

**Nova Southeastern University
Dr. Kiran C. Patel College of Osteopathic Medicine**

Policy Update:

KPCOM Program/Degree: Osteopathic Medicine Program/D.O.

Effective Date Issued: January 18, 2018

Student Handbook Issue: Clinical Training Manual

Portions of the M4 Elective Rotations policy have changed. The original policy, which can be found on page 28-30 of the KPCOM Clinical Training Manual, is updated with the following, with the changes noted in red:

B. M4 Elective Rotations:

1. Application for Electives:

Students are responsible for setting up their own elective rotations. The Office of Osteopathic Clinical Education must review and approve the elective rotation at least 60 days in advance of the desired rotation start date in order for students to receive credit for the rotation. No elective may conflict with the assigned core rotations and assigned core rotations may not be changed to accommodate the elective rotations. More information regarding M4 elective rotation application process will be discussed during the M3 Residency Fair event, during annual clinical core site campus site visits, and via e-mail announcements in January – March of the M3 year.

2. “Three Discipline Rule”:

Electives can be in any of the recognized disciplines of medicine as identified in the HPD Catalog listing of clinical rotations in the KPCOM Course of Study section. However, a student may not set up more than three blocks of elective time in the same exact discipline of medicine or surgery (the subspecialties of a core specialty of medicine or surgery are considered different disciplines). Students may utilize elective time to pursue patient care, research, public health, academic medicine or international opportunities.

The Selective rotations are not subject to the “three discipline rule” and may be used in any specialty or sub-specialty of the student’s choosing as long as the request adheres to the requirements for that selective. The request is to be submitted at least 60 days prior to the beginning of the rotation, and the preceptor indicated must be board certified in the field indicated.

3. Independent Study Weeks:

If a student chooses to set up an elective rotation during his/her Independent Study (IS) block, this rotation can be in any discipline that the student chooses even if two rotations have already been completed in this area of medicine. This will be considered an “extra” elective. However, no student will be able to extend his/her training past May of the M4 year for any extra rotations. All IS time (weeks or days) must be requested on the elective application form with the specific dates

requested and must be done so in a timely manner, typically 60 days prior to the time requested. If IS days are utilized to account for “gaps” between rotations, the student may be required to do an extra 2-week rotation late in the M4 year in order to meet the 24-week requirement.

4. Two-Week Elective Rotations:

Students are allowed to take up to 4 x 2-week elective rotations subject to the approval of the preceptor and the Director or Assistant Dean of the Office of Osteopathic Clinical Education. Two-week rotations must be for a minimum of 2 consecutive weeks or 10-consecutive weekdays. No elective requests for less than a period of 2-weeks will be allowed.

5. Scheduling of Elective Rotations including Visiting Student Application System:

a. “VSAS-Visiting Student Application Service” participating programs:

- Student access to VSAS is granted by the NSU-KPCOM Department of Clinical Education, generally in January of your OMS-3 year. Once granted access, you will receive a “**VSAS: New User Instructions**” email containing login instructions.
- If you have questions or concerns about VSAS access, please contact the NSUKPCOM Department of Osteopathic Clinical Education.
- The VSAS website can be found at: <https://students-residents.aamc.org/attendingmedical-school/electives-and-make-courses/applying-away-electives-vsas/>

b. Non-VSAS applications:

- AOA accredited residency programs,
- ACGME accredited residency programs not using VSAS,
- Independent physician offices or clinics, and
- NSU-KPCOM rotations.

Application Process:

- Identify the desired elective rotation: Call the hospital, healthcare facility or preceptor and request an elective rotation at their site for specific dates.

Recognize that the hospital, clinic, residency program or preceptor may have their own application form to be completed. Find the form on their institutional website or ask for the form to be sent to you. Complete the institutional specific form, if they have one, AND complete the **NSU-KPCOM Application for Elective Rotation Form** found on the Blackboard Clinical Education course as well as at the following link: <http://osteopathic.nova.edu/resources/clinical/forms/rotationchange.pdf>

- Be certain to fill out the form completely including:
 - specific days and dates of rotation,
 - the preceptor and his/her credentials, and
 - the site contact information.
- If there are “gap days” between elective rotations, please be certain to complete the “Application for Elective Rotation Form” found on Blackboard and at the following link;

<http://osteopathic.nova.edu/resources/clinical/forms/rotationchange.pdf> and indicate “COM 9500 Independent Study Course” dates.

- Submit all completed forms via fax, email, or hand delivery to the Office of Osteopathic Clinical Education for consideration no less than 60-days prior to the desired rotation.
- Applications not submitted 60-days prior to the start of the intended rotation may not receive approval. Students in this situation may be placed at an alternative site at the discretion of the Assistant Dean of Osteopathic Clinical Education and will only be approved as long as all student-required paperwork for previous rotations is up-to-date and complete.

6. Elective Application and Approval

- Upon receipt of the Application for Elective Rotation Form, the Office of Osteopathic Clinical Education will send credentialing paperwork to the site, including:
- Credentialing Letter or “Letter of Good Standing” (Note: do not contact the dean for this letter. The Director of the Office of Osteopathic Clinical Education completes the application process.)
- Before the start of the rotation, the student must call the site to verify rotation approval, necessary housing arrangements, and confirm the rotation starting time and location.

7. Elective Application Denial:

- If the rotation is denied or the site informs the Office of Osteopathic Clinical Education that the rotation is unavailable, the student will be notified.

8. Cancellation of Elective Rotations:

- If any circumstances change with the rotation and/or preceptor, students must contact the Office of Osteopathic Clinical Education within 48 hours.
- The student will be required to submit a “Cancellation of Elective Form” immediately and submit to the Office of Osteopathic Clinical Education.