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## SECTION III: SCHEDULING AND REGISTRATION PROCEDURES

### 3.1 SCHEDULING

All *assigned* services are prescheduled by the CORE administrator. The Year 3 and 4 rotation schedule cannot be altered unless absolutely necessary and approved by the CORE assistant dean.

The CORE assistant dean has the authority to direct and approve the scheduling of *Clinical Electives and vacation*. Therefore you must develop, in consultation with the CORE assistant dean and CORE administrator, plans for your student-scheduled clerkships and open time. Assistance in identifying preceptors for student-scheduled clerkships will be provided by the CORE administrative staff. It is your responsibility to

- 1) make all arrangements and confirm specific dates with individual preceptors and/or clinical training sites; and
- 2) complete the necessary scheduling paperwork for Clinical Electives (Credit and Non-credit), and vacation.

Information necessary for scheduling is included in this section. Questions concerning the scheduling procedures should be directed to the CORE administrator at your assigned CORE hospital.

#### 3.1.1 Preceptors

You will schedule Clinical Electives with Preceptors and CORE Faculty (see Section VI for descriptions). Information on approved preceptors is maintained on an OU-COM server available to your CORE office.

When you have identified a preceptor with whom you would like to complete an elective rotation, ask your CORE administrator if that preceptor is a member of the CORE Faculty or if a Physician Information Form (PIF) has been completed. (Please note that in several cases hospitals are listed as clinical training sites without indicating any individual preceptor from those physicians on staff.)

Physician Information Forms include a contact person, address, telephone number, computer preceptor code, course codes, type and location of practice, patient volume, percent of OMM used in practice, malpractice insurance information, specialty, and other information.

If you opt to schedule a rotation with a physician who has not been approved as CORE Faculty by the College, it is **your** responsibility to obtain a PIF from the CORE office and have it completed, signed and returned.

A completed and signed PIF must be on file in the Office of Academic Affairs in Athens for students to obtain approval to complete a rotation with any physician or at a clinical training site. You must submit names of new preceptors and/or clinical training sites well in advance of the quarter in which you wish to schedule a Clinical Elective.

If a completed and signed PIF is not returned to the CORE office by the registration deadline for each quarter (see Academic Calendar), you will have to schedule the rotation with a physician who is already an approved preceptor with the college or an appropriately approved clinical training site.

The college is responsible for providing information concerning CORE clinical faculty guidelines, policies, and procedures to any physician who agrees to teach in OU-COM's clinical education programs. Please be cautious in any conversation with a potential preceptor so that misleading or unwarranted expectations are not established before the college has the opportunity to inform him or her about pertinent policies and procedures. Please ask the physician to direct all questions regarding clinical teaching to your CORE administrator.

### 3.1.2 Rotation Requests for Student-Scheduled Clerkships/Vacation

You must request and obtain approval through the CORE assistant dean to register for Clinical Electives (Credit, OCOM 891 and Noncredit, OCOM 891N). It is your responsibility to complete the Rotation Submission Record form for each Clinical Elective for credit as well as any Noncredit Elective. This form is used for scheduling purposes and is available on-line on the home page for this manual.

Clinical Electives for credit and Noncredit Electives are not interchangeable. You must specify whether an Elective is to be taken for credit or noncredit on the Rotation Submission Record form.

You are not permitted to change course numbers from OCOM 891 to OCOM 891N, or vice versa, more than two weeks after the quarter begins since this results in dropping and adding courses through the University registrar.

You are required to complete a Rotation Submission Record form when requesting vacation for weeks not designated for assigned services or clerkships. Approval of vacation will be given pending verification that you are making satisfactory progress toward meeting the requirements of the Year 3 and 4 curriculum and will have sufficient time available.

In order to be covered by malpractice insurance, you must list all rotations on the Rotation Submission Record form (see Section 5.4.3). (This requirement applies even if you wish to participate in noncredit clinical experiences during vacation, throughout a primary care pre-doctoral fellowship, only on weekends, or only in the evenings.)

Dates listed for any rotation or vacation must be full calendar weeks beginning on a Monday. You should note that some clinical training sites arrange schedules on a calendar-month basis resulting in rotations starting and ending midweek. In these cases, vacation must be used to complete the weeks in question. For example, if a thirty-day calendar month begins on a Tuesday and ends on a Wednesday, only four weeks may be considered as rotation time. The remaining days (i.e., the Monday before the rotation starts and the Thursday and Friday after the rotation ends in this instance) must be scheduled as one week of vacation.

Many clinical training sites (examples include Cleveland Clinic, Children's Hospital in Columbus, and the Mayo Clinic) require students to complete an Elective Rotation Application. If you are expected to complete an application for an elective rotation, it must be submitted simultaneously with the college's required Rotation Submission Record form to the CORE assistant dean for consideration. Your CORE assistant dean and CORE administrator must approve the rotation request. If approved, the Rotation Submission Record form will be signed by your CORE administrator. To schedule a rotation that is an exception to the curriculum, students must complete a Special Petition Request form (see Section 2.1.7).

Some clinical training sites are now requiring an application fee.

All clinical sites require a standard affiliation agreement with OU-COM in order for a student to begin a rotation. It is your responsibility to notify your CORE administrator if you want to schedule a rotation at such a site as soon as possible. Your CORE administrator will work with the Office of Academic Affairs to make sure this requirement is met.

### 3.1.3 Instructions for Completing a Rotation Submission Record

You are required to submit a *Rotation Submission Record* for each quarter to be properly registered with Ohio University. The deadline for submission is printed in the top left-hand corner of the form. It is your responsibility to schedule rotations in accordance with OUCOM scheduling policies and guidelines as outlined in this manual. Your CORE administrator and/or CORE assistant dean reserve the right to disapprove rotations deemed unacceptable.

The following information must be included on every Rotation Submission Record submitted.

*Student Name AND Personal Identification Number (PID):* Include your name and PID on all Rotation Submission Record forms in order for information to be entered into the system for registration.

*Phone/Beeper #:* This information is needed in case there are any questions or concerns about the schedule.

*Class:* This is the year you are scheduled for graduation.

*Criteria, Student Signature, and Date:* You are responsible for making sure the listed criteria are met prior to submitting the completed form. Read this carefully; if all criteria are met, then sign and date the form. Note: Unsigned forms may not be accepted.

*Rotations:*

- List the name of the rotation in the box next to the corresponding start date. You do not need to write the rotation on each line, but may draw a line in subsequent boxes to indicate the rotation continues.
- Check the appropriate block for the type of rotation as follows:

*Assigned:* these are all rotations that are assigned by the CORE Administrator. You may place a check mark or write the course number in this box.

*Elective:*

900: Vacation

891: Clinical Elective (indicate the specialty or subspecialty)

891N: Noncredit Elective (indicate the specialty or subspecialty)

You must indicate the particulars of all electives (credit and noncredit).

Provide this information on the Rotation Submission Record in the order in which they are scheduled. The required information includes the following.

*Rotation Name and Dates:* List the name of the rotation and the beginning and ending dates of the rotation. The beginning date must always be a Monday. If the rotation is to be split, list the beginning and ending date for both portions of the rotation. Note: In order to be considered a "split rotation," no more than two weeks can interrupt the continuity of a service.

*Preceptor Information:* Enter the full name, address, and phone number of the physician or clinical site. Indicate the degree of the preceptor and specify

whether the preceptor is a relative.

Send Externship Letter to: An externship letter is required for Clinical Electives and Noncredit Electives. This letter will automatically be sent to the preceptor indicated. Please list the full name and address of the individual to whom such a letter must be sent if other than the preceptor (examples include DME or the name of the clinical training site).

Special Petition: When necessary, attach a completed and approved Special Petition Request form to the Rotation Submission Record form. Special petition requests must be approved prior to applying for a rotation that does not follow standard policy and procedure (see section 2.1.7).

### 3.1.4 Disapproved Rotation Requests

A rotation request will not be approved if the:

1. rotation conflicts with a previously scheduled rotation of another student
2. rotation does not meet minimum duration requirements of the curriculum
3. rotation is to be split and has longer than two weeks scheduled off between the beginning and ending weeks on the same service
4. dates conflict with previously scheduled rotation(s)
5. preceptor or clinical training site does not have college approval
6. requirements of the clinical training site and/or preceptor have not been met (examples include completion of forms and submission of immunization documentation)
7. request was received after the registration deadline for the quarter
8. student is not in good standing (see Section 5.2.5).

Disapproval of a rotation request is not limited to the aforementioned reasons. Once a rotation request has been denied, you must resubmit a new Rotation Submission Record form and/or Special Petition form with appropriate information to accurately complete the schedule.

### 3.1.5 Externship Letter

An externship letter (a letter of good standing or a rotation reminder letter) must be sent by the CORE administrator to each preceptor, director of medical education, and/or clinical training site as specified on the green Rotation Submission Request form for all student-scheduled clerkships. This letter indicates approval to complete the rotation, appropriate malpractice and health insurance coverage, current immunization status, required OSHA education, required HIPPA training, and whether or not the student is in good standing (see Section 5.2.5). A student who is being reviewed by the Committee on Student Progress for poor academic performance or professional misconduct is still considered in good standing and will continue to have externship letters processed on his/her behalf until a decision to the contrary is recommended by the committee and approved by the dean.

If a rotation is scheduled at a CORE hospital other than the base hospital, a copy of the externship letter must be sent to the office of the CORE assistant dean and CORE administrator at that CORE hospital. If a rotation is to be scheduled at another hospital, please indicate that a copy of the letter should be sent to the director of medical education. All necessary information must be completed and the

full address must be indicated on a green Rotation Submission Record form. Once you submit the Rotation Submission Record form to the CORE administrator, an externship letter will be processed.

These letters may not be requested by letter or over the phone. A Rotation Submission Record form must be on file for the rotation before an externship letter will be processed.

### 3.1.6 Schedule Changes

In order to maintain the credibility of all OU-COM students, you must develop a history of maintaining rotation commitments. Therefore, assigned services and student-scheduled rotations must not be canceled once arrangements are made final except at the request of the preceptor, clinical training site, or the CORE assistant dean. All schedule changes *MUST* be indicated on a Rotation Submission Record form and submitted to the CORE office for approval. If cancellation of a rotation is approved, you are personally responsible for contacting the preceptor, clinical training site, director of medical education, and/or any other person deemed necessary to cancel or change the dates of a rotation. Also, a change form must be submitted by the CORE administrator to the Office of Academic Affairs in order to revise the Year 3 and 4 rotation schedule for registration purposes.

NOTE: If you neglect to notify the aforementioned individuals of the cancellation in advance, you are at risk of "failing the rotation," and may not receive credit for the newly arranged rotation. A letter indicating "failure of notification" may be placed in your permanent file in Student Affairs at the discretion of the CORE assistant dean who will note this non-adherence to policy on the quarterly evaluation.

To effectively administer the institutional policies of Ohio University relative to student class drops and withdrawals and to comply with Board of Regents' reporting guidelines, scheduling changes that result in dropping or adding courses for assigned services or student-scheduled clerkships after the 14<sup>th</sup> day of the official registration date are discouraged.

If a preceptor or the CORE assistant dean requests that a course be dropped after the registration deadline, this request will have to be reviewed and approved by the Ohio University Appeals Committee. To do this an appeal form must be completed by the CORE administrator.

ALSO NOTE: If a change in your schedule is at *your* request after the quarter has ended, you must submit a check for \$5.00 made out to Ohio University along with the appeal form. While you are enrolled in years 3 and 4, you are allowed to request no more than three changes in your schedule after you have been registered for the quarter. These three changes do not include those changes necessitated by the preceptor or for any other administrative reason.

Due to unanticipated events or extenuating circumstances (examples include professional conference, death in family, vacation, CME, or serious illness), a physician may not be able to meet his/her teaching commitment for either an entire scheduled rotation or just a few days during the course of a rotation. If this happens, the rotation may be changed or you may be reassigned for the affected days at the discretion of the CORE assistant dean. If this is not possible, you may

have to take vacation.

### 3.1.7 Split Rotation Scheduling

A split rotation is defined as a rotation that you want to schedule with one or two weeks interrupting the continuity of a service. Although the practice is not encouraged, there are times when you are unable to make a rotation fit into your schedule any other way, whether it be an assigned service or student-scheduled rotation. If a rotation is scheduled to be split, preferably one week (but *no more* than two weeks) may come between the beginning and ending portions of the rotation. The beginning date for each portion of the rotation must always be a Monday. Scheduling of split rotations must have the approval of the CORE assistant dean at the student's base CORE hospital.

### 3.1.8 Primary Care Associates (Pre-doctoral Fellows) Scheduling

The primary care associates (PCAs) are also known as pre-doctoral fellows. They are required to complete one year of teaching on the main campus, which is usually done in six-month blocks for Family Medicine (FM) and in four academic quarters for Osteopathic Manipulative Medicine (OMM).

FM PCAs should be scheduled for their pre-doctoral fellowship either during June-November or December-May. The six-month block for which a PCA is scheduled during the first year will be the same block of time during which he/she should be scheduled the following year.

For OMM PCAs, three of the four quarters scheduled for their pre-doctoral fellowship should be different university academic quarters. Fall quarter is considered September-November, winter quarter is December-February, spring quarter is March-May, and summer quarter is June-August. There are at least two OMM PCAs scheduled per quarter.

## 3.2 REGISTRATION

### 3.2.1 Quarterly Registration

It is important that you are properly registered with Ohio University for all clinical courses to be taken in any given quarter. "Registered" is defined as having:

1. all scheduling paperwork for OU-COM completed, submitted and approved; and
2. the current quarter's tuition and all University fees paid.

The quarterly Ohio University registration of all Year 3 and 4 courses is handled by the Office of Academic Affairs on the main campus. Due to the continuous nature of the Year 3 and 4 curriculum (no breaks between quarters), the college's quarters do not precisely adhere to the Ohio University academic calendar so registration must be handled administratively.

The Office of Academic Affairs pre-registers you using the Rotation Submission Record Form that is approved and signed by your CORE Administrator at your CORE hospital. Three credit hours are given per week of rotation for both the assigned services and the student-scheduled clerkships.

Please note: Since financial aid disbursements are transferred electronically to the student's account within the university, it is extremely important to adhere

to the scheduling deadlines as listed in the Academic Calendar, Section 1 of this manual (go to <http://www.oucom.ohiou.edu/AcademicAffairs/Yr3-4Manual/2006-2008/index.htm> and click on Academic Calendar).

In fall quarter, in order for the University to prepare proper billing statements, each student must have Rotation Submission Record forms submitted by the date listed in the Academic Calendar. If you have not submitted your registration material by this date, you will not receive a bill for fall quarter tuition or for health insurance. Thus, you will not have health insurance coverage through Ohio University. If you are not registered, you will not receive your financial aid.

Please note: The college must be informed of your clinical location at all times! Consequently, to receive credit for a rotation just like any Ohio University course, you must be registered in advance. Failure to submit the Elective Rotation Request form for each quarter by the aforementioned deadlines could result in:

1. lack of malpractice insurance coverage
2. registration to complete a rotation of the CORE assistant dean's choice at his/her discretion in order for you to meet Year 3 and 4 curricular requirements
3. registration for vacation.

If you are not on an approved leave of absence and do not consistently register for courses each quarter, you will not be in good standing (see Section 5.2.5). If you do not pay current quarter tuition and/or University fees, in addition to not being in good standing, you will also be placed on academic hold (see Section 5.2.6).

If you are placed on academic hold, you will not be registered for coursework during the next academic quarter until all fees are paid in full. If you are on a rotation at the time registration is due, you will be taken off service and will not receive credit for this clinical course. Therefore, you will be required to reschedule and retake the interrupted clinical course as a result of being placed on academic hold. This will put you at risk for not completing Year 3 and 4 curricular requirements in time to graduate with your class.

If, for any reason, you proceed to a rotation for which you are not registered, you WILL NOT receive credit for the clinical course, even if you had the preceptor's approval and completed the work to the preceptor's satisfaction.

### 3.2.2 Registration for the Quarter of Graduation

OU-COM requires that you be registered for clinical courses and pay tuition *all quarters* including the last quarter of Year 4. Therefore, you are not permitted to accumulate all available vacation weeks and schedule during them the last quarter of Year 4.

### 3.2.3 Delayed Graduation

Please review the form listing all the graduation requirements at the beginning of this manual (go to <http://www.oucom.ohiou.edu/AcademicAffairs/Yr3-4Manual/2006-2008/index.htm> click on Year 3 and 4 Clinical Rotation, then click on Graduation Requirement Checklist). We suggest that you print out this form and use it as a checklist to make sure that you are completing all the requirements on schedule.

If you do not meet all Year 3 and 4 curricular requirements in time to graduate with your class, your clinical education program may be extended as recommended by the Committee on Student Progress (CSP) and approved by the Dean. Scheduling of any rotations must be done through the CORE administrator so that you can be registered for appropriate courses.

Note: Clinical coursework that extends into subsequent university academic quarters will result in additional tuition being assessed.

You will be cleared for graduation by the Office of Academic Affairs only when you have satisfactorily completed all Year 3 and 4 curricular requirements and all other college graduation requirements. Please be aware that graduating late may affect the start date for an internship or a residency. It is your responsibility to communicate these delays to the appropriate director of medical education and/or program director.

Please note: Only those candidates for the degree of Doctor of Osteopathic Medicine who have completed all of the requirements for such a degree will be allowed to participate in the official OU-COM commencement ceremonies. Exceptions to this policy may be granted by the Dean on an individual basis after review of a specific request from a candidate that details the reasons why such an exemption should be granted.

The Dean's decision to grant an exception to the above policy will be guided by reasonable estimate of the likelihood that a candidate will be able to complete the requirements for the awarding of a D.O. degree within 60 days of the official date of graduation. An example of such a circumstance might be a student who had to miss two weeks of a required rotation because of illness or emergency and scheduling logistics prevented making up that time prior to graduation. Such a candidate could reasonably be expected to be able to complete the requirements within 60 days following commencement and therefore should be allowed to participate in the ceremonies.

### 3.3 ASSIGNED ROTATIONS OUTSIDE THE CORE BASE HOSPITAL

#### 3.3.1 Assigned Rotations at Hospitals Affiliated with the CORE Hospital

The college administration expects that you will complete your assigned services at your assigned base CORE hospital. At any given time throughout Year 3 and 4, changes in clinical resources, personal circumstances, or a situation at the base CORE hospital may necessitate that you be scheduled to complete an assigned service at another hospital. In that case the CORE assistant dean and CORE administrator may schedule you to complete rotations at nearby affiliated hospitals.

#### 3.3.2 Assigned Rotations at another CORE Hospital

If it is necessary for you to complete an assigned service in a different CORE Hospital, it may *only* be for *one four-week rotation*. The decision to schedule such a rotation may be based on your personal request or at the discretion of the CORE assistant dean.

### 3.3.3 Student Protocol for Rotations at another CORE Hospital

You are required to check in at the CORE office when starting a rotation at another CORE Hospital, whether it is an assigned service or elective. You must contact the CORE administrator within the first two days of the scheduled rotation to inform him or her of your arrival. This is necessary for you to be informed of Clinical Case Conferences, Professional Development Seminar(s), required lectures, academic programming activities, and other activities taking place while you are on service at that hospital. Also, hospital policies/procedures that may differ from the base CORE hospital can be conveyed at that time to avoid conflict. For example, additional HIPAA training may be necessary.

## 3.4 SPECIFIC CORE HOSPITAL ROTATION REQUIREMENTS

Specific requirements pertaining to scheduling rotations at each OU-COM CORE hospital are summarized in the following sections. Telephone numbers and e-mail addresses of the CORE offices are found in Section VI of this manual.



AM in classroom C. If this day falls on a holiday, orientation will be held on Tuesday. During orientation each student will receive an ID badge, a pager, parking pass, and other pertinent information.

- All students are responsible for seeing that evaluations are completed and returned to their CORE office upon completion of the rotation. Doctors Hospital assumes NO responsibility regarding evaluations
- In the event of a change or cancellation, the student must notify Joseph Scherer immediately. If housing was requested, the student must also notify the apartment rental company if previous arrangements were made. In addition, the student may be responsible for notifying the preceptor.

For further information regarding our facilities visit our website at:  
<http://www.ohiohealth.com/facilities/doctors/index.htm>.

### **AVAILABLE ROTATIONS**

Anesthesiology (*must be Year 4*)  
Emergency Medicine  
ENT  
Ob/Gyn  
Family Practice  
ICU  
Neurology (*must be Year 4*)  
OMT  
Ophthalmology  
Orthopedics  
Pediatrics  
Radiology

General Surgery  
*Surgery – Specialty*  
Urology  
\*Plastics  
Neurosurgery (@ Grant Medical Ctr.)  
Cardiology  
SICU (@ Grant Medical Center)  
Trauma @ Grant Medical Center  
General Internal Medicine  
*Internal Medicine-Specialty*  
Rheumatology (out of city limits)  
Gastroenterology (*must be Yr 4*)  
Nephrology

\*Primarily office-based

### 3.4.2 O’Bleness Memorial Hospital - Athens

The following protocol is for OU-COM students who wish to request rotations at O’Bleness Memorial Hospital.

- Rotation plans should first be discussed with the CORE assistant dean and/or CORE administrator. Students should then apply online for rotations at [www.obleness.org](http://www.obleness.org) by clicking on Medical Education/Rotation Application.
- Housing is available for rotations on a first come, first served basis.
- If the rotation is approved, the Office of Medical Education will notify the student and provide the student with information such as preceptor name and address, phone number, housing information, etc.
- The student should contact the preceptor for further instructions such as place and time to report the first day of rotation, hours of duty, orientation, syllabus and reading assignments.
- If, for any reason, the student is unable to honor the commitment to the rotation, it is the student’s responsibility to notify the preceptor and the Office of Medical Education.
- The student is responsible for requesting that his/her CORE office send a Letter of Good Standing to the preceptor, and to the Office of Medical Education.
- Students are responsible for providing the blue feedback form to the preceptor and seeing that it is completed, signed, and returned to their CORE office. Students are also responsible for attending didactics on Wednesdays in O’Bleness Medical Education Classroom from 7 a.m. to 1 p.m., and as scheduled on other days of the week. Students should contact Joanne McMullen at the O’Bleness CORE office at [mcmullen@ohio.edu](mailto:mcmullen@ohio.edu) to be placed on the e-distribution list to receive the medical education calendar during their time in Athens.

Elective rotations at O’Bleness Memorial Hospital include:

Emergency Medicine	Pathology	House Nights
Geriatrics	Endocrinology	Internal Medicine
Family Medicine	OB/Gyn (limited)	Psychiatry
Radiology	Academic Medicine	Dermatology
OMM	Women’s Health	Pediatrics

The student may ask Joanne McMullen at the CORE office at [mcmullen@ohio.edu](mailto:mcmullen@ohio.edu) about availability of rotations in Marietta, Lancaster, Logan and the Chillicothe area.

### 3.4.3 Southern Ohio Medical Center - Portsmouth

Arrangements for rotations at Southern Ohio Medical Center should follow this sequence:

- Rotation plans should first be discussed with the CORE Administrator at the base site.
- A Southern Ohio Medical Center *Clerkship Application* form may be obtained by calling (740) 356-8051. Complete this form and fax it to the SOMC CORE administrator at (740) 353-7900.
- If the rotation is approved, the SOMC CORE administrator will notify the student and provide him or her with information such as preceptor name, address, telephone number, housing accommodations, etc.

The student is encouraged to contact the preceptor for further instructions such as place and time to report the first day of the rotation, hours of duty, reading materials, and orientation time.

In the event the approved rotation is canceled, it is the student's responsibility to contact the rotation preceptor and the medical education office.

For general information about SOMC visit our website at <http://www.somc.org>. Information about medical education opportunities can be located by clicking "For Medical Professionals."

#### Available rotations

Anesthesiology	Neurology
EKG Reading	Ob/Gyn
Emergency Medicine	Oncology
Endocrinology	Pathology
Family Medicine	Pulmonary Medicine
Gastroenterology	Internal Medicine
General Surgery	Urgent Care

### 3.4.4 Grandview Hospital and Medical Center - Dayton

Arrangements for rotations at Grandview should follow this sequence:

- The student should first discuss plans with the CORE administrator at the base CORE hospital.
- Availability of rotations cannot be conveyed over the telephone.
- The rotation must be requested in writing using the Grandview Externship Application form. The form may be obtained from the website [www.kmcnetwork.org/gvmeded](http://www.kmcnetwork.org/gvmeded). Fax or mail the completed form to:

PRE-DOCTORATE/CORE OFFICE  
GRANDVIEW HOSPITAL AND MEDICAL CENTER  
405 GRAND AVENUE  
DAYTON, OH 45405  
FAX: 937 463 1166

The externship application form includes a provision to request housing which is available on a first-come, first-served basis (shared).

It is the policy of the Medical Education Department that all general internal medicine and medicine subspecialty rotations must be four weeks in duration.

- Written confirmation of rotation and/or housing approval will be sent after receipt of all required paperwork from the CORE administrator or assistant dean. The student will also be notified if his or her request for the rotation and/or housing cannot be accommodated.

*Note: All requests for changes or cancellations must be submitted in writing to the vice president of medical education at Grandview. The student is responsible for notifying the physician(s) involved of any changes.*

For general information about Grandview Hospital and medical education opportunities visit our website at [www.kmcnetwork.org/gvmeded](http://www.kmcnetwork.org/gvmeded). For additional information call the CORE office at (937) 226-3957, or e-mail [GrandviewRotations@exchange.oucom.ohiou.edu](mailto:GrandviewRotations@exchange.oucom.ohiou.edu).

Available rotations

Cardiology	Oncology	Neurosurgery
Dermatology	Physical Rehabilitation	OB/Gyn
Family Practice	Pulmonary Medicine	Ophthalmology *
Emergency Medicine	Radiology (2 week max.)	Orthopedic Surgery
Internal Medicine	Anesthesiology	Proctology
Nephrology	Urology	Neurology
ENT (2 week max.)	Vascular Surgery	

\* Ophthalmology rotations ARE NOT available to students between the months of July and October. This rotation is two-weeks maximum length.

### 3.4.5 St. Vincent Mercy Medical Center (SVMMC) - Toledo

#### **Scheduling Student Elective Rotations:**

- The CORE Administrator at St. Vincent Mercy Medical Center may be contacted at telephone number 419-251-6520 to tentatively book an elective rotation and arrange for housing prior to submitting the SVMMC Student Rotation (Externship) application form.
- Final rotation approval is granted upon receipt of the Student Rotation (Externship) application and additional required paperwork. Information on SVMMC intern and residency programs and the Student Rotation (Externship) Application can be found at the following website: <http://www.svmmc-mhpresidencies.org> Application paperwork should be mailed or faxed to the OUCOM CORE office, St. Vincent Mercy Medical Center, 2213 Cherry St., DEC 2nd floor, Toledo, OH, 43608. Fax number: 419-251-6854
- A rotation confirmation email will be sent once all paperwork is received along with attachments with orientation, housing and reporting information approximately 4 weeks prior to the rotation start date.
- The student must personally notify the OUCOM CORE Office of any rotation cancellations as soon as possible.

#### **Internship and Residency Programs Information:**

- Contact the Osteopathic Program Coordinator at the SVMMC Osteopathic Medical Education Department at telephone number 1-800-247-5154 or 419-251-6530.
- Information and Applications for the Osteopathic Internship, Orthopedics, General Surgery and Ob/gyn Residency programs can be found at <http://www.svmmc-mhpresidencies.org> under the *Osteopathic Programs* link. Information and the applications for the dually certified Family Medicine program and the dually certified General Internal Medicine program can be found at the same website under respective program links.

**Available Student Elective Rotations:** All residency programs: Family Medicine, Orthopedics, OB/gyn, General Surgery ; Emergency Medicine, Internal Medicine. Internal Medicine & Surgery subspecialties, & 2 week specialty rotations available on limited basis.

#### 3.4.6 Firelands Regional Medical Center - Sandusky

- The student should initially contact, by phone or e-mail, the OU-COM Medical Education Coordinator (419-557-7250 or [bayer@ohio.edu](mailto:bayer@ohio.edu)) for information on available dates and preceptors.
- The student needs to complete the extern application on-line at [www.firelands.com](http://www.firelands.com) under Medical Education. The Extern Application must be completed and returned within a two-week period.
- Upon receipt of the Externship Application, the OU-COM Medical Education Coordinator will confirm the rotation.
- The student should contact the physician's office at least one week prior to the start of the rotation to confirm the arrangements.
- On-site housing and meals are available upon request.

### 3.4.7 St. John West Shore Hospital - Westlake

- The student should initially contact by phone or email the Graduate Medical Education Office for information on available dates and rotations:
  - Pamela Billick , GME Administrator 440.827.5576 or [billick@ohio.edu](mailto:billick@ohio.edu)
  - Available rotations include:
    - Internal Medicine
    - Emergency Medicine
    - Family Medicine
    - Other services may be available upon request
- The student will then follow-up with the extern application online at [www.sjws.net](http://www.sjws.net). This application should be returned to Jennifer Fleming, Administrative Associate, and her contact information is 440.827.5566 or [flemingj@ohio.edu](mailto:flemingj@ohio.edu).
- Upon receipt of the Externship Application, the rotation will be confirmed with information from Jennifer Fleming.
- The student is to contact the physician preceptor's office and reconfirm the rotation information with Jennifer Fleming, Administrative Associate one week before starting.
- Onsite housing and meals are available upon request.

#### Contact Information:

St. John West Shore Hospital  
Graduate Medical Education  
29000 Center Ridge Road  
Westlake, Ohio 44145  
440.827.5576 GME Administrator  
440.827.5412 Fax

### 3.4.8 St. Joseph Health Center – Warren

- The student should contact the St. Joseph Health Center Medical Education Department at 330-841-4774 for information on available rotations.
- Following phone confirmation of the desired rotation an extern information packet will be sent to the student.
- The student needs to contact the department of medical education 4 weeks prior to scheduled rotation start date to confirm rotation and housing arrangements (if applicable).
  - Effective August 1, 2006 a nominal fee of \$25.00 will be charged for housing to cover cleaning; repairs and supplies.
- If students wish to arrange a rotation with a physician in the Warren area who is office-based, they can contact the individual directly to see if they are willing to accept them.
- An OU-COM externship letter is required, with copies forwarded to both the medical education and local CORE offices. Students must personally notify the preceptor, the medical education department and CORE office of rotation cancellations.
- On the first day of the rotation, please report to the medical education office (a time will be established during the confirmation call prior to the rotation date) to receive name badge, parking permit and pager (if required) and a tour of the facility.
- For further information, please contact Tarey Balash, Curricular Coordinator at 330-841-4774 or Mary Grace Aurandt, Manager of Medical Education at 330-841-4772. Students can also contact the CORE administrator at 330-841-4784 for rotation recommendations and/or suggestions. Or visit the website at:  
<http://www.hmpartners.org>

3.4.9 South Pointe Hospital - Cleveland

Contact can be made by telephone or written correspondence:

SOUTH POINTE HOSPITAL  
GRADUATE MEDICAL EDUCATION DEPARTMENT  
20000 HARVARD RD.  
CLEVELAND, OH 44122  
Phone: 216-491-7464  
Fax: 216-491-7802

Web site: <http://www.southpointehospital.org/>

Please state the requested service and rotation dates. Students will be required to complete an extern application on-line. Allow two weeks for all requests to be processed. Some services fill very quickly, and rotations are filled on a first-come, first-served basis. Therefore, it is important to request rotations early.

If housing arrangements are needed, be sure to include your need for housing at the time of application.

Please contact Donna Ayres, GME Assistant at (216) 491-7464 **two weeks** prior to beginning the rotation to confirm arrival date and receive instructions regarding time to report. *It is very important that the student reports to the Graduate Medical Education Office- West Wing, Building B – prior to start of the first day's morning report to complete any necessary paperwork and receive further instructions.*

**The following services are available at SPH:**

Anesthesiology	General Medicine	ICU
Cardiology	Emergency Medicine	Lab Medicine
Nephrology	General Surgery	Pharmacy
OMT	Plastic Surgery- Y-4's Only	Radiology
Gastroenterology	Pulmonology Medicine	Psychiatry
Family Medicine	Ophthalmology	
Vascular Surgery	Pathology	
House Nights	Internal Medicine	
Orthopedic Surgery	Family Med @ Fleet Clinic	
Forensics @ Cuyahoga County Corner's Office		

### 3.4.10 Affinity Medical Center – Doctors Campus

- Visit [www.drshospital.com](http://www.drshospital.com) to fill out an online extern application. You will be contacted via e-mail concerning your rotation request.
- If a student wishes to arrange a rotation with a physician in the Massillon/Canton area who is office based, contact the CORE Administrator for details. 330-837-7569.
- An OU-COM externship letter is required with copies forwarded to both Medical Education and the CORE offices. The student must personally notify the preceptor, the Medical Education Office, and the CORE office of cancellations.
- Please contact the Affinity Medical Center -Doctors Campus Medical Education Office one week prior to the scheduled rotation start date to confirm all arrangements. On-site housing is available for hospital-based rotations on a first come, first served basis. Meals and parking are provided at no cost during hospital based rotations.
- On the first day of the rotations, please report to the Medical Education Office at 8:00 AM for orientation.

For further information, please contact Linda Ripley, Medical Education Coordinator at (330) 837-7239. <http://www.drshospital.com/>

The following electives are available at Doctors Hospital of Stark County and the surrounding area:

Anesthesiology	Cardiology
Emergency Medicine*	ENT *
Family Medicine*	Gastroenterology
General Surgery*	Geriatric Psychiatry
House Nights	Infectious Disease
Internal Medicine	Neurology Year 4 only
Oncology-Year 4 only	Nephrology
Ophthalmology	Orthopedics *
Podiatry	Endocrinology Year 4 only
Pulmonology	
Radiology	Sleep Medicine
Urology Year 4 only	
Wound Healing Center	* indicates residency program

### 3.4.11 Cuyahoga Falls General Hospital - Cuyahoga Falls

Visit the CFGH website through [www.ohiocore.org](http://www.ohiocore.org) and then to Affiliated Hospitals. Or at [www.summahealth.org](http://www.summahealth.org).

- The online application for student electives is on the CFGH website. You will be contacted by email concerning your rotation request.
- An OU-COM letter of good standing is required. Students must personally notify the preceptor and the CORE office of clerkship cancellations.
- Please contact the Cuyahoga Falls General Hospital CORE office one week prior to the scheduled rotation start date to confirm all arrangements. On-site housing is available on a first-come, first-served basis. Meals and parking are provided at no cost.

For further information, please contact Linda Ackerman, CORE Administrator 330-971-7439.

The following electives are available at Cuyahoga Falls General Hospital and surrounding area:

Anesthesiology*	
Cardiology*	OB/GYN* **
Dermatology **	OMM
Emergency Medicine* **	Ophthalmology
ENT	Orthopedic Surgery* **
Family Medicine* **	Pain Management*
Gastroenterology*	Psychiatry*
General Surgery* **	
House Nights*	ICU-Year 4 only
Internal Medicine* **	

\*indicates hospital-based. \*\* indicates residency program.

### 3.5 ROTATION PLANNER

The "Rotation Planner" contains all of the weeks during Year 3 and 4 listed by the Monday of each week. This Rotation Planner is included with the forms provided on the home page of this manual (go to <http://www.oucom.ohiou.edu/AcademicAffairs/Yr3-4Manual/2006-2008/index.htm>) . Students are encouraged to enter scheduled assigned services on this form. In the open weeks, students should plan clerkship in Clinical Electives, Vacation, or Noncredit Electives.