

Des Moines  
University

# Clinical Years Handbook

College of Osteopathic Medicine  
Office of Clinical Affairs

Academic Year 2024 - 2025

## **Updates to Clinical Years Handbook for Academic Years 2024-2025**

This edition to the Clinical Years Handbook incorporates the following changes to the first publication.

1. Updates student supervision guidelines (p. 8)

This edition supersedes the second edition published in May 2024.

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# ***Welcome***

For the new third year students, congratulations on completing your pre-clinical years and starting this new and exciting chapter of your education. For the new fourth year students, congratulations on completing your third-year core rotations and preparing to move towards Match and graduation. You are in the homestretch.

The COM Office of Clinical Affairs staff understands that transitions can be a time of uncertainty with some unpredictability and, sometimes, stress. We hope that this guide will help you navigate the clinical years, which are quite fun and exciting. This guide contains material to inform you of the various requirements for your clinical training. It will also assist you in approaching specific events and circumstances such as time-away from rotations, board exams, grading, etc. We highly recommend that you take the appropriate time to read and understand the material.

The Office of Clinical Affairs is here to support you so that you may be successful in your clinical years and in your career. You have worked very hard to get here and we want you to be successful as you work towards your goal of matching into the specialty and program of your choice.

Sincerely,  
Associate Dean for Clinical Affairs

## ***Important & Useful Phone Numbers***

Student Counseling Center: 515-271-1392

- **In case of emergency, please dial 911.**
- For Urgent situations during business hours: 515-271-1392, ask to speak with a DMU counselor.
- During non-business hours or if you are outside of the state of Iowa, Academic Live Care is available. Academic Live Care is a CONFIDENTIAL and FREE service for students that is available 24/7, nationwide. It provides:
  - 24/7 In the Moment Counseling – call 855-850-4301 or text “hello” to 61295
  - Teletherapy, telepsychiatry, telehealth urgent care, and telenutrition sessions, as well as access to other student assistance resources
    - Create an account by visiting: <https://dmu.myahpcare.com/telehealth>
    - Use your DMU email address and enter the service key: **ALC**
    - Waive the fee for your appointments using the coupon code: **ALCDMU**

Center for Educational Enhancement (CEE): 515-271-1516 or email [CEE@dmu.edu](mailto:CEE@dmu.edu)




Student Health Services: 515-271-7883.

Any questions relating to Match and ERAS should be directed to:  
Shelley Mitchell at 515-271-1629 or [Shelley.Mitchell@dmu.edu](mailto:Shelley.Mitchell@dmu.edu)

COM Office of Clinical Affairs:  
515-271-1053 or [ClinicalAffairsDO@dmu.edu](mailto:ClinicalAffairsDO@dmu.edu)

## ***On-Campus COM Office of Clinical Affairs Contact Information***

Clerkship coordinators are the students' partners throughout the clinical years. The coordinators work with students to ensure all curriculum requirements are properly scheduled and met for a student to graduate. Clerkship coordinators serve as an advocate for the student by liaising with clinical rotation sites. Coordinators work with clinical sites to verify the site can provide an appropriate clinical experience, acquire rotation availability, and preserve longevity of sites and preceptors. Sustaining positive relationships with sites/preceptors creates more opportunities for students (current and future).

	<b>Marilyn Carrig-Smith</b> <b>Clerkship Coordinator</b> <a href="mailto:Marilyn.Carrig-Smith@dmu.edu">Marilyn.Carrig-Smith@dmu.edu</a> 515-271-1638		<b>Emily Grogan</b> <b>Site &amp; Affiliations Manager</b> <a href="mailto:Emily.Grogan@dmu.edu">Emily.Grogan@dmu.edu</a> 515-271-1419
	<b>Connie Finn-Hobbs</b> <b>Clerkship Coordinator</b> <a href="mailto:Connie.Finn-Hobbs@dmu.edu">Connie.Finn-Hobbs@dmu.edu</a> 515-271-1379		<b>Alyssa Elbert</b> <b>Affiliations Coordinator</b> <a href="mailto:Alyssa.Elbert@dmu.edu">Alyssa.Elbert@dmu.edu</a> 515-271-1054
	<b>Kelli Olson</b> <b>Clerkship Coordinator</b> <a href="mailto:Kelli.Olson@dmu.edu">Kelli.Olson@dmu.edu</a> 515-271-1458		<b>Haylee Marner</b> <b>Administrative Assistant</b> <a href="mailto:Haylee.Marner@dmu.edu">Haylee.Marner@dmu.edu</a> 515-271-1636
	<b>Jeremiah Tuhn</b> <b>Clerkship Coordinator</b> <a href="mailto:Jeremiah.Tuhn@dmu.edu">Jeremiah.Tuhn@dmu.edu</a> 515-271-1514		<b>Dennis Walker, FACHE, CMPE</b> <b>Director Ungrad Clinical Affairs</b> <a href="mailto:Dennis.Walker@dmu.edu">Dennis.Walker@dmu.edu</a> 515-271-1031
	<b>Lindsey Walker</b> <b>Clerkship Coordinator</b> <a href="mailto:Lindsey.Walker@dmu.edu">Lindsey.Walker@dmu.edu</a> 515-271-1074		<b>Vacant</b> <b>Associate Dean Clinical Affairs</b>  515-271-xxxx

## *Student Advancement Contact Information*

	<p><b>Jennifer Beaty, MD</b> <b>Associate Dean</b> <a href="mailto:Jennifer.Beaty@dmu.edu">Jennifer.Beaty@dmu.edu</a> <b>515-271-1549</b></p> <ul style="list-style-type: none"><li>✓ Career counseling</li><li>✓ Match questions</li><li>✓ Personal statements</li><li>✓ Interviews</li></ul>		<p><b>Shelley Mitchell</b> <b>SA and GME Coord.</b> <a href="mailto:Shelley.Mitchell@dmu.edu">Shelley.Mitchell@dmu.edu</a> <b>515-271-1629</b></p> <ul style="list-style-type: none"><li>✓ Appointments</li><li>✓ Match Info</li><li>✓ ERAS Tokens</li><li>✓ Military</li><li>✓ MSPE</li><li>✓ Photos for ERAS</li></ul>
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## *Clerkship / Course Directors and Academic Assistants\**

<b>Clerkship / Course When to take COMAT</b>	<b>Director Academic Assistant</b>	<b>Phone Phone</b>	<b>Email Address Email Address</b>
<b>3<sup>rd</sup> Year Curriculum</b>			
Family Medicine	Sarah Parrott, DO	515-271-1558	<a href="mailto:Sarah.Parrott@dmu.edu">Sarah.Parrott@dmu.edu</a>
At completion of 2 <sup>nd</sup> required 4 weeks	Fran Smith-Fatten	515-271-1536	<a href="mailto:Frances.Smith-Fatten@dmu.edu">Frances.Smith-Fatten@dmu.edu</a>
General Internal Medicine	Daniela Frankova, MD	515-271-1567	<a href="mailto:Daniela.Frankova@dmu.edu">Daniela.Frankova@dmu.edu</a>
At completion of required 4 weeks	Denise Fogelson	515-271-1490	<a href="mailto:Denise.Fogelson@dmu.edu">Denise.Fogelson@dmu.edu</a>
General Surgery	Dominic Formaro, DO	515-271-1090	<a href="mailto:Dominic.Formaro@dmu.edu">Dominic.Formaro@dmu.edu</a>
At completion of required 4 weeks	Lisa Grunzweig	515-271-7809	<a href="mailto:Lisa.Grunzweig@dmu.edu">Lisa.Grunzweig@dmu.edu</a>
General Pediatrics	Marianka Pille, MD	515-271-1092	<a href="mailto:Marianka.Pille@dmu.edu">Marianka.Pille@dmu.edu</a>
At completion of required 4 weeks	Gia Paris	515-271-1048	<a href="mailto:Gia.Paris@dmu.edu">Gia.Paris@dmu.edu</a>
OB / GYN	Rebecca Shaw, MD	515-271-7850	<a href="mailto:Rebecca.Shaw@dmu.edu">Rebecca.Shaw@dmu.edu</a>
At completion of required 4 weeks	Lisa Grunzweig	515-271-7809	<a href="mailto:Lisa.Grunzweig@dmu.edu">Lisa.Grunzweig@dmu.edu</a>
Psychiatry	Lisa Streyffeler, PhD	515-271-7846	<a href="mailto:Lisa.Streyffeler@dmu.edu">Lisa.Streyffeler@dmu.edu</a>
At completion of required 4 weeks	Debra Bustad	515-271-1627	<a href="mailto:Debra.Bustad@dmu.edu">Debra.Bustad@dmu.edu</a>
Emergency Medicine	TBD	515-271-xxxx	
At completion of required 4 weeks	Tashia Foster	515-271-1429	<a href="mailto:Tashia.Foster@dmu.edu">Tashia.Foster@dmu.edu</a>
Introduction to Health System Policy	Craig Canby, PhD	515-271-1420	<a href="mailto:Craig.Canby@dmu.edu">Craig.Canby@dmu.edu</a>
N/A	Denise Fogelson	515-271-1490	<a href="mailto:Denise.Fogelson@dmu.edu">Denise.Fogelson@dmu.edu</a>
OMM Elective	Adrian Woolley, DO	515-271-7825	<a href="mailto:Adrian.Woolley@dmu.edu">Adrian.Woolley@dmu.edu</a>
At completion of 2 or 4 weeks	Tashia Foster	515-271-1429	<a href="mailto:Tashia.Foster@dmu.edu">Tashia.Foster@dmu.edu</a>
<b>4<sup>th</sup> Year Curriculum</b>			
Community Medicine	Sarah Parrott, DO	515-271-1558	<a href="mailto:Sarah.Parrott@dmu.edu">Sarah.Parrott@dmu.edu</a>
N/A	Haylee Marner	515-271-1636	<a href="mailto:Haylee.Marner@dmu.edu">Haylee.Marner@dmu.edu</a>
Rural Medicine	Sarah Parrott, DO	515-271-1558	<a href="mailto:Sarah.Parrott@dmu.edu">Sarah.Parrott@dmu.edu</a>
N/A	Fran Smith-Fatten	515-271-1536	<a href="mailto:Frances.Smith-Fatten@dmu.edu">Frances.Smith-Fatten@dmu.edu</a>
International Rotations	Sondra Schreiber	515-271-1369	<a href="mailto:Sondra.Schreiber@dmu.edu">Sondra.Schreiber@dmu.edu</a>
N/A			
NAMI Provider	Lisa Streyffeler, PhD	515-271-7846	<a href="mailto:Lisa.Streyffeler@dmu.edu">Lisa.Streyffeler@dmu.edu</a>
N/A			
Clinical Comprehensive Assessment	Jennifer Beaty, MD & Sarah Parrott, DO	515-271-1547 515-271-1558	<a href="mailto:Jennifer.Beaty@dmu.edu">Jennifer.Beaty@dmu.edu</a> <a href="mailto:Sarah.Parrott@dmu.edu">Sarah.Parrott@dmu.edu</a>
OMM Elective	Adrian Woolley, DO	515-271-7825	<a href="mailto:Adrian.Woolley@dmu.edu">Adrian.Woolley@dmu.edu</a>
End of rotation exam in D2L at completion of 2 or 4 weeks	Tashia Foster	515-271-1429	<a href="mailto:Tashia.Foster@dmu.edu">Tashia.Foster@dmu.edu</a>

*\*as of the publication date*

## ***Introduction***

Please note that all students are expected to follow the policies outlined in the DMU Student Handbook and clerkship syllabi. While the Clinical Year Handbook is an extension of the handbook, if there is any discrepancy between this document and the handbook, the DMU Student Handbook will supersede.

As part of the annual registration process, students acknowledge that they have reviewed the Student Handbook and agree to abide by all the policies listed therein. This document, noted within the Student Handbook, provides the requirements and expectations of students during the clinical years. This document will be utilized by the clerkship coordinators and Office of Clinical Affairs to guide the students in meeting program requirements and expectations. Non-compliance with these policies may result in students not being able to participate in a clinical rotation. This also serves as a reminder that students are ultimately responsible for any required paperwork, immunizations, and communication with the DMU clerkship coordinator, site coordinator and preceptor.

Please note that changes can be made to this document at any time. Students will be notified appropriately should content be updated.

## ***Communication***

Effective communication is the utmost of importance as a practicing physician. How students are perceived by clinical sites, preceptors, administrative staff, patients, and University personnel is directly related to students communicating in a respectful and professional manner.

It is an expectation that students will be in regular communication with their clerkship coordinator. The clerkship coordinators will be the students' key point of contact for any questions, challenges, issues or emergencies that they may encounter while on rotations. Likewise, coordinators will be responsive to student inquiries based on significance. Keep in mind that routine scheduling applications may take up to five business days to process.

Students are required to check their DMU email account daily for any important emails or communication they may receive. Failure to open or read an email does not excuse the student from accepting responsibility for the information contained therein. As noted in the DMU Student Handbook, the University-assigned email address will be used by departments and programs as the official communication link with students. The University does not maintain a list of alternate addresses and does not support forwarding of your mail to other accounts. Students must also regularly check eValue for communication regarding rotation requests and requirements. Failure to regularly communicate adequately will result in an APC referral.

Due to federal guidelines on student privacy (i.e. FERPA), the University will not talk with anyone other than the student about clinical education (including schedules), including the student's family members.

Students must keep their information up-to-date and current with the University. This includes providing an accurate mailing address, phone number and all pertinent information that may be required to contact the student while they are off campus. If an urgent or emergent issue arises and the University is not able to reach the student, the emergency contact as listed with the Registrar (in Colleague) will be contacted.



## ***Professionalism***

Professionalism is essential to become a successful physician. Students are continually assessed with regards to professionalism throughout the entire medical curriculum. Professionalism is assessed across all four years of the curriculum and the University takes very seriously any infractions relating to professionalism and alleged violations of the Code of Conduct or the Integrity Code, as described in the DMU Student Handbook. The University's student handbook can be found on the right-hand side of the student page of Pulse. Students should also be aware of and follow their clinical site's policies.

Regardless of venue location or a student's role, they are looked upon as a student physician and a representative of the University. Students are expected to be professional in their interactions and behaviors and act with decorum. It is expected that while on clinical rotations, students will:

- Maintain professional appearance by wearing SPAL attire while on clinical rotations unless doing a rotation that requires scrubs such as OB/GYN or surgery.
- Observe and respect patient confidentiality at all times. Please note that any reports of a HIPAA violation or failure to maintain patient confidentiality will result in referral to the APC and/or the Integrity Committee (IC). Such a violation may result in disciplinary action.
- Complete responsibilities (including required activities, assignments, site paperwork, evaluations, and case logs) assigned by the University and/or the rotation site by the communicated deadline.

## ***Supervision & Medical Student Scope of Practice***

In alignment with the Iowa Medical Board, medical students may participate in the care of patients when supervised by a licensed physician. This policy also applies to students outside of the state of Iowa. Participation can only occur after the patient is informed and consents to student involvement in their care. The degree of supervision is dependent upon the type of student involvement.

Direct Supervision requires the licensed physician be in the room with the student. These activities include observing patient treatments, assisting or performing procedures, breast, genital, pelvic, and rectal exams as well as any patient care activity that the student has not been trained in, is unfamiliar or uncomfortable with.

Indirect Supervision requires that the licensed physician be in close physical proximity to the student, immediately available to provide assistance, and the supervising physician must see the patient prior to departure. These activities include basic history taking, physical exams (excluding breast, genital, pelvic, and rectal exams), chart review, telemedicine, and communication with other providers.

## ***Requirements Prior to Beginning Clinical Rotations (Third year)***

- Successfully complete all pre-clinical coursework (i.e. pass all 1<sup>st</sup> and 2<sup>nd</sup> year requirements).
- Successful completion of the online Clerkship Orientation.
- Take the COMSAE Phase 1 and achieve a score of at least 450.
- Take COMLEX Level 1 by the July date set by the COM.
- Immunizations current, including annual Influenza and TB.
- N95 mask fit testing (annual)
- Criminal Background Check, Iowa Child and Dependent Adult Abuse check, and urine drug screen submission completed by the date and time communicated by the COM Office of Clinical Affairs. All must remain current throughout the entire clinical years.
- Personal Health Insurance current (must have card).
- Certifications current and must remain current throughout the entire year.
  - ACLS & BLS
  - Mandatory Reporter
  - Collaborative Institutional Training Initiative (CITI) courses
    - OSHA Blood-borne Pathogen (Biosafety/Biosecurity Learning Group)
    - Human Subject Research
    - HIPAA (or HIPS) Basic
- Update eValue Personal Records with documentation of current certifications listed above.

Please note: If any of the above requirements are not satisfied then a student will not be permitted to begin clinical rotations. This may delay their graduation, possibly residency start date, and eligibility for Match.

## ***National (Licensing) Board Examinations***

Information regarding national board examinations can be reviewed in the DO program section of the DMU Student Handbook. Students who fail a COMLEX exam must receive a passing score on the retake exam to return to rotations.

COMLEX Level 1. Students must:

- Take and achieve the minimum score on the COMSAE-1 prior to taking COMLEX Level 1 (see student handbook).
- COMLEX 1 must be taken by the deadline in the DMU Student Handbook. Details are in the DMU Student Handbook.

## ***Clerkship Orientation***

The clinical clerkships are a time for accelerated learning and professional maturation in the skills of becoming a physician. This orientation serves as a bridge from pre-clinical study to clinical clerkships. It introduces the eValue software used to schedule rotations in both the third & fourth years. It will present the clinical survival skills necessary for the art and practice of patient-centered health care. This is an online resource offered the summer of the third year prior to starting rotations.

## Third Year Clinical Curriculum

All rotations in the 3<sup>rd</sup> year are four weeks in length except where noted. All third-year students must rotate with at least one site where they will work with resident physicians. Additionally, all third-year students must be evaluated by at least one osteopathic preceptor and have at least two rotations with an inpatient component.

Rotation Type/Specialty		# of Weeks
Family Medicine		8 weeks*
General Internal Medicine		4 weeks
General Surgery		4 weeks
General Pediatrics		4 weeks
OB/GYN		4 weeks
Psychiatry		4 weeks
Emergency Medicine (required in 3 <sup>rd</sup> or 4 <sup>th</sup> year)		4 weeks**
Medicine or Surgery Sub-Specialty (may be 2-week rotations): <ul style="list-style-type: none"> <li>• Cardiology</li> <li>• Endocrinology</li> <li>• Gastroenterology (including hepatology)</li> <li>• Hematology/Oncology</li> <li>• Infectious Disease</li> <li>• Neurology</li> <li>• Nephrology</li> <li>• Pulmonary</li> <li>• ICU</li> <li>• Rheumatology</li> <li>• Allergy/Immunology</li> <li>• Hospitalist</li> </ul>	<ul style="list-style-type: none"> <li>• Pediatric “X” specialty (e.g. pediatric cardiology)</li> <li>• Urology</li> <li>• ENT/Otorhinolaryngology</li> <li>• Ophthalmology</li> <li>• Plastic Surgery</li> <li>• Colorectal Surgery</li> <li>• Orthopedic Surgery (including hand surgery)</li> <li>• Cardiothoracic Surgery</li> <li>• Vascular Surgery</li> <li>• Trauma Surgery</li> <li>• Neurosurgery</li> <li>• Pediatric “X” Surgery</li> </ul>	4 weeks**
Selective (Each block may be two 2-week rotations or one 4-week rotation)		4-8 weeks
Total # of Weeks of Clinical Rotations		40 weeks
Introduction to Health System Policy		Online
OMM 3A and 3B Courses		Longitudinal
NAMI Provider Course		Online
Research Fundamentals Elective (optional)		Longitudinal
*Family Medicine experience are two 4-week rotations even if scheduled in a continuous fashion.  **If taking Emergency Medicine in the third year, then the student will have only 4 weeks of selective time. If the student plans to take Emergency Medicine in the fourth year, then the student would have 8 weeks of selective time.		

## ***Introduction to Health System Policy***

This online course is housed in the learning management system. All course requirements must be completed by the specified course end date. Additional information, including Course Director and Academic Assistant, is outlined in the course syllabus. Completion of this course is a requirement for promotion from Year 3 to Year 4; however, students who have previously completed the course as part of the MPH or MHA program curricula may submit a request for Advanced Standing. Off-cycle students may work with the course director and Associate Dean, COM Clinical Affairs to develop a plan for completing this course.

## ***Osteopathic Manipulative Medicine (OMM) III and IV***

The OMM III and OMM IV courses are managed within the D2L learning management system. Students must successfully complete the OMM III and IV courses prior to advancement (i.e. Year 3 to Year 4 and Year 4 to graduation). The OMM courses are different from an OMM clinical rotation which is an elective clerkship. Details of the OMM rotation are outlined in the syllabus found on the [eValue home page](#).

## ***National Alliance on Mental Illness Providers Course***

The provider course offered by the National Alliance on Mental Illness (NAMI) introduces students to the different perspectives of people with mental health conditions and their families. The class is designed to expand the participants' compassion for the individuals and their families, promote a collaborative model of care, and enhance empathy for the daily challenges of people affected by mental health conditions.

## ***Requirements Prior to Beginning Fourth year***

If any of the requirements are not satisfied, student will not be permitted to resume clinical rotations in the fourth year and will be placed on an administrative leave of absence. Rotations scheduled during the leave of absence being cancelled which may delay graduation, eligibility for the Match and residency start date.

Requirements to begin fourth year rotations are:

- Complete all 3rd year curricular requirements. Students may be allowed to complete CCA, if pending third year rotations, at the discretion of the Associate Dean, COM Clinical Affairs.
- Immunizations current, including annual Influenza and TB.
- N95 mask fit testing (annual)
- Personal Health Insurance (have card).
- Criminal Background Check, Iowa Child and Dependent Adult Abuse check, and Urine Drug Screen submission completed by the end of Clinical Comprehensive Week. All must remain current throughout the clinical years.
- Certifications current (e.g. CITI courses, BLS, ACLS, Mandatory Reporter, etc.) and must remain current throughout the entire year.
- Update eValue Personal Records with documentation of current certifications listed above.

## *Fourth Year Clinical Curriculum*

<b>Course or Rotation</b>	<b># of Weeks</b>
Clinical Comprehensive Assessment Week	Live Course
OMM 4A Course	Longitudinal
Emergency Medicine – if not taken in 3 <sup>rd</sup> year	4 weeks (if completed in 3 <sup>rd</sup> yr. – these weeks are now considered elective time)
Underserved Requirement:	<i>4 weeks in one of the following</i>
• Community Medicine or	4 weeks
• Rural Medicine or	4 weeks
• International Medicine	4 weeks
Electives**	32-36 weeks*
Total # Clinical weeks - 4th year	40 weeks

\*Amount of elective time is dependent on whether the required Emergency Medicine rotation was completed during the third year.

- For details of specific rotation requirements, please refer to the rotation syllabus.
- Emergency Medicine must be done in the 4<sup>th</sup> year if a student did not complete 4 weeks of EM in their 3<sup>rd</sup> year. Students will be required to take the associated COMAT at the end of the rotation. A student's first Emergency Medicine rotation will be considered their required EM. For example, a student cannot do an elective EM before completing their core EM rotation.
- Associate Dean, COM Clinical Affairs makes final determination of whether a rotation meets curriculum objectives.

The fourth-year curriculum may change for any class. The clinical years curriculum is reviewed and revised annually.

COMLEX Level 2 CE. Students must:

- Take and achieve the minimum score on the COMSAE-2 prior to taking COMLEX Level 2CE (see DMU Student Handbook).
- COMLEX 2 CE must be taken by the deadline in the COM Student Handbook. Details are in the DMU Student Handbook.

## ***Clinical Comprehensive Assessment (CCA) Week***

Students return to campus at the start of the 4th year to assess their current clinical knowledge and skills in order to identify gaps and improve any deficiencies. The week consists of standardized patient encounters, simulated patient encounter, osteopathic manual medicine patient encounter, order-writing exercise, patient handoff exercise, review of common radiology findings, review of EKGs, discussion of professionalism, review of the Electronic Resident Application Service (ERAS), and presentation on the residency match process. The goals are to provide students with an assessment of their overall clinical knowledge and offer an objective snapshot regarding their current extent of didactic and clinical competency within the continuum of medical education. Students must have successfully completed at least 20 clinical weeks of 3<sup>rd</sup> year clerkships in order to participate in CCA Week. CCA Week is required of all students.

COMLEX-USA candidates are verified by attestation from their COM dean that they are proficient in these important clinical skills. Assessments during CCA Week help the COM dean determine clinical proficiency.

## ***Underserved Rotation Requirement***

Fourth-year students are required to complete a four-week rotation that provides health care to an underserved population. The underserved population requirement can be fulfilled with one of three different rotation types – Community Medicine, Rural Medicine, or International Medicine. Student schedules must reflect one of these rotation types prior to completion of the rotation.

### ***Community Medicine***

A Community Medicine rotation is a primary care experience that exposes students to cultural issues encountered during the delivery of care to an underserved population. The rotation provides students an understanding of health/wellness issues of and services available to underserved and indigent populations.

### ***Rural Medicine***

A Rural Medicine rotation is a primary care experience in Family Medicine, Internal Medicine, Pediatrics, or OB/GYN. It is a structured, predominately ambulatory primary care setting intended to develop the student's decision-making, cognitive skills and application of didactic material in a clinical setting. As a general guideline the community should have a population less than 26,000, be located more than 20 miles from a city with a population of at least 50,000, not be part of a metropolitan area with a population of more than 50,000, and possess a medical environment that is distinct from any nearby medical referral centers. The clinic or health care center should generally emphasize primary and holistic care of the population in this rural community.

## ***International Medicine***

Each year, many Des Moines University students choose to complete international rotations or internships to develop new skills and learn about patient populations they may not encounter in the USA. The Department of Global Health has partnerships with institutions, hospitals, and universities around the world.

The length and type of each rotation are defined by the Department of Global Health in collaboration with the student's clerkship coordinator and the international site, although a minimum of 4 weeks must be completed to satisfy the underserved rotation requirement. Students should begin speaking with their clerkship coordinator and the Department of Global Health well in advance, preferably 18 months in advance, as there are steps that need to be followed to receive approval from Des Moines University for these rotations and internships.

For clinical students, international rotations are generally four to eight weeks. The maximum number of international rotation weeks eligible for graduation credit is eight weeks. Additionally, some students elect to complete two four-week rotations at different sites.

Please note the following:

- All DMU students who wish to complete an international rotation or internship must do so at one of the [Global Health partner sites](#) and apply to do so through their office. DMU students cannot arrange their own international rotations.
- Students should not do an International Rotation during the Match/Scramble week.
- Students should ensure that all graduation requirements are met prior to scheduling an international rotation as their last rotation of the 4<sup>th</sup> year.
- Students should assume that they will not have internet access at their international rotation site/location.
- Students are required to submit patient case logs. If internet access is limited at the site, the student will be required to submit the paper logs within 7 days of the conclusion of the rotation.
- Students should take a paper copy of the student evaluation and ask preceptor to complete during the last week of the rotation. If internet access is limited, preceptors may not be able to complete the evaluation online and the evaluation is required for students to receive rotation credit. Students should return the signed evaluation to their coordinator along with the paper case logs.
- The Department of Global Health consistently monitors the international environments where Des Moines University students rotate. If a situation arises where the Global Health staff feel the environment is not secure enough for a student to participate in that location, the student will be notified as soon as possible and alternative arrangements may be made.
- Students should not book any travel until their rotation request has been approved by the Director of Global Health.

## ***Research Rotations (optional)***

Fourth-year students wanting to complete a Research rotation must obtain approval from the DMU research department. Student's may receive up to eight weeks of clinical rotation credit. Rotations vary in length and type but should be at least four weeks. Refer to the [Research Department's Pulse page](#) for additional information on research rotation requirements.

## ***Maternal Newborn Health Elective***

Clinical elective designed to augment the experience of pregnancy, labor, delivery, and parenting of a newborn through focused, academic study. The fourth-year student will be better able to describe the physiological and psychological consequences of stress, particularly related to pregnancy, delivery, and parenting a newborn. The fourth-year student must be a biologic or adoptive parent of a newborn (age 0-28 days) and the elective overlaps with the newborn timeframe by at least one day. Fourth-year students must obtain approval from the course directors and the Associate Dean of Clinical Affairs.

## ***Requirements for Graduation and Commencement***

- Completion of all 3<sup>rd</sup> and 4<sup>th</sup> year curricular requirements
  - 80 weeks of clinical rotations
  - Required DO time is a total of 12 weeks between 3<sup>rd</sup> and 4<sup>th</sup> years. DO time is determined by credentials of the preceptor completing the end-of-rotation student evaluation.
  - OMM III A/B and OMM IV A/B
- Completion of all paperwork requirements.
- Pass COMLEX Level 1 and Level 2 CE examinations.
- Students must be on track to complete all requirements by graduation to participate in the commencement activities. If a student is a late graduate, they must follow the process outlined in the COM Student Handbook to participate in Commencement.
- Completion of the AACOM Graduate Survey.

## ***Grading Policy***

Details on course grading are outlined in the course syllabi.



## *Scheduling*

Scheduling is one of the most important processes for the student in their clinical years. Because of the logistics involved with setting up rotations (e.g. dynamic preceptor availability, new preceptors coming on-board, current preceptors becoming unavailable, etc.), it is paramount that students work with their clerkship coordinator for all rotation scheduling.

General rules that apply to both clinical years:

- Students are not able to rotate through any hard-break (i.e. term breaks).
- Students are responsible for completing rotation paperwork required by DMU and required by the site. Failure to do this may result in cancellation of the rotation and time off or leave of absence.
- Maximum of eight weeks can be done with a single attending or practice.
- All required rotations must be continuous (i.e. For a 4-week rotation, students cannot do 2 weeks now and 2 weeks later nor can the rotation be “split” over a required term break).
- Students may not have gaps in their schedules. There must be either a rotation, a term break, or time off (fourth-year) scheduled throughout the entire academic year.
- Students are required to check the eValue system frequently for the status of their open requests and their confirmed rotations.
- Students may be referred to APC if they make changes to their schedule without first corresponding with their DMU clerkship coordinator.

### *Third Year Schedule*

For all 3<sup>rd</sup> year students, the expectation is that students will abide by the given schedule. Third year schedules are administered by the clerkship coordinators and/or site coordinators. Students should not attempt to change the schedule as this will not be approved for 3<sup>rd</sup> year rotations. The student is required to inform their clerkship coordinator of any update to their rotation schedule, including a change in the assigned preceptor. This applies even if the update is made after the rotation begins. Students at affiliate-hosted locations will complete all rotations through that site, based on availability. Students must be aware that sometimes sites may not be able to offer all required experiences. In the case that a site cannot offer a specific rotation, the DMU clerkship coordinator will schedule that rotation for the student. No outside rotations are permitted unless the site cannot accommodate the required rotation.

## ***Fourth Year Schedule***

All fourth-year rotations must be scheduled in eValue.

- Students cannot submit more than one rotation request for the same rotation dates; the only exception is for instances of audition rotations.
- If a rotation is not scheduled by 30 days prior to the start of the rotation, the student may be required to take time off from rotations. This may be in the form of a time off rotation or a LOA.
- DMU participates in the Visiting Student Learning Opportunities (VSLO) for four-year rotations.
- All fourth-year site application forms must be completed, signed and submitted to the student's clerkship coordinator so the rotation can be confirmed.
- If a fourth-year student wishes to change their rotation schedule they must first contact their clerkship coordinator, not the site contact or preceptor.
- Audition rotation requests and changes may be approved in less than 45 days, if the offer came from the site sooner than 45 days from the start of the rotation.
- Rotations vacated by a student cancelling a rotation will first be available to the site to fill. If the site allows DMU to schedule a second student, priority will go to students with vacancies in their schedules. Students with rotations scheduled during the time period of the vacated rotation will not be allowed to cancel their scheduled rotation to request the vacated rotation.
- All rotations will be a minimum of two weeks in length. They may be three or five weeks in length to get students back on the rotation schedule. Three- and five-week rotations cannot always be accommodated in the Des Moines area.
- By exception, when other scheduling options are prohibitive, a student will be allowed to schedule a one-week rotation.
  - when accommodating rotations with inflexible rotation dates and there is a one-week gap in the first week of the fall or spring terms.
  - during audition season if audition rotation dates leave a one-week gap and site dates are inflexible.
  - if a student has completed 79 weeks of rotations and needs one week to complete requirements.
  - Requests for a one-week rotation will only be considered at a site where DMU already has an affiliation agreement.
- Requests for audition rotations outside of Central Iowa should also start with the clerkship coordinator because sites frequently require first contact to be made by the school, not students.
- Requests must be submitted at least 45 days prior to the start of the rotation.
- Maximum of eight weeks in research.
- Students may not schedule more than 8 combined weeks of research and time off rotations per term.
- Maximum of six weeks in nonstandard rotations with a limit of four weeks in any one nonstandard rotation. A nonstandard rotation is a rotation outside the scope of standard medical practice (e.g. Chiropractic Medicine, Dentistry, PT, OT, Pharm, etc) except for Research and some Community Medicine rotations. Refer to the DMU Student Handbook for full details. Advanced practice providers/clinicians (e.g. ARNP, PA, CRNA) may not precept.
- Students must complete a minimum of four weeks in direct patient care per term in order to complete requirements for the OMM longitudinal courses.
- Students submit requests for fourth year clinical rotations in eValue on the "Manage Schedule" screen. Students may use other scheduling systems (e.g. VSLO, MyClinicalExchange, ClinicianNexus, etc) to apply for rotations at a site. Once the site approves the application, students must enter it into eValue with all supporting documentation to obtain final DMU approval.
- Rotations must be requested/scheduled through eValue. No requests by e-mail.

## ***Contacting Sites***

The Office of Clinical Affairs requires students to contact their clerkship coordinator prior to contacting any sites, especially sites in the Midwest or any yearlong hosted sites. Discuss with your coordinator before contacting a site. The University uses several preceptors within the Des Moines area and requires students to schedule through their clerkship coordinator to avoid “double booking” students which creates confusion for the site. Coordination and communication are key to maintaining positive relationships with our partnering sites. Failure to notify the Office of Clinical Affairs prior to contacting sites will result in the desired rotation being unapproved.

## ***Affiliation Agreements***

All rotation sites must have an active affiliation agreement on-file with DMU prior to the scheduled rotation.

- An agreement can take up to six months to fully execute. If a student desires to complete a rotation at a site for which we do not have a current affiliation agreement, students must submit the request through eValue no later than 60 days prior to the start of the rotation. Failure to do so may result in the desired rotation being unapproved.
- Students initiate new site affiliation agreement requests through a link on the eValue homepage.
- Once the affiliation agreement process has been started, a rotation cannot be canceled by the student. For this reason, students must be prepared to participate in the rotation, including funding the housing and travel necessary to participate in the rotation before submitting the request.
- If an affiliation agreement remains pending 30 days prior to the start of the rotation, the rotation may be cancelled due to lack of agreement. Students will work with their clerkship coordinators for alternative scheduling.
- No rotations with sites without an affiliation agreement will be approved under 30 days from the start of the rotation.

## ***Clerkship Preceptors***

- Physician preceptors in a patient care setting must have an active, unrestricted license free of any disqualifying disciplinary action and must be board-certified or board-eligible with the American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA) in the specialty they’re teaching (with a few exceptions). A supervising preceptor may not be a resident physician.
- The supervising preceptor may not be a student’s immediate family member.
- For non-standard rotations in a patient care setting, non-physicians may be the supervising preceptor. The preceptor must hold all applicable licensing and certification credentials for their profession.
- Providers who are currently providing therapeutic services to a student may not serve as an evaluating preceptor for that student.
- Supervising preceptors must be credentialed through the Office of Clinical Affairs. Preceptors for research and international rotations are credentialed through the Research and Global Health departments, respectively.

## ***The Clinical Rotation***

It is essential for all required paperwork to be completed in the specified timeframe, as required by the clinical site. Failure to complete and submit the paperwork will result in the rotation being canceled and the student may be placed on a leave of absence or fail the rotation. Students should discuss any questions or concerns with their clerkship coordinator. It is ultimately the responsibility of the student to ensure completion of paperwork in the timeframe required. Please note that some sites require paperwork 6-8 weeks before the rotation start date.

### ***Before Start of Rotation***

- Student must complete all site required paperwork including any specific state required documents or background checks. Deadlines are site-specific and as early as 60 days before the rotation starts.
- At least one week before the rotation begins, student must contact site for parking instructions, ID badge, EHR access, when/where to report first day, dress code, et cetera.

### ***During Rotation***

- Students may not be absent the first day of a rotation for any reason to include board examinations. Students must complete site orientation training for the health systems in which they'll be rotating.
- Students are expected to print and give Clerkship Syllabus to the attending physician on the 1<sup>st</sup> day. Students are expected to be prepared to discuss with their attending what specifically they want to learn during their rotation.
- Students are to wear an ID badge stating status as pre-graduate medical student. Students do not represent themselves as medical graduate or function as licensed physician.
- Students must be under the supervision of an appropriately licensed and credentialed healthcare provider. Refer to the DMU Student Handbook for additional details on supervision.
- Be a present and active learner on service for all required days.
- Enter all patient encounters in the Case Log eValue System daily.
  - Review the Case Log Policy in the clerkship syllabus.
  - Log every patient encounter daily. Each encounter requires a diagnosis.
  - When entering case logs, the rotation selected must match the exact rotation name listed on your clinical schedule in eValue. For example, if your schedule shows you are scheduled for Family Medicine (elective) your case logs should be entered under Family Medicine (Elective). Do not log under another rotation label such as Family Medicine (Required).
  - If you are on a low volume rotation, which is defined as less than 15 encounters per week, notify your coordinator no later than the halfway point of the rotation.
  - Consider exploring the use of templates within case logs to help speed up the logging process, especially if you are on a rotation that sees many of the same types of cases every day. Caution: adjust the template to the correct rotation type between clerkships.
  - Case logs are open seven days on a rolling calendar (i.e. you have seven days to enter an encounter. You will be unable to enter patient encounters older than seven days).
- Students are not to accept financial compensation in any form of gratuity for patient care.
- The educational hours are determined by the preceptor and must be in accordance with ACGME work hour guidelines.
  - For details on absences while on rotation, refer to the Absence Policy in clerkship syllabus.
  - Students missing any time on their rotation must notify the clinical site/preceptor, site coordinator, and DMU clerkship coordinator.

- Students are expected to seek mid-rotation feedback from their preceptor on Entrustable Professional Activities (EPA) and incorporate at least one suggestion in their performance. At the end of the rotation, students will be asked to describe their mid-rotation feedback and how they improved their performance based on the feedback.
  - EPA 1: Gather a history and perform a physical examination
  - EPA 2: Prioritize a differential diagnosis following a clinical encounter
  - EPA 3: Recommend and interpret common diagnostic and screening tests
  - EPA 4: Enter and discuss orders and prescriptions
  - EPA 5: Document a clinical encounter in the patient record
  - EPA 6: Provide an oral presentation of a clinical encounter
  - EPA 7: Form clinical questions and retrieve evidence to advance patient care
  - EPA 8: Give or receive a patient handover to transition care responsibility
  - EPA 9: Collaborate as a member of an interprofessional team
  - EPA 10: Recognize a patient requiring urgent or emergent care and initiate evaluation and management
  - EPA 11: Obtain informed consent for tests and/or procedures
  - EPA 12: Perform general procedures of a physician
  - EPA 13: Identify system failures and contribute to a culture of safety and improvement

## ***End of Rotation***

- Successfully pass the required Post Rotation Examination, if applicable.
- Complete the end-of rotation evaluation in eValue by the last day of each rotation.
- Ask to review the completed student evaluation with the attending physician on the last couple of days of the rotation. Students without a performance evaluation by a preceptor within 30 days of a rotation are at risk of having to repeat the rotation for credit.
- The student must return: ID badge, parking permit, any borrowed equipment, books, and any other property of the site. Failure to return all required items may result in fines, delay of a completed evaluation, and possible disciplinary action.
- Send a thank you card to the preceptor and any supportive site staff personnel.

## *Miscellaneous*

### *Special Circumstances*

Any requested variance from the established policies will only be considered after receipt of a completed [special circumstance request](#). Students should connect with his or her clerkship coordinator to determine if one is needed. When submitting a request, students must specify the variance being requested and provide the justification as to why it enhances their clinical education or what personal circumstance necessitates the variance.

The Office of Clinical Affairs will review the request and make a final determination whether the request is approved or denied. The student will be notified by email of the decision. Students may reference the status of submitted requests at any time via Pulse.

### *Time Off Rotations (Fourth Year only)*

Fourth-year students may take eight weeks of time off rotations, although there are restrictions. Some of the restrictions are due to federal enrollment guidelines stating that students must be enrolled in a clinical or academic activity at the beginning of each term and students must be enrolled full time. Students must be in an educational activity the first week of the term and cannot take time off the first week of the term.

Time off rotations must be taken in blocks of at least one week in length; nothing less than one week is permitted. Time off must be requested in eValue in compliance with the scheduling policies within this document. Students are not allowed to rotate through any term break.

\*Note: Students that are “off-cycle” due to LOA’s, board or rotation failures, will work with their clerkship coordinator directly regarding time off rotations.

#### Summer Header

- Students must attend CCA during the first week of Summer.
- Time off rotations during the Summer can be taken after CCA week.
- No more than four weeks of time off rotations may be used during Summer.

#### Fall Term

- There is no limit to the number of time off weeks that can be taken during the fall term, but at least four weeks of time off must be taken prior to the end of the fall term. The four weeks of time off can be all in the fall term, all in the summer term, or in combination with time off in the fall and summer terms.
- If a student has not scheduled at least four weeks of time off by November 1, the end of the fall term, they are at risk of being auto scheduled for time off in December. Time off will be auto scheduled, even if it requires cancelling or shortening a rotation.
- No time off allowed the first week of the term.

#### Spring Term

- No more than four weeks of time off rotations may be used during Spring term.
- No time off allowed the first week of the term.

## ***Malpractice Insurance***

- General and professional liability insurance is provided by the University. The coverage is determined by the student's eValue schedule.
- International Rotations are covered only for suits filed in the US. A copy of the insurance certificate is available on Pulse and eValue; the document may be printed as necessary.
- The malpractice insurance renewal date is July 1. A new certificate of insurance typically available one week prior to the renewal date.

## ***Needle-Stick and Other Related Exposures***

If a student has an occupational exposure (needle-stick injury, bloodborne pathogen exposure, etc.) they must follow the protocol below:

If a student has an injury or blood-borne pathogen exposure while on rotation, **they should notify your preceptor or immediate supervisor and follow the policies/procedures of the site. Care should be sought if needed.** Injuries while on rotation are addressed in the student handbook. It is the expectation that the student's health insurance will be used to cover care after an injury. Additional resources include a student's clerkship coordinator, Jessica Sleeth, RN, DMU Student Health Nurse, or Vickie Behrends, DMU's Health and Safety Coordinator.

It is expected that students complete the [injury report form](#) after any occupational exposure or injury. Students must also notify their clerkship coordinator, so arrangements can be made for students to receive care for their exposure or injury.

## ***Health Insurance and Clinical Rotations***

As stated in the DMU Student Handbook, all students are required to maintain and provide proof of active comprehensive health insurance. All students must enroll in the Student Health Insurance Plan or submit a waiver request. Only those students who meet the waiver requirements will be allowed to waive the plan. For more information on student health insurance options, please refer to [Pulse](#).

## ***Outside Activities / Research***

The intent of this section is to address when rotating students want to participate in activities outside their rotation's scheduled hours. Students who wish to do outside activities, including research and volunteering, must be in good academic standing. "Good academic standing" includes but is not limited to consistently passing post rotation exams (COMAT) and preceptor evaluations. Students must not be having difficulty with submitting required rotation paperwork and assignments. DMU must be aware of these activities. Students can notify their clerkship coordinator by emailing their clerkship coordinator, who will then get approval of good academic standing by the Associate Dean, COM Clinical Affairs. DMU malpractice insurance does not cover students doing volunteer work or outside activities.

## ***Student Shadowing Information***

Shadowing is not authorized for students in the clinical years (OMS3 and OMS4).

## ***Summary Statement***

The Office of Clinical Affairs is committed to establishing and maintaining a solid and ongoing relationship with students, clinical preceptors, clinical sites, the College of Osteopathic Medicine, and Des Moines University. We are here to assist students as they transition into their clinical years and their post-graduate training. Students are encouraged to utilize the Office of Clinical Affairs as their resource. In addition, this guide, the COM Office of Clinical Affairs Pulse page, and eValue will serve as a reference resource for students. We are always here for our students and wish each of them the utmost success over their clinical years.



# Clinical Years Schedules

## CLASS OF 2025 - CLINICAL YEARS SCHEDULE

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 wk Rotations

4 wk Rotations

### 3rd Year

- Fall Term (20 weeks)

8/7/2023 - 12/24/2023

- Spring Term (20 weeks)

1/1/2024 - 5/19/2024

3rd Year Winter Break

12/25/2023 - 12/31/2023

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Scheduled Break

5/20/2024 - 5/28/2024

### 4th Year

- Summer Header (10 weeks)

5/29/2024 - 8/4/2024

- Fall Term (20 weeks)

8/5/2024 - 12/22/2024

- Spring Term (20 weeks)

1/6/2025 - 5/25/2025

MAY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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JUNE 2024						
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30						

JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
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SEPTEMBER 2024						
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29	30					

OCTOBER 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NAMI

5/29/2024 - 6/2/2024

Comp Week (CCA)

6/3/2024 - 6/9/2024

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4th Year Winter Break

12/23/2024 - 1/5/2025

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Scheduled Break

5/26/2025 - 5/31/2025

Graduation 5/30/2025

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Refer to DMU website for official updates  
www.dmu.edu/about/academic-calendar

## CLASS OF 2026 - CLINICAL YEARS SCHEDULE

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