Clinical Clerkship Coordinator to establish remedial action plan

### **Second Professionalism Corrective Action Notice**

- Email notification sent to student, zoom conference meeting with KCU Clinical Clerkship Coordinator and appropriate Director of Clinical Education

### **Final Professionalism Corrective Action Notice**

- Student is scheduled for a professionalism conference with KCU Clinical Clerkship Coordinator and the Associate Dean of Clinical Education. The Associate Dean of Clinical Education will refer the student to complete a Professionalism Rubric as a self-reflection prior to the scheduled zoom conference. The completed

rubric will be submitted to the Vice Provost for Student & Enrollment Services following the zoom conference with the student. A final remedial plan will be established with the student.

- Student's professionalism behavior may be reflected in the students' MSPE letter.
- Student Flex Time and discretionary days may be revoked during any of the Professionalism Corrective Action Notices.
- Student may be referred to an appropriate university official before the Third Corrective Action Notice depending on severity of the professionalism conduct.

**\*After a Final Professionalism Corrective Action Notice, if a student continues to have professionalism concerns, student will meet with Vice Provost for Student & Enrollment Services and could be reviewed for dismissal.**

## **Communication**

The Department of Clinical Education's primary means of communication is KCU email.

Student responsibilities include:

- Keeping a cleared voicemail box that allows for voicemails to be received
- Respond to voicemails within a timely manner
- Always keep a professional manner in all communication
  
- Using the KCU Email Account for all KCU related correspondence – use of Personal Email Accounts on behalf of the KCU Email Account is not permitted
- Checking e-mail **daily** – read and respond
  - Respond to the Department of Clinical Education correspondence within 48 hours of receipt
  - Recurrent issues may lead to referral to an appropriate University official
- Being aware of all information disseminated by the University
- Complying with all University policies
- Keeping contact information, including mailing address, cell phone, and emergency contact numbers updated in Workday
- Students who experience problems with e-mail should directly contact the Information Technology (IT) Helpdesk at 1.800.234.4847 ext. 7700
- Students who experience problems with eValue should directly contact the appropriate KCU Clinical Clerkship Coordinator or e-mail [clinicaleducation@kansascity.edu](mailto:clinicaleducation@kansascity.edu)
- Complying with privacy policies such as the Family Educational Rights and Privacy Act (FERPA), HIPAA, etc.

## **KCU E-mail Address**

Students must use their KCU e-mail account for all KCU related correspondence. All system applications in Clinical Education (ERAS, VSLO, Clinician Nexus, Boards and Beyond, etc.) need to be registered with your KCU e-mail address. If you submit any requests with email addresses other than a KCU domain, these will automatically be denied/rejected.

## **KCU Clinical Clerkship Coordinators**

KCU Clinical Clerkship Coordinators are the initial point of contact for all matters pertaining to clinical education. The coordinators are available to assist students in navigating clerkship logistics and are available to students preferably by email or telephone during regular University business hours. Students may schedule a meeting in-person or by zoom by appointment. To protect student's privacy, the Department of Clinical Education communicates information directly with the medical student, and therefore not to spouses, parents, etc.

## **Absence from Clerkships**

Attendance at all clerkship related activities is mandatory; therefore, any absence requires an excuse and documentation. The Absence Request Form is located on the eValue Home Page. Students must attend the first day of any clerkship. Failure to notify both the Department of Clinical Education and/or the clerkship site/preceptor of any clerkship absence, regardless of the reason or number of hours absent, will be considered neglect of duty and may result in a failing grade for the clerkship, meeting with Clinical Education Leadership regarding lack of professionalism and/or referral Vice Provost of Student and Enrollment Services.

Students generally follow the same schedule as their preceptor, however, **if the preceptor is on vacation, or scheduled away from the office or hospital, additional arrangements must be made for completion of the clerkship. An absence form is required anytime a student is off service.** If this occurs, the student must contact their KCU Clinical Clerkship Coordinator immediately for alternative arrangements.

An Absence Request Form and supporting documentation must be submitted **thirty [30] days** in advanced directly to the KCU Clinical Clerkship Coordinator. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered. Only completed, signed forms are processed. Decisions rendered through this process are final, and failure to follow the process will be considered an unexcused absence. The KCU Clinical Clerkship Coordinator notifies the student, via email, when a decision has been reached.

Scheduled absences are not, and should not, be considered approved until the official Absence Request Form is signed by a representative of the Department of Clinical Education.

Unapproved absences are considered a professionalism concern and student may be referred to SPC.

**The Absence Request Form is located on the eValue Home Page and must be completed and submitted to the KCU Clinical Clerkship Coordinator for all of the following:**

### **Preceptor off Service**

If your preceptor is off service for any reason, an absence form is required. If this occurs, the student must contact their KCU Clinical Clerkship Coordinator immediately for alternative arrangements.

### **COMLEX Level 2 & USMLE Step 2 CK Exam Absences**

Students will be **off duty** the day of any scheduled COMLEX Level 2 & USMLE Step 2 CK Exam, if not taken during Clinical Management Review (CLMD306). Students may not use Flex-Time or Discretionary Days to extend Exam date absences. No make-up plan required.

### **COMAT Exams**

Students will be off duty the day of any scheduled COMAT Exam or retake Exam unless scheduled site requires attendance following the Exam. An Absence Request Form is only needed when required by the scheduled site or if the original Exam date is approved for reschedule. No make-up plan is required.

### **Discretionary Days**

Students are **allowed five [5] discretionary days during each academic year.** Discretionary days **MUST** be approved by Department of Clinical Education in writing prior to the requested time off. Students may use no more than two (2) days per clerkship, and may not be used to extend Exam date absences. In fourth year, Discretionary Days cannot be combined to extend interview days or to extend Exam date absences. Requests are submitted electronically, via an Absence Request Form, to the corresponding KCU Clinical Clerkship Coordinator. \*Sites supersede any approvals granted by Clinical Education.

### **Request for Discretionary Days *prior* to the start of your clerkship:**

Students must submit an Absence Request Form to the corresponding KCU Clinical Clerkship Coordinator. If approved, student will provide the approved Absence Request Form to their Preceptor upon the start of the clerkship.

### **Request Discretionary Days *during* the clerkship:**

Students may need to take a discretionary day during clerkship for circumstances out of their control (ex: sick day or unexpected life event). In this case, an Absence Request Form signed by the Preceptor must be submitted to the corresponding KCU Clinical Clerkship Coordinator for review and final approval.

## Sick Days

Students will be allowed two [2] sick days annually during third and fourth year.

Students must contact their clinical site/preceptor, as well as the site coordinator and the KCU Clinical Clerkship Coordinator immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).

- If two-four (2-4) hours of clinic time is missed, a half day will be documented. More than 4 hours of missed clinic time is equivalent to a full day of sick leave.
- If an absence of greater than one working day is necessary due to illness, that time must be made up. Arrangements for missed time will be coordinated with their clinical site/preceptor as well as the site coordinator, and/or the KCU Clinical Clerkship Coordinator.
- If the student is absent from a single clerkship for two [2] or more days due to illness, the student is required to submit to the Department of Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.

## Conference Days

Students requesting to attend educational seminars/conferences and educational presentations, such as posters, research, etc., will submit an Absence Request Form with supporting documentation (registration confirmation) to the corresponding KCU Clinical Clerkship Coordinator for review and final approval.

Students will be deducted discretionary days. Students may combine more than the **two (2)** consecutive days without an appeal.

## Family Emergencies/Death in Family

Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by the Department of Clinical Education on a case-by-case basis.

## Time off for Residency Interviews

Students requiring time away from clerkships for interviewing will be granted **four [4] interview days** during any four-week clerkship. Interview season typically extends from October to the end of January of the fourth year. Students are required to adhere to the following guidelines:

- Students must attend the first day of a clerkship
- Students may request no more than four [4] interview days during any four-week clerkship, and no more than two [2] interview days over any two-week clerkship.
- Students are required to formulate a makeup plan with their Preceptor and submit with the Absence Request Form.
- All requests for time off must include a completed, signed Absence Request Form, a copy of the residency interview invitation, make-up plan and supporting documentation. Requests are to be submitted directly to the KCU Clinical Clerkship Coordinator
- Requests for more than four [4] days require a formal appeal with a detailed make-up plan, discussed with the preceptor, and submitted directly to the KCU Clinical Clerkship Coordinator
- Flex-Time cannot be used in combination with interview days
- Discretionary Days cannot be combined to extend interview days
- Permission for an absence must be cleared, in advance, with the following:
  - KCU Department of Clinical Education, and
  - Clinical Site/Preceptor to whom the student is assigned
- Unapproved absence or absences in excess of the above policy may require remediation or result in a failing grade at the discretion of the Department of Clinical Education
- Failure to notify the Department of Clinical Education and clerkship supervisor/preceptor of any absence will be considered neglect of duty and may result in a failing grade for the clerkship.

Flex-Time may also be used to help accomplish residency interviews if necessary when not on clerkship.

Failure to adhere to the time off policy or to notify both the Department of Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Associate Dean of Clinical Education regarding lack of professionalism. This could result in a failing grade for the clerkship, referral to Vice Provost of Student and Enrollment Services or may result in loss of [Flex-Time](#) privileges.

### **Flex-Time (OMS4)**

Flex-Time is defined as the time during the fourth year when a student is not on clerkship. Flex-Time is used to fill in gaps between the end date of one clerkship and the start date of the next clerkship. Flex-Time can also be used for a variety of other purposes such as vacation, non-credit academic study, attending educational seminars/conferences, educational presentations such as posters, research, etc.

Each OMS-IV is **allotted twenty-five [25] weekdays of Flex-Time during fourth year**. Students may combine no more than two [2] consecutive weeks of Flex-Time. Weekend days (Saturday and Sunday) will not count towards Flex-Time. Flex-Time cannot be used during a clerkship or to shorten a clerkship. Students cannot cancel a clerkship to enter Flex-Time. Flex-Time expires after **March 28, 2025**.

Directions on how to submit a Flex-Time request correctly into eValue are located under Fourth Year Scheduling Resources on the eValue Home Page. The KCU Clinical Clerkship Coordinator will approve or deny all Flex-Time. If Flex-Time is approved, it will reflect on the student's schedule.

The following may result in **loss** of Flex-Time privileges:

- Failing to comply with any policies in the Clinical Education Guidelines
- Failing to communicate with the KCU Clinical Clerkship Coordinator
- Failing to enter clerkships into eValue 90 days in advance
- Failing to verify enrollment with five (5) days of the start of clerkship
- Failing to comply with requests for information from the KCU Clinical Clerkship Coordinator
- Failing to submit required Flex-Time requests into eValue in a timely manner
- Failing to submit an Absence Request Form for absences from clerkship

### **Leaves of Absence**

The Vice Provost of Student and Enrollment Services may grant a leave of absence for a designated period of time, with or without conditions. A Leave of Absence (LOA) may be granted from the University for the following reasons:

- Medical emergency or illness
- Financial emergency
- Personal emergency
- Military service
- Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution
- Mandated LOA required by the vice provost, Student and Enrollment Services or College Dean

LOA Request: Students seeking an LOA must submit the Student Request for Leave of Absence via Workday including all required supporting documentation.

Meeting: Students requesting an LOA must meet with the vice provost, Student and Enrollment Services or designee to describe the circumstances; the vice provost or designee, with input from the appropriate dean and student affairs, will determine if an LOA is warranted. Student will be required to meet with their KCU Clinical Clerkship Coordinator to receive written confirmation of the leave to upload in Workday.

Academic Failures: Leaves of Absence cannot be used to avoid a course, Board, or COMAT failure or to avoid dismissal for academic or disciplinary reasons. Students who are failing one or more courses at the time of an LOA request are required to meet with the appropriate dean prior to receiving approval for an LOA.

COMPLEX Exams: Students on LOA, excluding those on Academic Endeavor LOA, may not register for or sit for National Board of Osteopathic Medical Examiners (NBOME) Exams while on leave from the University. COM2025



students returning from a Leave of Absence, to complete their fourth year, who has not taken COMLEX Level 2 must sign up and take their exam within 30 days of their official return date.

- Students are highly encouraged to take the exam on or before 7/14

COM Clerkship students: Third and fourth-year COM students taking an LOA from clerkships will not be able to return to their original clerkship placement upon their return. Students granted a leave of absence must follow the checkout process detailed in the University Catalog under Leaves of Absence. Students approved for a leave of absence will retain their KCU email account and have full SSO access.

- All changes to a student's schedule must be communicated to their KCU Clinical Clerkship Coordinator.
- LOA cannot be used next to flex, online, virtual.

Things to consider prior to a Long-Term Leave of Absence:

- Student cannot sign up and take COMLEX during the approved leave
- Student will be required to repeat all third- or fourth-year clerkship requirements including canvas coursework, COMAT exams, case logs, etc.
- Compliance items must be updated prior to return

Refer to the most current [Academic Catalog and Student Handbook](#) for additional information.

### **Reporting Clerkship Problems**

At times, concerns/issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, Director of Medical Education (DME) or KCU Regional Assistant Dean (RAD), when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact their assigned KCU Clinical Clerkship Coordinator.

- Immediate concerns (harassment, student and patient safety, etc.) should be reported directly to the Department of Clinical Education.

### **Student/Preceptor Conflicts**

At any time during a clerkship, if you have a personality or other conflict with a preceptor, you should report it immediately to your KCU Clinical Clerkship Coordinator or the Department of Clinical Education.

### **Student Identification**

While performing duties related to patient care, all students must clearly identify themselves as Osteopathic Medical Students both verbally and by wearing their KCU picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action. Student identification badges should be worn above the waist and made clearly viewable at all times.

The AOA recommends all KCU medical students refer to themselves as "Osteopathic Medical Students" (OMS) followed by the academic level in Roman numeral form. Students should use this title when completing written communication such as email, letters, and/or official social media communication. Students should make every effort to follow the recommendation of the AOA. Communication should look like the following: OMS-I, OMS-II, OMS-III, OMS-IV.

Should the KCU identification badge become lost or broken, the student should contact KCU Security at 816-654-7911 immediately to order a free replacement.

### **Didactic Conferences and Reading Assignments**

While the focus of the clinical years is hands-on experience, didactic conferences and reading assignments are often provided as an aide to this learning process. Completion of reading assignments and attendance at didactic conferences scheduled by KCU, the Regional Assistant Deans, Directors of Medical Education, the core site hospital, clerkship service or preceptor is required without exception.

## **Employment**

Students are strongly discouraged from seeking employment during the academic year. The University reserves the right to preclude employment, should it be deemed to adversely affect the student's academic progress.

## **Practicing Medicine**

COM students shall not engage in any activity that may be construed as the practice of medicine or any phase thereof, without prior written approval of an exception.

Students are prohibited from accepting any form of payment or gratuity for their clinical activities. Clinical activities of students are not permitted without the appropriate supervision of a licensed faculty physician.

In no event shall a student represent, either directly or indirectly, that the student is licensed to practice medicine as a graduate of this University or otherwise, unless such student is, in fact, a licensed practitioner.

The determination of whether a student's activity violates this policy shall be that of the University alone. Students with questions regarding this policy should submit them in writing to a member of Student Services. The Student Services team can counsel students on this policy. Violation of this policy may result in the immediate disciplinary action.

## **Physical Examinations**

During clinical clerkships, students are routinely required to see and Examine patients. It is necessary that all Examinations of patients be appropriately structured, supervised, and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their KCU picture identification badge and introduce themselves to patients as an osteopathic medical student. Patient consent for a student to perform an intimate Examination must always be voluntary. Consent for an intimate Examination must be either verbal, written and/or witnessed.

Regardless of the gender of the student performing the Exam and the patient being Examined, a chaperone, defined as another medical professional, preferably the preceptor is required during all intimate Examinations. A chaperone is not an accompanying person (e.g. friend, relative of the patient, another medical student, etc.). Students are encouraged to record the date, time and the results of the Examination, as well as the name of the chaperone in the medical record.

## **Performing Osteopathic Manipulative Medicine & Osteopathic Manipulative Treatment**

Students may perform their learned manual skills for diagnosis and therapy on patients while on any clerkship, provided the preceptor (or other supervising physician) has given their permission.

## **Medical Ethics**

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral, and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests
- Be available to patients at all reasonable times as expected by the preceptor/core site
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor
- Strictly maintain patient and institutional confidentiality

## **Student Grievances**

KCU is committed to treating all members of the University community (administrators, faculty, staff, students, applicants for employment, third party contractors, all other persons that participate in the University's educational programs and activities, including third-party visitors on campus) fairly with regard to their personal and professional concerns. The student grievance policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. The University's grievance procedure enables students to bring complaints and problems to the attention of the University's administration. KCU forbids any retaliatory action against students who present concerns and complaints in good faith.

**Definition:** A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, or administrator) that in any way adversely affects the status, rights or privileges of a member of the student body.

Such complaints may include, but are not limited to the following:

- Academic programs or courses
- Accreditation standards or processes
- Discrimination
- Financial Aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health

University policy strongly encourages students who believe they have a concern/grievance to use all appropriate avenues for informal resolution, before initiating the formal grievance procedure. Students wishing to informally resolve an issue can contact the Office of Student Affairs or any other academic or administrative office on campus, which might appropriately handle said issue. If the office contacted cannot resolve the issue for the student, they will refer the student to the appropriate office and provide the student with a specific faculty/staff member who can assist them.

Should such an informal resolution be impossible, the student may pursue the following options, if they wish to file a formal grievance:

### **Procedure**

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of Title IX and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances see the Nondiscrimination and Anti-Harassment Policy.

All other formal grievances should be submitted in writing to the Office of the Provost. The Provost, acting in their professional capacity will review all formal grievances, with the goal of attempting to resolve the issue for the student.

Students submitting a formal grievance to the Provost should be as specific as possible regarding the action that precipitated the grievance:

- Date
- Location
- Individuals involved (including witnesses)
- Summary of the incident
- Efforts made to settle the matter informally
- Remedy sought

Except as noted above or as otherwise stated in the University's policies, grievances will be evaluated and investigated in accordance with the Student Discipline Procedures. If deemed necessary, the issue will also be referred to Human Resources or another appropriate administrative leadership team member.

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings, will be kept on file in the Office of the Provost and in the student's permanent educational file. An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to the leadership team on a more frequent basis if necessary. The University uses student complaints in its ongoing performance improvement process.

### **Filing a Complaint with the University's Accrediting Agencies**

The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA) and the Commission on Osteopathic College Accreditation (COCA) recognize their responsibility to provide complainants the

opportunity to utilize their organizations as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints. Complaints that cannot be addressed by the University may be filed with HLC-NCA or COCA at the following addresses:

Department of Accreditation American Osteopathic Association 142 East Ontario Street Chicago, IL 60611-2864  
1.800.621.1773 - Toll free 312.202.8200 - Fax [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

The Higher Learning Commission 230 South LaSalle St., Suite 7-500 Chicago, IL 60604-1411 1.800.621.7440 - Toll free 312.263.7462 - Fax [complaints@hlcommission.org](mailto:complaints@hlcommission.org)

### **Clinical Education Appeal Requests**

The following are guidelines and procedures for submitting an appeal:

- You must first discuss issues and concerns with your KCU Clinical Clerkship Coordinator;
- After the decision of the KCU Clinical Clerkship Coordinator, when a situation warrants special consideration and within ten **[10]** business days of receiving the decision which you are appealing, an Appeal must be submitted via E-mail to assigned Clinical Education Coordinator and Director of Clinical Education for review;

Student should include all relevant information and documentation you wish to be considered in support of your appeal 15 and;

The Appeal is considered by the Director of Clinical Education:

- With the autonomy to uphold the appealed decision
- Reverse the decision all together
- Or change the decision as he/she deems appropriate.

The Appeal decision will be issued in writing within ten **[10]** business days of receiving the Appeal.

In appealing a decision of the Director of Clinical Education, the Appeal must fall into one of the following categories:

- The student has new evidence, material to the decision rendered, that was not available prior to the original decision. In this case, the matter will be returned for reconsideration to the Director of Clinical Education that upheld the original decision; or
- The process as outlined herein was not followed when the decision was made

Appeals that do not fall into one of these categories will not be heard and will be automatically dismissed.

Appeals that fall into one of the two criteria stated above, the Appeal will be directed to the Associate Dean of Clinical Education. The final appeal decision will be issued in writing within ten **[10]** business days of receiving the Appeal. Decisions rendered through the Appeals process are final. The KCU Clinical Clerkship Coordinator will notify you via E-mail when a decision has been reached.

### **Diversity and Inclusion at KCU**

Kansas City University is deeply committed to cultivating diversity and inclusion on its campuses and to challenging our students to embrace cultural proficiency and adeptness. As future physicians, psychologists, scientists, and healthcare professionals, students must understand and embrace cultural diversity in order to be competent and successful in team-based healthcare delivery. The University's faculty and staff must do the same.

KCU students, faculty, and staff serve diverse, underserved, at-risk, urban, and rural populations within geographically diverse communities nation-wide. In addition, KCU's alumni work to serve diverse communities all over the United States, as well as internationally.

Furthermore, KCU's institutional strategic plan calls for the University to create a culture of inclusion, by securing more students, faculty, and staff from diverse backgrounds and enhance a campus sense of community. Our University's strategic plan outlines our priorities and best practices to achieve diversity through on-going and vigilant evaluation of our

institutional community. Students wishing to know and understand more about the University's effort to enhance diversity and inclusion on-campus can contact the Provost's Office in the Administrative Building- Kansas City Campus.

### **Canceling/Changing a Clerkship**

Students may not cancel or change a third-year clerkship. It may be necessary to cancel or change a fourth-year clerkship however, retroactive changes to a course code or requirement are not allowed. Cancellation/change requests must be received, at a minimum of, **60 days** prior to the confirmed start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline, or denied. For consideration, requests should be sent to your KCU Clinical Clerkship Coordinator via email.

- Once approved, a scheduling request for an alternative clerkship must be submitted for review via eValue

### **Clerkships with Relatives**

Due to the potential that personal relationships can interfere with the clinical evaluation process, clerkships with relatives are not allowed.

### **Denied Clerkship Requests**

A Clerkship Scheduling Request may not be approved if:

- You have already completed eight [8] weeks with the same preceptor
- You have not uploaded documentation into eValue with your request
- Preceptor is your friend or relative
- Affiliation agreement cannot be reached between KCU and the clerkship site
- Clerkship is less than two-weeks in duration
- Dates conflict with previously scheduled clerkship(s)
- Preceptor or clinical training site does not have all appropriate forms on file
- Requirements of the clinical training site and/or preceptor have not been met (Examples include completion of forms and submission of immunization documentation)
- Your Request was received after the deadline
- You are not in good academic standing

Denial of a Scheduling Request is not limited to the aforementioned reasons. Once a Scheduling Request has been denied, student must submit a new one through eValue for consideration.

**\*Approval of a clerkship request in eValue by your KCU Clinical Clerkship Coordinator means that you are tentatively approved. Students must ensure official approval is granted by the clinical training site and all requested documentation, including an Affiliation Agreement when applicable, is submitted. Students are responsible for following up with clinical training sites to ensure confirmation.**

### **Application and Other Fees**

KCU remits payment for all third-year clerkships completed at a KCU Core Site, fourth year required clerkships completed at a KCU Core Site as well as associated administrative fees. Students are responsible for all other out-of-pocket expenses associated with clinical education, such as application and/or processing fees, transportation, housing, meals, professional attire, laboratory fees, additional drug screens, background checks, immunizations or titers, and other fees not covered by KCU.

Some clerkships require students to pay additional fees in order to rotate at their facility.

### **Transportation**

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. A student may be required to travel to an alternative site at their own expense during their third year due to availability. Some Core Clinical Sites may require that assigned students have personal vehicles available.

## Affiliation Agreements

Affiliation agreements are legally binding contracts designed to:

- address matters such as compliance, confidentiality, faculty credentialing, indemnification, insurance, medical records, patient care, student safety and supervision, etc.
- formally define roles and responsibilities of clinical affiliates, learners and teachers.
- meet COCA accreditation standards.
- ensure an appropriate learning environment.

A number of selective, elective, sub-internship and/or audition clerkship locations require an affiliation agreement between KCU, the visiting site. **When scheduling a clerkship proceed as follows:**

- Verify with the scheduling location to determine if a new affiliation agreement or updates to an existing agreement are required
  - Any form of “agreement” constitutes a legally binding contract: (1) AAMC Implementation Letter, (2) Memoranda of Understanding (MOU), (3) Letter of Agreement (LOA), (4) Program Letter of Agreement (PLA), etc.
- Check the Affiliation Agreement Listing available on the eValue Home Page to determine if an active/current agreement is in place.
  - If the location is not on the list, check with your KCU Clinical Clerkship Coordinator to determine if an agreement is in place or already in process.
- After confirming all the above, if an agreement is needed, complete and submit an Affiliation Agreement Request form found on the eValue Home Page under Student Forms and Guidelines a *minimum of 90 days* prior to the start of clerkship

Additional background checks, fingerprinting or screenings are required before students may participate in clinical training at a health facility in the following states:

- Minnesota – NetStudy 2.0 Background Check and Fingerprinting (per Minnesota state statutes <https://mn.gov/dhs/general-public/background-studies/faqs/statutes/>)
- Wisconsin – Caregiver Background Check within 60 days of the clerkship start date (per Wisconsin state statute <https://www.dhs.wisconsin.gov/misconduct/employee.htm>)

Students need to verify directly with the scheduling location and/or health facility to determine if these checks are initiated by the facility or must through KCU. Do not obtain these checks until they are requested by the scheduling institution, health facility and/or KCU to avoid having to repeat the process. Students are responsible for any costs incurred and are not approved to begin their clerkships until a copy of background check clearance with no adverse findings is received by KCU Clinical Education. Failure to return clearance documentation by the deadline(s) indicated will result in clerkship cancellation as these checks are needed to comply with state statutes in addition to meeting the terms outlined in the affiliation agreements.

## Important Affiliation Agreement Details

- Approval of the eValue request by KCU does not mean an agreement (when requested) has been or will be reached, just that the clerkship is being tentatively accepted into your eValue schedule.
- Agreements may take several months to process, particularly if the use of an outside agreement template is required
- Students are expected to secure a back-up clerkship, when necessary.
- Allow a minimum of 6 weeks before requesting an update regarding the status.
- Facilitate all communications about agreement cancellations, changes, status, etc. through your KCU Clinical Clerkship Coordinator.
- Students are responsible to follow-up on the agreement status and assure all onboarding requirements are met prior to the clerkship start date
- **KCU cannot guarantee a consensus is reached with every facility or preceptor, regardless of when the request is submitted.**
- If an agreement is not possible, the student must withdraw their application, secure an alternative and complete a new Scheduling Request through eValue.

**Q:** What do I do if the program I have applied to says they require an agreement and will reach out to KCU directly and no further action is needed from me?

**A:** Immediately complete the required Affiliation Agreement Request Form located on the eValue Homepage even if the site states they will contact KCU directly. Completing the request form is required for Clinical Education to begin the agreement process.

### Scheduling a Research Clerkship

Research being conducted on or off campus requires written approval from the Office of Research and Sponsored Programs (ORSP) as well as the Department of Clinical Education *prior* to starting the project. Questions regarding whether the project is considered research should be directed to ORSP. To schedule, proceed as follows:

#### Third Year

- **For Credit Research** – students will be **allowed to complete a total of one [1]** research clerkship.
  - Complete and submit a [KCU Student Activity Research Application](#) to the [Research Compliance Coordinator](#) and the assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to be considered for approval.
    - Clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD
    - Students must notify their assigned KCU Clinical Clerkship Coordinator of their intent to apply for a Research clerkship *prior* to third year schedules being created
    - The research clerkship must fit within their Core Site’s scheduling protocols. Some Core Sites may **not** accommodate Research electives
    - Research cannot be used before or after designated flex time, online or virtual
    - International Research is not permitted
    - Students must include required documentation as outlined in the application
    - No retroactive approval is granted
  - Clinical Education Leadership will then provide approval for the application to proceed to ORSP for review
    - ORSP then confirms to the Student and the Department of Clinical Education when the selective is approved
    - Students may not cancel or modify the dates, service type or location of a confirmed research clerkship without *prior* approval from the Research Compliance Coordinator and the Department of Clinical Education along with an updated application reflecting the information
  - Once approved student should submit a request for review through eValue
  - To receive a final grade and credit at the conclusion of the clerkship
    - The student must submit a summary report, abstract or copy of the finished project to their KCU Clinical Clerkship Coordinator
- **Not For Credit Research**
  - Complete and submit a [KCU Student Activity Research Application](#) to the [Research Compliance Coordinator](#) and the assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to being considered for approval.
    - Clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD
    - International Research not permitted
    - Include required documentation as outlined in the application
  - ORSP confirms to the Student and the Department of Clinical Education when the non-credited research proposal is approved
    - Students may not cancel or modify the dates, service type or location of a confirmed research clerkship without *prior* approval from the Research Compliance Coordinator and the Department of Clinical Education along with an updated application reflecting the information

#### Fourth Year

- **For Credit Research** – students will be **allowed to complete a total of one [1]** credited research clerkship.
  - Complete and submit a [KCU Student Activity Research Application](#) to the [Research Compliance Coordinator](#) and the assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to being considered for approval.

- Clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD
  - CV on file
  - Clerkship dates must be four [4] weeks to a month in duration
  - Cannot be used before or after designated flex time, online clerkship or virtual clerkship in eValue schedule
  - International Research is not permitted
  - Students must include required documentation as outlined in the application
  - No retroactive approval is granted
- Clinical Education Leadership will then provide approval for the application to proceed to ORSP for review
  - ORSP then confirms to the Student and the Department of Clinical Education when the elective is approved
  - Students may not cancel or modify the dates, service type or location of a confirmed research clerkship without **prior** approval from the Research Compliance Coordinator and the Department of Clinical Education along with an updated application reflecting the information
- Once approved the student should submit a request for review through eValue
- To receive a final grade and credit at the conclusion of the clerkship
  - The student must submit a summary report, abstract or copy of the finished project to their KCU Clinical Clerkship Coordinator
- **Not For Credit Research**
  - Complete and submit a [KCU Student Activity Research Application](#) to the [Research Compliance Coordinator](#) and the assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to being considered for approval.
    - Clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD
    - International Research is not permitted
    - Include required documentation as outlined in the application
  - ORSP confirms to the Student and the Department of Clinical Education when the non-credited research proposal is approved
    - Students may not cancel or modify the dates, service type or location of a confirmed research clerkship without **prior** approval from the Research Compliance Coordinator and the Department of Clinical Education along with an updated application reflecting the information

### International Opportunities

Candidates must have successfully completed the following prerequisites and be in good standing for consideration of an international clerkships. No previous:

- Course or Clerkship failures (OMS1-OMS4)
- Disciplinary Actions
- Professionalism or Attendance Concerns
- Academic Probation
- COMLEX Level 1 or COMLEX Level 2 failure
- Currently enrolled as a student in good standing at KCU

### Third Year International Process

Approval of KCU sponsored international clerkship opportunities for credit, such as KCU's Global Health Outreach to Kenya and Guatemala, are reviewed on an annual basis two-step process. When approved, selected students may travel to the approved site in order to participate in the provision of health care for medically underserved communities. Students will be **allowed to complete a total of one [1]** international clerkship in the third year. If you are applying for a location with a travel advisory of a level 4 or higher the application will automatically be denied.

Students on the KCU Global Health track who are approved for the KCU sponsored Kenya and/or Guatemala trip will be required to notify their KCU Clinical Clerkship Coordinator and Core Site Coordinator if trip will be used as their family medicine core clerkship or selective prior to third year schedule being created.

Students applying to KCU sponsored or non-KCU sponsored international clerkships are required to



## Step 1:

- Notify their assigned KCU Clinical Clerkship Coordinator of their intent to apply to a KCU sponsored or non-KCU sponsored international clerkship **prior** to third year schedules being created
- Fit within their Core Site's scheduling protocols. Some Core Sites will not accommodate international travel for students assigned there
- Fill out the appropriate application and submit to your KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to being considered for approval
  - KCU sponsored applications are sent out by KCU Global Health Director through email on an annual basis
  - Non-KCU sponsored international clerkships, students should fill out the KCU International Clerkship Application and have the physician complete the KCU International Application – Physician found on the eValue Home Page a **minimum of 90 days** prior to being considered for approval. Applications received outside of the 90 day requirement will not be processed.
    - Clerkship dates must follow along with the student's core-site schedule (four [4] weeks to a month in duration)
  - Canadian international clerkships and/or Canadian citizens, students should fill out the KCU Canada Clerkship Application for Canadian Citizens and have the physician complete the KCU International Application – Physician found on the eValue Home Page a **minimum of 90 days** prior to being considered for approval
    - Clerkship dates must follow along with the student's Core Site schedule (four [4] weeks to a month in duration)

## Step 2:

Once initial approval is granted, to continue planning and making flight arrangements for a non-KCU sponsored international clerkship, the student will need to submit the following supporting documentation to the [KCU Global Health Director](#) within a week of approval and must be sent in PDF format via email for final approval to receive credit for the clerkship.

- Proof of medical insurance
  - Minimum \$1 million coverage that covers anything including but not limited to evacuation insurance, hospitalization expenses and COVID related expenses
- Proof of COVID Vaccine as-well-as COVID boosters
  - If you have received a KCU exemption, that does not apply to International Clerkships
- Evidence of registration with the Smart Traveler Enrollment Program from the US Department of State
- Flight Information
- Notify the IT Department of the dates and location of this international clerkship
- Physician or travel clinic information that recommended vaccines and health guidance were received for the destination

**\*KCU reserves the right to cancel the international trip at any time.**

## Fourth Year International Process

Approval of KCU sponsored international clerkship opportunities for credit are reviewed on an annual basis through a two-step process. When approved, selected students may travel to the approved site in order to participate in the provision of health care for medically underserved communities. Students will be allowed to complete a total of **two [2] international clerkships** in fourth year. For scheduling purposes international clerkships must be completed **by March 28, 2025**. If you are applying for a location with a travel advisory of a level 4 or higher the application will automatically be denied.

Approval of non-KCU sponsored international clerkships require the student to:

## Step 1:

- Fill out the KCU International Clerkship Application and have the physician complete the KCU International Application – Physician found on the eValue Home Page and submit to their assigned KCU Clinical Clerkship

Coordinator a **minimum of 90 days** prior to being considered for approval. Applications received outside of the 90 day requirement will not be processed.

- Clerkships dates must be four-weeks to a month in duration
- For Canadian international clerkships and Canadian citizens; fill out the KCU Canada Clerkship Application for Canadian Citizen and have the physician complete the KCU International Application – Physician found on the eValue Home Page a **minimum of 90 days** prior to being considered for approval
  - Clerkship dates must be four-weeks to a month in duration
- Students must have their clerkships entered and confirmed 90 days following the international clerkship

## Step 2:

Once initial approval is granted, to continue planning and making flight arrangements for a non-KCU sponsored international clerkship, the student will need to submit the following supporting documentation to the [KCU Global Health Director](#) within a week of approval and must be sent in PDF format via email for final approval to receive credit for the clerkship.

- Proof of medical insurance
  - Minimum \$1 million coverage that covers anything including but not limited to evacuation insurance, repatriation of remains, hospitalization expenses and COVID related expenses
- Proof of COVID Vaccine as-well-as COVID boosters
  - If you have received a KCU exemption, that does not apply to International Clerkships
- Evidence of registration with the Smart Traveler Enrollment Program from the US Department of State
- Flight Information
- Notify the IT Department of the dates and location of this international clerkship
- Physician or travel clinic information that recommended vaccines and health guidance were received for the destination

**\*KCU reserves the right to cancel the international trip at any time.**

## **VISITING STUDENT APPLICATION SERVICE (VSLO)**

The [Association of American Medical Colleges](#) (AAMC) [Visiting Student Application Service](#)<sup>™</sup> (VSLO<sup>™</sup>) program is designed for medical and public health students to pursue short-term learning opportunities in locations away from their home institutions. VSLO streamlines the application process for both students and institutions.

Visiting opportunities can provide exposure to new educational experiences and a chance to explore residency opportunities.

Students will receive an invitation, by email, from VSLO at the beginning of the third year, which expires within 90 days of receipt. If it expires, contact the assigned KCU Clinical Clerkship Coordinator to have the invitation resent.

### **Letters of Recommendation (LoR) for VSLO**

VSLO may require a letter of recommendation for some clerkships.

- Letters must be sent to the KCU Clinical Clerkship Coordinator
- The KCU Clinical Clerkship Coordinator will upload these letters into VSLO

## **TRANSCRIPT REQUESTS**

### **VSLO Transcripts**

Official transcripts are uploaded to VSLO free-of-charge. In January of each year, the Office of the Registrar will send a request for authorization via Workday. Students must submit the Transcript Release authorization in order for official transcripts to be uploaded to VSLO. **IMPORTANT:** The Office of the Registrar will not be able to upload any transcript to VSLO until the VSLO Transcript Release form has been submitted in your student portal in Workday.

- Transcripts are NOT uploaded to your documents page.
- Transcripts ARE uploaded to individual applications that require a transcript (this list is checked daily by the Registrar's Office).
- The Office of the Registrar cannot hold transcripts for additional grades once the application is submitted.
- Transcripts are typically uploaded within 1-2 business days once an application is submitted. Once a transcript is uploaded, the Office of the Registrar cannot amend the transcript. However, the Office of the Registrar does have the capability of uploading a new transcript directly to the student's record (application) in VSLO.
- You will not receive an automatic notification that your transcript has been uploaded. Students must log into VSLO to review application requirements.

\*Any other questions that students may have regarding transcript or other records requests should be directed to registrar@kansascity.edu. In addition, for information regarding graduation requirements, please refer to the current Kansas City University Catalog and Student Handbook.

## **CLINICIAN NEXUS - HCA FACILITIES**

### **Clinician Nexus** (CN)

Clinician Nexus is an online platform that facilitates clinical clerkships completed at HCA facilities, for medical students. The student may need to use Clinician Nexus for scheduling third- and fourth-year clerkships at HCA facilities across the country. This [link](#) provides students with instructions on how to set up your CN account, navigate the system and connect with Clinical Sites.

# SAFETY & COMPLIANCE

## **In Case of Emergency**

Students should follow emergency procedures and protocols at their specific clinical site at all times.

In the case of an emergent situation outside normal business hours that requires you to evacuate your location, relocate for a period of time, or any other emergency, please contact the KCU Campus Security office: 816-654-7911 (Kansas City) or 417-208-0800 (Joplin).

## **Inclement Weather**

In the event that the clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, please notify the Department of Clinical Education as soon as possible.

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as year one and two medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.

## **Needle Stick Policy/Exposure to Blood and Body Fluids**

If a KCU medical student is exposed to blood borne pathogens either by direct contact with blood or other body fluids via the eyes, mucous membranes, human bite, or sharps (e.g., needle stick, lancet stick, scalpel cut, etc.) while on clerkship, it is to be handled as an EMERGENCY SITUATION.

**\*In the event of an exposure, students are to follow site procedures and submit an exposure form. Refer to Student Supplemental Medical Insurance Policy for additional information.**

## Exposure Form

### **Clean**

Immediately wash region with soap and water for 5 minutes. If exposure occurred in the eyes, nose, or mouth, use copious amounts of water to irrigate mucus membranes. Know where stations to irrigate eyes are located.

### **Communication**

Students should inform the preceptor, Director of Medical Education and Core Site Coordinator immediately.

Please contact the Department of Clinical Education within 24 hours of the Needle Stick or Exposure to the Blood and Bodily Fluids incident at the following email address: [ClinicalEducation@kansascity.edu](mailto:ClinicalEducation@kansascity.edu) or call 816-654-7330. If possible, please send a copy of the Incident Report with your email. Students will receive counseling and instructions for follow-up from the Department of Clinical Education.

Student should ask for the following information:

- Patient information (name, DOB, medical record number, address, phone #) and any prior testing for HIV, Hep B, Hep C, RPR, or risk factors thereof
- If patient is known to be HIV +, obtain info on CD4 count, history/current opportunistic infections, prior/current regimen/resistance
- Baseline labs for student and patient (HIV, Hepatitis B, Hepatitis C)
  - If he/she is not able to do lab work, present to the closest ER

### **Chemoprophylaxis**

If the patient is HIV +, or their HIV status is unknown, begin post exposure prophylaxis with a multidrug regimen within a few hours of the exposure – do not delay in seeking care. If unable to obtain an Rx for meds from the preceptor, go to the nearest ER for a prescription.

Visit <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/> for more information and the current guidelines.

### **Post Exposure Protocol**

- Immediately wash exposed areas with soap and water.
- If splashed in eyes or mouth, flush with large amounts of water.
- It is critical that you are treated within the first two hours after injury.
- Notify supervisor and follow clerkship site exposure protocols.
- If facility is not equipped to handle exposure, contact an Occupational Health Clinic, appropriate site location, or go to the nearest emergency department with your current health insurance information.
- Notify the Department of Clinical Education of any care received.

### **Counseling & Support Services**

The University understands the intense environment and extra stress inherent to medical students' experience. Emotional wellness and mental health are prerequisite to effective physician training. Thus, students are encouraged to utilize the counseling services that are available to them.

KCU provides students access to on-campus counseling services, provided by licensed fulltime psychologists and therapists. The University also partners with an external student assistance program to provide students access to 24/7 mental health support. To request a confidential appointment with a licensed therapist, please go to <https://counseling.kansascity.edu/> and click the "Appointment Request" button.

### **[KCU Counseling & Support Services](#)**

### **[KCU Counseling Resources Canvas Course](#)**

### **Off-Campus Counseling: TimelyCare**

Kansas City University is now partnered with [TimelyCare](#) to deliver a new virtual health and well-being platform for enrolled KCU students. Through either a mobile app or your desktop, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost.

Whether you're feeling under the weather, anxious, or overwhelmed, you can talk to a licensed provider to get the care you need via phone or secure video visits.

### **Contact Information:**

By phone: (833) 484-6359

Online: [timelycare.com/KCU](https://timelycare.com/KCU)

### **TimelyCare services available:**

- MedicalNow - 24/7, on-demand medical care.
- TalkNow - 24/7, on-demand emotional support.
- Scheduled Counseling - Select the day, time, and mental health provider of your choice. (12 visits per year)
- Scheduled Medical - Select the day, time, and medical provider of your choice.
- Health Coaching - Support for developing healthy behaviors.
- Psychiatry - Advanced mental health care, available upon referral.
- Self-Care Content - Yoga and meditation sessions and group conversations with our providers on a variety of health and well-being topics.

### **Academic Support & Mentoring Services**

Upon matriculation, advising and support are available to all students. Academic skills, including time management, study techniques and test-taking skills, may need to be improved for students to succeed. Resources range from assigned faculty advisors, to Student Services, to psychologists, to assistant and associate deans as well as deans of the University.

In addition to faculty advisors, all entering COM students are assigned a big brother/big sister, who serves as the mentor throughout their first year at the University. Learning specialists are available to offer academic skills workshops in addition to providing individual academic support through the Office of Learning Enhancement.

### **Learning Enhancement Programming**

The University offers academic support including workshops, tutoring, board Exam prep and remediation, course reviews, and one-on-one academic counseling. Learning Specialists are available. It is suggested that students seek this support at the first sign of concern about academic performance abilities. For contact information on the Learning Specialists, please [click here](#).

### **Tutoring Program**

The tutoring program provides limited supplemental instruction at no cost to students. Qualified students are selected to provide both large and small-group tutoring for graduate and medical students throughout the academic year. All KCU students are encouraged to receive tutoring.

### **Title IX Training – Non-Discrimination and Anti-Harassment**

All students should be able to study in an atmosphere free of harassment, sexual violence and gender discrimination. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc.

You are required to complete this training yearly while enrolled as a student at KCU. The University has a designated Title IX Coordinator. Additional information on Title IX can be found [here](#).

### **Social Media**

Students are not permitted to post any information regarding your clerkship, patient information or issues with your site on any form of social media. This violates HIPAA regulations and is unprofessional. Your private social media is not really private. Although the patient identifiers may not be present in the post, details of the case such as date, time and location, may allow the reader to identify the individual. Patients place their trust in you to care for them with their privacy assured.

It is not your right to discuss or reveal details of a private medical procedure in a public forum. Disciplinary action for such an offense will not only affect graduation, but the ability to obtain a license to practice medicine.

### **Hospital Rules and Regulations / Financial Responsibilities**

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers and keys. Final grades may be withheld pending return of all hospital or training site property.

### **Health Insurance**

(2024 – 2025 Academic Year)

All students, regardless of their program of study, are required to maintain personal health insurance. All students must submit proof of personal health insurance through the University's partner online portal should they wish to request to waive the KCU Student Health Insurance Plan (SHIP).

KCU sponsors a student health insurance plan (SHIP). Details related to enrolling or waiving SHIP will be communicated annually to students via email and on Canvas.

- **COM students must report any break in coverage or change in health insurance to Clinical Education during the third and fourth years.**

- **COM students are not permitted on clinical clerkships without approved health insurance coverage.**

### **Student Supplemental Medical Insurance Policy**

KCU has partnered with the American International Group Inc (AIG) to provide Student Supplemental Medical Insurance coverage for all students. The Student Supplemental Medical Insurance policy attempts to help students cover medical expenses that are incurred during KCU-related activities to include:

- Injury or illness while participating in KCU course(s), labs or clinical training that take place on KCU campus or at an offsite location approved by KCU.
- Injury or illness while participating in group travel in connection with supervised KCU activities.

The Student Supplemental Medical Insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply.

Student Supplemental Insurance specifically covers needle stick occurrences. In the event of a needle stick occurrence students should immediately file medical claims through their personal insurance and then file with the Supplemental Insurance for remaining costs. Forms for filing a medical claim through this policy can be found on the eValue Home Page under Clerkship Forms.

### **Medical Professional Liability Insurance**

KCU provides medical professional liability insurance commensurate with industry standards. Malpractice coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Non-clinical claims, e.g. property or equipment loss or damage; does not fall under this policy. Changes made to clerkship dates, type, or location without prior Department of Clinical Education approval may jeopardize malpractice coverage.

Students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student malpractice coverage does NOT extend to non-KCU approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which he or she participates outside of clerkship assignments is covered by alternative malpractice coverage. The student is personally responsible should an issue of medical malpractice arise during activities not covered by KCU malpractice insurance.

### **Worker's Compensation Insurance**

Medical students are not employees of the University; therefore, KCU does not provide worker's compensation insurance. The purchase of required coverage may be offered at the facility. Any expense incurred is the student's responsibility.

### **Shadowing Experiences**

Clinical Education receives multiple requests each year from third- and fourth-year students requesting to be approved to shadow a physician outside of their scheduled clerkship. **Students are not allowed to shadow on another service outside of the scheduled clerkship. Shadowing experiences are not covered under Professional Liability Insurance.**

### **Vaccinations/Immunizations**

A student who cannot provide an official up-to-date immunization record, in accordance with University requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official.

### **SentryMD**

SentryMD is KCU's official record keeper for student immunizations. Students are required to upload a copy of all immunizations to SentryMD's secure portal located on the KCU Single Sign On Page to remain compliant with KCU standards. If a student has any issues using the secure portal please contact SentryMD via email at

[KCU@SentryMD.com](mailto:KCU@SentryMD.com).

## **Criminal Background Check and 10 Panel Drug Screen**

Background checks and drug screens are required annually for all third and fourth year students to ensure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete a 10 panel drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical clerkships. Detailed instructions will be sent out via email by the Department of Clinical Education when it is time to complete these mandatory requirements. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks and initial steps of the 10 panel drug screen are conducted by Validity Screening Solutions, a firm specializing in background checks for healthcare workers.

## **Two Step TB Test or Quantiferon Blood test/T-Spot**

Each student is required to complete TB testing annually. You must complete 2-step TB testing or a Quantiferon Gold/T-Spot blood test to meet requirements. If student has had a previous positive TB blood test, an annual Chest X-ray is required. This includes people that have received INH treatment.

The Department of Clinical Education will send students a notification indicating when to complete the TB Test. Please **do not** complete your test before you receive notification from Clinical Education or you may be asked to retake the test.

## **Influenza**

KCU students are entering the health professions. As part of their education, from time to time they will come into contact with vulnerable populations who may be at risk for infectious disease. Because of this, all KCU students are required to be immunized annually for influenza.

## **COVID-19 Vaccine**

The COVID-19 Vaccine is a KCU requirement. While the COVID-19 booster is not currently required by Kansas City University, it is encouraged. If you have received the COVID-19 booster, please upload the documentation into SentryMD's secure portal.

## **Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)**

Before you begin third year, you will become BLS and ACLS certified. This certification is good for two years. It will expire shortly before graduation. Your residency program can advise you on when to recertify, as it may be offered as part of your residency orientation.

## **HIPAA Regulations and Patient Encounters**

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the US Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of Federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)

As a medical student, these standards pertain to all individually identifiable health information (Protected Health Information or PHI) encountered during medical training with the University including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law therefore, each student must utilize reasonable safeguards to protect any information he or she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.



Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI. Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to Department of Clinical Education.

### **HIPAA and OSHA Training**

To be completed before beginning third year and AGAIN prior to beginning fourth year. Information will be sent by the Department of Clinical Education on when to complete this compliance item.

### **Good Standing**

Good standing status for year three and four students is defined as:

- Completion and submission of all requests by the deadlines communicated by the Department of Clinical Education
- Receipt by the Department of Clinical Education of all appropriate evaluation forms
- A grade of “pass” on all evaluations and all required activities (see syllabi)
- Satisfactory attendance on clerkships and participation in required didactic activities
- Satisfactory exhibition of professional attitude and conduct as described in the KCU Handbook’ Student Code of Conduct.
- Adhering to all Department of Clinical Education policies and procedures
- Payment of all University tuition and fees, and other fees and/or costs owed to the institution

Any student not in good standing is subject to being:

- Removed from clerkship at the discretion of Clinical Education Leadership
- Addressed by Clinical Education Leadership
- Reviewed by the Student Progress Committee (SPC)

# SURVIVAL GUIDE

## UCSD Practical Guide to Clinical Medicine

A comprehensive physical Examination and clinical education site for medical students and other health care professionals.

<https://meded.ucsd.edu/clinicalmed/refs.htm>

## The Wards

### Helpful Hints

- Be a team player
- Be on time. Better yet, be early!
- Be prepared, Know your patients, Know their medical conditions.
- Don't be afraid to ask for help
- Don't be afraid to ask questions (at the appropriate time)
- Learn about the EMR/patient charts
- Respect others
- Don't be afraid of being wrong or not knowing an answer
- Tough questions provide a starting point for teaching
- Ask for feedback midway through the clerkship to help you redirect your efforts if necessary and avoid surprises at the end of the clerkship
- Focus on doing things that will help your patients
- Do not complain
- Be sure to make your educational goals/objectives known so your preceptor can help ensure that you get the most out of the clerkship

## Filling Your White Coat

The contents of your pockets will vary between clerkships and with experience, but in general:

- Stethoscope: put your name on it with tape or some other tag
- Reference handbook for current clerkship (e.g. *Pocket Medicine*)
- *Maxwell Cards* for quick reference for normal lab values, standard forms for notes, etc.
- Note cards/notebook/paper
- Several pens
- Penlight
- iPad/phone

## Who's Who

Always start by addressing any intern, resident, fellow, or attending as "Dr. \_\_\_\_." Many interns and residents will prefer to be called by their first name, but wait for them to give you that information.

**Intern:** The intern, also known as a PGY-1 (post-graduate year 1), is in his/her first year as an MD/DO and has primary responsibility for the day-to-day needs of the patients. He/she will gladly welcome any help provided by students. Many interns will return the favor with informal teaching sessions related to routine work on the floor. Expect to spend much of your time with the intern. They can be an incredible source of information in preparing presentations and caring for patients. While on some clerkships they do not directly evaluate medical students but chiefs and attendings often ask for their input at the end of the clerkship.

**Resident:** Residents are also known as PGY 2s, 3s etc. or sometimes JARs and SARs (junior and senior admitting resident). This person makes certain that the team runs smoothly, makes routine patient care decisions, and oversees the activities of the interns and medical students. Their responsibilities will vary depending on their level of training and specialty. Residents have more years of experience and often have the most time and interest in teaching.

**Fellow:** After having completed residency training in a general field, these individuals are pursuing specialty training as clinical fellows. The exact responsibilities of fellows depend on their position and field of interest. While your contact with

fellows as a student may be limited, you will likely encounter them when you consult subspecialty services, in the clinics, and in the operating room.

**House Staff:** All physicians in training are collectively referred to as house staff/house officers.

**Extern/Sub-Intern (Sub-I):** A senior medical student who is taking an advanced course in which they take on many of the responsibilities of an intern. The Extern technically is an additional student member of the team, whereas a Sub-I may take the place of an intern on a team.

**Attending:** The attending physician has completed formal training. The attending is ultimately responsible for the care of patients on your service and accordingly will make all major decisions regarding patient management. He/she runs attending rounds and is the person to whom you will present your patients. The attending is often the person who asks you the most questions, and is usually responsible for writing your primary evaluation for the team. While you should try to spend as much time with your attending as possible, the degree to which your attending will teach you is very individual and discipline dependent.

### **Other Healthcare Team Members**

Allied health professionals are essential in the care of patients. Interprofessional collaboration and education are important components of healthcare. Examples of critical team members can include: nurses, nurse practitioners, physician assistants, therapists, clerks, coordinators, aids, volunteers, medical assistants, technicians, social workers, dietitians, pharmacist, counselors, and chaplains.

### **Rounding**

Regardless of the specialty, all of your clinical clerkships involving the care of inpatients will involve rounds. Rounds take many different forms but, most simply, provide structure for the interaction between the patient and the health care team, and between members of the health care team itself.

### **Pre-rounds**

On many services, you will begin a typical day “pre-rounding” on your patients. The goal is to find out what happened with the patient since you left the night before so that you can update the team on the patient’s progress.

Don’t be discouraged if you miss information early in your clerkships. You’ll get better and faster every day. Since each patient is also the intern’s responsibility he/she will usually also pre-round on your patients, and your resident might as well. If there’s time before rounds, the intern may review any important developments with you before your presentation.

### **Rounds**

After pre-rounding, the house staff will review each patient’s progress and plan basic care for the day. The format will vary depending on attending preference. Sometimes you will do “sit down” rounds where you sit around a table and talk about each patient, sometimes you will do “walking” rounds where you go see each patient as a team, and sometimes you will do a combination of both. When the team gets to one of your patients, briefly summarize the pertinent data from your pre-rounding, including your ideas for a daily plan. Presentations should be concise but complete, noting patient name, age, current problems, vitals, pertinent Exam findings, study results and assessment/plan. For Example:

P.D. is our 60-year-old gentleman with CHF (congestive heart failure) admitted two days ago for rule out MI. He reports no new problems overnight. His breathing is reportedly “better” although still not back to baseline. He denies any new chest pain, palpitations, or diaphoresis. He is afebrile now with a Tmax of 99.6°, BP 130/90 and stable, pulse in the 80s, respirations 14 -16, and pulse ox of 96% on 4L oxygen by nasal cannula (NC). I’s and O’s yesterday 1500 cc/2400cc for net 900cc negative. On Exam, his JVD is down to 8 cm. Unchanged bibasilar crackles and 2+ pitting edema of the lower extremities. Cardiac enzymes and EKG are pending. Plan is to increase his dose of Lasix and repeat chest x-ray (CXR) today.

Many interns will volunteer to listen to a practice presentation prior to attending rounds. They will have invaluable advice on content and style, especially early in the month. This is often your only contact with the attending, and a well-rehearsed presentation will make a great impression. This is something that gets easier with each presentation. Do not sacrifice completeness early on because you feel compelled not to read from your notes. Start by delivering some of it from

memory and gradually add more and more components of the presentation. Feel free to ask your attending or resident about style preferences for the presentation; most will tell you if they have something else in mind, so be flexible.

You should have read enough about your patient's disease the night before to be able to answer the majority of questions that your attending will ask. Consider differential diagnoses, presentation, clinical course, treatments and prognoses.

### **Call**

Because inpatient medical and surgical services have patients in the hospital all day, every day, members of the team must be in the hospital at all times to care for these patients. At the end of the day, when the rest of the team goes home, someone has to stay overnight. During these nights (known as call), house officers have responsibility for admitting new patients to the hospital and taking care of medical issues on patients that can't wait until morning. As a student, your call schedule and corresponding responsibilities will vary.

### **Topic Presentations**

In addition to attending mini-lectures given by senior members of the team on topics relevant to the care of patients on your service, you may also be expected to give at least one brief prepared topic presentation during the course of a clerkship. Seek advice from your residents or attendings about the length and degree of detail expected in these presentations. It helps to practice the talk and time it the night before.

*Thank you for taking time to review the Clinical Education Guidelines.  
As always, please reach out to your KCU Clinical Clerkship Coordinator  
if you have any questions.*