

UNE COM Student Handbook Supplement

2024-2025



This document is subject to change.

Last update: January 9, 2025

Introduction

UNE Student Handbook

The UNE Student Handbook is a university-wide handbook that describes how UNE works, where students should go, and who they should see to resolve questions and concerns. Policies, procedures, and regulations are outlined here so that all students (undergraduate, graduate, professional, certificate, and special status) are aware of the parameters within which our community functions. It is published on the UNE website. Information, procedures, and programs may change during the year. You will be notified via email if a change should occur, and the revision will appear immediately in the web version. In addition, changes may be published in handbook supplements. Those supplements published by certain colleges and academic departments provide further structure and guidance and should be used in conjunction with this publication.

<https://www.une.edu/student-affairs/student-conduct/student-handbook>

COM Student Handbook Supplement

This COM Student Handbook Supplement, designed specifically for students in the College of Osteopathic Medicine (COM), augments the information provided in the University Student Handbook pertinent to academic programs in the College. Students will be notified via email if a change should occur, and the revision will appear in the online version. Changes may also be published in the handbook supplement. In addition to this document, students should familiarize themselves with:

- The most current college catalog found with the UNE Registrar:
<https://www.une.edu/registrar/catalog>
- The University Student Handbook (information above)

The University of New England reserves the right in its sole judgement to make changes of any nature in its programs, calendar, or academic schedule whenever it is deemed necessary or desirable, including changes in course content, the rescheduling of classes with or without extending the academic term, cancellation of scheduled classes or other academic activities, in any such case giving such notice thereof as is reasonably practicable under the circumstances.

The University of New England College of Osteopathic Medicine reserves the right to change any and all aspects of this student handbook supplement giving notice there of as is reasonably practical under the circumstances.

Students must retain individual responsibility for meeting requirements and being aware of any changes in provisions or requirements.

Table of Contents

Introduction	2
UNE Student Handbook.....	2
COM Student Handbook Supplement	2
Table of Contents	3
Mission	7
Vision	7
Core Values.....	7
UNE COM Diversity Statement.....	7
Curriculum	8
The AOA Seven Core Competencies.....	8
AOA & AACOM Entrustable Professional Activities	9
Curriculum Overview.....	9
Curriculum Phases	9
Pre-Clinical Education.....	9
Clinical Education	10
Administration	11
Select College Committees	13
COM Committee on Student Progress (CSP).....	13
COM Curriculum Advisory Committee (CAC).....	13
Deans Advisory Committee on Diversity, Equity, and Inclusion (DACDI)	14
Deans Advisory Committee on Wellness (DACW).....	14
COM Dean’s Leadership Team (DLT).....	14
Essential Technical Standards of UNE COM	14
Technical Standards Policies.....	15
Abilities and Skills	16
Statement on the UNE COM Student Code of Ethics and Professional Conduct Policy	19
UNE COM Student Code of Ethics	20
Guidelines and Procedural Safeguards	20

UNE COM Professional Student Conduct Policy	20
Standards for Professional Behavior	21
General Administrative Policies	22
Registration	22
Enrollment Status	22
Student Identification.....	23
Physical Exam Requirement	23
Immunization Requirements.....	23
Drug Screening	24
Health Insurance Coverage	24
Accident Reporting & Illness	24
Classification and Titles	27
Employment	27
Timing.....	28
Transportation.....	28
UNE COM Dress Code Policy	28
Tutorial and Learning Assistance.....	29
Accommodations and the UNE Student Access Center (SAC)	30
Remote Learning Policy	30
Student Records	31
Health Insurance Portability and Accountability Act (HIPAA).....	31
Occupational Safety and Health Administration (OSHA)	31
Authorized Signatures	31
Student Advising.....	31
Exception Policy.....	32
Human Subject Research and UNE Institutional Review Board (IRB) Regulations	33
Academic Records	34
Grade Assignments.....	34
Assessment Policies	36
General Guidelines	36

Administration of Examinations.....	36
Class and Assessment Cancellation/Delay Policy.....	38
Student Accommodation Policy.....	38
Artificial Intelligence Policy.....	38
Attendance Policy and Processes for Years 1 & 2 (Pre-Clinical).....	39
Communication Process for Absences.....	39
Attendance Policy and Processes for Years 3 & 4 (Clinical).....	42
Academic Progress Policy.....	46
Student Progress.....	46
Student Progress in a Course/Rotation.....	46
Student Promotions.....	47
Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Levels 1, 2-CE.....	47
Graduation.....	50
Academic Probation.....	51
Disciplinary Probation.....	51
Withdrawal.....	51
Leave of Absence (LOA).....	52
Student Rights and Responsibilities.....	53
Committee on Student Progress (CSP) Procedures.....	54
Academic Progression Appeals.....	54
Appeal Review Committee and Protocols.....	55
Student Feedback and Evaluations.....	57
Student Complaints about Accreditation Standards and Procedures.....	58
Appendix A: USMLE.....	59
Appendix B: Clinical Training Manual.....	59
Welcome to Clinical Education.....	59
Introduction.....	60
Basic Navigation.....	61
Administrative Contacts.....	61
Clinical Curriculum Timeline.....	62

Curriculum Requirements	64
Core Clerkship Assignment Process (CCAP)	65
Clinical Curriculum: Core Clerkships.....	66
Selective & Elective Rotations	68
Prerequisites for Core Clerkships	75
Continuing Requirements for Clinical Training	76
General Information	79
HIPAA Academic Policies	81
Insurance Types and Key Facts.....	81
Professional Liability Insurance	82
Student Responsibilities and Duties.....	83
Attendance	84
Emergency Preparedness and Critical Incident Response	84
Extended Leave from Rotations	85
Student Liaisons.....	86

Mission

The University of New England College of Osteopathic Medicine fosters healthcare leaders across the continuum in undergraduate, graduate, and continuing medical education, to advance exceptional osteopathic healthcare locally and globally through practice, research, scholarship, education, and community health.

Vision

The University of New England College of Osteopathic Medicine will become a recognized leader in educating primary care physicians for Maine, New England, and the nation by developing into:

- A medical school that offers a state-of-the-art curriculum, dynamic clinical rotations, and supports unique GME
- A major contributor in clearly defined and well-focused medical research
- A strong clinical program that serves our community through collaborative and entrepreneurial efforts
- An organization that offers leadership to our profession and community
- A catalyst for interprofessional education and service
- A trusted partner in healthcare for our community

Core Values

- Foster an environment of wellness, equity, inclusion and diversity across our community
- Creatively shape the future while preserving our heritage to train osteopathic physicians to care for rural and underserved populations of Maine and New England
- Strengthen our commitment to the principles of osteopathic medicine
- Promote a diverse, innovative, interprofessional, and entrepreneurial culture
- Maintain our caring, collegial environment
- Foster integrity and accountability through a strong ethical base
- Utilize evidence-based methods, practice-focused research, scholarship, critical thinking, and a variety of learning modalities to improve medical education and healthcare outcomes
- Actively seek internal and external collaborations to further our mission

UNE COM Diversity Statement

The University of New England College of Osteopathic Medicine aims to advance and cultivate the diversity of all individuals and protect the unique expression of all people — allowing them to grow and realize their fullest potential. We recognize diversity along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion. Having a diverse community of faculty,

students, and staff is essential to our medical education and professional development to better meet the individual healthcare needs of our society. We are committed to increasing representation of populations that have been historically excluded from participation in U.S. higher education and medicine. In doing so, we continuously strive to reflect upon our own biases, beliefs, and practices in an effort to develop cultural humility. We foster a culture of inclusion that extends beyond the UNE COM campus into the global community.

- All students shall demonstrate respect for the diversity of UNE COM's learning community along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion.
- Language and actions that disrespect others' backgrounds along these dimensions will not be tolerated within our community.

Curriculum

The four-year curriculum is under the supervision of the Dean, the Associate Dean for Academic Affairs (ADAA) and the Associate Dean for Clinical Education (ADCE) with guidance and input from the Curriculum Advisory Committee, Dean's Leadership Team and COM Faculty. The UNE COM Dean is the arbiter. UNE COM has adopted, as learning objectives (outcomes), the following seven core competencies and the core Entrustable Professional Activities (EPAs) of the American Osteopathic Association (AOA) and the American Association of Colleges of Osteopathic Medicine (AACOM).

The AOA Seven Core Competencies

1. **Osteopathic Principles and Practice:** The student will understand and apply osteopathic principles to patient care
2. **Patient Care:** The student will have the knowledge, attitudes and skills to provide compassionate, appropriate and effective patient care
3. **Medical Knowledge:** The student will demonstrate knowledge of established biomedical, epidemiological, social and behavioral sciences and their application to patient care
4. **Practice-Based Learning and Improvement:** The student will demonstrate the ability to investigate and evaluate patient care practices using scientific evidence and apply these to patient care
5. **Interpersonal and Communication Skills:** The student will demonstrate interpersonal and communication skills that result in effective interactions with patients, families and colleagues
6. **Professional:** The student will demonstrate a commitment to carrying out professional responsibilities in an ethical and sensitive manner
7. **System-Based Practice:** The student will demonstrate an awareness of and responsiveness to the system of health care to provide care that is of optimal value

AOA & AACOM Entrustable Professional Activities

- **EPA 1:** Gather a history and perform a physical examination
- **EPA 2:** Prioritize a differential diagnosis following a clinical encounter
- **EPA 3:** Recommend and interpret common diagnostic and screening tests
- **EPA 4:** Enter and discuss orders and prescriptions
- **EPA 5:** Document a clinical encounter in the patient record
- **EPA 6:** Provide an oral presentation of a clinical encounter
- **EPA 7:** Form clinical questions and retrieve evidence to advance patient care
- **EPA 8:** Give or receive a patient handover to transition care responsibility
- **EPA 9:** Collaborate as a member of an interprofessional team
- **EPA 10:** Recognize a patient requiring urgent or emergent care and initiate evaluation and management
- **EPA 11:** Obtain informed consent for tests and/or procedures
- **EPA 12:** Perform general procedures of a physician
- **EPA 13:** Identify system failures and contribute to a culture of safety and improvement

Curriculum Overview

The UNE COM curriculum is designed to develop osteopathic primary care and other specialized physicians who are skilled in health promotion and illness prevention, as well as treating and caring for those who are ill. To that end, UNE COM provides an innovative, contemporary, patient- focused curriculum that fosters life-long, self-directed, evidence-based learning and professional development.

Our progressive, integrated four-year curriculum aligns educational activities with the principles of adult learning to maximize the attainment and retention of knowledge, skills and attitudes crucial to the delivery of healthcare in the 21st century.

Please note: Medical education is continuously evolving in alignment with best practices for learning and teaching. To maintain the most up-to-date, productive learning environment for our students, UNE COM reserves the right to revise and amend as appropriate the policies and practices described in this catalog.

Curriculum Phases

Pre-Clinical Education

UNE COM students spend the first two years of the program on the UNE campuses in Biddeford and Portland, Maine. The curriculum consists of a patient centered basic science curriculum integrated with osteopathic clinical skills learning activities which are applied to experiential learning in simulation, standardized patient settings, physicians' offices, hospitals, extended care facilities, and health centers. Learning sessions include traditional didactic lectures, interactive problem-solving sessions, patient case

study discussions, hands-on laboratory exercises, panel discussions, demonstrations and clinically focused encounters with standardized, simulated and real patients. Our integrated curriculum offers learning activities to provide a strong foundation in the basic biomedical, medical, behavioral and social sciences as well as physical examination and clinical skills as they apply to the rapidly changing practice of medicine in the 21st century. A thorough grounding in the manual skills, characteristic of osteopathic manipulative medicine (OMM), is provided in the first two years and supplemented and reinforced and expanded in Years 3 and 4.

Student preparation before class and active participation in class is a consistent element in the learning dynamic throughout the curriculum. An open, free-flowing dialog between faculty and students is characteristically valued and encouraged. Capitalizing on the University's support of multiple degree programs in the health and allied health professions, including medicine, dentistry, nursing, pharmacy, physician assistant and social work, the college endorses and promotes interprofessional education (IPE), collaboration and practice (IPP).

Clinical Education

The last two years of pre-doctoral training occur in community-based hospital and clinical settings which prioritize experiential and hands-on learning to expand the student's clinical acumen and further develop individual and team knowledge and skills. During third year, each student is assigned for a twelve-month period to one of our core clinical clerkship sites primarily located in the Northeastern US. These serve as the base for educational opportunities and completion of the entire year three curriculum.

The UNE COM core clinical clerkship sites are a consortium of community-based education sites, each consisting of one or more community-based training institutions within a specific geographic region that allows coordinated delivery of the core academic clinical training experience. In keeping with our focus on primary care, UNE COM core clinical clerkship sites training programs are based in community hospitals, private physician offices, and community health centers that represent environments in which the majority of UNE COM graduates will eventually practice. The College's core clinical clerkship sites are primarily located in the New England states, New York, and New Jersey, and Pennsylvania. Year 3 students complete clinical clerkships in the six core disciplines (family medicine, general surgery, pediatrics, internal medicine, obstetrics and gynecology, and psychiatry) at their assigned core clinical clerkship sites. Each campus provides the patient base, didactic and experiential learning opportunities, supervisory infrastructure, and longitudinal evaluation necessary for the accomplishment of the educational goals of third-year core clerkships; and the establishment of a strong foundation in general medicine in preparation for fourth year and residency.

While community hospitals form the core of Year 3 and most Year 4 clinical rotations, affiliations with specialty-focused facilities allow students to pursue a broad range of clinical experiences. Year 4 students continue their learning with selective and elective clinical rotations at UNE COM-approved

programs of their choice. Many of these hospitals also provide Graduate Medical Education (GME) as members of the Northeast Osteopathic Medical Education Network (NEOMEN).

Administration

1. **Dean and Vice President of Health Affairs:** The Dean of COM is the Chief Academic and Administrative Officer of the College of Osteopathic Medicine and is delegated responsibility for all academic and administrative programs, clinical services, research initiatives and functions of the College. The dean is the college's primary liaison to accreditation and governmental bodies, and the osteopathic profession. Four associate deans and four department chairs closely assist the Dean in these internal and external roles. The Dean maintains an open door to students who may have concerns related to any aspect of the College and University. If, however, the concern falls within an area assigned to an associate dean, the associate dean should be aware of the situation prior to the student bringing it to the dean.
2. **Associate Dean for Academic Affairs (ADAA):** The ADAA, in conjunction with staff, is responsible for the first- and second-year curriculum of the College of Osteopathic Medicine. The ADAA functions to oversee the day-to-day operations of the medical school's pre-clinical (years 1 and 2) program and its curriculum to ensure that the highest quality of education is delivered to our medical students. The ADAA oversees and administers the Curriculum Office of the College of Osteopathic Medicine, the Clinical Performance Center (CPC), and Faculty Development including operating policies, procedures and methods. All matters relating to pre-clinical training should be directed to this office.
3. **Assistant Dean for Pre-Clinical Education (ASTDPCE):** The ASTDPCE is responsible for organization, operationalizing and management of the delivery of the pre-clinical curriculum; implementation and support of educational and curricular initiatives; support technology implementation; data tracking; accreditation support; management of faculty and staff; and facilitation of faculty development across all four years for continuous quality improvement of the curriculum. The ASTDPCE serves as a leader for COM, representing the College at various functions within the University and the external community, and serving in leadership roles in COM committees and activities.
4. **Associate Dean for Clinical Education (ADCE):** The ADCE, in conjunction with staff, oversees and administers the Office of Clinical Education of the College of Osteopathic Medicine, including operating policies, procedures and methods for years 3 and 4, and graduate medical education (GME). The ADCE directs clinical education and clerkships (rotations) in years 3 and 4; evaluates clinical faculty in clinical rotations; and develops clinical rotation sites and GME affiliations. The ADCE oversees and administers relations with hospital partners, and the College's Osteopathic Postgraduate Training Institute NEOMEN (Northeast Osteopathic Medical Education Network).

All matters relating to clinical training (including Graduate Medical Education) should be directed to this office.

5. **Assistant Deans for Clinical Education (ASTDCE):** The ASTDCEs are responsible for academic and administrative operation of the geographically dispersed COM core clinical clerkship system providing clinical learning experiences for all third- and fourth- year students. Additionally, it is the ASTDCE responsibility to ensure faculty development needs are met for the core clinical site system. The ASTDCE combines an array of academic and curricular oversight, management expertise, problem-solving skills, human resources experience, and financial acumen. The ASTDCE serves as a leader for COM, representing the College at various functions with the University and the external community, and serving in leadership roles in COM committees and activities.
6. **Associate Dean for Research & Scholarship (ADRS):** The ADRS in conjunction with staff, is responsible for the general oversight, administration and the fostering of research and scholarship opportunities for students. The ADRS works closely with faculty and chairs to identify, facilitate, and promote research and scholarship opportunities for students both within the curriculum and as extracurricular experiences. All student matters relating to research and scholarship should be directed to this office. The ADRS oversees the Osteopathic Pre-doctoral Research Fellowship program. The ADRS in consultation with the Chair of Biomedical Science and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.
7. **Associate Dean for Recruitment, Student, & Alumni Services (ADRSAS):** The ADRSAS, in conjunction with staff, is responsible for recruitment and admissions; student support services (e.g. student orientation, professional development, student personnel records, housing, student government, clubs, special events, and counseling); and alumni affairs. All matters relating to student affairs should be directed to this office.
8. **Assistant Dean of Student Success (ADSS):** The ADSS is responsible for the planning, coordination, and administration of academic and non-academic advising of students to facilitate student success and retention in the UNE College of Osteopathic Medicine. The ADSS is keenly focused on issues related to the progress and well-being of students enrolled in the College of Osteopathic Medicine including, but not limited to, advising, decisions related to remediation, probation, leaves of absence, expanded curricular programs, etc. Under the strategic direction of the ADRSAS, the ADSS works collaboratively with Academic Affairs, Clinical Education, students, faculty, and staff in the development and implementation of student success initiatives that support student development, progress, well-being, and academic achievement.
9. **Chair for Biomedical Sciences (BMSc):** The Chair of BMSc is responsible for the general oversight and administration of the department and biomedical faculty to ensure that the department meets the academic, research and service missions of the College. The BMSc Chair in

consultation with the ADRS and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.

10. **Chair for Osteopathic Manipulative Medicine (OMM):** The Chair of OMM is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The Chair of OMM oversees the Osteopathic Principles and Practice/Anatomy Pre-doctoral Fellowship Program and functions as Medical Director of Continuing Medical Education.
11. **Chair for Primary Care Medicine (PC):** The Chair for PC is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The divisions of Geriatric Medicine, Internal Medicine, Psychiatry, and Pediatrics report to the Chair of Primary care. The Chair of PC oversees Mature Care and UNE's Healthy Maine Partnership (Coastal Community Healthy Coalition)
12. **Chair for Specialty Care Medicine:** The Chair for Specialty Medicine is responsible for the general oversight and administration of the department and faculty to ensure that the department meets the academic, research and service missions of the College. The discipline directors and clinical consultants for surgery, obstetrics & gynecology, pathology and all internal medicine specialties report to the Chair of Specialty Medicine.
13. **Assistant Provost for Diversity, Equity, and Inclusion:** The Assistant Provost of Diversity, Equity and Inclusion provides institutional leadership around race and diversity and affects virtually every area of the institution, including training, hiring, employee and student recruitment, curriculum, student experience, and building community partnerships including all DEI initiatives and DEI curriculum at COM.

Select College Committees

COM Committee on Student Progress (CSP)

CSP is responsible for making recommendations to the Associate Dean for Academic Affairs (ADAA) or the Associate Dean for Clinical Education (ADCE) on matters related to student performance, including disciplinary and academic matters through years 1 and 2 or years 3 and 4 of the student's osteopathic medical school training. Annually, CSP makes recommendations to the Dean on the promotion of students to the next class. Also, each year CSP recommends to the faculty, through the Dean, the awarding of the degree of Doctor of Osteopathic Medicine to those students who have satisfied all graduation requirements.

COM Curriculum Advisory Committee (CAC)

The CAC advises the Dean's Leadership Team (DLT) and Dean on all matters pertaining to policies and procedures relevant to the academic mission of the COM for years 1 through 4. The CAC is composed of

select faculty chosen by the Dean and the COM Faculty Assembly for their engagement in specific areas of curriculum development. The committee addresses specific details of curriculum construction, revision, planning, and development. Chaired by a faculty member elected by the CAC, the committee also reviews and revises, as necessary, curriculum policies and procedures, utilizing information and perspective provided by subcommittees appointed for specific tasks.

Deans Advisory Committee on Diversity, Equity, and Inclusion (DACDI)

The DACDI is comprised of faculty, students, professional staff and alumni. DACDI is charged with:

1. Identifying priorities to embrace, expand and support diversity and inclusion among all identity groups;
2. Acting as a catalyst in furthering COM's goal of community success and engagement for all identity groups;
3. Providing critical feedback to the DLT on the implementation of specific programs and activities in the context of diversity and inclusion.

Deans Advisory Committee on Wellness (DACW)

The DACW is comprised of faculty, professional staff, students and alumni. The DACW is charged with:

1. Identifying priorities to embrace, expand and support wellness among all UNE COM community members;
2. Acting as a catalyst in furthering COM's goal of community member success and resiliency;
3. Providing critical feedback on the implementation of specific programs and activities in the context of wellness.

COM Dean's Leadership Team (DLT)

The DLT serves as an advisory committee to the Dean on all matters of the college. Membership includes but is not limited to Associate Deans and Department Chairs.

Essential Technical Standards of UNE COM

- A. Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of specific skills and professional attitudes and behavior. **Medical school faculties have a responsibility to society to train and graduate the best possible physicians who are competent for safe practice appropriate to their level of training**, and thus admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. Successful completion of all required courses in the curriculum is necessary in order to develop the essential skills required to become a competent physician and to enter residency.

- B. The essential technical standards presented in this document are prerequisite for matriculation, subsequent promotion from year to year, and ultimately graduation from the University of New England College of Osteopathic Medicine (“UNE COM”). These standards pertain to all students enrolled in UNE COM.
- C. The faculty is committed to fostering relationships with its students that encourage personal and professional growth. Its policies and procedures attempt to reflect this commitment to proactive and supportive communication. At the same time, it is imperative that all students recognize that the primary responsibility for a successful medical school education, both in and outside the classroom, rests with the individual student.
- D. The College’s obligation and mission is to produce effective and competent osteopathic, primary care physicians and to seek candidates and graduate physicians who will be best able to serve the needs of society. Therefore, all applicants will be held to the same admission standards, and all enrolled students will be held to the same academic standards.
- E. All students must be able to demonstrate competency for patient safety appropriate to the learner’s level of training. Demonstration of fluency of skills and knowledge appropriate to the level of training is a requirement for progression through the curriculum. Most assessments are designed to simulate activities in the clinical training and clinical practice settings and are tied to the learner’s demonstration of competency for patient safety. These assessments may be performed in a timed and structured environment and are designed to evaluate the learner’s ability to demonstrate appropriate fluency of skills and knowledge under specific conditions.
- F. All students, including students with disabilities, must have the capacity to manage their lives and anticipate their own needs.

Technical Standards Policies

- A. No otherwise qualified individual will be denied admission to UNE COM based solely upon a disabling condition.
- B. Enrollment in UNE COM assumes and requires that admitted students will possess certain levels of cognitive, emotional, and technical skill to successfully complete clinical training and practice in unpredictable, stressful environments. All osteopathic medical students are held to the same fundamental standards. Academic and clinical requirements that are essential to providing care to patients under variable conditions and in diverse clinical settings; meeting UNE COM’s graduation requirements; or directly related to clinical practice licensing requirements will not be eliminated for any student. Reasonable accommodations will be provided to assist the student in learning, performing, and satisfying the fundamental standards, so long as the student applies properly for the accommodation/s and they are approved.
- C. The College is obligated to provide reasonable accommodations that are necessary to afford students with a disability an equal opportunity to participate in the UNE COM program. Accommodations are not reasonable if it would fundamentally alter the program, lower the

academic standards and expectations for student performance or assessment; impose an undue burden to the College; or pose a direct health or safety risk to any other individual, including patients.

- D. In-person attendance is an essential and fundamental requirement of UNE'S COM program. Excessive absenteeism of the mandatory curriculum does not allow students the exposure, application, practice and development of the knowledge, skills and attitudes necessary to become an osteopathic physician. Students may miss 21% of the mandatory curriculum or less as defined in the course syllabus of any course. Students who exceed this threshold will not be allowed to proceed in the course and will be required to meet with the Committee on Student Progress (CSP) for review and recommendation and may be required to take a leave of absence.

Abilities and Skills

Reflected in the standards that follow are those abilities and skills that students must possess to engage safely and competently in all program activities, including those taking place in the classroom, laboratory, and clinical settings. A candidate for the Doctor of Osteopathic Medicine degree must have abilities, aptitudes, and skills of six varieties: (1) observation; (2) communication; (3) fine and gross motor; (4) conceptual, integrative and quantitative, cognitive; (5) behavioral and social/emotional; and (6) full participation in clinical and osteopathic training sessions. Students demonstrate their ability to meet these technical standards via their participation in mandatory curricular activities.

1. **Observation Skills:**

- a. The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including, but not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, dissection of cadavers, examination of specimens in anatomy, pathology, and neuroanatomy laboratories, microbiologic cultures, microscopic study of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance, and close at hand, acquire information from written documents and visualize information as presented in images from paper, films, radiographs, computer screens, slides or video. The student must be capable of using instruments such as, but not limited to, a stethoscope, an ophthalmoscope, a microscope, an otoscope, and a sphygmomanometer. Such observation and information acquisition necessitate the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities. An intact sense of smell is necessary to assist in the clinical setting.
- b. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, (i.e. physical disabilities or chemical sensitivities/allergies) the student must demonstrate alternative means and/or abilities to

acquire and demonstrate the essential information without reliance upon another person's interpretation of the information.

2. Communication Skills:

- a. The student must be able to effectively, efficiently and respectfully communicate in English using verbal, written, and reading skills, in a manner that demonstrates sensitivity to patients, their families, and all members of the health care team.
- b. To effectively learn the skills necessary to practice medicine, including diagnosis and treatment of patients, students must be able to measure, calculate, reason, analyze, receive information visually and through communication and examination, and process, integrate, and synthesize that information quickly, sometimes immediately, and, at times, under stressful and chaotic conditions. For example, the student must be able to quickly and accurately synthesize knowledge and integrate the relevant aspects of a patient's history and examination findings, accurately assess the patient, and develop an effective treatment plan. Students must demonstrate established communication skills using traditional or alternative reasonable means that do not fundamentally modify this standard. Assistive devices may be used, if appropriate under these standards.
- c. The student must be able to accurately elicit information, describe a patient's change in mood, thought, activity and posture. Students must demonstrate established communication skills using traditional or alternative reasonable means that do not fundamentally modify this standard. Assistive devices may be used, if appropriate under these standards.

3. Motor Skills

- a. The student must be able to, with or without the use of assistive devices, but without reliance on another person, interpret x-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as electrocardiograms).
- b. The ability to participate in basic diagnostic and therapeutic maneuvers and procedures, including but not limited to palpation, percussion, and auscultation is required. Students must possess sufficient motor function and strength to safely execute movements required to provide osteopathic manipulative medical care to patients. Students must be able to negotiate patient care environments and must be able to maneuver between settings, such as clinic, classroom building, and hospital. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, standing, and moving are required in classroom, laboratory and clinical experiences.
- c. It is also essential for a student to be able to execute motor movements reasonably required to provide general and emergency diagnosis, osteopathic manipulative care, and medical care such as airway management, placement of intravenous catheters,

cardiopulmonary resuscitation, and suturing of wounds. At all times the ability to administer care to patients in a safe manner is paramount.

4. Intellectual-Conceptual, Integrative and Quantitative Skills

- a. The student must be able to measure, calculate, reason, analyze, and synthesize information in a timely fashion. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. These problem-solving skills must be able to be performed in the precisely limited time demanded by each specific clinical setting.

5. Behavioral and Social/Emotional Skills

- a. Every student must have the ability to function both independently and part of a team in stressful, unpredictable environments for extended periods of time.
- b. Students must possess the psychological ability required for the full utilization of their intellectual abilities, for the exercise of good judgement, for the prompt completion of all responsibilities inherent to patient care, and for the development of mature, sensitive, and effective relationships with patients, colleagues, and other health care providers.
- c. Students must be able to tolerate physically taxing workloads and to function effectively under stress, sometimes for extended periods of time. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. As a component of their education, students must act professionally and maturely and demonstrate ethical behavior commensurate with the practice of medicine.
- d. Students must behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician. Students need to show respect for individuals and groups without regard for age, gender, nationality, race, religion, sexual orientation, including gender identity or expression, physical or mental disability or veteran status. Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients.
- e. Students must be able to measure, calculate, reason, analyze and synthesize information effectively in a precisely limited time demanded by each specific clinical setting, while under stress, and in an environment in which other distractions may be present.
- f. Students must demonstrate compassion, integrity, concern for others, interpersonal skills, interest and motivation. These attributes will be assessed during throughout the educational processes.

6. Full Participation in Clinical and Osteopathic Training Sessions

- a. Active participation in Osteopathic Manipulative Medicine (OMM) and Clinical Skills Training and Practice Sessions (laboratories) is an admission, matriculation, and graduation requirement. The development of manipulative medicine palpatory skills and clinical examination skills is taught in all four years of the curriculum. This learning requires active participation in all sessions.
- b. Students must be able to palpate and examine a variety of people representing all genders and body types, to simulate the diversity of patients expected in clinical settings.
- c. Students must allow other students and faculty to palpate and examine them to appreciate how palpation and physical examination feels from the patients' perspective. This also enables students to provide feedback to their laboratory partners, thus, enhancing their palpatory skills.
- d. Every student is required to actively participate as both an active learner and recipient in all skills development laboratory sessions. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis, manipulative treatment, or clinical examination.

Statement on the UNE COM Student Code of Ethics and Professional Conduct Policy

The proper practice of medicine requires the physician to maintain an unwavering standard of professionalism and ethics. The medical student, by accepting the invitation to join the medical profession, acknowledges their responsibility to uphold these high standards.

Ethics are a body of moral values that govern a particular group. The terms ethical and unethical used in this document pertain to what is right and wrong.

Conversations that address ethics will occur throughout a student's experience and are intended to reinforce and further develop ethical decision making inside the classroom, in the community, and in a clinical setting.

Any violation of the UNE COM Student Ethics Code can result in referral to Committee on Student Progress (CSP) and may result in probation, course failure, and/or dismissal.

Professionalism is the behaviors and attitudes one exhibits within a particular profession. The UNE COM Student Professional Conduct Policy was designed to set a minimum standard of behaviors society should reasonably expect of a physician in training.

Professionalism is one of the competencies assessed and graded in each course. Failure to learn and meet expectations of professionalism within delivery of the curriculum can lead to a grade of unsatisfactory or failure. Details are provided in course syllabi. In some cases, including unprofessional behavior outside of the curriculum, a referral to the Committee on Student Progress (CSP) will be made.

CSP will recommend what actions should be taken. The appropriate Associate Dean will render a decision.

It is the responsibility of all UNE COM students to:

1. Uphold and have knowledge of university policy including the Conduct Rules and Regulations as defined in the UNE Student Handbook
2. Abide by the UNE COM Student Code of Ethics
3. Abide by the UNE COM Student Professional Conduct Policy
4. Abide by the American Osteopathic Association (AOA) Code of Ethics
<https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/>

UNE COM Student Code of Ethics

- A UNE COM student will: Act honorably and honestly at all times
- UNE COM will not tolerate dishonest or deceptive actions
- Confront or report any dishonest behavior

Guidelines and Procedural Safeguards

Any student, faculty, or staff member, administrator, or clinician who witnesses any violation of the Code of Ethics has the responsibility to ensure resolution by taking one or more of the following actions within 48 hours of obtaining knowledge of the violation:

1. Confront the individual (s) regarding the incident;
2. Confidentially discuss the incident with one or more of the following individuals*:
 - a. Course Director;
 - b. Associate Dean of Academic Affairs;
 - c. Associate Dean of Clinical Education;
 - d. Associate Dean of Recruitment, Student, & Alumni Services (RSAS);
 - e. Regional Clinical Assistant Dean
3. File a complaint in writing or electronically describing the basis of the complaint and the alleged offences to the Associate Dean of Recruitment, Student, & Alumni Services (RSAS)

*Only these members of the community can offer an “official” opinion on the matter, either as an individual or as a group. No disciplinary action shall result unless a formal written complaint is filed. Opinions offered by any other individuals are not to be considered “official.”

UNE COM Professional Student Conduct Policy

Satisfactory completion of the curricular requirements for graduation from the University of New England, College of Osteopathic Medicine (UNE COM) includes the demonstration of acceptable professional behavior and conduct. Students must meet the following standards and uphold the Code of Ethics throughout all years of UNE COM training to maintain eligibility for graduation.

Standards for Professional Behavior

- A. Behave in a respectful, responsible, reliable and dependable manner, e.g., manage time well, respect deadlines for assignments (including peer, faculty, and course evaluations and assessment), respect starting times for meetings and appointments; plan ahead; follow through with commitments; cooperate with person(s) in charge of programs; and take responsibility for absences or missed assignments;
- B. Demonstrate personal integrity, honesty, and self-discipline, e.g., is ethical, respectful, consistently demonstrate truthfulness in documentation, reports and self-evaluations, show appropriate personal control, and assume responsibility for tasks that he/she can manage;
- C. Demonstrate cultural humility and self-awareness of own privilege in treatment of all others in the community, which encompasses the College, the University, the town and state within which we are located and the world at large;
- D. Project a professional image in manner, dress, grooming, speech, and interpersonal relationships that is consistent with the medical profession's accepted contemporary community standards, e.g., maintain personal hygiene, notify preceptor or other leader in case of emergency absence or call to apologize if unable to notify in advance; demonstrate respect for patients and colleagues when doing patient exams or treatment;
- E. Recognize own personal limitations and biases, – whether they are intellectual, physical, emotional and/or cultural and strives to correct them, e.g., overcome negative behaviors such as procrastination, learns to be a team member, adapts to new situations; eschews discriminatory and derogatory conduct and/or speech and defends those impacted by it;
- F. Demonstrate professional and emotional maturity appropriate to manage tensions and conflicts that occur among professional, personal, and family responsibilities, seeking professional help if necessary, e.g., attempt to resolve personal misunderstandings and disagreements with perceived antagonists, seek appropriate help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons, demonstrate ability to appropriately prioritize personal, professional, and academic expectations and activities;
- G. Demonstrate ability to exercise sound judgment and to function under pressure, e.g., request help when needed and avoid endangering others, respect the difference between student physician and physician, and remain focused on the task at hand, remembering that as student physician he/she/they represents UNE COM to the community;
- H. Demonstrate ability to learn from mistakes, failures and ingrained mindsets, heed admonitions and warnings from officers of UNE COM and of clinical supervisors, e.g., consistently accept feedback and constructive criticism regarding professional behavior and attitude, understand seriousness of academic and disciplinary warnings;
- I. Demonstrate respect, compassion, and ability to learn with others, e.g., work cooperatively with differences and diversity across all dimensions including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex and sexual

orientation, socioeconomic status and religion, and respects the privacy and individual choice of others;

- J. Consistently demonstrate respect for administrators, faculty, staff, and fellow students of the University in all settings on and off campus, and the Clinical Sites;
- K. The same behaviors are expected for on-line classes and experiences (see Appendix B);
- L. The professional student/future physician adheres to the American Osteopathic Association (AOA) Code of Ethics as published by the AOA as well as any applicable College or University standards for conduct;
- M. Students are expected to follow the University of New England Code of Conduct as outlined in the UNE Student Handbook: <https://www.une.edu/studentlife/handbook>

General Administrative Policies

Registration

The University conducts a registration confirmation for students during the initial days of each term. Students are expected to have finalized payment of tuition and related fees, including filing appropriate documents and photos with the Offices of the Registrar, Financial Aid, Business Affairs, and Recruitment, Students & Alumni Services by their respective due dates.

Individuals who fail to confirm program registration by the established process and deadline may be administratively withdrawn from the program. Students may request special consideration and if approved will be assessed a late registration fee and will not be allowed to participate in any learning activities until the requirement is completed.

Students must be cleared by a background check and immunization compliance prior to matriculation. Additional background checks will be required prior to the start of rotations and prior to certain clerkship rotations in year 4. Students failing to comply may be administratively withdrawn from the program.

Enrollment Status

The University of New England classifies student credit load status for the purposes of financial aid loan deferments.

The College of Osteopathic Medicine has an integrated curriculum which provides a robust and holistic academic experience. The integrated curriculum requires that first and second year students must be concurrently enrolled in the corresponding Osteopathic Clinical Skills and Osteopathic Medical Knowledge Courses.

- A UNE COM Student is considered to be full-time and will pay the full-time rate when they carry more than 11.99 credits and during 3rd and 4th year regardless of credit load.

- A UNE COM student who carries less than 11.99 credits/term and/or are enrolled in Academic Enrichment or the Clinical Support Priority Course will pay the per credit rate for tuition.
- All UNE COM Students must complete the course of studies leading to the D.O. degree within six (6) years of matriculation (or within 150% of the standard time to obtain the degree).

Student Identification

UNE COM has two (2) types of student identification: ID Cards and Name Tags.

1. **ID Cards:** A standard University of New England ID Card is issued to all UNE students. This ID card should be with the student at all times while on campus.
2. **Name Tags:** Students are provided with a name tag, which identifies them as a UNE COM student. This name tag must be worn at all clinical assignments, unless instructed otherwise by the clinical supervisor. Students will be charged for replacement name tags.

Physical Exam Requirement

All newly admitted COM students must complete a medical questionnaire and provide evidence of having had a complete physical examination within 12 months immediately preceding matriculation. Until this requirement is completed, students will not be permitted to participate in any learning activities and may be administratively withdrawn from the program.

Immunization Requirements

A list of required immunizations may be sent to students before the beginning of each academic year, must be completed and documented according to the published schedule to continue with the academic program. Failure to comply with the UNE COM Immunization Requirements policy will result in suspension of a student's privilege to continue in the academic program. Students who have not fulfilled all vaccination requirements by the first semester start date of the year of matriculation, may be restricted from participating in certain curricular and co-curricular activities.

All UNE COM students must meet the appropriate immunization requirements for physicians and physicians-in-training of the state and/or site where they will train. Clinical, and experiential learning sites may also require students to meet these and additional vaccination requirements, in order to participate in clinical placements or experiential learning activities at those sites. The UNE COM program will most likely have difficulty finding clinical placements for those students who do not meet vaccination requirements, Thus, failure to meet UNE and State vaccination requirements may prevent a student from fulfilling their curriculum requirements and graduating from the University of New England.

Drug Screening

A drug screen is a requirement of certain core and/or elective clinical sites. Students are expected to meet this requirement by the due date or will be prevented from participating in the learning activity.

Health Insurance Coverage

COM students are required to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times.

- 1. Students must attest to having health insurance coverage for the entirety of medical school.** Failure to do so constitutes a breach of professionalism and may affect your academic standing, and students will be required to meet with CSP. Students will be automatically enrolled in the University's Student Health Insurance Plan unless they evidence coverage under another health insurance plan and timely waive through the annual waiver process.
- 2. Insurance must cover students in all states where they are training.** Students must be covered in the state of Maine for OMS 1 and 2 years. Students must be covered in the states of their clinical rotations for OMS 3 and 4 years. Students are responsible for ensuring their health insurance plan provides the necessary state coverage. Clinical sites require OMS 3- and 4-year students to be covered in the state of their clinical rotations and may deny a rotation if the student's health plan does not provide coverage in that state. UNE has no control over a clinical site's decision to require health insurance or grant a rotation based on health insurance.
- 3. Students purchasing health insurance through the University's Student Health Insurance Plan will be covered for out of state services and meet the coverage requirements proposed by clinical sites.** UNE's Student Health Plan covers testing, re-testing and prophylaxis for up to 12 months after a reported blood-borne pathogen exposure (e.g., needle stick), pursuant to policy provisions and limits. See <https://www.une.edu/student-health-insurance>
- 4. All insurance policies are not the same.** Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for blood borne pathogen exposure as this is the most commonly encountered injury during clinical training and it is not uniformly covered. See <https://www.une.edu/student-health-insurance>.
- 5. Students are responsible for their own deductible and any costs not covered by their insurance.**

Accident Reporting & Illness

In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key. The following information is from policies outlined by University of New England, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

On campus or at any university affiliated site:

For ANY accident and/or injury that occurs during on campus events or on any university affiliated site, the student, pursuant to university policy, must:

1. Immediately seek medical attention commensurate with the nature of accident or injury and if on clinical rotations follow the medical facility's established procedures
2. For years 1-4:
 - a. Students should immediately notify the UNE Security office (207-602-2298) or if an emergency (207-283-0176)
 - b. A UNE Student Accident Report will be filled out and the UNE Security office will contact the Dean of RSAS, Academic Affairs and the Dean of Clinical Education

Absence Due to Illness or Injury

Pre-Clinical: Refer to the Absence Policy and Processes in this document.

Clerkship experiences: For an absence in excess of two days, a doctor's letter is required for the student to return to rotations. Follow the instructions under Attendance in this document.

Bloodborne Pathogens

Health care practitioners can reasonably anticipate that they will encounter blood and/or other potentially infectious materials. All students are provided with information and education pertaining to:

- a. Universal precautions
- b. OSHA regulations
- c. Hepatitis B and hepatitis B vaccine
- d. Human immune deficiency virus

Needle Stick / Bodily Fluids Exposure

Should an exposure incident occur:

1. Immediately cleanse the affected area:
 - a. Wash needle sticks and cuts with soap and water
 - b. Flush splashes to the nose, mouth or skin with water
 - c. Irrigate eyes with clean water, saline or sterile solutions
2. A student who experiences a needle stick or other exposure to bodily fluids should immediately cease training activity and seek medical attention at a local emergency room or urgent care facility. The UNE Student Health Center is not an emergency care facility. However, follow-up evaluation may be done there.
3. Immediately notify your direct supervisor even if you are offsite
4. Contact the UNE Security office at 207-602-2298 (even if offsite) to file a copy of your injury report. This ensures that UNE is aware of the accident and can support you in the process

5. Provide your insurance card at point of treatment or promptly file a claim with your insurance carrier to ensure payment of associated/covered costs. Students are responsible for the cost of evaluation and treatment not covered by their insurance.

Contact the UNE Student Health Center (207-602-2358) if you have questions about protocol and/or follow-up.

Where to obtain Psychological or Medical care

A. UNE Biddeford and Portland campuses:

- a. UNE Student Health Center: <https://www.une.edu/student-health-center>
- b. UNE Counseling: <https://www.une.edu/studentlife/counseling>
 - i. Offers individual counseling, conflict resolution, consultation, and crisis response
 1. A student on rotations may consult with UNE counseling personnel if the student previously established a therapeutic relationship with someone in that office
 2. Counseling personnel cannot establish a new relationship via phone or email, it must be done in person
 3. The student also can seek one-on-one assistance at their core clinical clerkship sites or with a community counselor of their choosing
 - ii. Crisis Response:
 1. If you are a Portland or Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.
 2. Off-campus resources available 24 hours per day:
 - a. Maine locations (888) 568-1112;
 - b. Outside of Maine, contact the National Suicide Prevention Hotline 988. If you are a Portland or Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.

B. Core clinical clerkship sites

- a. Each Core clinical clerkship site has medical and psychological services available to students as needed
- b. Students will receive information at the orientation conducted by their core clinical clerkship sites regarding access to health services. Students also can talk to the core clinical clerkship sites Regional Assistant Dean, Medical Education Coordinator or their attending.
- c. In the event of an emergency or during weekend or evening hours, go to the hospital's emergency department.

- d. Students are required to have health insurance to defray the cost of such services, and the student is responsible for costs not covered by health insurance.

C. TimelyCare

- a. TimelyCare is a virtual mental and physical health resource that is available 24/7 anywhere in the United States at no cost to UNE COM students. It is a secure and confidential resource designed to help students who are feeling sick, anxious, or overwhelmed talk to a licensed provider to get the care they need via phone or secure video visits. TimelyCare provides the following services:
 - i. **TalkNow:** 24/7 on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors
 - ii. **MedicalNow:** 24/7 on-demand medical care and support for common health issues, including cold, flu, and allergies
 - iii. **Scheduled Medical:** select the day, time, and medical provider of your choice
 - iv. **Self-care content:** 24/7 access to self-care tools and resources such as meditation, yoga, videos, and short articles from experts
- b. How to access TimelyCare:
 - i. <https://timelycare.com/UNECOM> or download the TimelyCare app from an app store
 - ii. Register with your @une.edu email address

Classification and Titles

Students enrolled in UNE COM are classified as first, second, third, and fourth year osteopathic medical students. Only those individuals who have earned a doctoral degree are entitled to use the term “Doctor.” Therefore, students enrolled in the College of Osteopathic Medicine who do not have such a title will be called Osteopathic Medical Student. The suffix OMS (Osteopathic Medical Student) 1, 2, 3, or 4 will be appended to student names in official correspondence.

Employment

Pursuing the study of medicine is considered a full-time occupation. While remaining fluid and flexible in order to adapt to the changing dynamics in the field of medicine and medical education, the academic curriculum at UNE COM is designed to optimize student opportunities to achieve excellence in his/her chosen area of interest. As a result, the curriculum is challenging and rigorous. Consequently, students should avoid engaging in any type of employment – either for remuneration or voluntary – that would jeopardize his/her full engagement in the educational program.

Timing

All students must complete the course of studies leading to the D.O. degree within 6 years of matriculation (or within 150% of the standard time to obtain the degree).

Transportation

Students must have an available and reliable means of transportation to participate in all academic activities in the pre-clinical years (1 and 2) and clerkship years (3 and 4).

UNE COM Dress Code Policy

Attire and Grooming

Dress is a personal form of expression, which conveys how we see ourselves in the world. There are times when a different standard of dress is required for different activities. The form of dress shows respect for the people with whom we interact, their perspective of the world, and the role we play within it. As professionals, students need to understand and respect that their manner of dress sends a message to patients and other professionals. At all times, all individuals in the UNE COM community, including students, faculty and staff, are expected to show good judgment in their attire and grooming. Generally, everyday attire should be neat, clean, and conservative, neither too tight, nor overly revealing. Clothing should be free from profane or obscene language or inuendo. Shoes and socks/stockings should also be clean and appropriate.

Classrooms

Dress standards will be established by course directors. Classroom attire of all present should convey awareness that the medical student is entering a profession that is held in high regard by the members of the public. This is particularly important for the student as it conveys to faculty and others an understanding of the role they will assume as practicing physicians. If patients or the public are present during class, Preceptor Dress (see below) with a White Coat is required for all students (this includes in working with Standardized Patients in the Clinical Performance Center and in any Oral Board Exam). Course directors have the discretion to require Preceptor Dress for other activities as deemed necessary for the course.

Preceptorships/Clerkships

Professional activities, such as preceptorships, usually demand a more formal style of dress than does the classroom. Unless otherwise specified, a White Clinical Coat and name tag will be required while the student is on preceptorship assignments. Students on clinical rotations will comply with the dress code of the clinical site and OSHA standards. If the clinical site does not have a stated policy, a White Clinical Coat and Name Tag are required to be worn over standard, accepted Preceptor Dress.

Preceptor Dress

Generally defined as dress pants, dress shirts and tops or conservative length skirts/dresses. In all cases, footwear should be closed toed and appropriate for clinical or laboratory activities. Your white coat may be required.

Casual Dress

Permitted in settings where the public is not expected to be present. Dress should be appropriate to the event or dictated by safety protocols and OSHA requirements. Such settings may include but are not limited to the following: research laboratories, study groups, club meetings, recreational and social events.

If a course director, clinical supervisor, faculty, or their designee observes a “violation” in grooming or attire, the individual may be requested to leave the classroom, laboratory, or clinical site.

Tutorial and Learning Assistance

Both the University and College support a number of programs to maximize student success.

Individuals who are experiencing challenges are encouraged to seek assistance earlier rather than later to support their success. Resources include: Course Directors, block faculty, the ADSS, the UNE Student Academic Success Center (SASC), UNE Library, and/or the UNE Student Access Center (SAC).

UNE Library Resources

The UNE Ketchum Library Services offers extensive resources to medical students, both on site and online. For a listing of online resources and librarian assistance, go to <https://library.une.edu/>

1. **The Research by Subject guide for Medicine:** provides direct access to a variety of resources including databases, textbooks, journal articles, anatomy resources, board exam prep materials, point-of-care tools, and more: <https://library.une.edu/library-materials/find/research-by-subject/medicine/>
2. **Clinical Mobile Apps:** <https://library.une.edu/library-resources/find/databases/using-clinical-mobile-apps/>
3. **UpToDate as a Mobile App:** From the Research by Subject guide for Medicine: See UpToDate under “Databases for Medicine”; look for “Mobile app instructions” in the UpToDate description. You can also find UpToDate in the List of Databases: <https://library.une.edu/library-resources/find/databases/>

UNE Student Academic Success Center (SASC “Sass-ee”)

SASC has a presence on the Biddeford and Portland campuses and online. They offer COM peer tutors, 1on1 learning specialist appointments: <https://www.une.edu/SASC/> Please note: the college cannot guarantee the availability of tutors.

Accommodations and the UNE Student Access Center (SAC)

Accommodations under the Americans with Disabilities Act, Maine Human Rights Act, or other applicable law must be requested by students through the UNE Student Access Center (SAC “S.A.C.”) <http://www.une.edu/studentlife/student-access-center>.

The SAC exists to ensure that qualified students with a disability (ongoing or temporary) have equitable access to and equal opportunity throughout the entire educational process. No student will be granted any accommodations in a course until the accommodation request has been approved by the SAC and the accommodation letter has been given to the Course Director(s). This must be done before the activity in question begins. Any student that is granted accommodations will need to meet with the Course Director(s) to discuss how their accommodations will be met. Requests will be accommodated to the greatest extent possible, but the accommodation cannot compromise the fundamental learning goals of the curriculum for the student or their peers.

Remote Learning Policy

Zoom sessions and remote e-learning or virtual sessions are comparable to on-campus, in-person classes and should be treated as such in regard to behavior, as outlined in the University Code of Conduct and Professional Student Conduct Policy.

- A. Students should use their full name as their Zoom name on the screen.
- B. Computer cameras should remain on throughout the duration of mandatory Zoom calls.
- C. Calls should be taken in a place that is conducive to learning. There should not be major distractions present that would limit someone’s ability to pay attention or contribute. This includes being seated in an appropriate location, as well as not being engaged in outside activities.
- D. Students should not Zoom while driving.
- E. The Zoom chat function should be utilized for academic purposes only.
- F. Campus appropriate dress is required during all mandatory zoom sessions, such as exams, quizzes, and integrative sessions. In specific outlined Zoom calls, participants are expected to dress professionally, in preceptor attire with or without white coats.
- G. Participants should be engaged, with outside activities limited. Breaks are permitted as needed, but the expectation is to be present and in front of the camera.

- H. Students who have a known reason to need to step away or turn their camera off should make a request to their Course Director.

Student Records

The University Registrar maintains all UNE COM students' official academic records. These records are subject to the Family Educational Rights and Privacy Act (FERPA). For further information about accessing these records, please consult the UNE catalog: <https://www.une.edu/registrar/catalog>

Health Insurance Portability and Accountability Act (HIPAA)

The University of New England College of Osteopathic Medicine is required by law to ensure that all UNE COM faculty, staff, and students receive training regarding national HIPAA regulations. Every hospital and clinical office in the USA are bound by the same regulations. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of requirements and procedures for annual HIPAA training. In years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for HIPAA training. Failure to comply with this requirement within the specified time frame may result in suspension of a student's privilege to continue in the academic program.

Occupational Safety and Health Administration (OSHA)

To comply with OSHA 29CFR.1910.1030 regulations, students are required to receive annual OSHA training in occupational exposure and blood borne pathogens. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of the requirements and procedures for annual OSHA training. In Years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for OSHA training. Failure to comply with this requirement within the specific time frame may result in suspension of a student's privilege to continue in the academic program.

Authorized Signatures

Students who may need to have forms signed by school officials. Please email comsa@une.edu with your requests. Forms requesting information regarding clinical performance should be referred to the Office of Clinical Education.

Student Advising

Students are required to participate in the COM Advising Process including completion of required advising forms, Careers in Medicine assignments, and scheduled meetings with their advisors. Failure to participate may result in reductions to professionalism grades and/or meetings with the Committee on Student Progress.

Exception Policy

The purpose of this policy is to provide a framework for evaluating and granting exceptions related to scheduling or participation requirements of the mandatory curriculum in situations where students present compelling reasons. This Exception Policy does not apply to students requesting accommodation under ADA. Requests for ADA accommodation will continue to be evaluated by the UNE Student Access Center (SAC).

This policy applies to all students enrolled in the first and second-year curriculum.

The college recognizes that there may be situations where students cannot fulfill mandatory curriculum requirements as scheduled or participate as required due to reasons that fall outside of the typical ADA considerations, such as religious observance, issues of boundaries and consent, or significant life circumstances beyond their control. The program may grant exceptions to these requirements on a case-by-case basis. In such cases, the college will consider requests for exceptions to mandatory aspects of curricular scheduling or participation on a case-by-case basis, taking into account the following principles:

- **Religious practices:** Students have the right to practice their religion without discrimination or undue burden. We will make reasonable adjustments to ensure that a student's religious practices are not hindered by the mandatory aspects of the curriculum, provided that the exception does not fundamentally alter the nature of the educational activity or cause undue hardship.
- **Consent/boundaries:** We respect students' autonomy and right to make informed decisions about their bodies. As an osteopathic medical student, you are expected to be palpated, auscultated, and observed throughout the course of your curriculum. As with any patient interaction, they and you have the ability to withdraw consent at any point in time. The college will consider the request in light of the student's best interests and the educational goals of the activity provided that the adjustment does not fundamentally alter the nature of the educational activity or cause undue hardship.
- **Overwhelming compelling need:** We recognize that there may be situations where a student has an overwhelming compelling need for different considerations due to exceptional circumstances. In such cases, we will consider the request for an exception to the mandatory aspects of the curriculum and scheduling in light of the student's best interests and the educational goals of the activity, provided that the adjustments do not fundamentally alter the nature of the educational activity or cause undue hardship.

Students who wish to request an exception should contact the ADRSAS or ADSS to begin the process. The request will go to the course director and must include the reason for the request and any

supporting documentation. The course director will review the request with strict scrutiny to determine the following:

1. Does this request, its timing, and the scope of work associated with the exception cause an undue burden to the college?
2. Does this request create an unfair advantage for a student that a member of the community would reasonably find to be inequitable?
3. Does agreeing to an exception fundamentally alter the educational objective of the activity in such a way that the student could be deemed incompetent?

Exceptions granted under this policy will be recognized for a specific educational activity or for a defined period of time not to exceed 1 semester. Should exceptions need to be extended, they will need to be reapplied for.

Appeals

Students who are dissatisfied with the course director's decision may appeal, in writing and within seven (7) business days of the of the course director's decision, to the Associate Dean of RSAS, who will review the request and render a final decision.

Human Subject Research and UNE Institutional Review Board (IRB) Regulations

The UNE Institutional Review Board (IRB) is responsible for ensuring that the rights and welfare of participants in human subject research are protected in accordance with federal regulations.

<https://www.une.edu/research/integrity/irb>

As a medical student, you are required to obtain IRB approval for any research project involving interactions or interventions with human participants and/or the use of private identifiable information or biospecimens. Failure to obtain IRB approval prior to conducting human subjects research is considered noncompliance and a violation of federal regulations and University policy. Violations will be taken seriously and may result in disciplinary action, including dismissal from the program. It is your responsibility to be aware of and comply with IRB requirements.

All research involving human subjects, including surveys, interviews, experiments, and access to identifiable private data, must be approved or exempted by UNE's Institutional Review Board (IRB) before any part of the research can be initiated. Guidance and applications for new submissions can be found on the UNE IRB website.

If you are working on a project that has already been approved or exempted by another institution's IRB, you are required to complete a *Notification Form: Participation in a Research Study Approved or Exempted by an External IRB* and send this completed form (with its required information and supplemental materials) to UNE's IRB office for review.

Non-exempt research projects that are assigned an expiration date by the UNE IRB are valid for a maximum of one year. Continuation of non-exempt research projects beyond the expiration date requires a renewal submission and approval from the IRB prior to the expiration date. Any changes to approved protocols must also be reviewed and approved by the IRB before implementation.

Training on ethical principles, IRB processes, and federal regulations regarding human subjects research is required for all students involved in human subjects research activities. Consult the UNE IRB website for training requirements, application materials, guidance documents, and FAQs.

Academic Records

Students are referred to the Student Records and administrative policy section of the University Catalogue for specific details <https://www.une.edu/catalog>

Grade Assignments

A. General Policy

- a. The assessment and evaluation of student performance in years 1 and 2 courses are explicitly outlined in each course syllabus. After verification by the course director, grades are submitted to the curriculum office for transmission to the Registrar's office.
 - i. All final grades are submitted to the Registrar within two weeks following the end of the course.
- b. The evaluation of student performance on clinical rotations during years 3 and 4 are explicitly outlined in the rotation syllabi. Grades are submitted to the Clinical Education Office for transmission to the Registrar's Office.
 - i. All final grades are submitted to the Registrar within two weeks following the receipt of the Medical Student Clinical Competency Form from the clinical site and the successful completion of the Comprehensive Osteopathic Medical Achievement Test (COMAT), if applicable to the rotation.

B. Assessment and Evaluation

- a. The director(s) of each course/clinical rotation/service will evaluate each student for that course/clinical rotation/service. These evaluations will include assessments of professional behaviors as well as cognitive and skills development. UNE COM sets exam schedules by semester for first and second year courses and has protocols to which students must adhere for different types of assessments. During the third year, students

must pass the Comprehensive Osteopathic Medical Achievement Test (COMAT) following each core rotation and are also evaluated by faculty. The COM Committee on Student Progress will use faculty evaluations as appropriate during their deliberations and make recommendations to the appropriate COM ADAA or ADCE as needed.

C. Grades for Courses in Years 1, 2, 3

- a. Honors – (H)
- b. High Pass – (HP)
- c. Pass – (P)
- d. Fail – (F): Any student failing to complete the course requirements will have a grade of Fail (F) recorded as the course grade
- e. Incomplete – (I):
 - i. Whenever a course grade cannot be submitted at the conclusion of a course because a student has not completed all the necessary assignments for the course, a grade of Incomplete (I) will be entered on the student's transcript
 - ii. All grades of Incomplete (I) must be replaced by a grade of H, HP, or P as described above before the student can be promoted to the next phase of training. Upon receiving a grade, the Registrar will remove the Incomplete (I) from the student's record. If the Incomplete (I) is not replaced by a grade within 6 weeks of the end of the term it will automatically revert to a grade of "F"; therefore, it is important to follow up on incomplete grades in a timely manner
- f. Withdrawal - (W): Any student who formally withdraws from a course before it is complete will receive a Withdraw (W)

D. Grades for Courses in Year 4

The fourth-year curriculum is delivered as two distinct Clinical Experiences, each coordinated within an individual semester:

- a. Clinical Experiences Semester A: July 1 – December 31 and consist of a total of 3-24 credits
- b. Clinical Experiences Semester B: January 1- May 15, and consist of 3-24 credits
- c. Final grade for each semester will be determined by an evaluation of all grades submitted for each rotation and recorded as a final grade of Pass or Fail.

PLEASE NOTE: A passing grade must be obtained for all courses or rotations in a given phase before a student can be promoted into the next phase of training, as outlined under Promotion. For more specific information regarding courses and rotation requirements see the Course Syllabus for each course or the Clinical Training Manual.

Assessment Policies

General Guidelines

The type, content, and frequency of examinations for any course/rotation are published in the course rotation syllabi prior to the beginning of the course/rotation. Subsequent changes to these published guidelines may be made under unusual circumstances, after review by the Curriculum Advisory Committee (CAC) and approval of the Associate Dean. All students should abide by the honor code for all assessments. Please reference each course/rotation syllabus for details.

Administration of Examinations

Years 1 and 2:

A. On-Campus Testing ExamSoft

a. Students:

- i. must download all exam files by the date and time noted in the course syllabus.
 1. If students have not downloaded the exam prior to the exam download deadline, they will assess a test taking time penalty up to 5 minutes, and they will need to upload the exam file 5 minutes prior to the exam time limit.
 2. If students have technical difficulties with downloading their exam, they must contact the Academic Assessment Technician and the Course Directors prior to the exam download deadline, otherwise the test taking time penalty applies. The Academic Affairs staff will work with students to resolve exam technical issues or provide a loaner laptop if needed/available.
- ii. Must present to the testing site promptly, 15 minutes prior to the start of the examination, and be prepared to begin at the appointed time.
 1. If a student arrives late for an exam, they will forfeit the time that they are late by uploading their exam at the scheduled exam end time and may have to sit in a designated area to take the exam. If the student arrives later than 10 minutes after the start of the exam, the student will need to follow the COM Absence Policy and Procedures as outlined here in the Handbook as well as the course syllabi.
- iii. Must arrive at the testing site with their laptops and charger cords.
- iv. Cell phones, smart watches, recording devices (audio or visual), and electronic (smart) pens, must be turned off and secured in backpacks/bags against the wall and are strictly prohibited during the exam session. Notes, hats, and food should

be secured in backpacks/bags. Beverages must be in closed containers and/or set at students' feet.

- v. Adhere to the Honor Code. If a student is found to have cheated, the student will receive a zero grade for that assessment and may be at risk of being dismissed from medical school.
 - vi. During exam time, students are required to sign out and sign in to use the restroom (printing name on sign out sheet). Only two students will be allowed to use the restroom at one time. Students must use the restrooms adjacent to the testing room
 - vii. Upload exam when completed, prior to leaving the testing site. When completed and uploaded, students are to exit the room, by one door, and show the "Examination Completed Green Screen" to the staff by the door.
 - viii. Adhere to the Honor Code and must refrain from discussing the exam.
- b. Proctors will:
- i. Orient students to the examination process, including starting and ending on time, the importance of the Honor Code, and particularly to not discuss the exam outside of the review session.
 - ii. Remind students that faculty cannot answer any questions relative to the exam.
 - iii. Maintain silence and minimize outside distractions.
 - iv. Ensure collection of the sign out/in sheets and any challenge forms to be returned to the curriculum office.

B. For Remote Exams

- a. Students will follow the above protocol for downloading exam materials, adhering to the honor code and breaks between examinations
- b. Sign in early to be able to follow the ZOOM Proctoring guidelines, including showing your space, your ID, and your scratch paper
- c. Upon completion of their exam students should show the "Examination Completed Green Screen," rescan their area, and show their scratch sheet prior to logging off
- d. Further ZOOM proctoring specifics will be outlined per each course or rotation

C. UNE COM Scratch Paper Policy

- a. Students must use the designated scratch paper provided by the college.
- b. Students should not write anything on their scrap paper except their name until after they have entered the password and started the exam in Exemplify.
- c. Students must provide their own writing utensil.
- d. Scratch paper is NOT to be used to transpose answers, write down test questions, or make lists of topics found in the exam. This is strictly forbidden and will be enforced.
- e. The students must print their name and sign the paper regardless of whether they used it or not and must be submitted as described below.

- f. The scratch paper MUST be submitted to the proctor prior to leaving the exam.
- g. Failure to comply with any of the above rules regarding the proper use of scrap paper will be considered an honor code violation.

Years 3 and 4:

Refer to the rotation syllabi

Class and Assessment Cancellation/Delay Policy

Years 1 and 2:

UNE COM follows UNE's Cancellation/Delay Policy. Please access more details and sign up for alerts: <https://www.une.edu/about/cancellation-delay-policy> In the event of a university cancellation, delay, or closure due to inclement weather your examination will be canceled or moved to a different time or date. Each course has cancellation contingency plans outlined in the syllabus and updated information will be posted to D2L Brightspace.

Years 3 and 4:

Refer to your clinical course syllabus.

Student Accommodation Policy

Please refer to the Administrative Guidelines section on Accommodations/UNE Student Access Center (SAC) for details.

Artificial Intelligence Policy

Generative AI (GenAI) applications (like ChatGPT) have proven to be powerful and effective tools, and students are encouraged to become familiar with and use them. However, as with any tool, students must use GenAI in ways that support their roles as learners and as medical professionals.

Course directors will determine specific course requirements regarding AI and include them in syllabi. In situations in which AI tools are permitted, students must:

- Ensure that all submitted academic work adequately demonstrates student learning (i.e., that the student, rather than a machine, has met the learning outcomes related to the assessment).
- Acknowledge, in written assessments and extra-curricular applications, the role played by AI tools in producing the student's work (this can usually be done in a citation or by including a session transcript)
- Protect patient privacy (per HIPAA requirements) by never entering personal health information or personally identifiable information as a GenAI input.
- Take ultimate responsibility for accuracy of results, think critically about them, and never substitute them for professional human judgment

- Monitor GenAI output for bias and risks for vulnerable populations and underrepresented groups.

Failure to abide by these parameters will result in a referral to the UNE COM Committee on Student Progress (CSP) for review and recommendation.

As GenAI continues to evolve, students should also stay abreast of best practices and changing risks and benefits. Statements from the American Medical Association on this topic are an important source of guidance for current and future physicians.

Attendance Policy and Processes for Years 1 & 2 (Pre-Clinical)

The policy regarding absences from required preclinical experiences is intended to maximize the learning for each student and is aligned with the expectations for entrustable learners. As per the Essential Technical Standards (section VI):

“Excessive absenteeism of the mandatory curriculum does not allow students the exposure, application, practice and development of the knowledge, skills and attitudes necessary to become an osteopathic physician. Students may miss 21% of the mandatory curriculum or less as defined in the course syllabus of any course. Students who exceed this threshold will not be allowed to proceed in the course and will be required to meet with the Committee on Student Progress (CSP) for review and recommendation and may be required to take a leave of absence.”

Students are allowed absences from the mandatory curriculum not to exceed 21% as described in each course syllabus. However, absences for assessments, clinical experiences, and other mandatory activities as defined by the course syllabus are not allowed.

This section of the handbook outlines a process by which students need to communicate planned and unplanned absences and follow up on coursework missed due to an absence. The student will be held accountable for all required coursework in order to receive academic credit. Compliance with this process is a standard of professionalism.

As a supportive community that values wellness and well-being, the UNE COM faculty, staff, and administration realize that various circumstances--emergent or otherwise--will require that members of our community must occasionally be absent from class or other required activities. Furthermore, we must work together to support each other during circumstances that take us away from your commitments.

Communication Process for Absences

1. Overview

- a. The type of absence determines the required procedural steps and timing

- b. All absences except optional curriculum involved both an absence form(s) and communication to the specific Course Team members as outlined in the syllabi
 - c. Absence requests that require a decision are made by the COM Absence Team
 - d. Students should not submit forms based on guesses/uncertainties
 - i. To be proactive in the meantime, students should email the COM Absence Team and necessary Course Team members until the details are certain
 - e. All absence forms can be found on SharePoint (COM > RSAS > Student > Absence Forms & Info):
 - <https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/AbsenceForm.aspx>
 - i. Every absence form submission activates an automated email receipt to the submitter and populates the SharePoint Absence Summary Record/List:
 - <https://une1.sharepoint.com/teams/COM/RSAS/Student/Lists/StudentProgressReport/AllItems.aspx>
 - f. Routine appointments (i.e. with a healthcare provider, auto servicing, etc.) should be scheduled on days other than mandatory curriculum. Unavoidable planned appointments should be submitted at the beginning of the term or as soon as the date(s) are known
 - g. Students are encouraged to take an absence when they are experiencing illnesses that may be transmitted to other COM community members
 - h. Non-critical illnesses of a dependent family member or unexpected school/program closures are not considered emergencies, but it is understood that these may pose a challenge for students. Accordingly, students should proactively anticipate these challenges can occur and make backup arrangements in advance for unexpected circumstances. When absence is unavoidable, follow the procedures outlined below.
 - i. Jury Duty: Notify the COM Absence Team and they will assist in providing documentation needed in hope of excusing the student from duty. If not excused, follow the procedures below.
 - j. Multi-day absences are discouraged. If a student is considering, you are strongly encouraged to reach out to your Course Director(s) to talk through implications before solidifying plans.
 - k. COM Holidays and breaks differ from those for UNE. Students in year 1 and 2 will follow the holiday and break schedule outlined in the COM Academic Calendar
2. **21% Mandatory Curriculum** as defined by each course syllabus
- a. PRIOR to the absence (and as soon as is known):
 - i. Submit a COM Absence Form (AF) for each date (multiple components can go on one form)
 - ii. Contact the specific Course Team members as required and noted in the syllabi
 - b. It is the student's responsibility to keep track of their absences
 - c. Reason for absence:

- i. All reasons count toward 21% so students should account for possible illness, travel delays, etc. if planning days away from UNE COM
- ii. Students are not required to specify the reason beyond the form selections however, students may be asked to provide more detail in the following circumstances:
 - 1. If the submission is late or is a resubmission due to mistake; or
 - 2. If an illness lasts more than three (3) days
- iii. A pattern of either late submissions and/or insufficient contact to those needed will affect a student's professionalism grade
- iv. In the event of an emergency, please contact both the COM Absence Team and the impacted Course Team members as outlined in your syllabi. Complete the necessary absence form(s) as soon as you are able

3. Assessments, Clinical Experiences, and Required College Events

- a. As noted above, absences for these activities are not allowed
- b. Exceptions to this policy may be considered by the COM Absence Team via the designated Absence Request Form (ARF) when:
 - i. Clinical Experiences only: if it is more than a week ahead of time, a date/time switch or reschedule can be requested directly to the COM Scheduling Coordinator
 - 1. If allowed, no ARF is needed
 - 2. If the change is not feasible, the student must either attend as scheduled or submit an ARF for a decision
 - ii. Urgent need or catastrophic circumstance (within 2 full business days of absence):
 - 1. Contact both the COM Absence Team and impacted Course Team members as outlined in your syllabi
 - 2. Complete the necessary ARF(s) as soon as you are able
 - iii. Religious holiday not currently observed by the COM Academic Calendar
 - 1. An ARF must be submitted at the beginning of the term to be considered
 - iv. Jury Duty
 - 1. As noted above, notify the COM Absence Team and they will assist in providing documentation in hopes of excusing the student from duty. If not excused, fill out the ARF(s)
 - v. Required Conference
 - 1. If a student is required to attend a conference due to a research project or leadership position, any applicable ARF(s) must be submitted as soon as the requirement is known and include details on where, why required, etc. for a review.

2. A student must also be in good standing for consideration of approval as well as at the time of the event.
- vi. Major Life Event
 1. ARF(s) must be submitted as soon as event is known. Details to include: why this major life event should be considered for exception, travel plans, and any other specifics that would be helpful.
 2. A student must also be in good standing for consideration of approval as well as at the time of the event.
- c. Submit one ARF for each date
- d. After applicable ARF(s) are submitted:
 - i. Student will receive an automated request submission receipt and the entry will populate the SharePoint Absence Summary Record/List
 - ii. The COM Absence Team will receive an alert to review the request. In some cases, this may take some time if there are further questions/more information needed
- e. Once a decision is made:
 - i. The student will receive an email notification with an explanation
 - ii. The SharePoint Absence Summary Record/List will be automatically updated
 - iii. If approved, the student should forward the notice to the Course Director(s) and Academic Coordinator(s)
 - iv. If denied, students must be present for the activity. Students who choose not to be present will meet with the Course Director and may be referred to CSP
- f. If the COM Absence forms are down, email both the COM Absence Team and any impacted Course Team members. Be sure to include the following information:
 - i. The date
 - ii. The mandatory/required activities to be missed;
 - iii. Other staff/faculty contacted (if applicable); and
 - iv. Reason for absence
 1. Details should be more specific when it is an exception request
 - v. As soon as the site/forms are working again, submit your official forms

Attendance Policy and Processes for Years 3 & 4 (Clinical)

As a physician in training, you must be acutely aware of timeliness and attendance at rotations and all related activities. Your supervisors, peers and patients depend on you to be present as scheduled.

Mandatory Activities

Training sites may designate certain educational activities mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon lectures, and/or academic day. The student must complete all activities that the training site designates as mandatory.

Students are excused from clinical activities:

1. following their End of Service (COMAT) exam on the last Friday of each Core clerkship (IM – only after completion of 12 weeks)
 - a. Each core clinical clerkship sites can set its own release and exam times
2. to attend fall and spring UNE COM/NEOMEN District Meetings (one day each)
 - a. COM Clinical Education will notify clinical training sites of dates and locations of these meetings.

Except as noted above, students are expected to attend from the first through the last day of each rotation. There are no “personal days,” “travel days” or other time off at the student’s discretion.

Rotation sites report student attendance to the COM Clinical Education Office. A student who fails to follow the protocol and/or report absence(s) is subject to disciplinary action by the Committee on Student Progress (CSP) including, but not limited to, a failing grade for the rotation.

Irregular or Inappropriate Behavior

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the COM Clinical Education Office or is dismissed from a rotation site for a substantive, documented reason will receive a Fail grade for the rotation and is subject to disciplinary action by the Committee on Student Progress. In the above instances, or in the case of a student who is prohibited by a rotation site from attending future rotations at that site, based on substantive documentation, the Committee on Student Progress may recommend academic warning, probation, suspension or dismissal from UNE COM.

Anticipated Absence Requests

For every anticipated absence (wedding, boards, conferences, poster presentations, etc.) from a rotation must:

1. be requested well in advance (at least 60 days),
2. made up during the affected rotation, and
3. documented on the Absence Request form
 - a. The Absence Request must:
 - i. detail the make-up time,
 - ii. be signed by supervisory personnel at the core clinical clerkship site(s), and
 - iii. be received in the COM Clinical Education Office via email to comclinicaleducation@une.edu or fax 207-602-5908

Emergency/Illness

In the event of sudden illness or other emergency, the student must:

1. Notify, or ask a classmate to immediately notify, the rotation supervisor, core clinical clerkship sites Medical Education personnel and the UNE COM Clinical Education Office via email comclinicaleducation@une.edu
2. Nights or weekends, use the emergency numbers listed for COM Clinical Education personnel
3. Arrange make-up time upon return to the rotation
4. Submit the Absence Request within 24 hours of resuming rotations.

If an illness or injury results in more than two (2) days absence from rotations the student must:

1. seek medical attention
2. arrange to have the treating physician send to the Associate Dean for Clinical Education a letter listing:
 - a. the date of initial examination and
 - b. follow-up medical appointments and
 - c. stating the recuperation period and
 - d. the date that the student may return to rotations
3. give a copy of this letter to the core clinical clerkship sites Regional Assistant Dean, DME, Medical Education Coordinator or other designated individual at the rotation site
4. Submit an Absence Request form
5. If the absence involves an injury, the student also will submit an Accident Report Form
6. Arrange make-up time upon return to the rotation

A student may not return to rotations, and will not receive credit for any clinical activity, until the Clinical Education Office confirms receipt of the physician's letter, even if the rotation was properly pre-registered.

If the clinical facility cannot provide the student with additional assignments to compensate for missed time, the Associate Dean for Clinical Education may require the student to use "free" time elsewhere in their schedule to make up the time missed.

Jury Duty

A student who receives a notice for jury duty or Grand Jury service should immediately send a copy of the notice to the Clinical Education Office or your Student Support Specialist (SSS). We will request a deferment on your behalf. If you are notified that the jurisdiction will not grant you a deferment, email this fact to your COM SSS, complete the jury service, and send your COM SSS an Absence Request form detailing how the missed time will be made up or scheduled for another time period.

Third Year Two-Week Break Block

The third-year clerkship schedule includes a designated break two-week block in scheduled core rotations between Block 4 and 5 (typically in December) that the student may use for study time or other non-credit activity. In the fourth year, students desiring non-credit study time in December must submit a Clerkship Registration and Approval (CRA) form for “free” time and must arrange it so that there is no break in the middle of a rotation.

UNE Holidays and Spring Break

Third and fourth year students on rotations do NOT follow the UNE holiday schedule and do NOT have a spring break. Students must comply with the local hospital or institution schedule and continue on their clinical schedule throughout the spring.

Holidays

Holidays are designated by each hospital. These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which they are rotating at the time. Typically, students will follow the same holiday schedule as the hospital’s medical education office personnel.

Religious Holidays

UNE COM respects the observation of religious holidays by medical students. A student must request time off for a religious observance that is not factored into UNE COM’s or the hospital’s regular schedule.

1. complete an Absence Request form well in advance (at least 60 days) of the holiday.
2. ensure with the supervising physician that there is adequate clinical coverage by another student or a member of the hospital’s physician staff
3. If approved, the student is required to make up all missed academic or clinical work, as decided by the supervising physician and/or hospital administration. Make-up arrangements will be noted on the Absence Request form that the student submits to COM Clinical Education in advance of the time off.

Fourth Year Residency Interviews

Students should schedule interviews using “free” time rather than taking time off during a scheduled rotation. The Office of Clinical Education is aware of the challenges that 4th year medical students face during the interview season with regards to time off for interviews during clinical rotations. With pre-approval, 4th year students will be allowed up to 3 days off per 4-week rotation for interviews during the months of November, December, and January (when the vast majority of residency interviews occur) without a requirement for makeup. To obtain this pre-approval, student need to:

- email the Office of Clinical Education at least 2 weeks in advance of the requested time off for interviews and provide the following information:

- date and place of the interview
- the absence policy of the rotation site where the student will be missing time (requested time off must be in compliance with the rotation site policy)

If missed time for interviews has not been pre-approved, students will be required to make up any missed clinical time. Excessive absence from a rotation during “residency season” is a common reason for a marginal or failing grade on the evaluation so please make the best plan possible and communicate effectively with your rotation site managers/preceptors and Office of Clinical Education.

Academic Progress Policy

Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues.

Student Progress

The Committee on Student Progress (CSP) is responsible for making recommendations of each student's progress through the curriculum. Recommendations for yearly progress go to the Dean, while recommendations for interruption of progress will go to the Associate Dean of Academic Affairs (year 1 and 2) or the Senior Associate Dean of Clinical Education (year 3 and 4). This includes recommendations on behavioral, disciplinary and academic matters. The CSP makes recommendations to the COM Dean and COMFA concerning promotion of students to the next class, and to the COMFA and COM Dean on the awarding of the degree of Doctor of Osteopathic Medicine to those who have satisfied all graduation requirements.

In addition to the UNE COM Student Code of Ethics and Professional Conduct Policy, UNE COM students must also follow the UNE Student Code of Conduct <https://www.une.edu/student-affairs/student-conduct> Any violations to the UNE Code of Conduct will be reviewed and addressed through the UNE process: <https://www.une.edu/student-affairs/student-conduct/student-handbook>

Student Progress in a Course/Rotation

A student who is unable to meet competency for performance indicators may be deemed at risk for course failure and will be prioritized for academic support. Each course/rotation syllabus describes the criteria that indicates a student is a “Support Priority.” Course Directors will designate a student as “Support Priority” based on their performance in the course.

Students meeting the “Support Priority” threshold for courses or rotations must meet with the course director(s) to discuss recommendations. Students may also be referred to the Assistant Dean of Student Success and/or the Committee on Student Progress (CSP) for further evaluation of the situation and determination of action. In addition to specific academic interventions, recommendations may be made by the ADRSAS, ADSS, CSP, or course directors as to an “Support Priority” student’s eligibility to

participate in co-curricular activities; hold leadership positions; attend outside events and/or conferences; and/or represent UNE COM.

Student Promotions

A student will be promoted from one academic year to the next when all requirements for the precedent year are successfully completed and the Committee on Student Progress (CSP) has formally recommended the student for promotion to the Dean.

No student may concurrently take units of study that are scheduled for credit in a different academic year or semester (with the exception of clinical education curriculum).

Students who have not met expectations for successful completion of a course in their Fall semester will be required to take an academic enrichment course before continuing in the COM program.

Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Levels 1, 2-CE

As per UNE COM's accreditation standards students must pass COMLEX-USA Levels 1, and 2CE to meet eligibility requirements for graduation.

- It is the student's responsibility to schedule a test date with the NBOME.
- Students may find complications with testing site power failure, travel issues, illness or other events that may delay the examination or score reporting. Therefore, students should not wait until the last possible date to take their COMLEX Level 1. The student must be in good academic and professional standing to take COMLEX-USA Level 1, and Level 2CE (Cognitive Evaluation).
- The student must pass COMLEX-USA Level 1 to be eligible to take COMLEX-USA Level 2-CE.
- Students who wish to apply for accommodations for the COMLEX Level 1 examination must do so by September 30th of the Fall Semester prior to taking the examination.
- The NBOME establishes the minimum passing scores for all COMLEX-USA Level Examinations
- The student will have a maximum of three (3) attempts to pass each of the COMLEX-USA exams required for UNE COM graduation
- A student who does not pass any one of the required COMLEX-USA exams in three attempts will be recommended for dismissal from the College of Osteopathic Medicine.
 - Only under the most extreme extenuating circumstances which have affected the student's performance may a student petition CSP for consideration of relief from this requirement. The petition must be submitted within 14 business days of receipt of the score
- A student has a maximum of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete all degree requirements and pass COMLEX-

USA Level 1, COMLEX-USA Level 2CE, or may be recommended for dismissal from the College of Osteopathic Medicine

- Only under the most extreme extenuating circumstances may students petition CSP for consideration of relief from this requirement.

COMLEX-USA Level 1

- Students must take and pass COMLEX Level 1 to begin third year core clinical rotations
 - This requirement may be affected by NBOME determined operations or clinical site criteria which are beyond UNE COM's control
 - Under no circumstances may a student begin third year core rotations without having taken COMLEX Level 1 with an anticipated score release date that satisfies the deadline published by the Office of Academic Affairs at the beginning of the second academic semester
- A student who fails to meet the requirements to start third year core rotations:
 - Will be designated as and enrolled in the Clinical Education Support Priority (CESP) course for one (1) year and
 - Must continue to meet with CSP for curricular guidance and recommendations
 - Students designated support priority must still meet all graduation requirements within six (6) years of matriculation
 - Must pass COMLEX Level 1 prior to starting core clinical rotations the following year.

COMLEX-USA Level 1 – Eligibility

A student must be in good standing, academically and professionally. A student who is not in good standing:

- Will be designated by the college as “ineligible” for the NBOME COMLEX Level 1 until the outstanding deficiencies/issues are resolved
- Will remediate outstanding course work and/or resolve other issues by a date agreed upon by the appropriate individual or UNE COM office. CSP must approve/endorse the plan of action regarding deficiencies/issues and determine they are successfully resolved
- The student will be made eligible, by the college, to take COMLEX-USA Level 1 once outstanding deficiencies/issues are successfully resolved

COMSAE Prerequisite for COMLEX-USA Level 1

- All students are required to take timed and proctored COMSAE's prior to taking COMLEX Level 1. The Office of Academic Affairs will announce the dates, time, and specific COMSAE versions available for the spring. The College will pay for five (5) COMSAE's. Students may take additional timed COMSAEs at their own expense.
- Students who do not achieve a >400 score by May 15th may be required to meet with the Chair of CSP or the ADAA, designated Support Priority and assigned an Academic Intervention

- Students must achieve a score >450 on a timed and proctored COMSAE within 30 days of their scheduled COMLEX Level 1 examination
 - A student who is unable to achieve a score >450 on a timed and proctored COMSAE(s) offered in the spring term of 2nd year in a timeframe that will generate COMLEX-USA Level 1 results prior to starting core clinical clerkships:
 - Will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 1 until the COMSAE requirement is met.
 - Any cancellation or rescheduling fees incurred as a result of this will be the student’s responsibility.
- A student who takes COMLEX-USA Level 1 without first documenting a timed/proctored COMSAE score >450 will be subject to further action by CSP.
- The maximum time period of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete all degree requirements includes this COMSAE requirement.

COMLEX-USA Level 2CE

COMLEX-USA Level 2CE – Eligibility

A student must be in good standing, academically and professionally. A student who is not in good standing:

- will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 2CE until the outstanding deficiencies/issues are resolved
- will remediate outstanding course or clinical work and/or resolve other issues by a date agreed upon by the appropriate individual or UNE COM office. CSP must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved.
- The student will be made eligible, by the college, to take COMLEX-USA Level 2CE once outstanding deficiencies/issues are successfully resolved.
- It is the student’s responsibility to schedule a test date with the NBOME
- A student may schedule COMLEX-USA Level 2CE for a date on or after completion of the second week of their last core clerkship. In order to present a complete COMLEX-USA transcript to residency programs in a timely manner and to document this information for graduation, students are strongly encouraged to schedule COMLEX-USA Level 2CE for a date no later than September 30 of their 4th year.

COMSAE Prerequisite for COMLEX-USA Level 2CE

- All students are required to independently take a timed Level 2CE COMSAE within 30 days of their scheduled COMLEX-USA Level 2CE exam date.
 - The college will pay for two (2) Level 2CE COMSAEs.
 - The Office of Clinical Education will announce when the COMSAEs are available.

- Students may take additional timed COMSAEs at their own expense.
- A student must achieve a score >450 on a timed Level 2CE COMSAE within 30 days of their scheduled COMLEX-USA Level 2CE exam
- A student who does not achieve a score >450 on a timed Level 2CE COMSAE will:
 - contact the Chair of the CSP to discuss study strategy and resources
 - advise their COM Clinical Education student support person of any changes they intend to make to their rotations schedule
 - take additional timed Level 2CE COMSAEs, at their own expense, until they achieve the score threshold. Upon achieving a timed Level 2CE COMSAE score >450, the student must send a screen shot of their COMSAE score report to the Chair of the CSP and to the Clinical Coordinator in the UNE COM Office of Clinical Education
 - be designated by the college as “ineligible” for the NBOME COMLEX- USA Level 2CE until the COMSAE requirement is met.
 - Any cancellation or rescheduling fees incurred as a result of this will be the student’s responsibility.
 - Upon receipt of documentation of a timed Level 2 COMSAE score >450, the college will reinstate the student’s eligibility to take COMLEX-USA Level 2CE.
- A student who takes COMLEX-USA Level 2CE without first documenting a timed Level 2CE COMSAE score >450 will be subject to further action by the CSP

A student who does not receive a passing COMLEX-USA Level 2CE score must:

- Meet with the Chair of CSP
- CSP will evaluate and make recommendations to the Associate Dean of Clinical Education (ADCE)

Graduation

A student who has successfully completed all requirements for graduation as published in the University of New England, College of Osteopathic Medicine catalog – including all academic and professional standards requirements within the time constraints described above – will be recommended by the Committee on Student Progress (CSP) to the faculty for graduation. If a majority of the full-time faculty present at a scheduled faculty meeting votes to support the recommendation, such recommendation will be forwarded to the Dean who will present the recommendation to the university Board of Trustees for approval.

All students must complete the course of studies leading to the D.O. degree within six (6) years of matriculation (or within 150% of the standard time to obtain the degree). Individuals who do not meet this standard will not be eligible to graduate.

Academic Probation

Placement of a student on academic probation indicates the student's inability to meet the expected standards of academic or professional behavior and the College's dissatisfaction with the students' performance. A student may be placed on academic probation for course related performance, and/or violation of expected professional standards and/or behaviors.

A student on academic probation will:

- remain enrolled and must continue to meet the curricular requirements of all units of study
- not represent the college at outside events (ex. conferences, poster presentations, etc.)
- be asked to curtail elected office responsibilities until their academic performance improves

Students who violate the conditions of probation as listed above, will be reviewed again by the Committee on Student Progress (CSP), which will make such recommendations to the respective Associate Dean.

Disciplinary Probation

Placement of a student on disciplinary probation indicates the student's inability to meet the expected level of behavior and the College's extreme dissatisfaction with the behavior or conduct.

A student on disciplinary probation must:

- discontinue the behavior leading to probation,
- maintain a record of exemplary behavior, and
- follow all recommendations made by the Committee on Student Progress (CSP), Dean, respective Associate Dean
- not represent the college at outside events (ex. conferences, poster presentations, etc.)
- suspend or resign from elected office responsibilities until their behavior and professionalism improves

Students who violate the conditions of probation as listed above will be reviewed again by the CSP, which will make such recommendations to the respective Associate Dean.

Withdrawal

An application for voluntary withdrawal from the College must be submitted in writing to the Dean. Students should complete the *University Withdrawal and LOA Request* form found on the Registrar's website in consultation with the Assistant Dean of Student Success or Associate Dean of Recruitment Student, & Alumni Services: <https://www.une.edu/registrar/registration/registration-forms>

Leave of Absence (LOA)

If a student is considering a Leave of Absence (LOA), they should first have a conversation with their faculty advisor or Course Director. If the student wishes to proceed with a leave request, the advisor or course director will refer the student to the Assistant Dean of Student Success (ADSS) or Associate Dean of Recruitment Student, & Alumni Services (ADRSAS) to begin the process of requesting a leave.

- A student granted a leave of absence for any reason will have a Withdrawn (W) on their transcript opposite those units of study not completed because of the leave.
- The leave request can be up to one academic year, equivalent to two consecutive semesters
- Failure to return as scheduled will result in the student being administratively withdrawn and subject to readmission procedures
- While on an approved LOA, students:
 - are classified as “active/not enrolled”
 - cannot enroll in courses for credit at another institution
 - must follow the timelines and requirements as outlined on their approval letter

Academic Leave of Absence

Students will meet with the Associate Dean of the appropriate office as well as the ADSS or ADRSAS whenever considering a leave of absence as noted above. If the student decides to move forward with a leave request, the student will complete the *University Withdrawal and LOA Request* form found on the Registrar’s website in consultation with the ADSS or ADRSAS.

<https://www.une.edu/registrar/registration/registration-forms>

The completed request form will be handled by the Office of Academic Affairs for years 1 and 2 and the Office of Clinical Education for years 3 and 4. With the approval of the Dean, the ADAA, or ADCE may unilaterally place a student on a leave of absence when considered to be in the best interest of the student or the institution.

A student may appeal the Associate Dean’s decision to require a leave of absence and/or the conditions for returning from LOA by petitioning to the Dean. The appeal must be submitted, in writing, within seven (7) business days of the Associate Dean’s decision to place the student on leave of absence and must specify in detail the basis of the appeal.

Medical Leave of Absence

A student may request a Medical Leave of Absence should it be determined that they cannot fulfill the academic requirements of their coursework due to a medical condition and/or that a documented medical condition makes it difficult to successfully complete the semester.

The student will complete the *University Withdrawal and LOA Request* form found on the Registrar’s website in consultation with the ADSS or ADRSAS.

<https://www.une.edu/registrar/registration/registration-forms>. The completed request form will be handled by the Office of Academic Affairs for years 1 and 2 and the Office of Clinical Education for years 3 and 4. With the approval of the Dean, the ADAA, or ADCE will place a student on a leave of absence.

Mandatory Administrative Medical or Psychological Leave of Absence

In certain circumstances, the Dean may determine that a student will be required to take a Leave of Absence in response to exhibited behaviors:

- Ongoing behaviors which cause significant and pervasive disruption to the learning community, either in the classroom or elsewhere on campus, or
- Presents an imminent danger to themselves and/or others
- Temporarily unable to meet the technical standards

Returning from a Leave of Absence (LOA)

If planning to return from a Leave of Absence (LOA), the student must initiate the below steps no later than the date indicated on their leave letter:

1. **(Medical Leave of Absence *only*) Receive approval from the University**
 - a. Email the UNE Registrar registrar@une.edu and cc COM comsa@une.edu stating intent to be reinstated as a student for a given term
 - b. The Registrar will notify the student of next steps to be cleared by the university for a return
 - c. Once these steps are completed and a determination has been made, the student forwards the university decision to COM at comsa@une.edu
2. **Receive approval from COM**
 - a. Once COM is aware of the approval from the University, the Chair of the Committee on Student Progress (CSP) will set a date/time of the committee meeting
 - b. The committee will assess the student's preparedness to return to coursework and make recommendations to the ADAA/ADCE who will issue a decision as soon as possible
3. **Respond in writing to the official notification** in the timeframe noted in the decision letter
4. **Follow decision requirements and conditions**

Student Rights and Responsibilities

The UNE Student Handbook, described in the Introduction of this document, can be found:

<https://www.une.edu/student-affairs/student-conduct/student-handbook>

Committee on Student Progress (CSP) Procedures

The Committee on Student Progress (CSP) follows the below procedural safeguards to ensure a fair and consistent review of all areas relating to satisfactory academic progress and or academic interruptions. Upon notice of a referral to CSP regarding an academic or professionalism issue:

1. The Chair of CSP will contact the student regarding the date/time and circumstances (live or Zoom) of the meeting and offer to answer related questions from the student.
 - a. The Chair may exercise discretion and meet individually with the student for minor, or time-sensitive issues that do not require a formal recommendation from the committee. In extraordinary circumstances, the chair may meet individually with a student for issues which might normally require a full committee review. In these cases, a report and related documentation would be submitted for review and action by the full committee.
2. The details of the case will be shared with the committee members
3. The student may submit written materials for the committee to review to the Chair of CSP in advance of the meeting
4. The committee will meet with the student to discuss the case
 - a. The student is expected to participate in the process, but if the student is willfully absent during the proceedings, they will have waived their ability to represent their view in the meeting or answer clarifying questions of committee members
 - b. The student may have their advisor present from the University community, but not legal counsel or family/parent(s)/guardian(s). No other individuals will be permitted to accompany the student to a meeting unless requested to attend by the CSP. The advisor's role will be to support the student, not participate in the discussion, or address the committee on the student's behalf
 - i. If a student intends to bring an advisor to a meeting, the student will notify the Chair of the advisor's name prior to the meeting
5. Committee deliberations are closed to the public, the student in question, and the advisor
6. The committee may issue a committee report, or recommendation to the appropriate Associate Dean, or in some cases, the COM Dean

Academic Progression Appeals

Students have the right to appeal decisions on academic progress based on process or procedure as described below:

- A. Appeals regarding decisions on Academic Progress will be submitted to the COM Dean or designee and may require the submission of an Academic Petition
<http://www.une.edu/registrar/registration/registration-forms>
- B. A decision regarding academic progress reached by the designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic

review committee may be appealed by the subject student(s) or Complainant(s) to the COM Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean and must be based on (1) new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or (2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the COM Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).

- C. The Dean will decide whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
- D. If it is deemed by the Dean that an appeal is warranted, the following procedures will be followed:
 - a. An appropriate appeal committee will be convened, and a review will be conducted.
 - b. If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.

Appeal Review Committee and Protocols

Academic Review Committee

An Academic Appeal Review Committee will adhere to the following protocols and procedures:

1. Five (5) faculty members from the student's college
2. If the failure is for disciplinary reasons a staff member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation.
3. If the failure is for disciplinary reasons the committee will include a member of the UNE Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no other member of the Student Affairs staff is available.
4. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
5. A person may not serve as a member of the Appeal Review Committee if they are the Complainant, is to be a person providing information for or against the accused student or has been involved in any capacity in events leading to the appeal. Should a conflict of interest be

perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.

Appeal Review Protocols

1. In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
2. The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
3. The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
4. Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of the reviews, evidence presented, and recommendations of the Committee.
5. The Dean will make a decision and report it to all parties involved within ten (10) business days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
6. If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re- opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
7. In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

Student Feedback and Evaluations

UNE COM considers student participation in the course/system/rotation, peer and faculty evaluation process a professional responsibility and expects all students to participate.

Years 1 & 2

Following each course, students complete online evaluations of both the course and participating faculty. For pre-clinical courses, these evaluations form the basis of post-course discussions involving student representatives, faculty course directors, and the ADAA. Participation in course evaluations are also discussed in each course syllabi.

Years 3 & 4

Students evaluate every clerkship rotation upon completion. Evaluations are reviewed by the Office of Clinical Education with summative comments shared with clinical sites at the end of each academic year.

Student Concerns and Complaints about Academic and Non-Academic Issues

UNE COM has policies and procedures regarding student complaints related to accreditation standards and procedures, and maintains a system of records for the receipt, adjudication, and resolution of such complaints. These policies and procedures were developed as a collaboration of the COM Student Government Association, the Associate Dean/staff of the Office Recruitment, Students & Alumni Services, and the Dean's Leadership Team. The University Student Handbook also delineates processes by which various issues and complaints can be addressed <https://www.une.edu/student-affairs/student-conduct/student-handbook>

There are several means by which UNE COM facilitates communication and responds to academic and non-academic issues related to accreditation standards that are brought forward by students:

1. Academic:
 - a. Student representatives participate on the College of Osteopathic Medicine (COM) Curriculum Advisory Committee (CAC) where they meet with course directors, the curriculum director, and an associate dean to bring forward issues and concerns related to academic offerings, course content, and pedagogy
 - b. The continuous course review process, giving specific feedback about all aspects of a course and/or rotation.
2. Non-academic:
 - a. Issues are brought to the attention of the Department of Recruitment, Students, & Alumni Services (RSAS), through the Student Government Association (SGA), or introduced at the Dean's Roundtable
 - b. The Associate or Assistant Dean of Recruitment, Students and Alumni Services (ADRSAS) and the Assistant Dean of Student Success (ADSS) meets regularly with the on-campus

Class Officers and the SGA Executive Committee and provides feedback regarding issues and concerns that have been introduced.

3. Any issue of concern can be brought through the SGA to the Dean's Roundtable Meeting which is open to all students. The agenda is determined by the Student Government Association based on a consensus of student input, and the meeting is attended by the Dean, all Associate Deans and Department Chairs.

Student Complaints about Accreditation Standards and Procedures

In compliance with the standards set forth by Commission on Osteopathic College Accreditation (COCA), the University of New England College of Osteopathic Medicine (UNE COM) maintains the following procedure for students who wish to file a complaint about the school's ability to meet accreditation standards or adhere to the American Osteopathic Association policies and procedure:

1. Students should familiarize themselves with the COCA Standards on the COCA website www.osteopathic.org
2. Students should prepare a statement in writing identifying the nature of the complaint, standard(s) violated, and specific factual information when pertinent (times, places, persons involved)
3. The complaint should be submitted to the Dean College of Osteopathic Medicine and Vice President Health Affairs, Stella Maris Hall, 11 Hills Beach Road, Biddeford, Maine 04005
4. In addition to the written complaint, the student filing the complaint is also welcome to make an appointment to meet with the appropriate school administrator(s) to discuss his or her complaint(s) and options for resolution.
5. The Dean will work with appropriate administrators, committees, and staff to resolve the complaint, if appropriate, and respond accordingly to the filing of the complaint.
6. Faculty, administrators, and staff shall not intimidate or take retaliatory action against a student who makes a complaint in good faith and without malice. This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.
7. A record of written complaints about the school's adherence to the COCA accreditation standards or policies and procedures will be maintained for COCA to review at the time of an accreditation site visit.
8. If a student wishes to file a confidential complaint, then he or she may submit a complaint directly to the COCA. The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario St.; Chicago, IL 60611 or via email to predoc@osteopathic.org.

Appendix A: USMLE

UNE COM does not require students to take any Step of the United States Medical Licensing Examination (USMLE). However, we support those who wish to do so. The student may take Step 1, Step 2, or both. The National Board of Medical Examiners (NBME) permits a student to take USMLE Step 2 without first having taken Step 1. It is the student's responsibility to determine which exam or exams will suffice to further their residency plans; however, we recommend taking COMLEX-USA prior to USMLE, since the former is a requirement for graduation, as well as an element in securing the residency of the student's choice.

The USMLE may not, under any circumstances, be substituted for COMLEX- USA to fulfill the Boards requirement to begin rotations or for graduation from UNE COM.

USMLE STEP 1

- The student may register for USMLE Step 1 at any time in the fall of their OMS II year.
- The student will complete the on-line registration process, then print the Certification page. The student will attach an original head and shoulders photo (2X2) to the Certification page, check one of the authorization boxes, then sign (handwritten signature only) and date the form.
- The student will then scan the document and forward to the authorized school official who will certify and forward it to NBME. The official will separately verify the student's enrollment status and graduation date on the NBME website. It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME.

USMLE STEP 2

The student may register for USMLE Step 2 at any time during 3rd year. If the student did not previously register for Step 1, see the registration instructions in USMLE STEP 1 above. The authorized school official will verify the student's enrollment and graduation date on the NBME website.

It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME.

Appendix B: Clinical Training Manual

Welcome to Clinical Education

Welcome to the clinical curriculum and the Department of Clinical Education. Congratulations on completing the preclinical curriculum and transitioning to experiential clinical learning. This Clinical Training Manual is designed to provide guidance and resources to navigate this environment. Our entire department is here to support you as you work towards your individual career goals. You are the most important component of this system as you develop an individual career path in the medical profession.

All of us here at UNE COM can assist you as you complete your curricular requirements and assist you in achieving a position in a residency training program, while developing knowledge and skills to thrive as a lifelong learner. Your clinical experiential training (years 3-4) occurs in a system of affiliated educational sites not owned or operated by UNE. The third year core clerkships are coordinated through a system of clinical sites throughout Maine, New England, and other states, with a focus on sites in rural and underserved areas.

We are here to provide support to your learning process, and we encourage everyone to maintain a sense of balance throughout your medical education and ultimately in your professional career. Please do not hesitate to contact us for assistance in dealing with any issue that might be affecting you. You also have a wonderful support system in each of the clinical training sites, as well as with your peers.

Sincerely,

Guy DeFeo, D.O., Senior Associate Dean of Clinical Education

John Lowery, D.O., Ph.D., Assistant Dean of Clinical Education

Introduction

The Department of Clinical Education coordinates all phases of the clinical curriculum (Years 3 and 4) at affiliated clinical training sites. UNE COM maintains responsibility for all affiliation agreements and ensures that each site operates its educational activities in a manner consistent and compliant with all UNE COM policies and procedures. The procedures in this Clinical Training Manual describe all the approved methodologies for you to complete the entire clinical education curriculum. This clinical experiential training occurs in a system of affiliated educational sites not owned or operated by the COM. The third-year core clerkships are coordinated through a system of core clinical sites with a multitude of clinical sites throughout Maine, New England, and other states in the Northeast, and includes sites in rural and underserved areas.

In keeping with the mission to focus on the training of primary care physicians serving rural and underserved areas, we have created many opportunities for students to learn in these settings. UNE COM establishes written affiliation or educational agreements with the participating hospitals and clinics within our clinical site system that define the rights of both parties for each clinical clerkship teaching facility. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Department of Clinical Education also assists students in developing a schedule to fulfill curricular requirements for fourth year while providing opportunities and guidance to proceed through the residency search and application process.

The purpose of UNE COM's clinical clerkship curriculum is to prepare students to enter and be successful in graduate medical education programs with a focus on becoming competent, compassionate osteopathic physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's mission and objectives. During the middle of the second year, students are assigned to

a specific clinical site to complete their core clerkship rotations and their third-year curriculum. Rotations are designed to provide students with active, hands-on learning experiences in medical situations. Under the supervision of clinical faculty, students become involved in the case management of patients as they refine their problem-solving, diagnostic, and therapeutic skills. Rotation schedules are constructed with assistance from administrative personnel to ensure that curricular requirements are met. Each rotation is a separate learning experience, and each student's evaluation is based on an individual assessment by his or her preceptor(s) supervising the rotation.

Concurrent with these experiences, various didactic activities are incorporated into the curriculum to augment student learning, utilizing such instructional modalities as lectures, professional development seminars, clinical case conferences, tumor board meetings, case-based discussions, interactive computer assignments, and the use of self-instructional audio-visual materials.

As part of required core rotation and certain selective rotation requirements, students must pass Comprehensive Osteopathic Medical (Student) Achievement Tests (COMAT). These are standardized specialty subject tests created by the National Board of Osteopathic Medical Examiners (NBOME). UNE COM purchases these exams from the NBOME.

Basic Navigation

The Clinical Training Manual contains a description of the academic process to be followed during your clinical years and other information that will be helpful to you while you are on rotations. From time to time, content in this document may be added, deleted, or updated. This manual is to assist you as you navigate the clinical education experience and is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine. Information provided in this manual is subject to change based on changes in the healthcare environment.

Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace or in other designated locations.

Please read the entire manual and refer back to specific sections as questions arise. Students are assigned a Clinical Education Coordinator who will answer questions and generally guide the student through rotations. Contact at clinical education coordinators: comclinicaleducation@une.edu

Additional Reading: COM Academic Catalog – <https://www.une.edu/catalog/>

Administrative Contacts

COM Clinical Education Office:

- Office Hours: Monday-Friday, 7:00 a.m. to 4:30 p.m.
- comclinicaleducation@une.edu | FAX: 207-602-5908

Listing of Clinical Education Faculty & Staff: <https://www.une.edu/com/people/administrative-departments#clinical>

To Contact:

- Senior Associate Dean of Clinical Education: 207-602-2348
- Assistant Dean of Clinical Education: 207-602-2215
- Assistant Dean of Clinical Education Curriculum 207-602-2633
- Academic Coordinator Years 3 & 4: 207-602-2633

Clinical Curriculum Timeline

Year 1

- July
 - Verify matriculation requirements
 - Early clinical experiences (per preclinical schedule)
- December
 - Introduction to Careers in Medicine
- April
 - Introduction to Longitudinal Integrated Clerkship (LIC)
 - Summer opportunities
 - Research immersion
 - Doctors for Maine Future assigned to Northern Lights EMMC requirement

Year 2

- July: Verify prerequisites
- August 14: Clinical Education meeting with class
- September 18: Clinical Education meeting with class
- October 2: Core Clinical Site Showcase
- November 13: Clinical Education meeting with class
- January 15: Clinical Education meeting with class
- February: Core clinical assignment process (CCAP) including relocation
- February 26: Clinical Education meeting with class
- April 16: Clinical Education meeting with class
- May: COMLEX 1 prerequisite
- June: Student will complete the Transition to Clinical Education course and all prerequisites

Year 3

- July

- Many clinical sites will conduct orientation during the week preceding the start date for core clerkships. Core clerkships begin
- August
 - ERAS opens for registration and letter of recommendation uploads only
- September
 - Clinical Education Advising meetings begin
- October
 - OMT Updates
- January
 - Complete prerequisites for access to Visiting Student Application Service (VSLO) for 4th year rotations
 - Update background check only if required by 4th year elective sites
 - Schedule COMLEX-USA Level 2CE for dates late 3rd year or early 4th year, but no later than September 30 of 4th year, in order to update scores on ERAS prior to submission of rank order lists
- March
 - Date by which to complete and submit the MSPE Profile and your CV to the COM Clinical Education Office
- April
 - OMT Update
- May
 - Return to UNE COM Campus for Clinical Competency Capstone (C3DO)
- June
 - End of core clerkship rotations

Year 4

- July: See Residency Planning Manual for timeline and details regarding Year 4
- August: Residency rotations / interviews continue through January
- September: Residencies begin accepting applications, see ERAS deadlines
- October: Residencies download MSPEs from ERAS
- December: Military Match results announced
- January: Final month for residency rotations and interviews
- February: NRMP Rank Order Lists due
- March: NRMP Match results announced
- May: Senior Week and Commencement. Both activities are mandatory
- June: Transition to residency

Curriculum Requirements

The following outlines general requirements for satisfactory completion of third and fourth-year curriculum.

From July 1 of third year to May of the fourth year, the student must satisfactorily complete a minimum of 82 weeks of clinical training. A passing grade must be received for each rotation in order to fulfill requirements for graduation. See the section titled COMLEX-USA LEVELS 1, 2 CE as it relates to graduation. Typical schedule for clinical rotations may vary by individual student.

Third Year (48 weeks)

Core rotation experiences consist of:

1. Six (6)-week rotations in family medicine, obstetrics/gynecology, pediatrics, psychiatry and surgery
2. 12 week experience in internal medicine
3. Six (6) weeks of elective time are available
4. Required longitudinal OMM curriculum
 - a. Semiannual OMT updates are provided to ensure all student have adequate experience during the third-year core curriculum. Some core sites may provide designated OMM experience
5. Core Competency Capstone for DO (C3DO)

2024-2025 Key Dates:

Rotation Block #	Clerkship Dates	End of Service Exam Date
1	7/1-8/1/2024	8/9/2024
2	8/12-9/2/2024	9/2/2024
3	9/23-11/1/2024	11/1/2024
4	11/4-12/13/2024	12/13/2024
Winter Break	12/16-12/27/2024	
5	12/30/2024-2/7/2025	2/7/2025
6	2/10-3/21/2025	3/21/2025
7	3/24-5/2/2025	5/2/2025
8	5/5-6/13/2025	6/13/2025

Fourth Year (34 weeks)

- Four mandatory selective rotations, 4 weeks each, in Emergency Medicine, Osteopathic Manipulative Medicine, Internal Medicine, and Surgery
- Elective rotations sufficient to meet graduation requirements, typically at least 18 weeks

Clinical Sites

For the list of clinical sites, rotations available at each hospital, and links to individual web pages:

<https://www.une.edu/com/predoc/clerkships/clinical-campuses>

Note that student schedules may include one or more core clerkships at affiliate medical facilities within a hospital system or at medical facilities outside the assigned clinical site.

Supervision

Students on all rotations must be under the direct supervision of a licensed D.O. or M.D.

General Information Regarding Rotations

1. All core rotations are registered by the Department of Clinical Education
2. For all other rotations, students must pre-register (by submitting to the COM Clinical Education Office, not the rotation site, a Clerkship Registration and Approval form – CRA) for every rotation that they directly arrange in order to be covered by professional liability insurance and to receive transcript credit. This includes rotations scheduled via the Visiting Student Learning Opportunities platform (VSLO), or other scheduling platforms. Students who fail to pre-register will not receive credit and are subject to disciplinary action.
3. Time permitting, students may schedule additional elective experiences over and above the required 82 clinical weeks, subject to Clinical Education Office approval and the guidelines for scheduling a rotation.
4. Students may not enroll in and receive credit for more than one rotation or academic activity during the same time period.
5. All rotations, core, selective and elective, must be experiential. Virtual courses will not be approved for credit.
6. Students are responsible for providing proof of health insurance coverage. Health insurance must be valid in the state in which clerkship rotations occur. Students are responsible for providing evidence of a current physical, drug screen and/or any other health screening if required by a rotation site. Required certifications must be kept current.
7. A background check must be updated as required. The student is responsible for all costs involved. Students who fail to comply will be denied permission to continue in clinical training.
8. Students must be able to successfully complete all UNE COM graduation requirements by the end of the academic year in May.
9. Students must attend all mandatory Senior Week activities and commencement as detailed in the Student Handbook.

Core Clerkship Assignment Process (CCAP)

CCAP is the process in which second year students are assigned to a clinical site for their third-year core clerkship rotations. The following details the process for assignment for Academic Year 2023-24. Final

details for the process in AY 2024-25 may be subject to change. All changes will be shared with the class prior to the assignment process.

1. All eligible students must participate in CCAP
 - a. Must be up to date with matriculation pre-requisites prior to CCAP to be able to participate in CCAP
 - b. Students must be present for the Clinical Showcase in order to participate in CCAP
 - i. No excused absences approved for this event
2. Doctors for Maine's Future
 - a. Required assignment at Northern Light - EMMC in Bangor, ME
3. Programs that do not participate in CCAP include:
 - a. LIC Assigned Students
 - b. Research Immersion Assigned Students
4. CCAP Features
 - a. Students Rank all clinical sites 1-16 (final number dependent on # of clinical sites)
 - b. All sites must be ranked
 - c. May only use ranking number once
 - d. All information is gathered by Clinical Education Academic Coordinator and deidentified
 - e. Students assigned a random number between 100 and 999
 - f. Placement is decided by CCAP Committee with an effort to assign students within top 10 choices
 - i. There is NO Guarantee of placement in top choices
 - g. The final assignment process is determined by the Department of Clinical Education

Clinical Curriculum: Core Clerkships

Due to unique circumstances in the clinical healthcare environment, all rotation schedules may be subject to change by Clinical Education with little or no notice to students. Students may not change their schedules without prior written approval from the COM Clinical Education Office, regardless of what the training site may allow.

Student Housing

Students are responsible for their own housing and meals at their assigned clinical site. In a situation where COM Clinical Education assigns a student to a core rotation greater than one-hour travel from their assigned core site, COM Clinical Education will provide a housing arrangement for the student at that assigned location.

Registration for Core Clerkships

The Clinical Education Office coordinates all registration of core clerkship rotations.

Core Clerkships

1. Cores must be completed at one of the UNE COM Core Clinical Sites. All core requirements must be completed prior to starting the fourth-year curriculum.
2. Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are six (6) consecutive weeks. Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous.
3. Core electives must be a minimum of two (2) consecutive weeks. Core electives should be completed at the core clinical site based on availability.
4. The last Friday afternoon of each core block is reserved for the End of Service (COMAT) exam, except for students completing the first six (6) weeks of Internal Medicine.

Clinical Competency Capstone Assessment (C3DO)

A Standardized Patient Examination is a mandatory requirement for all students. This examination is necessary for successful completion of the third-year curriculum and will be administered at the UNE Biddeford Campus in May and June 2025. Students are responsible for any travel costs to campus - the financial aid package includes designated funds for this travel.

Core Clerkship OMM Curriculum (Third Year)

In each year of the curriculum, a COM must provide each student with instruction in Osteopathic Principles and Practice (OPP), including both observation and hands-on application of Osteopathic Manipulative Medicine (OMM) supervised by COM-credentialed physicians (DO or MD).

OMM Curriculum

The OMM curriculum includes all of the following elements:

1. *OMM Experience*: While on clinical rotations, students are encouraged to practice OMT under the direct supervision of their preceptors. This activity will be evaluated at the end of rotation on the Evaluation of Medical Student Competency
2. *Required longitudinal OMM curriculum*: Provided by the Department of OMM
3. *OPP Core Case Assignment*: During each core clerkship rotation, the student will complete an osteopathic case study of a patient encountered during this service. The foundation of the experience begins with an osteopathic structural examination. The student will determine an appropriate osteopathic manipulative treatment based on these findings. The student will prepare a case presentation to illustrate the osteopathic principles as applied to the particular patient presentation. Appropriate research or evidence will be included. The case presentation will be compiled and uploaded to the Brightspace course for review and to document completion of the assignment.
4. *Required Didactic Experiences*: Biennial OMT Review Session delivered in local geographic regions. These OMT updates are provided to ensure all students have adequate experience

during the third-year core curriculum. Unless otherwise specified, all students must attend these didactic sessions. Please note that there is no reimbursement for travel. Some core sites may provide a regularly scheduled OMM didactic experience which may be considered in lieu of the OMT updates.

5. *Fourth Year Curriculum:* All students must schedule and complete mandatory 4 -week OMT selective that can be experienced through participation with a specialty specific preceptor who has been approved by Department of Clinical Education or may be scheduled at the UNE COM OMM clinic with the OMM department.

Selective & Elective Rotations

Supervision

- Students on rotations must be under the direct supervision of a licensed D.O. or M.D.
- We are obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times; the student must pre-register with the Clinical Education Office for every clinical experience that they directly arrange by completing the online Clerkship Registration (CRA). The online form and instructions are available in New Innovations / Forms.

Scheduling Rotations

Registration for Selective/Elective Rotations and Free Time:

1. For each rotation that a student arranges directly with a training site or via a scheduling platform, such as Visiting Student Learning opportunities (VSLO), they must submit to the Clinical Education Office a Clerkship Registration and Approval (CRA) form a minimum of 45 days in advance of the proposed start date. It is understood that offers via VSLO may be made fewer than 45 days ahead of the rotation's start date. In this case, it is imperative that the student immediately send a CRA to the COM Clinical Education Office.
2. The student must submit a CRA for ALL "free" time to maintain the accuracy of the student's schedule. This also will stop NI e-mail reminders to the student regarding unscheduled time.

Changes to Scheduled Rotations

A student wishing to add one or more weeks to a scheduled rotation must:

1. Obtain written approval from the site's medical education office or administration and the attending physician at the training site.
2. Secure approval from the Clinical Education Office by emailing your Clinical Education Coordinator with the proposed new dates of the rotation and the written confirmation from the training site.
3. If the new dates do not conflict with another scheduled requirement, the extension will be confirmed via email and the dates will be changed on the student's New Innovations schedule.

- a. This will ensure that the student is covered by professional liability insurance throughout the entire rotation.
 - b. Additional time must be a continuation of the same service at the same site.
 - c. Failure to notify the Department of Clinical Education in advance of the extended time will be considered an unauthorized scheduling, and no credit will be given for the additional time.
4. A student may not make ANY change to a scheduled Core, Selective or Elective rotation (dates, discipline, etc.) without prior written approval from the COM Clinical Education Office
 5. The student is responsible for communicating via UNE email to his/her COM Clinical Education Coordinator any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

Core Elective Rotations – Third Year

1. In conjunction with the third-year core rotations, students are provided the opportunity to schedule up to six (6) weeks of elective time. Students are strongly encouraged to schedule a rotation rather than taking time off during this time. Multiple electives may be scheduled, with a minimal length of two (2) consecutive weeks required.
2. Core elective rotations should be scheduled at assigned clinical site based on availability.
 - a. Some core sites may have limited availability in scheduling specific electives – please contact your site’s Student Coordinator and/or Medical Education Department for available electives.
3. CUP AHEC scholars must comply with requirements as established by that program.

A student who engages in unauthorized rotation activity is not covered by professional liability insurance and will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for possible disciplinary action.

1. A rotation is unauthorized if it has not been documented (student’s CRA) and approved, in advance of the start date, by the COM Clinical Education Office.
2. A rotation is approved when Clinical Education sends the student's CRA, a copy of the professional liability certificate and all other required documents to the rotation site.
3. Upon approval by the Clinical Education Office, the rotation becomes an academic requirement to which the student is obligated.

Students may check the status of their CRAs on New Innovations. An approved rotation will be posted to the student’s New Innovation (NI) schedule. If there is a reason that the Clinical Education Office cannot approve a student’s CRA, this will be communicated to the student promptly via email.

Selective Rotations – Fourth Year

- A. Overview

- a. There are four (4) required, four (4)-week Selective rotations:
 - i. Internal Medicine (or Pediatrics)
 - ii. Surgery
 - iii. Emergency Medicine
 - iv. Osteopathic Manipulative Medicine
 - b. All Selective rotations must be completed within the United States.
 - c. Selective rotations are scheduled for a minimum of two (2) consecutive weeks at one site on one service
 - d. May not be scheduled with a family member as the primary preceptor
2. Internal Medicine (or Pediatric) Selective
- a. The selective may be general or subspecialty, either hospital or office based. It may be, but does not have to be, a sub-internship. (See below for more about Sub-Internships/Acting Internships)
 - b. Appropriate subspecialties:
 - i. Addiction Medicine, Adolescent Health, Allergy/Immunology, Cardiology, Critical/Intensive Care, Dermatology, Endocrinology/Diabetes/Metabolism, Gastroenterology, Genetics, Geriatric Medicine, Hematology/Oncology, Infectious Disease, Internal Medicine, Neonatology, Nephrology, Neurology, Palliative Care, Pediatrics & Medical Subspecialties, Preventive Medicine/Public Health, Pulmonology, Rheumatology, Sports Medicine
3. Surgery Selective
- a. The surgery selective may be general or subspecialty. It may be, but does not have to be, a sub-internship
 - b. You may fulfill the selective requirement with a pediatric rotation in any of the listed surgery subspecialties.
 - c. Sub-internships or acting Internships may be scheduled following completion of all core rotations. The Sub-I or AI is a 4th year rotation
 - d. Appropriate subspecialties:
 - i. Anesthesiology, Cardiothoracic, Colorectal, Dermatology, Gynecology, Gynecology Oncology, Interventional Radiology, Neurological/ Neurosurgery, Obstetrics, Ophthalmology, Orthopedic, Otolaryngology (ENT), Forensic or Surgical Pathology, Plastic/Reconstructive, Proctology, Surgical ICU, Thoracic, Transplant, Trauma, Urology
4. Emergency Medicine Selective
- a. The Emergency Medicine Selective may be either general or pediatric EM
 - b. Emergency Medicine Ultrasound, Toxicology or EM Psychiatry do not fulfill this requirement
5. OMM Selective

- a. Student may schedule with an OMM physician or any specialty physician (e.g., Family Medicine, Physical Medicine and Rehabilitation) who incorporates at least 50% OMM into daily practice.
- b. Submit the physician's name and contact information to your Clinical Education Coordinator who will contact the physician to determine the OMM content of the practice. You will be notified of the determination via email.
- c. For information about, or to schedule a rotation with, the UNE COM OMM Department in the Alford Center for Health Sciences, contact 207-602-2898.
- d. Must be scheduled in fourth year to receive selective credit.

Elective Rotations

A. Overview

- a. The student is required to complete a total of 24 weeks of Elective rotations
- b. Six (6) weeks may be completed as core elective at assigned core clinical site. The remaining weeks of elective rotations occur in fourth year.
- c. May not be scheduled with a family member as the primary preceptor.
- d. Rotations are typically 2-4 consecutive weeks at one site on one service. The student may schedule longer rotations.
- e. Rotations scheduled outside of the United States may be registered for Elective credit only. They do not fulfill Core or Selective requirements. Outside of the United States, professional liability coverage is available only for rotations in Canada, Guam, or Puerto Rico.

B. Specific Elective Rotations

- a. Research Elective:
 - i. The student may schedule a research elective in year 3 or 4 (minimum 2 consecutive weeks, maximum 6 consecutive weeks).
 - ii. Research electives must be reviewed and approved through the Associate Dean of Research and Scholarship
 - iii. Submit a Clerkship Registration and Approval form (CRA) with the research proposal after receiving approval from the Associate Dean of Research and Scholarship.

Acting Internships/Sub-Internship/Audition

During the fourth year, students are strongly encouraged to complete one or more acting internships, also known as Sub-Internships or Audition, in the specialty and hospital(s) they are considering for residency if this type of rotation is offered.

As the name implies, the Acting Internship (AI), Sub-Internship (SI) or Audition requires the student to demonstrate a high level of responsibility and polished skills with respect to patient care and medical

team participation. This rotation is an excellent way to show program directors that you are ready for residency.

Scheduling Selective and Elective Rotations

COM Clinical Education Office

1. Contact the medical facility for tentative approval
 - a. Make first contact a minimum of two-three months before you plan to start the rotation
 - b. Identify yourself and your level of training
 - c. State the rotation (e.g., cardiology) and the start and end dates you'd like. Be ready to consider alternate dates if offered
 - d. Ask about housing if you need it; not all hospitals have housing for visiting students
2. Submit the UNE COM Clerkship Registration and Approval (CRA) form
 - a. If rotation is office-based, include the name and address of each hospital at which the physician has privileges. Clinical Education must send duplicate paperwork to each facility so that you can accompany the physician into the hospital
 - b. The CRA must be received a minimum of 45 days prior to the intended start of the rotation
 - c. Complete and submit the CRA. Failure to submit a CRA will result in no credit for time spent in clinical activity and may result in disciplinary action by the Committee on Student Progress (CSP)
 - d. Include the hospital's application materials and/or additional required documentation (if applicable)
 - e. Complete all documents that are your responsibility and send the packet to the Clinical Education Office
 - f. Email submission preferred, but if sending via U.S. mail, notify your Clinical Education Coordinator first
 - g. Student will determine if the training site requires an affiliation agreement with UNE COM and will facilitate by providing both the site and Clinical Education Office with their contact's name, phone number and email. NOTE: It can take several weeks or months for an agreement to be reviewed and approved by attorneys for the hospital and university. Plan accordingly.
3. The Clinical Education Office verify the following
 - a. Student's current BLS, ACLS, OSHA and/or HIPAA status
 - b. Summary of results of the student's most recent background check
 - c. UNE COM's professional liability certificate for clinical activity (will send document)
 - d. The following documents are not sent automatically; student must request if required by the training site:
 - i. UNE COM transcript

- ii. COMLEX scores
 - iii. Background check report
- 4. As specified by the training site, student will provide the following to the COM Clinical Education Office for inclusion with the CRA, or provide directly to the training site:
 - a. Proof of personal health insurance
 - b. Documentation of recent health assessment
 - c. Additional medical records required by the site, if not available from UNE Student Health
 - d. Drug screen – the student will cooperate with the medical facility and is responsible for any costs
 - e. BLS, ACLS, OSHA and/or HIPAA cards/certificates
- 5. Clinical Education will review your CRA and, if approved, forward all documentation, as noted above, to the training site
 - a. Approval is subject to all applicable pre-requisites, including valid BLS, ACLS, OSHA, HIPAA, immunization and PPD status
 - b. Contact will be via email if we have questions or if your request is denied
 - c. Once approved, your completed application packet will be sent to the medical facility within three (3) business days of receipt of CRA and all additional required documentation
- 6. Check status of your requested rotation
 - a. When the rotation has been approved by the COM Clinical Education Office, it will be added to your clerkship schedule on New Innovations

Additional Notes Regarding Scheduling

1. Know when each program begins accepting applications for 4th year rotations and submit your application in a timely manner. Check FREIDA or VSLO, CLINICIAN NEXUS, or other scheduling platforms for this information or contact the program to ask.
2. Some training sites/services:
 - a. will accept only fourth year students for rotations
 - b. will accept applications only via VSLO, CLINICIAN NEXUS, OR other scheduling platforms
 - c. may require a rotation stipend. Please contact your Clinical Education Coordinator for details on how to address this issue for that specific rotation
 - d. Any costs not prearranged with Clinical Education will be the responsibility of the student. It is not recommended that you agree to pay tuition to any other institution without contacting the COM Clinical Education Office for guidance
3. All calendar weeks in the academic year, including free time, must be registered so that Clinical Education can note the dates in your schedule and can contact you, if necessary, while you are away from rotations. Submit a CRA as you would for a rotation, including the dates of your “free” weeks, your phone number, and email address
4. Once you are registered (Clinical Education has sent your documents to the medical facility):

- a. the rotation becomes an academic requirement
 - b. the rotation may not be canceled without prior written approval from the COM Clinical Education Office. Students who cancel without permission may be subject to disciplinary action. See “Cancellation of Rotations” below
5. If a training site does not approve your rotation request or cancels after accepting your application:
- a. notify your Clinical Education Coordinator immediately via email
 - b. attach the e-mail advising you of the cancellation
 - c. find and register for another rotation

Visiting Student Learning Opportunities (VSLO)

This service is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSLO allows students to apply for fourth year elective rotations by filling out and submitting one electronic application, which then can be sent to any of the participating “host schools” (hospitals). COM Clinical Education will e-mail VSLO registration pre-requisites and instructions to the class in December/January of third year.

VSLO opens on or around February 1 of third year.

- It is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and PPD are current before you register for VSLO. “Current” means that they will be effective during the dates of your fourth year rotations, not just at the time you register. Programs may reject applications if these items will expire prior to the end of the requested rotation. COM Clinical Education will email students with instructions and prerequisites for VSLO
- You need to update your background check only if the fourth year rotation sites you apply to require it

You can find more information about VSLO/VSLO at <https://students-residents.aamc.org/visiting-student-learning-opportunities/visitingstudent-learning-opportunities-vslo>

Not all hospitals/residency programs participate in VSLO. To set up a rotation at a non-participating program, directly contact the Medical Education Office at the hospital.

Rotation Cancellation

UNE COM policy that requires a student to pre-register rotations sufficiently in advance takes into account the time required by a training site to complete the registration process, including affiliation agreements if required, and properly credential the student prior to his/her arrival.

Similarly, our policy regarding cancellation of rotations is intended to recognize both the students’ and the school’s obligations to training sites and to be respectful of a hospital’s policy in this regard. It is

important to maintain goodwill with all training partners in order to ensure that they will continue to welcome UNE COM students.

Careful planning on the student's part should minimize the need to cancel rotations; however, in the event a student deems it necessary to cancel a scheduled rotation, they must obtain prior written permission from the scheduled training site and send it to the COM Clinical Education Office as follows:

1. As far in advance as possible, email your COM Clinical Education Coordinator (CEC) with your reason for requesting a cancellation, and attach the medical facility's cancellation policy.
 - a. If you are unable to find the policy online, call the medical education office or student coordinator at the site, and ask them to email their policy to you or to agree to your cancellation via email, with a copy to your CEC.
2. We will confirm receipt. We must have documentation of your compliance with the site's cancellation policy before we process a new CRA.

If you cancel a rotation without following the above steps, your request for a new rotation may be denied.

Prerequisites for Core Clerkships

Prior to starting core clinical clerkships, each student must demonstrate:

1. Successful completion of the preclinical curriculum
2. Students must take and pass COMLEX-USA Level 1 prior to begin third year core clinical rotations
3. Documentation of compliance with UNE COM immunization requirements and published prerequisites in the *Immunization & Health Requirement Explanation Guide*
 - a. Upload immunization and/or PPD documentation to Medcat and inform the UNE COM Clinical Education Office of updated information to your Clinical Education Coordinator comclinicaleducation@une.edu
 - b. Documentation of current certification for:
 - i. HIPAA = annual
 - ii. OSHA = annual
 - iii. BLS (CPR) = spring of second year (COM provides) and every two years thereafter, as necessary
 - iv. ACLS = spring of second year (COM provides) and every two years thereafter, as necessary
 - c. Updated Background check (per site requirements). The student must review and accept the report online before it is deemed final.
 - d. Drug Screen: if required by the clinical site to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials. See instructions below.
 - e. Respirator Mask Fit Test. COM Clinical Education will notify the class of test dates and times; each student must complete a health questionnaire prior to testing; fit test takes

about 20 minutes, including pre-test instructions. There is no cost to the student for this test.

- f. Signed authorization allowing the UNE Student Health Center to release immunization records and physical report to COM Clinical Education and the student's clinical training sites.
 - g. Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.
 - h. Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer. Students must have valid insurance in the state in which rotations occur.
4. Compliance with such additional standards as may be required by the clinical site at which the student will rotate, including but not limited to:
- a. Application materials
 - b. Report of recent physical examination
 - c. Drug screen (referral available from Verified Credentials, Inc.)

Continuing Requirements for Clinical Training

The Clinical Education Office will provide a Letter of Good Standing to your rotation site(s) confirming that you are current with all the above requirements and any others that may apply at a specific site. You must be compliant as stated above to begin core clerkships. You will receive a reminder from our office as expiration nears. Follow the instructions for each requirement.

Individual sites may have additional requirements (e.g., physical exam, drug screen, flu vaccine, and/or COVID-19 vaccine within a stated period prior to rotation), and it is your responsibility to coordinate with and provide these to the training site with a copy to COM Clinical Education for your file and UNE medical record.

Renewal Requirements to Continue in Fourth Year

1. Health Insurance Portability and Accountability Act (HIPAA)
 - a. Annual recertification required via the UNE sponsored web-based course.
 - i. You will receive an email from our HIPAA training service when it is time to complete the yearly HIPAA training and it will provide you with access instructions
 - ii. Contact your Clinical Education Coordinator if you have questions about the protocol
 - iii. It is imperative that UNE demonstrate compliance with all requirements imposed upon us by regulatory agencies. Failure to do so could lead to fines, penalties, and legal sanctions. More importantly, misuse of patients' and clients' private health

information could result in damage to our reputation in medical education and health care, as well as lead to a lawsuit in which the student would be named

2. Occupational Safety and Health Administration (OSHA)

- a. To comply with OSHA 29CFR.1910.1030 regulations, health care professionals and medical students are required to receive annual training regarding occupational exposure and bloodborne pathogens
 - i. You will receive instructions via email regarding online OSHA training
 - ii. Your completion of this course will be electronically reported to the Office of Clinical Education

3. Immunizations

- a. It is the student's responsibility to upload and update immunization records to their individual Mediat account through the University Health Service
- b. Students are required to update immunizations as necessary while on rotations. Email documentation to your Clinical Education Coordinator comclinicaleducation@une.edu or fax 207-602-5908
- c. An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific requirements
- d. A student who fails to comply with immunization requirements is subject to suspension or dismissal from rotations at the discretion of COM Clinical Education or host institution.
- e. Vaccinations generally are not covered by health insurance. The cost of vaccinations is the responsibility of the student. Student health insurance is accepted at the UNE Student Health Center.
- f. Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

4. Tuberculosis Test (PPD)

- a. The tuberculosis test (PPD) must be updated at least annually. Some elective rotation sites may require a more recent test
- b. Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment

5. Basic Life Support (BLS/CPR)

- a. BLS training is included in the UNE COM Year 2 curriculum. You must recertify every two (2) years thereafter
- b. As of January 31, of third year, your BLS certification for health care providers must extend at least to the anticipated date of graduation in order to be VSLO compliant
 - i. Students who are "off-cycle" can seek recertification at their clinical site or they can schedule recertification with the American Heart Association (AHA):
<https://cpr.heart.org/en/courses/basic-life-%20support-course-options>
- c. Recertification must include an AHA approved skill examination

- i. The student is responsible for the cost of recertification if unable to attend the UNE sponsored training
- 6. Advanced Cardiac Life Support (ACLS)
 - a. ACLS training is included in the UNE COM Year 2 curriculum. You must recertify every two (2) years thereafter
 - b. UNE COM does not offer reimbursement for ACLS courses taken outside of UNE COM. Students who recertify ACLS outside of UNE COM should do so with a recognized training provider, such as the American Heart Association (AHA)
<https://cpr.heart.org/en/courses/advanced-cardiovascular-life-support-course-options>
 - c. Recertification must include an AHA approved skill examination. If you fail to recertify before your ACLS card expires, you may be required to take the full course again rather than the shorter, less expensive recertification course
 - d. Provide the COM Clinical Education Office with a copy of your new card (both sides) following successful completion of training. A valid BLS card is a prerequisite for ACLS certification and recertification
- 7. Respirator Mask Fit Test
 - a. UNE COM provides testing in Year 2 prior to the start of clinical rotations
 - b. Elective sites may require annual renewal of this test. Retesting is available at no charge through the UNE Department of Environmental Health & Safety, Biddeford Campus. Call 207-602-2488 to make an appointment. Students retested elsewhere are responsible for the cost.
- 8. Background Check/Drug Screen
 - a. UNE COM requires the use of Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure for background checks required for newly admitted students and students on rotations. This is to ensure a safe clinical environment and to meet the contractual requirements of our affiliated healthcare facilities, core, selective and elective.
 - b. Each student is required to have an updated background check in year 2 prior to the start of Core clerkships. After that, you need to update your background check only if the hospitals you apply to for fourth year rotations (via VSLO or otherwise) require it. Cost of an updated report is not automatically included in your financial aid package, but you can request it by contacting the Financial Aid Office.
 - c. Each hospital in our clinical site system has standards regarding background checks, which apply to hospital personnel as well as visiting medical students. A conviction may affect a student's eligibility to participate in clinical rotations and to complete degree requirements. If you have questions, consult with the Academic Coordinator or Associate Dean for Clinical Education.

- d. If a training site requires a drug screen, you can obtain a low-cost referral from Verified Credentials, Inc. Information is included in the instructions below.

General Information

Change of Name and/or Contact Information

It is the student's responsibility to keep the university apprised of any change of name, address, phone number, etc.

- Name, address, phone number changes: Log in to UNE COMPASS > General Profile > My Profile Info > Personal Information. Name changes require documentation.
- It is imperative that you also communicate these changes to the COM Clinical Education Office. Email the Academic Coordinator or your Clinical Education Coordinator.

Student Records

To protect your privacy, a request to send documents from your file, either to you or to someone else, must be in one of two formats:

1. Written or typed and signed by you; send to the Clinical Education Office via U.S. mail or FAX (207-602-5908);
2. Email from your UNE email address only

To protect your information, we cannot honor verbal requests.

Accommodations

Please refer to General Administrative Policies > Accommodations in this document.

Identification

Identification must be worn, unless hospital policy dictates otherwise.

It is the student's responsibility to replace lost or damaged university identification. Contact the UNE Safety & Security Office (207-602-2298) to obtain a replacement nametag or photo ID.

Our Core affiliates require photos of our students who will be rotating at the various hospitals

- Photos are for identification and security purposes.
- The Clinical Education Office notifies the class of the date, time and place that photos will be taken
- Attendance at the photo session is mandatory for all student
- Attire must be professional, including white jacket with UNE COM patch
- In addition, students are asked to sign an authorization, which allows Clinical Education to use their photos in conjunction with clinical training

Rotation Attire/Dress Code

Students will maintain a critical awareness of personal hygiene and dress in a neat, clean, professional manner.

- Unless specifically instructed otherwise by the hospital or service, students also will wear clean white clinical jackets with UNE COM identification
- Individual supervising physicians may request students to make reasonable alterations in dress
- On services where scrubs are required, these will be provided by the hospital
- Students wishing to purchase new white jackets (cost is the student's responsibility) with UNE COM logo can contact Office of Recruitment, Student and Alumni Services, comsa@une.edu for more information.

Title/Demeanor

- Students may refer to themselves as student doctor or student physician
- Students will address clinical faculty with terminal degrees (e.g., D.O., M.D., Ph.D.) as Doctor unless invited to use a less formal address
- It is inappropriate for students to represent themselves, in any medium or venue, as doctors until after they receive the D.O. degree. This includes email addresses

Professional Fees for Medical Care

As a student, you may not accept any fee for providing medical care. To do so is a violation of school policy and will result in disciplinary action, up to and including dismissal from UNE COM. Accepting financial compensation also may constitute the unlawful practice of medicine without a license, thereby resulting in civil and/or criminal sanctions against the student.

Meals/Housing

UNE COM does not require our core affiliates to provide meals to students. Provision of meals is within the discretion of the site.

Core sites are not required to provide housing for students. At those clinical sites where housing is available through the hospital (student only, no pets), the student is responsible for all related costs, including rent, utilities, and the cost of repairs or extraordinary cleaning, which may be necessary in connection with the student's use of such housing. If a student fails to honor such bills, the cost will be added to the student's UNE account and must be paid before the student can receive a diploma.

All costs associated with student housing are the sole responsibility of the student.

Housing must be within an appropriate range from the clinical site the student is assigned. Housing should be no more than one-hour travel time away from the site, as the weather may impact travel time and student schedules can be very demanding.

Transportation

Students are responsible for providing their own transportation throughout their clinical years and responsible for all costs associated. Reliable transportation is required.

HIPAA Academic Policies

The HIPAA (Health Insurance Portability and Accountability Act) Privacy and Security Policy can be found at <https://www.une.edu/research/integrity/hipaa>. You will need your UNE username and password to access this document.

Insurance Types and Key Facts

Health

For information about UNE's Graduate and Medical Student insurance plan, click on the appropriate links at <https://www.une.edu/studentlife/shc/student-health-insurance>

- See the Health Insurance Coverage and Accident Reporting & Illness sections under General Administrative Policies of this manual titled for specifics related to required health insurance and protocols for health-related events, e.g., needle sticks.

If you have questions about University-offered health insurance programs, or need further assistance, contact the UNE Risk Management Office, <https://www.une.edu/campus/risk-management>

For assistance navigating healthcare, insurance and billing issues, regardless of who your health insurer is, UNE provides students with free access to Health Advocate, an independent resource. For more information, find the link on <https://www.une.edu/studentlife/shc/student-health-insurance>

Personal Liability

Neither the university nor administration at host hospitals is responsible for loss of or damage to students' personal belongings. Check with your personal liability carrier to ensure that appropriate coverage is in force to address these circumstances.

Professional Liability

See the section below.

Travel Insurance

Provides persons traveling abroad with coverage for medical care, emergency evacuation and repatriation. The school requires this insurance for students planning rotations outside the U.S. Coverage is available, at no cost to the student, through the UNE Office of Global Affairs <https://www.une.edu/global>

Workers' Compensation

Students are not employees and, therefore, are not covered under the UNE or hospital plan. Workers' Compensation insurance covers only employees of UNE or the hospital or facility. Payment of medical treatment costs for any illness or injury a student may incur at a training site is subject to the coverage provided by the student's health insurance. All charges are the responsibility of the student.

Professional Liability Insurance

As a student of UNE COM, you are covered by the university's professional liability insurance while you are on registered rotations. The COM Clinical Education Office registers you for Core clerkships. You must pre-register every clinical experience/rotation that you arrange on your own in order to be afforded this coverage on those rotations. See "Documentation of Clinical Experience, Clerkship Registration and Approval Form (CRA)" section earlier in this handbook for more information.

UNE COM carries \$3,000,000/\$5,000,000 professional liability insurance (PLI), and the COM Clinical Education Office provides proof of this coverage for registered rotations in the 50 United States, Puerto Rico, Guam, and Canada. Students who schedule Selective or Elective rotations at medical facilities requiring higher limits must arrange and pay for the excess coverage. For a quote for excess coverage, contact the UNE Risk Management Office, <https://www.une.edu/campus/riskmanagement> and provide the following information:

- Your Name
- PRN
- Name & Address of the medical facility requiring the additional coverage / required limits (Example, \$4M/6M)
- start and end dates of rotation

COM's professional liability coverage does not extend beyond the 50 United States, Puerto Rico, Guam, and Canada. Other countries, including U.S. Territories, are excluded from coverage. Most international medical facilities do not require PLI; however, students who need such coverage for elective rotations outside the U.S. must acquire and pay for it on their own. Begin by asking for assistance from the hospital at which you wish to rotate or the organization sponsoring the rotation.

Additional resources include the UNE Office of Global Affairs <https://www.une.edu/global>

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D

Student Involvement on Clinical Rotations

A UNE COM student is not a licensed physician and, therefore, is legally and ethically not permitted to practice medicine. A student may assist in the care of a patient, but only with the direction, supervision and guidance of a licensed professional.

The professional is responsible for the medical care of the patient and for countersigning all orders, progress notes, etc. written by the student. A student is prohibited from engaging in any medically related activity beyond the scope of the educational assignment. Because of legal ramifications, any violation of this policy must be reported immediately to the UNE COM Office of Clinical Education. Clinical Education will follow up with other university departments and the COM Committee on Student Progress (CSP), as appropriate.

Report Professional Liability Exposure

In the event you become involved in any situation that you believe may result in a professional liability action, whether groundless or not, immediately report the details in writing to the UNE Risk Management Office and COM Clinical Education Office. The UNE Risk Management Office will be able to provide a Claim Notice form from our insurance carrier, <https://www.une.edu/campus/risk-management>

Student Responsibilities and Duties

Learning Performance and Guidelines

Students will endeavor to:

- Develop an honest self-evaluation attitude to identify strengths and weaknesses
- Encourage an open and honest exchange of ideas, opinions and feelings among students, patients and faculty to maintain a forum-like educational environment
- Encourage peer interaction and support in areas of learning difficulties
- While on a rotation service the student will always be responsible to the personnel in charge of the unit involved. In addition, all students are expected to comply with the general rules established by the hospital, clinic, or office at which they are being trained

In the event of a planned or unplanned absence by a preceptor, it is anticipated that the student will be assigned to another physician for the duration of the preceptor's absence. If the student is not provided an individual learning activity, or assigned elsewhere, the student must immediately contact the Clinical Education office for assistance. Failure to do so will result in required make-up of the missed days at another time and/or disciplinary action.

- The student should immediately communicate problems or difficulties, in collaboration with the hospital's chain of command, as identified at first-day orientation, and/or the clinical site student

liaison, if appropriate. Contact the Associate Dean for Clinical Education if the problem remains unresolved or is of significant gravity.

- There is a syllabus for each core clerkship. They are posted on Brightspace, Clinical Education Essentials course. The student should review the syllabus with his/her attending at the beginning of the rotation to ensure that goals and objectives are understood
- Students must attend all assigned activities related to their rotation and/or the clinical site educational program.
- Students should attempt to attend other conferences or educational programs of interest, only if they do not interfere with required duties. Hospital administration will make available to the student a schedule of the hospital's educational programs.

The student is directly and financially responsible for all items loaned to her/him by the hospital including, but not limited to, pagers, books, instruments, scrub suits, computer software, etc.

Before departing from a rotation site, the student is responsible for leaving living quarters in a clean and orderly condition, paying all debts, and returning keys, pagers, books, etc. Failure to do so may result in charges to the student. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period, the charges will be added to the student's UNE account and must be paid before the student can receive a diploma.

The student will always respect, support, and maintain confidentiality regarding patients' medical and personal information.

Attendance

See the Attendance Policy for Years 3 and 4 under General Administrative Policies in this Student Handbook Supplement.

Emergency Preparedness and Critical Incident Response

Disasters, natural or otherwise, can occur anywhere at any time. In these situations, you must be your own best advocate. Of utmost importance is your individual health and safety. Obligations to your education and associated scheduled activities can be addressed through clear communication with your training site and the school. In the event of an emergency, it is important that you respond quickly and decisively, especially if you are away from your home base.

We urge you to read this material carefully and to take steps to prepare in advance. While this is focused on you, the student, it naturally also applies to family members who may be traveling with you.

In the Event of an Emergency

- Exercise good judgment to ensure your health and safety and that of others for whom you may have responsibility.

- Respond as directed by local emergency management personnel and/or supervisory personnel at your rotation site. If you are advised to go home or leave the area, tell several individuals at your training site (preceptor, residents, administrative staff) before you leave the building.
- If you must evacuate, make every reasonable effort to take your pets with you, or arrange to leave them with someone who can safely care for them.
- As soon as you are able, communicate with your emergency contacts, including at school, regarding where you are and where you are going. Update them every few hours, if possible, at least until you arrive at a safe location.
- When the University is notified of an emergency situation or critical incident they will attempt to contact those affected to establish and maintain direct communication during the incident.
- When you are settled, communicate with your training site regarding when you can expect to return to your rotation. Ensure that they know how to contact you.
- Most hospitals have an emergency preparedness plan, and the hospital where you are rotating may expect you to participate.
- If your participation is not expected, and your safety and that of your family is not at risk, consider offering your assistance to the medical personnel in charge at a hospital or local shelter. As a health care professional in training, you may be able to provide valuable support.
- Contact UNE COM as soon as you can. We will communicate with each other if you are able to connect with only one person, and we will keep in touch with you as well.
 - Clinical Education Emergency Contact Information
 - <https://brightspace.une.edu/d2l/le/content/9991/viewContent/955165/View>
(student access only)

Extended Leave from Rotations

A student may wish to consider an extended period away from rotation activities due to prolonged illness or personal matters of significant gravity. A student on rotations will confer with the COM Clinical Education Office regarding the reason for requesting time away from rotations. It will then be determined how to proceed, and the appropriate context for any time off, whether “free” time, other academic activity or an official leave.

Free Weeks

Each fourth year rotation schedule includes several “free” weeks. Calculate the number of free weeks in the schedule by deducting 83 weeks (82 weeks of clinical requirements + 1-week Senior Week prior to commencement) from the total number of weeks from the first scheduled day of rotations to the date of graduation.

Note, however, that free weeks do not automatically equate to vacation. Students use free weeks for boards study, travel between rotations, illness, personal/family matters, residency interviews, rotations make-up time, etc. Time left after all obligations are met may be taken as vacation. Free weeks are taken

a minimum of one at a time and may not be taken during any rotation. A Clerkship Registration and Approval Form (CRA) is required for any free time.

Student Liaisons

Each clinical site has a student liaison. This is a Student Government Association position that is achieved through a competitive process.

Eligibility

Eligible individuals are rising third year students in good standing who have not been elected as class officers. In the circumstance that no student at a clinical site wishes to serve as liaison for that site, the opportunity to run for Site Liaison shall then be extended to class officers.

Duties of Elected Site Liaisons

1. Serve as representatives of their Class to the SGA in third year
2. Arrange a brief meeting with clinical site administration upon arrival to exchange white introductions, contact information and mutual expectations regarding the liaison's role
3. Facilitate communication from school to students and from students to school and participate in regular meetings
4. Prepare quarterly summaries during third Year
 - a. In September, December, March and June including the following:
 - i. headings FM, IM, OB/GYN, PED, PSY, SURG, (brief synopsis, two to three sentences of student feedback regarding typical day, changes in the clerkship or faculty, opportunities for student involvement, etc. on these rotations),
 - ii. Clinical Site Regional Assistant Dean(s) and Student Coordinator(s): student impressions regarding support, guidance and responsiveness
 - b. Email the report to the COM Academic Coordinator third and fourth year. A sample report can be viewed by students using following link:
<https://brightspace.une.edu/d2l/le/content/9991/viewContent/56964/View>
5. Must participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising third year, Core Site Showcase, Clerkship Caucus, etc.
6. Serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience
7. Help to resolve common issues at their clinical site by working with students and site administration; forward issues to the Clinical Education Office as necessary.
8. Assist the Clinical Education Office with site visits by polling students regarding questions, concerns and issues as well as helping with overall coordination of the visit
9. Be a resource to 1st and 2nd year students preparing for rotations

10. Work collaboratively with liaisons from all clinical sites to compile information about the liaison's role, and to forward written recommendations to the Academic Coordinator in the COM Clinical Education Office at the end of third year.

If the primary liaison is unable to fulfill his/her responsibilities, the alternate will assume the role of liaison. A list of current student liaisons can be found on the Clinical Education Essentials Brightspace page.