COM-2025
Fourth Year Scheduling Guidelines

Welcome to Fourth Year

Your fourth and final year of medical school is just around the corner. Fourth year is an essential time for learning and preparing for residency. You will be very busy at times, working on your residency applications, applying for clerkships, working on your MSPE, confirming letters of recommendation, functioning like an intern on your sub-internships, and traveling to and from residency interviews. We are here to assist you along the way! -Clinical Education

Fourth Year Scheduling Guidelines Acknowledgement

I understand that I am responsible for reading, understanding and adhering to the information and policies contained in the Fourth Year Scheduling Guidelines 2024-2025. I understand that the Fourth Year Scheduling Guidelines are intended to provide me with a general overview of the Fourth Year Scheduling information, Clerkship Policies, Procedures, Services, Resources and Requirements.

Navigating this Document

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Guidance and Support

Fourth Year Scheduling Orientation (Fall)
This can be viewed on the eValue Home Page under Fourth Year Scheduling Resources.

Student Informational Panel (February)
More information will be sent via email at a later date.

Coordinator Chats (Quarterly)
Clinical Education wants to chat with you and answer questions you may have through your scheduling process. You will receive a calendar invite to join your KCU Clinical Education Coordinator in the fall and spring. If you are unable to attend, you can always reach out to your coordinator directly. We look forward to chatting with you!

eValue Home Page
The eValue Home Page provides the following scheduling resources to assist you while scheduling. Please familiarize yourself with these resources.

- **Fourth Year Scheduling Resources**
    - Fourth Year Scheduling Guidelines
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- **Student Resources**
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    - Affiliation Agreement Listing
    - Affiliation Agreement Request Form

Curriculum

Fourth year clerkships will start immediately following Clinical Management Review - CLMD 306. You must be enrolled in clinical activities throughout the entire academic year, **through April 25, 2025** of the Spring Semester.

Required Core Clerkship: Emergency Medicine <u>EMED 401</u>
Students may satisfy the clinical education component of the Core Emergency Medicine clerkship through participation at any full-service Emergency Department at any accredited hospital. If an affiliation agreement is required by the site, this must be in place at the time the student rotates at that facility.

This course is HONORS/PASS/FAIL
- Must pass COMAT exam at the end of the clerkship
- Can be completed at any full-service Emergency Department at any accredited hospital
- Students are expected to work a minimum of 160 clinical hours to receive credit for the clerkship
- These shifts must span four [4], full weeks or one [1] month
- Must be confirmed **90 days** prior to start date
- Complete required Online Society for Academic Emergency Medicine (SAEM)
    - Complete CDEM Readings

- o Complete required Online SAEM Tests
  - o You will receive account and log in information upon starting fourth year.
- o Emergency Medicine selectives, completed in year three, cannot fulfill the fourth-year EMED-401 Emergency Medicine requirement
- o Must be completed on or before **March 1, 2025**
- o Urgent care clinics, ambulatory clinics, observation only and Pediatrics EMED will not meet the requirement for this core clerkship
- o Retroactive course changes are not allowed

Students are expected to work a minimum of 160 clinical hours to receive credit for the clerkship. Shift length varies by location with some locations scheduling 8-hours shifts, some scheduling 9-hours shifts, and others scheduling 12-hours shifts:

- o 160 hours / 8 hours/shift = 20 shifts
- o 160 hours / 9 hours/shift = 18 shifts
- o 160 hours / 12 hours/shift = 14 shifts

Attempting to complete these shifts in a shorter period of time will result in the student completing additional shifts in order to meet the requirement.

EMED 401 Coding in eValue: When entering your EMED Core clerkship in your eValue schedule, select the clerkship EMED 401 Emergency Medicine (Core)

Emergency Medicine COMAT

You must pass a National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT) upon completion of the fourth-year core emergency medicine clerkship.

The COMAT subject exam is taken as a self-proctored exam scheduled on the last business day of the clerkship. Once your Emergency Medicine clerkship has been approved by your KCU Clinical Clerkship Coordinator, they will enter your EMED COMAT for you.

If testing accommodations are needed for the EMED COMAT, application and approval through Student Workday is required prior to the start of fourth year.

Students may be awarded Honors (H) for excellent performance this COMAT Subject Exam. Passing (P) and Honors (H) are benchmarked against the NBOME academic-year norms for all students in that discipline in combination with minimum standards set by KCU.

Exam information is communicated to you by email from the Exam Services and Analytics Department and added to your schedule in eValue. You are expected to take the exam as scheduled. Any requests for changes to the exam date or time must be requested from your KCU Clerkship Coordinator a minimum of 2 weeks ahead of time. Approval is not guaranteed and reviewed on a case-by-case basis. A retake of a COMAT exam is only allowed to achieve a passing score.

Required Sub-Internships or Audition Clerkships: These courses are PASS/FAIL
- o Three [3] 4-week or 1-month clerkships required, no splitting of Sub-I's allowed
  - ▪ To meet KCU requirements only three [3] Sub-I's can be coded within a student's eValue schedule, however, additional auditions may be completed and coded as an elective in eValue.
  - o Must be completed on or before **March 1, 2025**
- o Must be confirmed **90 days** prior to start date
- o Minimum of 37.5 hours a week
- o International clerkships cannot be coded as Sub I's
- o Retroactive course changes are not allowed

Sub- I Coding in eValue: When entering your 3 Sub-I's in your eValue schedule, select a clerkship with an "s" after the course code. In parenthesis there will be (Sub-I).
Example: FMED 406s Family Medicine (Sub-I)

Required Electives or Additional Audition/Sub-I Clerkships – These courses are PASS/FAIL

Elective clerkships are part of the fourth year. If completing any additional audition/Sub-I clerkships they will be coded as electives in your eValue schedule. Students typically determine timeframe and location at which elective(s) may be completed. Students must be consecutively enrolled through the last Friday of April.

- o Scheduled through the end year four
- o A minimum of four [4] electives required
- o Up to three [3] elective clerkships (4-week or 1 month each) may be completed within the same Sub-Specialty
- o These electives may be split into two-week increments if available
- o Must be confirmed **90 days** prior to start date
- o Minimum of 37.5 hours a week
- o International electives are not be permitted during the month of April
- o Retroactive course changes are not allowed

Elective Coding in eValue: When entering your elective clerkships in your eValue schedule, select a clerkship with (elec) after the course code.
Example: EMED 402 Emergency Medicine (Elec)

Required Osteopathic Principles and Practices (OPP) Course <u>OPP 420</u> – This course is PASS/FAIL

Offered in fall semester of fourth year only.

Required Osteopathic Skills Clinical Exam (OSCE)

The Osteopathic Skills Clinical Exam (OSCE) is a curricular experience designed to provide students an opportunity to demonstrate their clinical skills. On-line asynchronous learning as well as a standardized patient encounter based Objective Structure Clinical Examination (OSCE) session for assessment will provide a broad range of patient care presentations.

Students are required to travel back to the KCU-KC campus, KCU-Joplin campus in the spring semester of fourth year. Detailed information is sent out via email during your fourth year. Each student must successfully complete and receive credit for this course to qualify for graduation.

Sub-Internships or Audition Clerkships

Sub-Internships (Sub-I) are clinical experiences designed to provide you with an opportunity to function at a level closer to that of an intern. Many times, this is the same as an audition. Sub-internships must be completed as full-block experiences.

Audition Clerkships are designed to provide students with the opportunity to gain exposure to potential residency programs.

Audition Clerkship FAQs

Q: How should I plan my audition clerkships?
A: Audition clerkships are where fourth year medical students spend elective time at residency programs to which they are applying during the last half of the calendar year. Opinions differ in what the ideal months are, but they are typically considered July – January. There are a few programs that will only rank applicants that have rotated through the program. There are some programs that give "courtesy" interviews to anyone who rotates through the program. These are important things to know when investigating programs.

These clerkships are also the best way to find out what a program is really like. In general, it is advisable to schedule audition clerkships at the programs in which you are most interested. Popular clerkships and competitive specialties

typically fill up several months in advance, so it is wise to start planning these clerkships in the winter/early spring of your third year.

It is important to know that nearly everyone that you encounter during your time in a program may give feedback about your performance, and any negative interactions may prevent you from ever being ranked into that program.

Q: When do I start scheduling audition clerkships?
A: Most audition clerkships are completed between July and January. Researching programs should begin by December or January of the students' third year. The release of applications will vary by site; many are released early Spring. Students need to continue checking back and make notes of when programs open their catalogs. Acceptance notifications will vary.

Q: What is the cost to apply for an audition clerkship?
A: Application fees will vary by site. It is wise to take note of the various site fees and plan for additional costs.

Q: Who is responsible for paying application fees for audition clerkships?
A: Fees to apply for audition clerkships are the responsibility of the student.

Q: Who is responsible for paying travel costs for clerkships?
A: Travel arrangements and costs are the responsibility of the student. Students are responsible for out-of-pocket expenses associated with clinical education, including transportation, housing, meals, professional attire, laboratory fees, etc.

Scheduling: Getting Started

It is recommended to begin preparation for fourth year clerkships no later than December of third year. <u>Fourth year clerkships will start immediately following Clinical Management Review - CLMD 306.</u> See your eValue schedule for the exact date.

Organization is key in this process. Create a Fourth-Year folder on your desktop and determine how you will create your Fourth-Year schedule calendar. Reference the eValue Home Page for a Scheduling Template and Checklist to guide you.

1. Start by determining your geographic location. Is this somewhere you can complete electives while not on audition rotations? Is this somewhere you can complete your EM Core? You will want to make those connections as soon as possible to ensure you have a home base to go back to between auditions.

2. Determine and prioritize in which programs you are most interested. Do you meet the programs' residency requirements? Do you meet their board score minimum? Plan to apply to those locations for the months of July-January.

3. Determine where and when you will complete your EM Core. In the spring it can be difficult to secure as it must be complete by the end of February.

4. Evaluate and manage your finances to ensure your scheduled plan is attainable.

5. Search each individual program to determine how to apply. Make sure you meet all their compliance requirements. Keep track of when the programs' applications open for the next academic year so you are prepared to apply and provide your KCU Clinical Clerkship Coordinator ample time to assist you should you require it. Does the site require an Affiliation Agreement?

Scheduling Strategy

o Audition season is generally July – January.
o It is recommended you select your top programs and try to schedule clerkships with at least three to four of these locations.
o You are strongly encouraged to submit a minimum of three separate applications per time period.

o   Fourth year clinical clerkship requirements **must be completed by Friday, April 25, 2025**.

Scheduling Platforms

Possible Scheduling Opportunities/Assistance

o   *Visiting Student Learning Opportunities (VSLO)*
o   *Clinician Nexus (CN)*
o   *My Clinical Exchange*
o   *Doctors that Do*
o   *Voluntary Preceptor List*
o   *Directly with the Residency Program, Hospital or Clinic*
o   *FREIDA*
o   *https://www.residencyexplorer.org/*

Visiting Student Learning Opportunities (VSLO)

The Association of American Medical Colleges (AAMC) Visiting Student Learning Opportunities™ (VSLO™) program is designed for medical and public health students to pursue short-term learning opportunities in locations away from their home institutions. VSLO streamlines the application process for both students and institutions.

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

VSLO Specialty Away Rotation Guidance

This page links out to different specialty pages, some providing student advice etc.

VSLO FAQs

Q: How do I get started?
A**:** VSLO has a great deal of help with step-by-step instructions and FAQs to assist you.
- Sign In to VSLO
- How to Use the VSLO Application Service

Q: Why has my VSLO application not been released?
A: KCU Clinical Clerkship Coordinators cannot release incomplete applications. Sign In to VSLO to ensure your application has all the required documents *uploaded* to the application site. This includes: Curriculum Vitae (CV), Immunization Form, Professional Photo, Transcript, etc.

Q: How quickly will my completed application(s) be released once complete?
A: KCU Clinical Clerkship Coordinators process *complete* applications in the order received, within 5 business days of receipt if all requirements are met.

Q: Who uploads Letters of Good Standing (LOGS) to VSLO?
A: Typically, Letters of Good Standing are not needed for VSLO. This is covered through the VSLO Verification Process completed by your KCU Clinical Clerkship Coordinator. However, if one is needed, your KCU Clinical Clerkship Coordinator can provide you with a Generic LOG upon request. If it is a Host requirement the KCU Clinical Clerkship Coordinator will upload it to VSLO for you.

Q: Who uploads Letters of Recommendation (LoR) to VSLO?
A: Your preceptor must send a copy of your LoR to your KCU Clinical Clerkship Coordinator. Alert your KCU Clinical Coordinator it is coming and needs to be uploaded to VSLO.

Q: Who do I contact if I experience technical issues with VSLO?
A: Since VSLO is separate from KCU and Department of Clinical Education, KCU IT cannot trouble shoot the program. Students need to utilize the VSLO Help Desk for login or other technical problems when using the site. VSLO Help Desk staff is available by phone (202) 478-9878, Monday - Friday, 8am - 6pm ET or by their online help request form.

Clinician Nexus

Clinician Nexus (CN) is an online platform that facilitates clinical clerkships completed at HCA and other facilities, for medical students. You may need to use Clinician Nexus for scheduling third and fourth year clerkships at HCA and other facilities across the country.

This link provides the student with directions for applying to clerkships.
https://help.cliniciannexus.com/article/77-applying-for-electives

NOTE: The first time the student applies to a location, the student will be required to upload several common documents such the CV, Immunization Form, Photo, etc. If any documents are needed from the Department of Clinical Education, you must reach out to your KCU Clinical Clerkship Coordinator.

My Clinical Exchange is an application system students can apply to certain programs in.

Doctors that Do is an online informational database that provides contact information for osteopathic physicians across the United States. The database allows you to see physicians near your location.

Voluntary Preceptors List

This is a new resource that the Clinical Education Department is developing to assist students with scheduling. The list provides physicians that reach out and actively want students. The list will be updated periodically as physicians reach out with interest. This list can be found on the eValue Home Page under Fourth Year Scheduling Resources.

Scheduling Process

- Email or speak with the person in charge of scheduling clerkships or externships to inquire about the facility's specific process (e.g. availability, fees, housing, etc.).
- **Verify with the scheduling location to determine if a new affiliation agreement or updates to an existing agreement will be required by the clerkship site** – *many locations do not need one*
    - If a new affiliation agreement is needed or a renewal, please see affiliation agreement process for next steps
- Complete institutional paperwork in its entirety (e.g. site application, hospital forms, immunization/health forms, etc.) and forward to your KCU Clinical Clerkship Coordinator for processing. KCU Clinical Clerkship Coordinator's process paperwork within **5 business days** of receipt. Keep in mind this can take a bit longer during certain times of the year.
- Incomplete paperwork will not be processed, and will be returned to you.
- Be proactive in gathering and submitting documents.
- Be cognizant of program deadlines.

How to Land the clerkship

When searching for a clerkship it can be intimidating calling or emailing a physician. At times you may be blind calling clinics or physicians for electives who do not use a determined scheduling database. Start by calling the location and asking to speak to the office manager. Sometimes there will only be a receptionist. Introduce yourself and ask for a good email for the practice and physician to send your information. Include the following:

- CV (reach out to Residency Placement Advising for assistance)
- Professional Picture
- Time frames you are available
- Fourth Year Preceptor Brochure (located on the eValue home page)

Example of Site/Preceptor Inquiry Email

Good afternoon,

I hope this email finds you well. My name is _____ _____. I am a current third year osteopathic medical student from Kansas City University. I am currently scheduling my fourth year of medical school and hope to schedule an elective clerkship with you from _____ - _____ to hone my medical skills. My interests include_____. For your review, I have attached my CV, Photo, KCU Preceptor Brochure, and an evaluation from a previous preceptor. Please let me know if you have any questions. I look forward to hearing from you and potentially learning from you. You may contact me at (888) 888-8888 or via email.

Signature

My clerkship is confirmed – I'm Approved…Now what?

- Submit the Scheduling Request in eValue for review **90 days** prior to the proposed start of clerkship. Directions for entering your approved clerkships are on the eValue Home Page. Keep in mind retroactive course changes are not allowed.
- Documentation of approval is required to be uploaded with clerkship request in eValue
    - This can be a screen shot, email, letter, etc. and must include dates and clerkship type
- A KCU Core Site, Residency Program, Institution or Preceptor generally confirms acceptance for a clerkship via email. If verification is not received, it is your responsibility to contact the above to determine the status of the clerkship **90 days** prior. If confirmation is still not received, an alternative clerkship should be secured
- Follow up with the program 60 days prior to confirm compliance for start date

*Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate University official.

Q: What if I am offered more than one clerkship for the same time frame?
A: Confirm the clerkship you are more interested in, email the other site in a timely manner, explaining your scheduling conflict and hopes for another timeframe to be scheduled at their program. Communication is key to maintain a professional view to each program.

Q: What do I do when I cannot find a clerkship?
A: Contact your KCU Clinical Clerkship Coordinator to discuss how you have been applying. Branch out geographically. Talk to other students. Utilize all resources provided from Clinical Education, located on the eValue Home Page under Fourth Year Scheduling Resources. You may have to do some cold calling if you are not able to secure a clerkship.

Canceling/Changing a Clerkship

It may be necessary to cancel or change a fourth year clerkship. Cancellation/change requests must be received, at a minimum of **60 days** prior to the confirmed start date. Requests are considered on a case-by-case basis and approval is not guaranteed. You are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline or denied. For consideration, requests should include the following:

- An Appeal Request submitted via email to your KCU Clinical Clerkship Coordinator, detailing the reason for the cancellation/change request
- A scheduling request for an alternative clerkship must be submitted for review in eValue
- If a program does not extend an interview, you are still required to attend the scheduled clerkship
- Attending the clerkship can still leave an opportunity for matching

Q: What do I do if I am cancelled on last minute?

A: Immediately contact your KCU Clinical Clerkship Coordinator to discuss options. Reach out to your third-year core site to see if they have any availability.

Denied Scheduling Requests

A Scheduling Request may not be approved if:

- You have already completed eight weeks with a preceptor
- Documentation of approval is not uploaded in eValue with your request
- Preceptor is your friend or relative
- Affiliation agreement cannot be reached between KCU and the clerkship site, when applicable
- Clerkship is less than two-weeks in duration
- Dates conflict with previously scheduled clerkship(s)
- Preceptor or clinical training site does not have appropriate forms on file
- Requirements of the clinical training site and/or preceptor have not been met (examples include completion of forms and submission of immunization documentation)
- Request was received after the deadline
- You are not in good standing
- You did not schedule the clerkship appropriately
- Student did not follow site directions when applying
- Student went directly to preceptor at a core site without approval
- Clerkship was set up in a Core Site Region that does not allow outside students. ie: KC Region

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

Scheduling Checklist:
Research Program and apply
Complete required application/paperwork
Check if affiliation agreement is required
   If required complete request form (eValue Home Page)
Once approved submit eValue schedule request 90 days prior and upload approval documentation
Follow-up with program 60 days prior to confirm compliance for start-date
Review your eValue schedule for accuracy

Fourth Year Clerkships at a KCU Core Site

Some Core Sites may permit fourth year students the opportunity to schedule clerkships. Students may not directly contact any preceptors, hospitals, or clinics at a KCU Core Site without permission.

- **KCU Core Site** – If you plan to schedule at any KCU Core Site or within an hour proximity, please reach out to the Core Site coordinator at that location prior to reaching out to any hospital or physician. This is to ensure you do not overbook a physician or hospital. Failure to contact your KCU Clinical Clerkship Coordinator prior to scheduling may result in a professionalism corrective action notice.
- **Denver Region** - unless you are assigned as a Denver Region Core Site student, you may only apply to residency programs. You are not to contact any preceptors/sites in the Denver Region directly unless you were a Denver Region assigned core student.
- **Kansas City Region** - unless you are assigned as a Kansas City Region Core Site student you may only apply to residency sites listed below. You are not to contact any preceptors/sites in the KC Region directly. KC clerkships cannot be used as back-up's and cancellations are only permitted with extenuating circumstances.
    - Availability is limited in the Kansas City Region

Residency Program (as listed in application system)	Application System	eValue Site (once approved by application system)
Research Medical Center – Family Medicine	Clinician Nexus	MO – Research Family Medicine Residency [CN]
Overland Park Medical Center – Internal Medicine	clinicaleducation@kansascity.edu **request due by 03/22/24**	KS – KC Hospitalist PA
U Missouri Kansas City SOM (Psychiatry)	VSLO	MO – Center for Behavioral Medicine [VSLO]
U Missouri Kansas City SOM (Family Medicine)	VSLO	MO – University Health Truman Medical Center Lakewood [VSLO]
U Missouri Kansas City SOM (All other Specialties)	VSLO	MO – University Health Truman Medical Center [VSLO]
Children's Mercy Hospital	VSLO	MO – Children's Mercy Hospital [VSLO]
Univ of Kansas SOM – Kansas City	VSLO	KS – Univ of Kansas SOM – Kansas City [VSLO]
KCU-GME Consortium/St. Mary's Medical Center Surgery Program	clinicaleducation@kansascity.edu **request due by 03/22/24**	MO – Kansas City Region (CORE)
KCU-GME Consortium/Research Medical Center Orthopedic Program	Clinician Nexus	MO – Research Orthopedic Surgery Residency

IMPORTANT: Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate University official.

Clerkship Information & Opportunities

Clerkships with Relatives

Occasionally you may request to complete a clerkship with a relative. An appeal request is required for consideration of this request. If approved you will enter clerkship request in eValue. Due to the potential that personal relationships can interfere with the clinical evaluation process, clerkships with relatives are discouraged and may be denied by KCU.

Eligible Preceptors

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

- Licensed as a DO or MD in the primary state of practice, free of disciplinary action
- Board certified/eligible in the clerkship specialty
- Adjunct Faculty appointment with KCU

Research clerkships must be supervised by a DO, MD, PhD, PharmD or PsyD. Training experiences in Alternative Medicine, or CLMD courses may be supervised by a mid-level health care provider or other professional with prior approval from the Department of Clinical Education. Students must submit a preceptor CV for any clerkship not being supervised by a DO or MD.

Alternative Medicine

You are allowed to complete **one [1], two [2] week** elective clerkship in Alternative Medicine during the fourth year and must be supervised by a health care provider or other professional. Alternative Medicine clerkships cannot be international. Students must submit a preceptor CV for any clerkship not being supervised by a DO or MD.

You must submit a Scheduling Request through eValue at least **90 days** ahead of time to the assigned KCU Clinical Clerkship Coordinator in order to obtain approval. An evaluation is required to receive credit for the experience.

MBA (Rockhurst) Clerkship and MPH (UNMC) Clerkship

You are allowed to complete, **one [1] four [4] week or one [1] month** elective clerkship during the fourth year and must be supervised by a health care provider or other professional. [MBA or MPH Dual Degree Students Only]

This elective provides the student with hands-on experience in healthcare management and/or health policy administration. You will complete a clerkship in one of several health care and/or public health policy environments, which may include private or public hospitals and clinics, public health departments, public health agencies, professional societies, managed care organizations, health insurance firms, or others.

You must complete and submit the Health Care Management & Public Health Policy form, located on the eValue Home Page, to the assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days ahead of time for approval**. An MBA/MPH clerkship cannot be scheduled before or after designated flex time, online or virtual. Once approved you must submit a scheduling request through eValue. An evaluation, certificate of completion or project summary is required to receive credit for the experience.

Online Courses

You are allowed to complete **two [2]** online clerkships during the fourth year. The online clerkships are a maximum of **two [2]** weeks in duration. You can complete a total of 4 weeks online consecutively. The approved online clerkship list can be found on the eValue Home Page. The approved online list provides directions on how to enter in eValue requests. Online clerkship requests not listed must be emailed to your Clinical Clerkship Coordinator, including the curricular requirements, online site/location and duration of requested clerkship for approval.

You must submit a Scheduling Request through eValue at least **90 days** in advance. You must specify which online clerkship they are choosing in the comment section for processing and approval.

A certificate of completion or project summary report is required to receive credit for the experience and must be uploaded to eValue by the last day of the online course. At the end of the online clerkship, you will receive an evaluation email with a prompt to upload your required assignment(s).

Virtual Clerkships (CLMD413)

Virtual clerkships curriculum is intended for those clerkships that are entirely remote without any or with minimal clinical time. These clerkships typically have a structured schedule with interactive didactics and/or telehealth opportunities. Virtual clerkships cannot be coded as a Sub-I. The approved virtual clerkship list can be found on the eValue Home Page. The approved virtual list provides directions on how to enter eValue requests. Virtual clerkship requests not listed must be emailed to your KCU Clinical Clerkship Coordinator, including the curricular requirements, site location and duration of requested clerkship for approval. Students must also apply to program for official approval.

You are allowed to complete **one [1]** virtual clerkship during the fourth year. The virtual clerkship must be two [2] to four [4] weeks.

Combining Flex-Time, Virtual and Online Opportunities

You may only combine up to four [4] weeks consecutively of Flex-Time, Online, Virtual, Research, MBA/MPA. A hands-on clerkship must be scheduled prior and following.

One Week Clerkships

One-week clerkships are not allowed due to the amount of time spent on clerkship being too minimal for you to receive a valuable educational experience and for the preceptor to provide an accurate evaluation of your performance.

Scheduling a Research Clerkship

For Credit Research – you are **allowed to complete a total of one [1]** credited research clerkship.

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

International Elective Opportunities

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

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

Step 1:

- Fill out the KCU International Clerkship Application and have the physician complete the KCU International Application – Physician found on the eValue Home Page and submit to their assigned KCU Clinical Clerkship Coordinator a **minimum of 90 days** prior to being considered for approval. Applications received outside of the 90 day requirement will not be processed.
  - Clerkship dates must be four-weeks to a month in duration
- For Canadian international clerkships and Canadian citizens; fill out the KCU Canada Clerkship Application for Canadian Citizen and have the physician complete the KCU International Application – Physician found on the eValue Home Page a **minimum of 90 days** prior to being considered for approval
  - Clerkship dates must be four-weeks to a month in duration

Step 2:

Once initial approval is granted to continue planning and making flight arrangements for a non-KCU sponsored international clerkship the student will need to submit the following documents to the [KCU Global Health Director](#) **within a week of approval** to obtain <u>final</u> approval to receive credit for the clerkship. The documents needed are:

- Proof of medical insurance
  - Minimum $1 million coverage that covers anything including but not limited to evacuation insurance,

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

Flex-Time (OMS4)

Flex-Time is defined as time during the fourth year when a student is not on clerkship. Flex Time should be used strategically in your schedule to allow for gaps between clerkships, interviews, academic seminars/conferences, etc.

It is advised to schedule your Flex-Time for the months of October-Jan for interviews as many students find the allotted time off beneficial to schedule interviews.

You are **allotted twenty-five [25] weekdays**

- You may combine no more than two [2] consecutive weeks of Flex-Time
- Weekend days (Saturday and Sunday) will not count towards Flex-Time
- Flex-Time expires after **March 28, 2025.**
- Flex-Time cannot be used during a clerkship or to shorten a clerkship.
- You cannot cancel a clerkship to enter Flex-Time
- Flex-Time can be revoked at any time if student is failing to comply with any policies in the Clinical Education Guidelines

To schedule Flex-Time, you must submit a request in eValue. Directions on how to enter Flex-Time are located on the eValue Home Page. The KCU Clinical Clerkship Coordinator will approve or deny all Flex-Time. If Flex-Time is approved, it will reflect on your eValue schedule.

Discretionary Days

Students are allowed five [5] discretionary days during fourth year. Discretionary days must be approved by Department of Clinical Education in writing prior to the requested time off. Students may use no more than two (2) days per clerkship, and may not be used to extend exam date absences. Discretionary Days cannot be combined to extend interview days requests are submitted electronically, via an Absence Request Form, to the corresponding KCU Clinical Clerkship Coordinator.

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

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

Request Discretionary Days during the clerkship:

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

*Sites supersede any approvals granted by Clinical Education.

Time off for Residency Interviews

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

- Permission for an absence must be cleared, in advance, with the following:
  - KCU Department of Clinical Education
  - Clinical Site/Preceptor to whom the student is assigned
- You must attend the first day of a clerkship
- You may request no more than **four [4]** interview days during any four-week clerkship, and no more than **two [2]** interview days over any two-week clerkship
- You are required to formulate a makeup plan with Preceptor and submit an Absence Request Form, located on the eValue Home Page.
- All requests for time off must include a completed, signed Absence Request Form, a copy of the residency interview invitation, make-up plan and supporting documentation. Requests are to be submitted directly to the KCU Clinical Clerkship Coordinator for final approval.
- Requests for more than **four [4] days** require a formal appeal with a detailed make-up plan submitted directly to the KCU Clinical Clerkship Coordinator.
- Discretionary Days cannot be combined to extend interview days

Failure to adhere to the time off policy or to notify the Department of Clinical Education and clerkship supervisor/preceptor of any absence will be considered neglect of duty and may result in a failing grade.

Applications, Documents & Forms

When applying for fourth year clerkships there will be documentation that is required. Below is a list of commonly requested documentation. We encourage you to create a compliance folder on your desktop or in your shared drive to keep a copy of all your compliance documents.

- Generic Letter of Good Standing – will be emailed to you
- KCU Immunization Record – upon request
- Fourth Year Evaluation – upon request
- Scrub Training Documentation – upon request
- KCU Student Photo – upon request
- Background check and Drug Screen – access your Validity account
- ACLS/BLS wallet card – already received Spring of second year
- Liability Certificate – Available July 1, 2025 on eValue home page
- Titer/Vaccine documentation – access your SentryMD account
- OSHA/HIPAA training certificate – access your CITI account

Site Immunization Forms

- Please fill out immunization forms in entirety and include any titer documentation if required, prior to submitting to your KCU Clinical Clerkship Coordinator for review and signature.
- Please make sure all immunizations have been provided to SentryMD.
- Immunization forms will not be signed that have not been verified by SentryMD.
- KCU cannot sign off on immunizations forms that include attestation of:
  - Behavioral or fit for duty; this will require a signature from your primary health physician
  - Physical requirements; this will require a signature from your primary health physician
  - Mental health status; this will require a signature from your primary health physician

Letters of Recommendation (LoR) for Clerkship Applications

VSLO or a potential program may require a letter of recommendation for some clerkships.

- Letters must be sent to the KCU Clinical Clerkship Coordinator via email
- The KCU Clinical Clerkship Coordinator will then send to the program or upload the letter into VSLO

Application and Other Fees

You are responsible for all other out-of-pocket expenses associated with clinical education, such as application and/or processing fees, transportation, housing, meals, professional attire, laboratory fees, additional drug screens, background checks, immunizations or titers and other fees not covered by KCU.

Some clerkships require you pay additional fees in order to rotate at their facility (e.g. KU Medical Center, University of Colorado, etc.). These fees are not eligible for reimbursement by KCU, as you are responsible for remitting these fees, directly to the facility, prior to your clerkship start date.

Transcript Requests

The Office of the Registrar works diligently to provide students and programs transcripts in a timely manner. Students will need to complete the appropriate authorization or request for each transcript.

VSLO - In spring of the third year, the Office of the Registrar will send out a transcript release authorization for VSLO - This authorization must be completed in Workday. Students must complete this authorization in order for an official transcript to be uploaded to VSLO. Official transcripts for VSLO are processed free-of-charge. After the initial document is uploaded, students who wish to have the transcript updated must submit an academic records request via Workday. In your request, please select "Other" and indicate "Official Transcript" to for upload to VSLO.

Third Parties **-** For an official transcript to be sent to a third party, please submit your requests via the National Student Clearinghouse.

Unofficial transcripts - Students may view their unofficial transcript in Workday under the Academics worklet.

Affiliation Agreements

Affiliation agreements usually address issues such as liability, compliance, academic supervision, and faculty appointments. KCU does not require an affiliation agreement with non-core clerkship sites. Some selective, elective, sub-internship and/or audition clerkship locations require an affiliation agreement between KCU and the visiting site. When scheduling a clerkship at a non-core site through Clinician Nexus, My Clinical Exchange, VSLO, or directly with a preceptor, hospital or clinic, proceed as follows:

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

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

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

Students need to verify with the scheduling location and/or health facility to determine if these checks are initiated by them or must be initiated through KCU. Do not obtain these checks until they are requested by the scheduling institution,

health facility and/or KCU to avoid having to repeat the process. Students are responsible for any costs incurred and are not approved to begin their clerkships until a copy of background check clearance with no adverse findings is received by KCU Clinical Education. Failure to return clearance documentation by the deadline(s) indicated will result in clerkship cancelation as these checks are needed to comply with state statutes in addition to meeting the terms outlined in the affiliation agreements.

Important Affiliation Agreement Details

Approval of the eValue request by your KCU Clinical Clerkship Coordinator does not mean an agreement (when requested) has been approved, just that the clerkship is being accepted into your eValue schedule tentatively

Some affiliation agreements take several months to process and it is in the student's best interest to begin the process as soon as possible and secure a back-up clerkship when necessary. Affiliation agreement requests take a minimum of 4-6 weeks before an update can be provided regarding the status. KCU cannot guarantee consensus will be reached with every facility or preceptor. If an agreement cannot be made between KCU and the visiting site, the student must withdraw their application and will not be allowed to rotate at that particular site. A new Scheduling Request must be submitted through eValue.

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

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

Requirements

Essentials while on clerkship:

- Attitude
- Being personable, say hello
- Keep a strong work ethic
- Professional behavior
  - Attire
  - Engagement
- Empathy
- Active learner
  - Ask effective questions
- Take initiative
- Communication
  - Positive, clear and proactive to all on service

Graduation Requirements

Students must meet all published requirements for graduation in the KCU University Catalog. A student must successfully complete and receive credit for all clerkships to qualify for graduation. A student who has fulfilled all the academic requirements, may be granted the Doctor of Osteopathic Medicine Degree provided you have:

- Been in residence at an AOA-accredited college of osteopathic medicine, the last two years of which must have been at KCU
- Complied with all the curricular, legal and financial requirements of KCU
- Attended, in person, the ceremony at which time the degree is conferred (unless excused by the Campus Dean of COM); Satisfactory completion of Standardized Patient encounters/OSCE's scheduling during the fourth year.
- Passed Levels 1, 2-CE of the COMLEX examination administered by the National Board of Osteopathic Medical Examiners
- Demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued

study and practice of osteopathic medicine
- Demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities
- Received formal approval for graduation from the Faculty Senate and the Board of Trustees

As a KCU-COM student, you must graduate within six years of the date of matriculation. Exceptions to the six-year policy are considered by the campus dean of COM on an individual basis, considering only extenuating circumstances. Entrance and completion of medical school does not guarantee further career opportunities up to and including matching and/or placement in a residency training program.

COMLEX-USA Level 2 CE
COMLEX-USA Examination information is available online at *www.nbome.org*. Upon successful completion of COMLEX Level 1, the Registrar's Office approves you to take COMLEX-USA Level 2 CE. You should allow the Registrar's Office one **[1]** full week after Level 1 scores have been received for NBOME record(s) to be updated. Availability to register for the COMLEX-USA Level 2 CE is released approximately six months before the test date.

- Students are required to sign up for COMLEX-USA Level 2 CE no later than **February 15th of Third Year**
- Students are required to take COMLEX-USA Level 2 CE during the assigned Clinical Management Review (CLMD306) indicated on the student eValue schedule or within 30 days of its completion
    - Students are highly encouraged to sit for Exam by July 15 as student needs to achieve a passing score for optimal ERAS participation.
- Once scheduled, under KCU policy, you may not change the Exam date unless it is within the deadline timeframe.
    - Canceling, failure to sit for exam, or rescheduling outside of the appropriate timeframe is not permitted and failure to comply will result in disciplinary action up to and including dismissal.

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

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

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

COMLEX-USA Level 2 Board Preparation Resources
A Board Preparation canvas course was developed to provide you easy access to your KCU Support System, provide you with study strategies, resources and scheduling policies. Release date *coming soon*.

Department of Clinical Education Contacts

1750 Independence Avenue ☐ Kansas City, MO 64106-1453
ClinicalEducation@kansascity.edu ☐ 1.877.425.0248 ☐ Fax: 816.654.7331

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Kelly Handschin   816.654.7337 – khandschin@kansascity.edu

Assistant Director of Clinical Education
Noelle Herman   816.654.7339 – nherman@kansascity.edu

KC Campus - Clinical Clerkship Coordinators
Taylor Spies   816.654.7340 – TSpies@kansascity.edu
Sofia Gillespie   816.654.7336 – SGillespie@kansascity.edu
Jake Jagneaux   816.654.7329 – jjagneaux@kansascity.edu
Tiffany Miller   816.654.7344 – tmiller@kansascity.edu

Joplin Campus - Clinical Clerkship Coordinators
Kayla Tessman   417.208.0651 – ktessman@kasnascity.edu
Victoria Miller   417.208.0786 – vmiller@kansascity.edu

Senior Clinical Clerkship Coordinators
Beth Rodgers   816.654.7343 – brodgers@kansascity.edu
Angela Imes   816.654.7334 – aimes@kansascity.edu

Clinical Education Preceptor and Clerkship Specialist
Michelle Houser   816.654.7335 – mhouser@kansascity.edu

Clinical Education Data Management Specialist
Shane Field   816.654.7341 – sfield@kansascity.edu

Additional Information

Residency Placement Advising

Your Residency Placement Coordinators provide education and guidance throughout the residency placement process including one-on-one career advising, CV and Personal Statement reviews, Medical Student Performance Evaluation (MSPE) development, residency application training, and interview prep. Contact them at residencyplacement@kansascity.edu or find them on each campus.

Katie Harden, MBA
Residency Placement Coordinator
Joplin Campus Office 1516A – Joplin Campus
Office: 417.208.0661
Cell: 417.291.0052

Angie Clemmer
Residency Placement Coordinator
SEP 433-B – Kansas City Campus
Office: 816.654.7333
Cell: 816.785.9966

Quick Contacts

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

Tips for Staying Motivated
- Set short term goals
- Set Long term goals
- Take a break, i.e. pick back up the hobby you enjoy
- Find a brain exercise for your mind, ie Rubiks Cube
- Listen to others success stories
- Create a music play list you list to on the way to and from clerkship
- Practice gratitude, i.e. what are you grateful for or donate your time
- Connection: talk to family, friends or mentors

Good Luck

Clinical Education wishes you the best of luck! We are here for you. Please let us know if you need any assistance during this exciting time in your education.
~ Clinical Education Department