

Des Moines
University

Clinical Years Handbook – Fourth Year Guide

College of Osteopathic Medicine
Office of Clinical Affairs

Academic Year 2026 - 2027

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Updates to Fourth Year Guide

This edition to the Fourth Year Guide incorporates the following changes to the first publication.

1. Clarifies that students cannot take time off immediately after returning from an LOA.
2. Clarifies scheduling rules.
3. Added additional information regarding:
 - a. Important & Useful Contact Information
 - b. Communication
 - c. Professionalism
 - d. Maternal Newborn Health elective
 - e. Research rotations
 - f. Affiliation agreement and preceptor requirements
 - g. Clinical rotation guidelines
 - h. Special circumstances
 - i. Maxient
 - j. Malpractice insurance
 - k. Needlestick injuries
 - l. Outside activities/Research

This edition supersedes the first edition published in December 2025.

Introduction

The fourth year is a very exciting time in your training. Your third year is giving you the opportunity to build a solid foundation on the fundamentals of clinical patient care and incorporate your didactic knowledge into practice while your fourth year will focus on solidifying your skills and clinical acumen as well as determining or confirming your desired specialty. You have the opportunity to tailor your schedule for your career goals as you work towards graduation and residency.

With opportunity comes responsibility. Having more control and flexibility also means you will need to be proactive in planning and in communicating with your Clerkship Coordinator.

This document contains information that you should be familiar with, as it plays a key role in organizing your future training and laying the groundwork for your career in medicine. It is intended to be used in conjunction with the DMU Student Handbook. In the case of a discrepancy between the DMU Student Handbook and this guide, the DMU Student Handbook will take precedence.

Your DMU Clerkship Coordinator is always available to discuss any questions you may have and to assist you in the process.

Important & Useful Contact Information

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
 - Additional resources are available on the [Academic Live Care Pulse page](#)

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

Student Health Services: 515-271-7883

Office of Clinical Affairs Directory

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Communication

Effective communication is of the utmost 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.

The Clerkship Coordinators will be your key point of contact for any questions, challenges, issues, or emergencies you may encounter as you are preparing for clinicals and 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.

Just as the Clerkship Coordinators are expected to respond to your communications in a timely manner, you are expected to be in regular communication with your Coordinator throughout the time you are preparing for clinicals as well as during your rotations. You are required to check your DMU email account daily for any important emails or communication. Failure to open or read an email does not excuse you 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.

You must also regularly check eValue for communication regarding rotation requests and requirements. Failure to respond to communications through any forum could lead to a missed or failed rotation and, in some situations, a referral to APC.

You must keep your information up-to-date and current with the University **and** in eValue. This includes providing an accurate mailing address, phone number and all pertinent information that may be required to contact you while you are off campus. If an urgent or emergent issue arises and the University cannot reach you, the emergency contact as listed with the Registrar (in Colleague) will be contacted.

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.

Professionalism

Professionalism is essential to become a successful physician and is assessed across all four years of the curriculum. The University takes any infractions relating to professionalism and alleged violations of the Code of Conduct or the Integrity Code, as described in the DMU Student Handbook very seriously. Students should also be aware of and follow their clinical site's policies.

Regardless of venue location or role, you are looked upon as a student physician and a representative of the University. It is expected that while on clinical rotations you will:

- Always observe and respect patient confidentiality. 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 pre-rotation documentation, required activities, assignments, site paperwork, evaluations, and case logs) assigned by the University and/or the rotation site by the communicated deadline.
- Adhere to the guidelines for supervision and medical student scope of practice as listed in the University Student Handbook.
- Maintain professional appearance by wearing **SPAL attire** while on clinical rotations unless doing a rotation that requires scrubs such as OB/GYN or surgery.
 - **All students will wear their White Coats with their DMU student photo ID badge attached and visible. In addition:**
 - Professional dress shirt or blouse – non-revealing.
 - Dress slacks/pants – No denim or carpenter pants.
 - Dress/skirt – Appropriate length.
 - Professional closed-toe dress shoes (i.e., NO athletic shoes, work boots, etc.). Heel needs to be less than 3”.
 - Additional guidelines:
 - Always conform to the commonly accepted social standards of personal hygiene.
 - No heavy perfumes, fragrances, or smell of smoke.
 - Hair, nails, and jewelry must not interfere with performance or safety.
(Note: Per the CDC, healthcare personnel should not wear artificial nails, and natural nails should be less than 0.25 inch in length. Further, the WHO prohibits artificial nails and extenders for all healthcare workers.)
 - Clothing must be neat, clean, wrinkle free, and smoke free.

DO27 Fourth Year Timeline

November 2025 Review Clinical Affairs 4th Year Information
December 2025 - Schedule the COMLEX Level 2CE exam sometime after CCA week and before August 15, 2026 <u>Note:</u> You must pass COMSAE Phase 2 prior to taking COMLEX Level 2CE. COMLEX spots fill quickly, so schedule your exam date early. <u>Military Students:</u> - Investigate the process of the military match. Contact your military liaison. - Your MSPE and Medical School Transcript will be sent to the application office of your military branch from DMU. For questions regarding these materials, contact Shelley Mitchell at DMU.
January 2026 - Begin submitting audition applications for Broadlawns Medical Center, Genesis Quad-Cities, MercyOne Des Moines, on January 1. Accepting applications for entire academic year. - Begin submitting non-VSLO (Visiting Student Learning Opportunities) and non-Des Moines area rotation requests on January 1. - Begin reviewing VSLO requirements when access is granted in late January.
March – May 2026 - Des Moines area rotations Fall Optimization – tentatively scheduled for April 1-6. - Begin submitting audition applications for MercyOne North Iowa on May 1. - Begin submitting summer and fall term audition applications for UnityPoint Health Des Moines (Iowa Methodist IM, Lutheran FM, Blank Pediatrics) on May 1.
June 2026 - CCA week – June 1-7, 2026 (includes first attempt at COMSAE Phase 2) - Clinical rotations begin on June 8 - ERAS season opens; you will have access to complete your application and upload documents; details to be provided by Dr. Beaty/Shelley Mitchell. - Joint Service Graduate Medical Education Selection Board releases residencies available for the next year's military match during the summer (June/July). Service application deadlines vary.
August 2026 - Fall Term begins on August 3 (No time off rotation the first week in the term). - Take the COMLEX Level 2CE examination before August 15, 2026 (schedule early).
September 2026 - Register for NRMP (National Resident Matching Program). - Match MSPE (Medical Student Performance Evaluation or "Dean's Letter") released to programs.
October – December 2026 - Begin submitting spring term audition applications for UnityPoint Health Des (Iowa Methodist IM, Lutheran FM, Blank Pediatrics) on November 1. - Des Moines area rotations Spring Optimization – tentatively scheduled for October.

<i>January 2027</i> • Spring Term begins on January 4 (No time off rotation the first week in the term). • Society of Academic Urologists (SAU) Urology Match results released. • SF Ophthalmology Match results released.
<i>February 2027</i> • Finalize and submit NRMP rank order list (ROL) of residencies.
<i>March 2027</i> • NRMP Match Week results released. Begin NRMP SOAP if not matched.
<i>May 2027</i> • Class of 2027 Graduation

Fourth Year Clinical Curriculum

Please be aware of your fourth-year curriculum requirements when scheduling your fourth-year rotations.

Course or Rotation	# of Weeks
CCA Week	Live Course
OMM IV	Longitudinal
Emergency Medicine (if not taken in third year)	4 weeks (if completed in third year, these weeks are now considered elective time)
Underserved Requirement • Community Medicine <i>or</i> • Rural Medicine <i>or</i> • International Medicine	4 weeks <i>in one of the three qualifying rotation types</i>
Electives	32-36 weeks*
Total # Clinical Weeks – 4 th Year	40 weeks

*Amount of elective time is dependent on whether the Emergency Med (Non-Core Req) 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 fourth year if not completed in the third year. Students are required to take the associated COMAT at the end of the rotation. The first Emergency Medicine rotation scheduled is considered the Non-Core Req rotation. For example, a student cannot do an elective EM before completing their Non-Core Req EM rotation.
- You must be evaluated by an osteopathic preceptor for at least 12 weeks over the course of both clinical years.
- The Associate Dean of COM Clinical Affairs makes final determination of whether a rotation meets curriculum objectives.

Clinical Comprehensive Assessment (CCA Week)

Students return to campus at the start of the fourth year to participate in an assessment of their current clinical knowledge and skills, identify gaps, and improve any efficiencies. Detailed information regarding the CCA course can be found in the University's Academic Catalog.

Requirements Prior to Beginning Clinical Rotations (Fourth Year)

In order to be eligible to begin fourth year clinical rotations you must meet the criteria outlined in the DMU Student Handbook. Requirements that expire should be updated to ensure your eValue Personal Records are always up to date. Keeping these records up to date allows your Clerkship Coordinator to verify documentation that is required for rotations. Failure to meet these requirements, or to maintain updated documentation in eValue, may delay graduation, residency start date, and Match eligibility.

Osteopathic Manipulative Medicine (OMM) IV

The OMM IV course is managed within the D2L learning management system. Students are expected to successfully complete the OMM IV course prior to graduation. The course is 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](#).

Underserved Rotations

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 primary care and cultural experience serving the medical needs of an underserved population. Students must be supervised by a Board-Certified MD or DO. Examples of possible clinical settings include:

- Public Health Clinic
- STD Clinic
- Indian Health Clinic
- Planned Parenthood
- Title X Clinic
- Free clinic or nonprofit underserved inner-city clinic
- Federally qualified health center (FQHC)
- Correctional Institution's medical clinic

Refer to the 2026-2027 Community Medicine syllabus on the eValue home page for additional details and to ensure the rotation you pursue aligns with the guidelines for the course.

Rural Medicine

The rural medicine elective immerses students in a setting where limited resources, greater provider autonomy, and broader generalist responsibilities shape day-to-day clinical decision making. As a general guideline, a rural setting is defined as a city with a population less than 26,000 people, that is greater than 20 miles from a city with a population greater than 50,000 people, and possesses a medical environment that is distinct from any nearby medical referral centers.

Refer to the 2026-2027 Rural Medicine syllabus on the eValue home page for additional details and to ensure the rotation you pursue aligns with the guidelines for the course.

International Medicine

- All DMU students who wish to complete an international rotation or internship must do so at one of the [Global Health partner sites](#). DMU students cannot arrange their own international rotations.
- DMU students apply for international rotations through an online application platform, Terra Dotta. Learn more about these rotations and the application process on [Global Health's Pulse page](#).
- 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 fourth year.
- Students should assume that they will not have internet access while on an international rotation.
- Students are required to submit patient logs for their international rotation. If internet access is limited at the site, the student will be required to submit the paper logs within seven days of the conclusion of the rotation.
- 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 take a paper copy of the student evaluation in case internet access is limited and the preceptor cannot complete the online evaluation. The evaluation is required for students to receive rotation credit. If utilizing the paper evaluation, students should present it to their preceptor in the last week of the rotation and return the signed evaluation to their coordinator.
- Students should not book travel until their rotation request has been approved by the Director of Global Health.

Elective Rotations

- Elective rotations can be done in any specialty anywhere in the country.
- Audition rotations can be credited as an elective rotation.
- Utilize the [Pulse clinical affairs site](#) to search for sites that have previously taken DMU students.
- Utilize one of the many online application services. For example, [Search the Visiting Student Learning Opportunities \(VSLO\) catalog](#) of electives at participating host institutions by location, keywords, specialty, and more on the website.
- Once you know where, when and what you want to do, schedule the rotation in eValue and your Coordinator will process.
- The affiliations agreement process for new sites can take anywhere from three to six months. Significant prior planning is required if you want to rotate at a new site.

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. Interested fourth-year students should submit a schedule request in eValue with a comment indicating the due date; your coordinator will assist with scheduling.

Research Rotations

Fourth-year students wanting to complete a Research rotation must obtain approval from COM Clinical Affairs and the DMU research department. Students may receive up to eight weeks of clinical rotation credit. Refer to the [Research Department's Pulse page](#) for additional information on research rotation requirements.

Time Off Rotations

Fourth-year students may take eight weeks of time off rotations, although there are restrictions. Due to federal enrollment guidelines, you must be enrolled in a clinical or academic activity at the start of each term and must be enrolled full time to be eligible for financial aid disbursement and in-school deferment. This requires students in their clinical years to begin each term on a clinical rotation. Time off is permitted during the term but cannot be taken 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. Requests must be submitted in eValue in compliance with the scheduling policies within this document. You cannot use time off within a scheduled rotation block. Students are also 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 Coordinator directly regarding time off rotations. Upon return from LOA (including OMM Scholars/Fellowship), students must begin rotations and are not permitted to immediately take time off.

Summer Header

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

Fall Term

- No time off allowed the first week of the 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 you have not scheduled at least four weeks of time off by November 1 you are at risk of being auto scheduled for time off in December, even if it requires cancelling or shortening a rotation.

Spring Term

- No time off allowed the first week of the term.
- No more than four weeks of time off rotations may be used during spring term. This means that you are required to take at least four weeks prior to the end of the fall term.

Requirements for Graduation and Commencement

- Completion of all third- and fourth-year curricular requirements
 - 80 weeks of clinical rotations
 - Required DO time is a total of 12 weeks between third and fourth years
 - OMM III A/B and OMM IV
- Completion of all paperwork requirements
- Pass COMLEX Level 1 and Level 2 CE examinations.
- You must be on track to complete all requirements by graduation to participate in the commencement activities. If you are a late graduate, you must follow the process outlined in the COM Student Handbook to participate in Commencement.
- Completion of the AACOM Graduate Survey

Letters of Recommendation (LORs)

This term can be confusing as you may be asked for LORs when you apply for an audition rotation, and you will be asked for LORs when you apply to residency. These are not the same LORs. Refer to your clerkship coordinator for instructions for LORs for an audition rotation.

LORs for residency applications will be discussed in detail at a January meeting of your third year with the Associate Dean of Student Advancement team as part of your fourth-year preparation. You will not be soliciting LORs for residency until summer of your fourth year. The majority, if not all, of your LORs for residency will come from fourth year rotations.

Rotation Planning

As you prepare for the fourth year, research residency programs you are interested in for audition rotations and notate their application process. Please note, every residency program releases information to each class at different times. While most audition applications open in the March/April timeframe, some open in January or other months. Researching programs in advance and knowing their dates is important.

1. Determine your specialty and/or geographic preference for audition rotations.
2. If you are undecided, here are a few resources to help guide you
 - [Careers in Medicine](#) assessments. You may use one or all the assessments to help you determine the right specialty for you
 - Dr. Beaty (contact Shelley.Mitchell@dmu.edu to set up a meeting to discuss questions about specialty choice)
 - [ASK Program](#) (Alumni Sharing Knowledge)
3. Build a spreadsheet or use the planning tool provided by OCA to help track programs and rotations for which you are interested.
 - Here are a few resources to help you research and plan for your fourth year
 - [FREIDA](#) Residency Program Database
 - [Doximity Residency Navigator](#)
 - Residency Navigator listing every residency in every specialty in the USA. <https://residency.doximity.com/>
 - Program websites
 - [VSLO](#): Once VSLO access is provided to your class, you will be able to enter your personal data
 - Other centralized scheduling programs may be used such as:
 - [Clinician Nexus](#)
 - [myClinicalExchange](#)
 - Document any elective rotations that you would like to complete
 - Research residency curriculums within your specialty to find potential electives.
 - Are there any specific rotations or hospital systems you would like to rotate?
 - Are there any electives outside of your specialty that interest you?
 - Are there any experiences you want to gain prior to going on audition rotations next fall? Focus on these as you plan the summer term.
4. Create a “road map” for your fourth year
 - Utilize the Fourth-Year Planning Tool template found on the [eValue home page](#) (Fourth Year Resources).
 - Consider the arrangement of your rotations and how they may help obtain letters of recommendation.
 - Consider the geographic region of your desired rotations and how it impacts your living and financial situation

5. Prepare a short personal statement for audition applications. The statement should be no longer than one paragraph and should be personalized to each program.
6. Create an electronic file folder with the items listed below. Programs may ask for this information as part of the application process. Having these items accessible will help you avoid delays with submissions.
 - CV, Personal Statement for audition applications/rotations
 - Copies of current ACLS, BLS, Aseptic Training/Scrub card, HIPAA certification, Mandatory Reporter Certification, OSHA Bloodborne pathogen training, Background/Iowa Child and Adult Abuse Check, Drug Screen
 - Mask Fit Testing, DMU Immunization record
 - Personal Health Insurance Card
 - Driver's license

Many students use June or July rotations to prepare for board exams or for auditions, (e.g., scheduling an inpatient peds before a pediatric residency audition). Audition rotations generally run June – January. Any remaining time after auditions is used to finish curriculum requirements or complete desired elective rotations.

Research rotation sites with residency programs that you have an interest. Usually, their website will give you information on the application methods for each institution. Some sites may require you to apply through the [Visiting Student Learning Opportunities \(VSLO\)](#) application service, another online application service, paper application, or by emailing about scheduling inquiries. This is based on the rotation site, not by whether the rotation is an “audition” or elective rotation.

- If the site is a VSLO site, the only person you should contact at the site is the VSLO contact listed within VSLO. Some sites, like the University of Nebraska, do not want students to contact them directly, they want you to apply via VSLO.
- If the site is not a VSLO site, you should search their webpage for information. Otherwise reach out to them and inquire about how early you can set up a rotation.
 - Typically, calling medical education is your best bet if other information is not on their website.
 - ALWAYS follow the instructions from the site with regards to requirements and dates. Sites expect applicants to follow their established processes. Attempting to secure a rotation by going outside of the process will not represent you, or DMU, in a positive way.

NOTE: Students may not contact any site used by DMU to avoid double-booking and other scheduling conflicts. Please be respectful of the site's scheduling processes.

If you want to see where other DMU students have completed clinical rotations, there is a great tool available on Pulse. Go to the [Clinical Affairs](#) page on Pulse and click on the link under “Clinical Rotation Site Search.” From the filter screen, you can search by rotation type, state, city, site name, etc. You can also review the rankings previous rotating students have given the site.

The [COM Residency Resource page](#) also provides additional resources you may want to review as you are planning your fourth-year rotations.

Scheduling Guidelines

Scheduling is one of the most important processes for the student in their clinical years. It is paramount that students work with their Clerkship Coordinator for all rotation scheduling.

General guidelines:

- Students cannot rotate through any hard break (i.e., term breaks).
- Students are responsible for completing rotation paperwork required by DMU and 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 over the course of 3rd and 4th year.
- All rotations must be continuous (i.e., For a four-week rotation, students cannot do two weeks now and two 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.
- Active affiliation agreements are required for all student rotations.

Specific guidelines for fourth year students:

- Students cannot submit more than one rotation request for the same rotation dates. If a request is denied you may then submit another request for those rotation dates.
 - The only exception is for audition rotations. Multiple requests for audition rotations for the same or overlapping timeframes can be submitted during the application phase. Only one rotation can be approved for any given week or timeframe.
- Rotation plans must be solidified and submitted in eValue at least 45 days prior to the start of the rotation.
 - Requests for the coordinator to contact a site must be submitted much earlier.
- Schedule changes within 45 days of a rotation start date are not allowed.
- 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 rotations or an LOA.
- 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.
- 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. Rotations 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.
- By exception, a student will be allowed to schedule a one-week rotation if:
 - Accommodating rotations at residency programs with inflexible rotation dates that leave a one-week gap AND all of the student's Time Off weeks have been exhausted.

- The student has completed 79 weeks of rotations and needs one week to complete requirements.
- An existing affiliation agreement exists with the site. DMU will not pursue new affiliation agreements for one-week rotations.
- A maximum of 24 weeks may be scheduled in any one specialty.
- Maximum of eight weeks in research.
- Maximum of four weeks of Academic Medicine rotations.
- Virtual and simulation rotations are generally not permitted. These rotations require the approval of the Associate Dean for Clinical Affairs through the special circumstance approval process. Virtual rotations must comply with distance education requirements.
- Students may schedule a maximum of eight combined weeks in a non-clinical setting per term, to include Time Off, Research rotations, Academic Medicine rotations, and Virtual rotations.
- 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.

Immunization and Health Forms

Immunization and health forms requiring a signature from a healthcare provider or University representative may be sent to Jessica Sleeth, RN, MPH via e-mail at jessica.sleeth@dmu.edu or via fax at 515-271-7094. The completed form will be returned to the student via email.

- Please allow up to three weeks for completion of any forms or documents.
- This includes site requirements such as:
 - Physical exam
 - Additional lab work
 - TB test dated within a specific time-period
 - Flu vaccine
 - Drug test dated within a specific time-period
 - Fit test – see the [Student Health page on Pulse](#)

Affiliation Agreements

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

- An affiliation agreement can take up to six months or more to complete. Students requesting a rotation at a site without an existing agreement must submit the request through eValue at least 60 days prior to the start of the rotation. Failure to meet this deadline may result in the rotation not being approved.
- Students initiate new site affiliation agreement requests through a link on the eValue homepage.
- Once the affiliation agreement process has started, the rotation cannot be canceled by the student. Therefore, students must be prepared to participate in the rotation, including funding necessary for housing and travel, before submitting the request.

- If an affiliation agreement remains pending 60 days prior to the rotation start date, DMU will make one final attempt to obtain the agreement. If no agreement is secured within five business days from when the final communication is provided, the rotation may be cancelled. Students will work with their clerkship coordinator to arrange alternative scheduling.
- Sites without an active affiliation agreement will not be approved for rotations under 60 days from the start of the rotation.

Clerkship Preceptors

All rotations must be precepted by a DO or MD physician; non-physician preceptors are not allowed (with some exceptions for International Medicine and Research rotations). COM Sites and Affiliations must ensure that all preceptors are appropriately trained and credentialed. All preceptors hosting students in a patient care setting must meet [COM Preceptor Qualification requirements](#).

- Providers who are currently providing therapeutic services to a student may not serve as an evaluating preceptor for that student.
- Providers who are a member of a student's immediate family (e.g., parents, siblings, children, spouses, grandparents, stepparents, stepchildren, and stepsiblings) may not serve as an evaluating preceptor for that student.
- Current residents or fellows cannot serve as evaluating preceptors.

Scheduling

You will obtain and schedule rotations by several different means. Each site has a specific process they require. The first step in securing a rotation is to determine what that application process is.

There are five primary ways you will use to secure rotations.

1. Centralized application services
2. Independent, decentralized application processes
3. Partnering site residency programs
4. DMU Partnered sites
5. New Sites not partnered with DMU

Centralized Application Services

Centralized application services (e.g., VSLO, Clinician Nexus) allow students to search and apply for clinical experiences at participating health systems.

VSLO

The VSLO application service gives students access to over 200 institutions that provide clinical rotations. Submission dates and available rotation timeframes vary from program to program. Students may [search the VSLO catalog](#) of electives at participating host institutions by location, keywords, specialty, and more. The [website](#) includes tutorials and access to online documents.

Your responsibilities in the VSLO process include:

- Completing the steps outlined in the VSLO for submitting a rotation request, then await the site's response.
- If you accept a rotation offer, you must submit a rotation request in eValue. Note in the comments that the rotation has been approved through VSLO. Attach documentation of approval (VSLO screenshot or email offer).
- Immunization or health forms requiring a signature from a healthcare provider or University representative should be sent to Jessica Sleeth, RN, MPH via e-mail at jessica.sleeth@dmu.edu or via fax at 515-271-7094. The completed form will be returned to the student within **three weeks** via email. The student then uploads to VSLO, neither Jessica nor your Coordinator can upload the form.

DMU Clerkship Coordinator responsibilities in the VSLO process include:

- Verification – After you submit your first application, your coordinator will automatically receive a request to verify you as a student. This includes:
 - That you are in good standing at DMU.
 - Details about your OSHA and HIPAA training, ACLS and BLS certificates.
 - That you have completed a mask fit test, have met immunization requirements, and are covered by personal health insurance.
 - Malpractice coverage details.
 - Expected graduation date.
 - Whether you have passed USMLE Step 1 (not required) and COMLEX Level 1.
 - Third year rotations.
- Upload documents that must be provided by the Home School (e.g., updated transcript).

VSLO notifies your Clerkship Coordinator of application requests, and your Clerkship Coordinator will release rotation requests to the host institution.

Application services other than VSLO

Other application services may or may not notify clerkship coordinators about student application requests. Extra diligence is required in tracking those requests.

- If the application does not require action on the part of DMU, you can apply for the experience and await acceptance/approval from the site. Once approved, you must submit a rotation request in eValue. In the comment field, indicate in which application service the rotation was approved and what, if any, documentation the site requires directly from the University.
- If the application requires your Coordinator complete a section of the application, you must submit a rotation request in eValue with a comment that the application requires DMU action. If the site approves the rotation, you must update the eValue comments and the coordinator will add the experience to their eValue schedule. If the site rejects the application, you must cancel the eValue request.

After a site approves an application, you must submit a rotation request in eValue with a comment indicating in which application service the rotation was approved. Attach documentation of the site's approval. Once approved in eValue, the rotation will be added to your user schedule.

Independent, Decentralized Application Processes

Many residency programs do not participate in a centralized application service and have their own, independent application process. Application processes vary greatly from webform applications, or paper/email applications to software solutions such as myClinicalExchange (mCE) or SharedSpace4Learning (SS4L).

The scheduling process in these situations is similar to the process for non-VLSO centralized application services. Communication is key. You will utilize the comments field in the eValue requests to communicate with your coordinator.

- If the application does not require documentation or action from DMU, you can apply for the experience and await acceptance/approval from the site. Once approved, you must submit a rotation request in eValue. Provide verification of the site approval in the comment field and upload documentation as applicable.
- If the application requires your Coordinator complete a section of the application, you must submit a rotation request in eValue with a comment that the application requires DMU action. If the site approves the rotation, you must update the eValue comments providing verification of site approval. If the site rejects the application, you must cancel the eValue request. As needed and when applicable:
 - Attach your application and supporting documents to your request in eValue.
 - List in the eValue comments any additional documentation needed by the site from DMU (example: letter of good standing, transcript, background check), how the site would like these documents delivered, and the site contact's email address.

Partnering Site Residency Programs

Des Moines University has agreed to consolidate and submit fourth-year student applications for some Iowa residency sites. Students must have an interest in the program. Refer to the program's website (links below) for program details but do not apply directly with the sites.

Applications are submitted through the eValue rotation request process. Upload applicable documents in pdf format and indicate alternate dates/specialties in comments. Details about available rotations and submitting the requests can be found on the eValue homepage.

- [Broadlawns Medical Center](#) (Des Moines, IA)
 - [Family Medicine](#)
 - [Psychiatry](#)
- [Genesis Quad Cities Family Medicine Residency](#) (Davenport, IA)
- [MercyOne North Iowa Family Medicine Residency Program](#) (Mason City, IA)
- [UnityPoint Health – Blank Children's Hospital](#) (Des Moines, IA)
- [UnityPoint Health Central Iowa Family Medicine Residency Program – Des Moines Track](#)
- [UnityPoint Health Central Iowa Family Medicine Residency Program – Waterloo Track](#)
- [UnityPoint Health – Iowa Methodist Medical Center Internal Medicine Residency Program](#) (Des Moines, IA)

Information on applying for audition rotations at DMU's other partnering sites can be found on the eValue homepage or the site's residency program's website. Students apply directly with the sites then submit an eValue request after the site approves/accepts.

- [Aurora Health Care](#)
 - [Family Medicine](#)
 - [Internal Medicine](#)
 - [OB/GYN](#)
- [Mayo Mankato Family Medicine Residency](#) (utilizes VSLO)
- [MercyOne Des Moines](#)
 - [Family Medicine](#)
 - [General Surgery](#)
 - [Internal Medicine](#)
 - [Psychiatry](#)
- [Riverside Medical Center](#)
 - [Internal Medicine](#)
 - [Psychiatry](#)
- [UnityPoint Health Iowa Methodist Medical Center Emergency Medicine Residency Program](#) (utilizes VSLO)

DMU Partnered Sites

Coordination and communication are key to maintaining positive relationships with our partnering sites. **Discuss with your coordinator before contacting a site.** Failure to notify the Office of Clinical Affairs prior to contacting sites will result in the desired rotation being unapproved.

DMU works closely with hundreds of sites to provide clinical experiences to students. Some sites provide dedicated rotation timeframes while others only provide rotations on a case-by-case basis. Most do not

require a separate application. Rotation dates mirror those of the third-year schedule and are not flexible. Rotation availability is fluid and dynamic at all sites; therefore, DMU must work closely with our sites to avoid scheduling conflicts. You must use the eValue request process to schedule rotations at DMU partnered sites.

There are three ways for students to receive a rotation at a partnered site – optimization, Pulse availability, and general eValue requests.

Optimization

The Optimization System provides a fair and equitable approach for students to obtain rotations with partnering sites that provide dedicated timeframes to DMU. Students submit their preferences from a list of rotations provided prior to the system running. Student preferences are reviewed by the eValue optimization program to determine the greatest utilization of rotations based on student preferences.

Optimization is run twice per year. Attempting to schedule rotations via Optimization is optional and requires active participation. Participating students enter their preferences for the available rotations. Rotations will not be assigned unless you submit preferences, but participation does not guarantee that you will receive a rotation. Rotations are offered by sites based on anticipated availability. Availability is always subject to change.

Optimization System Submission Timelines (Tentative):

Rotation Dates	Optimization Opens	Optimization Closes
June – December	April 1	April 6
January – May	October – date TBD	October – date TBD

You will receive an email reminder prior to the opening of each optimization window. The email will include the list of available rotations and instructions for submitting preferences. Below is some general guidance regarding optimization.

- When the Optimization window opens, go to eValue and follow the steps below:
 - Schedules
 - Schedule Optimization
 - Create & Manage Student Preferences
 - Select a rotation (page refreshes)
 - Select available timeframes (4-week block or 2-week block)
 - Select a Zone (state)
 - Select the site
 - Click next when all preferences are selected
 - Review your preferences
 - Save preferences
- Helpful Optimization Tips:
 - Review the site spreadsheet as some sites have specific requirements to be eligible for the rotation.
 - Must stay on the dates reflected within the preferencing system.
 - You can use optimization based on your specific needs –by trying to fill every block in a term, trying to fill only one block, or anything in between those two situations.

- You may make changes until optimization window closes. No changes are permitted or possible after the window closes. Ensure to hit “save” when changing preferences.
- Participation in optimization is not a guarantee that you will receive a rotation.
- If you are awarded a rotation via the optimization, you will be unable to cancel unless you receive a rotation at a residency program.

Pulse Availability

After each optimization run, any rotations remaining unfilled, and any rotations received after optimization runs will be made available to all students on a first-come-first serve basis. The list will be maintained on Pulse. The link to the “[Fourth Year Rotation Availability](#)” can be found on the [Clinical Affairs Pulse home page](#) below the Clinical Rotations Site Search link.

- Requests for these rotations are submitted in [eValue](#).
- Requests will only be considered for the rotation dates listed. Do not try to change the rotation dates.
- Include a note in the comments of your schedule request that the rotation is from the Pulse Fourth-Year Rotation Availability list.
- Coordinators use eValue timestamps to determine which student’s request was submitted first. Rotations are scheduled on a first-come-first serve basis based on the timestamp.
- For Emergency Medicine, Rural Medicine, and Community Medicine rotations, priority goes to students needing the rotation for the graduation requirement. These rotations may be requested as an elective if they remain available 60 days prior to the rotation start date.
- If you request and are approved for a rotation from this list, you will be unable to cancel unless you receive a rotation at a residency program.

General eValue Requests

Students wanting to schedule a rotation at a DMU partnered site that provides rotations on a case-by-case basis (i.e., does not provide rotations for optimization) should submit a request in eValue for their coordinator to review. Keep in mind that most sites at which you rotated during your third year are used for the incoming third year class and are not available for fourth year rotations. If a preceptor in your third year said you could rotate with them in your fourth year, place a note in the comments of your request in eValue. If availability remains after third year students are scheduled, your request may be considered.

Submit a request in eValue with pertinent comments and your coordinator will assist based on the site’s communication preference.

- The coordinator may reach out to the site on the student’s behalf.
- The coordinator may authorize the student to reach out to the site directly.

New Sites Not Partnered with DMU

Rotating at sites with whom DMU does not already have a partnership requires extra steps to obtain an affiliation agreement and verify preceptor eligibility. Students must work with their clerkship coordinator to ensure collaboration with all stakeholders. An affiliation agreement must be in place for students to participate in the rotation.

1. Student emails their coordinator the site information to ensure it is actually a site with whom DMU does not already have an agreement under a different name (e.g., the legal name).
2. When appropriate, the coordinator will authorize the student to reach out to the site directly.
3. Student obtains approval from the site.
4. If the site accepts your request, you should:
 - a. Submit a [new site agreement request form](#) to obtain an affiliation agreement.
 - i. Instructions for submitting the form can be found on the eValue homepage.
 - b. Submit a rotation request in eValue at the “New Site” with pertinent comments including the site name, location, and approval verification.

Submitting Schedule Requests in eValue

Once you have decided on a rotation for a timeframe, you will need to put a request into [eValue](#) for the desired rotation. Requesting a rotation in eValue will:

- notify your clerkship coordinator about your desired rotation and timeframe.
- prompt your coordinator to send any paperwork that must be submitted by the University (e.g., good standing letter, transcript, etc.) and provide any additional guidance you would need to finalize the rotation.

Submit/Cancel/Edit/View Status of Request

- **Submit Request:** Click on Schedules tab > Schedule Management > Manage Schedule Requests. This tool assists you in creating a new rotation, reviewing, editing, cancelling a request, and viewing the status of requests by clicking on the flag to review updates made by your coordinator.
 - Attending: If known, you can search for and add your attending. If not known, please use Medical Education, Director until you do know who the attending will be (search for “medical”). Do NOT choose a random attending; always choose the Medical Education, Director placeholder if attending is unknown or does not yet exist in eValue.
 - Site: Choose the specific site name/location where your rotation will occur. If requesting a new site with which we do not have an existing agreement, select “(New Site)” as a placeholder. Include the site name, location, and other pertinent details in the comments. Separately, you will need to submit a new site request.
 - Request Documents: Click on icon and upload any documents to the rotation request (e.g., CV, application, etc.)
- **Cancel Request:** The drop/trash can icon under “Action” will allow you to request a drop for the rotation.
- **Edit Request:** The edit/pencil icon under “Action” will allow you to edit a pending/wait listed request.
- **View Status:** Click on the yellow flag and yellow comment bubble to review the history/progress on your rotation request. This is the only way to check the status – not via email.
 - Pending Approval – Rotation request is new and in review
 - Wait List – The request has been reviewed and awaits further action (e.g., the site has been contacted, or we are waiting for paperwork)
 - Upcoming – The rotation has been approved and is on your schedule.
 - Past – The rotation has been completed.
 - Deleted – The student has canceled the request or dropped the rotation.
 - Rejected – The coordinator has rejected the request; you should get an email when this occurs which includes an explanation.

Running a Schedule Report

Your User Schedule report is the only way you should be checking for your current schedule. The Manage Schedule Requests page is not an accurate depiction of your current/approved rotation schedule. Reports Tab > User Schedule > Review start and end dates > Click Next to view results.

Residency Interviews

Balancing audition rotations and residency interviews can be stressful and challenging. We want to maximize your ability to go on interviews for residency positions but need to ensure that you get a quality clinical experience and preceptors have sufficient time to evaluate you. Therefore, we have the following guidelines in place for your consideration:

- If you have several interviews in a short time period (example: three in one week), you will be required to take time off rather than missing the majority of a week of rotations. You should plan to take some time off for interviews during peak interview time (October-January) and preserve at least two weeks of time off rotations solely for this purpose.
- If completing a rotation at a site that you would like a residency interview, you should always communicate your interest with the site. They may be able to schedule your interview while you are on rotation at the site.
- Refer to the clerkship syllabus for attendance policies.
 - Days off for interviews are considered days off for duty-hour purposes.
 - Avoid missing the first day of a rotation since site orientation is typically conducted on the first day.
 - You should always attempt to make up missed rotation days.
- You must notify your site, preceptor, and Clerkship Coordinator as soon as you know about the need for an interview absence (generally never less than 14 days beforehand). It is understood you will occasionally get interview offers within the 14-day window. In those instances, notify everyone as soon as you confirm your interview date.
- Interview days and travel need to be documented in the Case Logs on eValue.

DMU provides some flexibility with interview time off, however, the clinical preceptor/site will have final authority to deny any requests to be off from the rotation. Many locations are not as lenient with absences, regardless of the purpose.

The number of interviews needed to maximize your chance for a successful match is highly variable depending on your competitiveness as a student and the competitiveness of the specialty. As a general rule, the student should plan to participate in 10-12 interviews.

Watch your email daily and stay in communication with the site you are interviewing at. Invitations sometimes expire after 24 hours and then they move on to invite the next candidate. Don't lose out because you were not checking your email. Similarly, if you decide to decline or cancel an interview, make sure you notify the program that extended the interview immediately. Provide at least two weeks' notice. This allows the site time to offer the spot to another student (perhaps a classmate). Waiting until the last minute is a poor reflection on you, other DMU students, and DMU in general, so be conscious of the need for prompt communication.

Information Regarding Match

The NRMP (ACGME) Match requires students to complete all rotations by June 30th (no exceptions). DMU is required to certify all students as meeting this requirement (or not meeting it and thus being removed from the match). If you have questions about this, please speak with your clerkship coordinator or the Clinical Affairs' Deans.

The Clinical Rotation

The information below provides guidance regarding your responsibilities as you prepare for each rotation, during your rotation, and at the end of a rotation. **You should keep in mind that these guidelines apply to each rotation you will complete. You will want to plan to ensure you are following these guidelines for each rotation.**

Before Starting Rotation

- Regularly monitor communications from the clinical site and your Clerkship Coordinator. You should reply to all communications within two days.
- 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. ******Failure to complete or submit the paperwork could result in the rotation being cancelled and may lead to being placed on leave of absence or failing a rotation.*
- Follow all preparation instructions provided by the clinical site or Clerkship Coordinator.
- At least one week before the rotation begins, you must contact the site for parking instructions, ID badge, EHR access, when/where to report on the first day, dress code, etc.

Day One of Rotation

- You may not be absent on the first day of a rotation for any reason, including board examinations.
- You must complete site orientation training as assigned by each rotation site.
- You are expected to print and give clerkship syllabus to the attending physician on the first day. Be prepared to discuss your learning goals for the rotation with your attending.

During Rotation

- You are required to wear an ID badge stating status as pre-graduate medical student. Never represent yourself as medical graduate or licensed physician.
- You 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.
- You may not accept financial compensation or 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.
 - You should anticipate an average of 60 duty hours per week. The rotation may have a minimum of 36 duty hours per week and cannot exceed 80 hours per week on average.
 - For details on absences while on rotation, refer to the Absence Policy in clerkship syllabus.
 - You are required to notify the clinical site/preceptor, site coordinator, and DMU Clerkship Coordinator of any absence. Detailed information regarding the absence policy can be found in each course syllabus.

- 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.
- 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.
- Be sure to return any items that are property of the facility such as your ID badge, parking permit, borrowed equipment, or books. Failure to return all required items may result in fines, delay of a completed evaluation, and possible disciplinary action.

After the Rotation

Send a thank you card to the preceptor and any supportive site staff personnel. Blank DMU thank you cards are available from your Clerkship Coordinator.

Reviewing Evaluations Completed by Your Attending

- Reports Tab > Completed Evaluations about Students
- Edit the date range to include the rotation evaluations you wish to review
- Evaluations not yet completed by your attending will read “Open” in the Completion Date column

Miscellaneous

Special Circumstances

You are expected to comply with the guidelines provided in this guide, the DMU Student Handbook, and your clerkship syllabus, however, the Office of Clinical Affairs recognizes that every student and site situation is unique. If you believe you have a situation that would warrant an exception to policy, please discuss the situation with your Clerkship Coordinator. If the Coordinator agrees that an exception may be justified, you will be asked to complete a [special circumstance request](#). When submitting the request, you will be asked to specify the variance being requested and provide the justification as to why it enhances your 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.

Maxient

Des Moines University uses a system called Maxient to document student warnings and disciplinary action. The Office of Clinical Affairs will send communications through Maxient for occurrences such as:

- Case log policy violations
- Unexcused absences
- Below Expectations ratings on Preceptor of Student rotation evaluations
- Rotation failures

You are expected to read communications sent through the system and take any actions that are requested through those communications.

Malpractice Insurance

- General and professional liability insurance is provided by the University. The coverage is determined by the student's eValue schedule.
- The malpractice insurance renewal date is July 1. A new certificate of insurance is typically available one week prior to the renewal date.
- The current fiscal year liability/malpractice certificate is available on the eValue homepage for you to provide to your rotation sites when requested.

Needle-Stick and Other Injuries at a Site

Your health and safety are always a high priority. If you have an occupational exposure (needle-stick injury, bloodborne pathogen exposure, etc.) or injury immediately **notify your preceptor or immediate supervisor and follow the policies/procedures of the site. Care should be sought if needed.**

After your immediate needs have been met, you should also notify your Clerkship Coordinator and complete DMU's [injury report form](#). It is the expectation that student health insurance will be used to cover care after an injury. Additional resources include Jessica Sleeth, RN, Practice Manager, University Health.

Outside Activities / Research

Students may want to participate in activities such as research or volunteering outside of their rotation's scheduled hours. DMU must be notified of these activities. Students participating in these activities must be in good academic standing, including, but not limited to consistently passing post rotation exams (COMAT) and preceptor evaluations. You must not have difficulty submitting required rotation paperwork and assignments. Contact your Clerkship Coordinator to request approval for participation in outside activities. The Clerkship Coordinator will verify your academic standing with the Associate Dean, COM Clinical Affairs.

DMU malpractice insurance does not cover students doing volunteer work or outside activities.

Fourth Year Frequently Asked Questions

How many requests for the same time-period am I allowed to make in eValue?

You can only request one rotation for one given timeframe in eValue, except during auditions.

How soon can I start scheduling rotations through VSLO?

Each rotation site will have different dates that they will start accepting applications. The section above on VSLO provides links to some great student “how to” information on this process. Once you have access to VSLO and the site has started accepting applications, you can start to apply.

If I am waiting on one or more rotations through VSLO, how should I enter that into eValue so my DMU Coordinator is aware of my rotation plans?

You do not need to enter any rotation request in eValue until you have site approval through VSLO for the rotation and dates.

How long does it take to get notified of approval/rejection from VSLO for a requested rotation?

This timeline can vary greatly by site. Some let you know within a few weeks of your application, others notify students between 6-8 weeks before the start of the rotation. Whether approved or denied you should get an email from the VSLO system notifying you of the status.

How many audition rotations should I schedule?

It depends upon many factors (how competitive you are, the specialty or geography, finances, etc.). You should plan on at least 3-5 audition rotations.

What exactly is a sub-internship (rotation)?

These rotations are where the student will “act” as the intern and thus have more clinical responsibility on the rotation. The expectations during these rotations are much higher and as such, you should be fully prepared to have greater autonomy and responsibility. Sub-internship rotations are more demanding. Consider this as you determine how many sub-internship rotations you accept. You may not want to schedule an excessive number of these rotations.

How do I know if a rotation will qualify for the Community Medicine requirement?

Please review the Community Medicine syllabus. Typically, these are going to be community clinics, free clinic, FQHC, etc. If in doubt, you can email your Coordinator.

What is the best approach for taking the COMLEX-2CE board?

It is best to try and take COMLEX-2CE as close to Comp Week as possible as you will be most prepared. It can be difficult to study while on rotations (especially an audition rotation). Also, the sooner you take the exam, the sooner you will have results and many programs want to see a score (or pass) before granting interviews. Also, if you did not do well on COMLEX-1, this is your chance to show a marked improvement on the CE exam.

What if I fail boards?

If you fail the COMLEX-2CE exam you will work with the Associate Dean of Clinical Affairs to determine how to proceed. If you fail a USMLE exam, please refer to the DMU student handbook for more information on how to proceed.

Fourth Year Checklist

Standard Items

- ☐ Comprehensive Clinical Assessment (CCA) Week passed
- ☐ Immunizations current, including annual influenza and TB testing
- ☐ N95 mask fit test
- ☐ Personal Health Insurance current (have card)
- ☐ Annual Criminal Background Check and Urine Drug Screen completed
- ☐ Collaborative Institutional Training Initiative (CITI) courses
 - OSHA Bloodborne Pathogen (Biosafety/Biosecurity Learning Group)
 - Human Subject Research
 - HIPAA (or HIPS) Basic
- ☐ Mandatory Reporter
- ☐ BLS current through graduation
- ☐ ACLS current through graduation
- ☐ COMLEX Level 2CE
- ☐ Complete additional site activities/paperwork in advance of rotations

Fourth Year Rotations

- ☐ Clinical rotations: 40 weeks
- ☐ Each rotation must be scheduled at least 45 days in advance
- ☐ Case Logs (eValue) must be entered for every patient encounter, daily. Refer to the case log policy in the clerkship syllabi for additional details.
- ☐ Student Evaluation completed for each rotation. It is suggested that students review it with their preceptor on the last day of the rotation to ensure it is completed in a timely manner.
- ☐ Site Evaluation for each rotation (complete on last day of rotation)
- ☐ Twelve weeks of DO time (total for years 3 & 4)
- ☐ Completion of the OMMIV course

This checklist is meant to serve as a general guide. There may be other requirements assigned for which students are responsible.

DO27 Clinical Calendar

AUGUST 2025 S M T W T F S 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 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	OCTOBER 2025 S M T W T F S 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 (21 weeks) 8/4/2025 - 12/23/2025 Spring Term (20 weeks) 1/5/2026 - 5/24/2026 NAMI 12/22/2025 - 12/23/2025 3rd Year Winter Break 12/24/2025 - 1/4/2026 Scheduled Break 5/25/2026 - 5/31/2026 4th Year Summer Header (9 weeks) 6/1/2026 - 8/2/2026 Fall Term (20 weeks) 8/3/2026 - 12/20/2026 Spring Term (20 weeks) 1/4/2027 - 5/21/2027 Comp Week (CCA) 6/1/2026 - 6/5/2026 4th Year Winter Break 12/21/2026 - 1/3/2027
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