Topics Covered

Welcome

Researching Clerkship Rotations
- AACPM Website
- Podiatric Scope of Practice
- Residency State Requirements
- Clerkship Information Files
- APMSA Residency Surveys
- Program Visits
- Residency Fair
- Contact Programs

Selecting Elective Clerkship Rotations

Applying to Elective Clerkship Rotations
- Types of Clerkships
- How to request your Transcript, Part I Board Score, Enrollment Verification Letter, Class Rank, GPA, Letter of Good Standing, and HIPPA Training
- Photograph
- Curriculum Vitae (sample CV’s websites)
- Student Malpractice Insurance Coverage Policy
- Clerkship Attendance Policy
- Clerkship Calendar

Scheduling Clerkship Rotations
- Correspondence with Clerkship Programs
- Clerkship Schedule Change Policy

Procedures for requesting a Schedule Change

Preparations for Clerkship Rotations
- KSUCPM Clerkship Goals and Objectives

Special Instructions Regarding Private Office Based Clerkships

Requirements for Satisfactory Completion of all 4th Year Rotations
- Schedule Approval
- Patient Logs
- Student Feedback evaluation
- Satisfactory Evaluation

Forms
- Office of Academic Services & Enrollment Analytics Request Form
- Notes
Welcome Class of 2018!

As a fourth year student at Kent State University College of Podiatric Medicine, you will complete six (6) months of Core Rotations. Core Rotations are mandatory rotations that you will be scheduled in according to your 4th year clinic group assignment. The Core Rotations consist of the following:

- **CLI 80441-Senior Clinical Rotation 1 and CLI 80442-Senior Clinical Rotation 2 (opt to complete at Independence or with a clerkship).**
  These are two separate rotations spent at the various Cleveland Foot and Ankle Center locations, with emphasis on competencies needed to enter the next stage of podiatric training. Experiences are gained in the school’s main clinics and other various clinic sites affiliated with the college. Each rotation is under the direction of the KSUCPM clinical faculty.

- **CLI 80445-Senior Primary Care/VA Rotation**
  This is a one-month rotation spent at DVA – Cleveland (Louis Stokes VA Medical Center) in Cleveland, OH or DVA-Salem in Salem, VA, with emphasis on the skills necessary to function effectively in government health care facilities. This one-month rotation is under the direction of KSUCPM adjunct clinical faculty.

- **CLI 80455-Community Medicine**
  This is a one-month rotation that takes place at several college operated community medicine clinics throughout the city of Cleveland. Training in this rotation affords you the opportunity to provide care and develop an understanding/appreciation of community-based health problems, all while helping fulfill the college’s commitment to serve the greater Cleveland community. This rotation also includes training in various imaging modalities, including plain film radiography, MRI, and CT scanning. This one-month rotation is under the direction of KSUCPM clinical faculty. Work in various clinics throughout the community.

- **CLI 80521 and CLI 80522-Senior Medicine Rotation**
  This is a consecutive two-month rotations that places you in a non-podiatric based medical service at a college affiliated hospital. You will be instructed in skills, values and knowledge necessary to perform both complete and focused medical histories and physicals. This two-month rotation is under the direction of KSUCPM adjunct clinical faculty.
Clerkship Rotations are mandatory rotations that you will schedule yourself through AACPM’s DPM Clerkship website in the months that are allotted. There are six (6) months within your 4th year schedule available for Clerkship Rotations. You are required to complete five (5) months of clerkship rotations. You may choose to take one (1) of the six (6) months allotted for clerkship rotations as an elective month. It is important to note that Clerkship Rotations may not be scheduled during any month when you are scheduled to complete a Core Rotation.

- CLI 80460, CLI 80465, CLI 80470, CLI 80475, CLI 80480, Clerkship Rotations
- CLI 80485 (Clerkship Rotation Elective Month)

Clerkship Rotations are one-month long rotations that make-up 6-months of your 4th year schedule and are designed to enhance your clinical education and patient exposure. These rotations afford you interdisciplinary training and opportunities to share and expand your clinical knowledge with experienced podiatric physicians in Cleveland and all around the country. You will gain exposure to many different aspects of podiatric medicine, diverse clinical experiences, and see how the scope of podiatry is affected both geographically and demographically. Clerkship Rotations rely on the idea that you will carry out self-directed learning that builds from the experiences each clerkship program will provide. Your experience in these rotations will be most valuable to you as you begin considering residency programs. These one-month long rotations are under the direction of KSUCPM adjunct clinical faculty.

*Students electing to replace CLI80442-Senior Clinical Rotation 2 with a clerkship are required to do 6 clerkships with the option to complete 7.*
This handbook has been developed to provide you with helpful information as you begin to research various clerkship programs in which you can complete the Clerkship Rotations required for your 4th year, as well as prepare you for the AACPM- DPM Clerkship Website Application Process. It also provides the policies and procedures that you will be expected to know, understand and follow as you move out of the classroom and into the arena of Clerkship Rotations.

As mentioned above, your Clerkship Rotations will take you out of the classroom setting you have become accustomed to and comfortable with and will place you into the “real world” of applied podiatric clinical knowledge. Having a good transcript, class rank and GPA are great things to take with you into the arena of Clerkship Rotations, but they are certainly not the only things that are going to open doors for you. Do not underestimate the importance of the most sought after quality of any clerk, professionalism. Do you encompass and exude the following qualities/characteristics of a professional?

Building a reputation as a professional in the greater podiatric community is not difficult, but it does take effort and diligence. When completing your Clerkship Rotations strive to be punctual, courteous, humble, etc. Demonstrate intense work-etic by going above and beyond. You can do this by taking the time to follow-up on your patients, being an active contributor of the health care team, participating in lectures and extra-curricular activities.

Clerkship directors will assess your performance in a number of areas, basic knowledge, communication skills, analytical skills, problems solving, basic podiatric skills and character qualities. These character qualities largely include your maturity, things like: can you follow rules, do you have a sense of responsibility and motivation, can you work independently or are you more comfortable with supervision, can you work with people (including patients, staff and other members of the health care team), can you accept and respond reasonably to constructive criticism, can you be depended on (do you arrive when expected, on time and well-kept)? Do these things correctly and you will succeed in establishing yourself as a professional in the eyes of the seasoned podiatric physicians who are also your clerkship directors.
Researching Clerkship Rotations

The task of selecting programs at which to fulfill Clerkship Rotation requirements is not an easy one and requires you to research and think deeply about your podiatric aspirations. Researching programs in advance is a critical step in the decision making process and will increase your overall satisfaction with your clerkship experiences. The choices you make now will significantly affect what residency you will eventually secure, as there is a strong connection between clerkships and residencies. It is very important for you to keep residencies in mind as you begin to make your clerkship selections (NOTE: a handful of residencies select their residents exclusively from students who have completed clerkship rotations with them). Please feel confident that the Office of Academic Services and Enrollment Analytics will do its best to assist and provide guidance to you in making confident and well-suited selections for your Clerkship Rotations.

There are several methods of research you can do to help you make well-informed decisions about which clerkship/residency programs will suit your needs:

**AACPM Website** - The website of the American Association of Colleges of Podiatric Medicine (www.aacpm.org) is a terrific place to get information about clerkship programs. The website provides a Clerkship Handbook which lists nearly all hospitals that have active clerkship programs. This handbook will give you the contact information and application requirements for each clerkship program. Be sure to review it closely. **The Clerkship Handbook for the Class of 2018 is available July 6, 2016, at www.aacpm.org and must be used when applying to clerkships.** You may also want to look at the CASPR Directory of participating programs. While the current directory was posted for the purpose of aiding the Class of 2017 as it applies for residencies (a similar directory will be made available for the Class of 2018 at a later date). Helpful information such as, contact information for the residency program, a description of the hospital in which the residency program is housed, a list of the clinical experiences a resident will have while completing the residency program, didactic program details, resident benefits, application requirements, etc. All of these things may be of particular interest to you as you decide whether a clerkship rotation at a particular program might have potential to lead to post-graduate training in the affiliated residency program. In addition to looking at the Clerkship Handbook and CASPR Directory of participating programs, you may also find it very helpful to review the information provided in the lists and charts section of their website. Here you will find lists detailing the programs that have minimum GPA requirements, class rank requirements, etc.

**Review the Podiatric Scope of Practice** – Knowing how each state’s medical board defines the Doctor of Podiatric Medicine and the human foot and what specific provisions/privileges it grants to the podiatric physician is key to helping you make a well-informed decision about what clerkship/residency programs will best help you reach your podiatric aspirations. The American Podiatric Medical Association provides a Podiatric Scope of Practice on their website at [www.apma.org](http://www.apma.org). To obtain this information you must have a Member Account. As podiatric medical students each of you has the privilege of having a Member Account and using this very helpful website at no cost. During your first year at KSUCPM you were automatically enrolled in the APMSA and should have received a letter from them that outlined the
benefits of your membership. Included in that letter was your specific Member ID and Log-in. All you need to do to access the Scope of Practice on the APMA website is plug in the Member ID and Log-in that was assigned to you. If you have misplaced the letter you received or do not remember your ID and Log-in, just call APMA Member Services at 1-800-275-2762 and they can give you that information. You are encouraged to review the Podiatric Scope of Practice prior to selecting and applying to your Clerkship Rotations.

**Residency State Requirements** - American Association of Colleges of Podiatric Medicine (AACPM)
For the most current information regarding state licensure, contact the individual state licensing board. Contact information by state is provided by the Federation of Podiatric Medical Boards at [www.fpmb.org/memberboards.asp](http://www.fpmb.org/memberboards.asp).

**Clerkship Information Files** - The Office of Academic Services and Enrollment Analytics maintains files with information on clerkship and residency programs. You can stop by and see if a program you are interested in has provided the school with any information to be given to students.

**APMSA Residency Surveys** - Another great tool to use are the Residency Surveys that are published by the APMSA on an annual basis. The Office of Academic Services and Enrollment Analytics and the KSUCPM Library have a nice collection of the surveys spanning over the last four to five years. These surveys provide a residents “point of view” and can give you a unique view of a residency program from an insider’s perspective.

**Visit the Program** – Second, third and fourth year students can visit clerkship programs when they can find the free time in their schedules to do so. Also, be sure to read the section of this handbook that covers the school’s Student Malpractice Insurance Coverage Policy as it relates to program visits. Students should not participate in direct patient care while visiting programs, but should limit their activities to strict observation only.

**Residency Fair** – KSUCPM hosts a Residency Fair every year during the fall semester. All students are welcome to attend, but the fair is especially important and even mandatory for third year students. Many programs from around the country come to share information and speak with interested students about what their residency programs have to offer. This is a terrific and inexpensive way to meet residency directors/residents face to face and a nice alternative to those students who may not have the time or money to visit programs. **The 2016 Residency Fair will be held on Friday, September 16th from 9:00am to 2:00pm at KSUCPM. Be sure to mark your calendars, as it is mandatory that you attend.**

**Contact the Program of Interest** - If you have utilized all of the above methods of research and still find that you have unanswered questions about a program, please feel free to contact the program directly. They give their contact information in the Clerkship Handbook for a reason and welcome the opportunity to speak with interested students.
Selecting Clerkship Rotations

After you have done your research and have a list of clerkship programs you would be interested in completing rotations with, you must begin the process of selecting which ones you will use to fill your schedule. There are many circumstances that can affect your ability to complete a rotation with a particular program. The list below includes items that should be considered before you begin the application process. Seriously considering all of the items in this list will help you build a schedule that meets your academic, personal, and financial needs. Also, you will need to understand if you select, can’t attend, or fail a rotation it could result in the following: you will make up the rotation at the end of the academic year, receive a Professional Deficiency, and placed on academic probation for the remainder of the 4th year.

**Location** - Are you limited to a certain location? Can you afford to bare the expense (airfare, housing) of completing rotations that will require you to travel to another city/state? If you are planning to practice podiatry in a certain state, than it is strongly encouraged for you to do a clerkship rotation in that state, so that you become more familiar with how podiatry is practiced there. Do you have extended family in a particular area of the United States and plan to eventually try and obtain a residency that will allow you to live closer to them? You should ask yourself these types of questions as you select clerkship programs to attend.

**Type of residency** - When considering a clerkship program also consider what type of residency program is associated with it. Does the residency program teach the specific skills you want to acquire during your post-graduate training? Clerkships are meant to expand your clinical knowledge, but are also great ways to for you to become more familiar with the type of residency that will best suit you. You should seriously consider your long-term plans for your podiatric career when selecting your clerkship rotations.

**Self-Assessment** – You need to honestly assess yourself. Are you the type of person who starts slowly and builds his or her reputation on solid and responsible performance? Are you extremely self-confident and quick on your feet? Are you extroverted and find it easy to adapt to new environments/situations or are you more introverted and find it difficult to feel at ease in fast-paced, high-demand environments? Be aware that some clerkship programs are affiliated with residency programs that have GPA requirements. If your GPA is lower than the required GPA of a program, then you may want to consider another program that better suits your GPA. The point to asking yourself these types of questions is that you know yourself better than anyone else. Be honest with yourself and select clerkship programs that are a good match for your academic credentials and your personality/temperament.

**Potential for growth** - Try to select a clerkship program that will provide experiences in areas in which you may recognize a weakness in your training or one that concentrates on a particular subject matter in which you have an interest.

**Financial needs** - You must be aware of the financial demands of each program before you commit yourself to a program. Your senior year will, by far, be your most expensive one. Only select programs that will allow you to stay within your projected financial budget. Many programs do not provide room and board. You will also need to consider travel expenses and residency application and interview fees. Please understand that overextending yourself financially will not be an acceptable excuse to back out of a scheduled clerkship rotation.
**Residency opportunities** – Selection of clerkship programs solely because of their associated residency programs may shortchange your overall clinical education. These programs are not to be used for the sole purpose of “residency shopping.” You are asked to select your programs on their own intrinsic clinical value. If you decide that you are no longer interested in a certain residency program, but have committed yourself to complete a clerkship rotation with that program, you are still committed to attend the clerkship rotation. Failure to attend a program for this reason will warrant a Professional Deficiency Evaluation.

**Hours and personality of program** - Do you want to put in 18 hour days, 7 days per week and be on call? Can you handle those kinds of hours? Being challenged both academically and personally promotes knowledge and personal growth, as long as it is done in an environment that you are capable of coping with. You must know the kind of person you are and what you can handle. Do not feel bad if you do not possess the type of driven nature it takes to work long hours. You can get very good training at programs that do not have those kinds of hours. It is important to select clerkships where you feel you can work comfortably and not be overly stressed, but do not go to a clerkship program with an attitude that you do not have to put in your share of time. The more you volunteer, the better the chance of ending up at a good residency.

**Variations of training** - Not only does completing clerkships in different areas of the country give you different perspectives of the scope of podiatry, but so does doing rotations in different types of clerkships. Consider all possibilities.

**Cost** - It is very difficult to estimate what the total cost of your senior year will be. You will need to consider CASPR/CRIP costs, travel to programs, housing, food, etc. You are encouraged to speak with the Financial Aid Office about what your options are if an emergency situation arises and you find yourself in need of extra money.

**Commitments** - Please note that each clerkship holds a separate grade which is 4 credit hours each. Each clerkship is counted as a separate class which is weighted towards your GPA. By committing to clerkship elective month you are required to complete it as it will count towards your graduation requirements. You are required to complete all clerkships in which you commit. If you do not meet your commitments you will run the risk of the following:

1. **Fail the rotation**
2. **Academic Probation for the remainder of the 4th year**
3. **Professional Deficiency**
4. **Required to make up the rotation at the end of your academic year**
Applying to Clerkship Rotations

Now that you have researched clerkship programs and have selected those that meet your specific interests and needs it is time to begin preparing to apply to those programs.

There are 3 types of clerkship programs that can be utilized to fill the Elective Clerkship Rotations in your schedule. They are defined as follows:

- **Office-based Clerkship Program:** Program that trains a student solely in a podiatrist's office.

- **Hospital-based Clerkship Program:** Program that trains a student solely in the podiatry department of a hospital.

- **Non-podiatric Clerkship Program:** These non-podiatric based programs take place in private offices with physicians who specialize in a field of medicine other than podiatry. In the past, some students have chosen to complete non-podiatric based rotations at private offices with physicians who specialized in Internal Medicine, Dermatology, Vascular Medicine, etc. A non-podiatric based rotation is an option for you, but it will require special consideration and approval from the Office of Academic Services and Enrollment Analytics. Please be aware that no more than one (1) month in your 4th year schedule can be used for this type of rotation.

You must complete a minimum of two (2) months at hospital-based clerkship programs. The other three (3) months that are available for Clerkship Rotations can be spent in any combination of hospital or office-based clerkship programs.
You will be given a schedule before you start applying to your Clerkship Rotations. For your convenience the start and end date of each rotation is provided on the schedule. Students must complete a minimum of four (4) weeks of training at each clerkship rotation for the rotation to be counted towards graduation requirements.

**PLEASE NOTE:** You will notice that some of your scheduled rotations consist of five (5) weeks, a week more than the four (4) week clerkship rotation requirement. During a five (5) week rotation you are expected to complete all 5 weeks. However, some programs allow students to be released after completing 4 weeks. **You should not ask to leave a clerkship after 4 weeks. The Clerkship Director will give you permission to leave a rotation.** You should refrain from scheduling any visits to other programs or making other plans until after you have received permission from the director to do so. Some directors may want you to stay the fifth week due to patient coverage and scheduling needs. **Always get permission or you could run the risk of failing a rotation.**

**PREPARING ADDITIONAL MATERIALS FOR YOUR CLERKSHIP APPLICATIONS...**

The Clerkship Handbook for the Class of 2018 will be posted July 2016, on the AACPM website ([www.aacpm.org](http://www.aacpm.org)). Review the profiles for the programs you are planning to apply to and begin working on preparing/acquiring the application requirements for each of them (transcript-for unofficial you will print it off of your Flashline account and for official transcript contact the Registrar’s office at Kent, Part I board score, enrollment verification letter, class rank, GPA, academic standing, and HIPAA training, photograph, Curriculum Vitae [CV], Letter of Interest, Certificate of Insurance, etc.).

Being organized is the key to keeping yourself on track during the application process, so it is suggested that you create a file for each program you will be applying to and keep all documents pertinent to each program in those files. You are also encouraged to upload all hard copy documents into PDF files on your computer, as you may be asked to send your application and additional documents to programs via e-mail.

**Disclaimer:** If we do not have an affiliation agreement with a program you are interested in going for a clerkship, you are not permitted to commit to this program. Students are not permitted to go to programs where we don’t have an agreement fully executed. We will email the list of approved programs.
To obtain a copy of your transcript:

- **Unofficial transcript** - Print it off your Flashline account
- **Official transcript** - Complete the request form outside of our office

To obtain a copy of the following complete the request form outside the Office of Academic Services and Enrollment Analytics:

- *Part I or Part II board scores*
- *Enrollment Verification Letter*
- *Class ranking*
- *GPA*
- *Letter of Good Standing*
- *HIPAA training letter*

- **Photograph** – The student will upload their photograph to AACPM’s- DPM Clerkship Website Application. Please be sure to take a professional looking head shot of yourself. Do not send a casual photograph of yourself. Your online application is the clerkship programs first encounter with you.

- **Curriculum Vitae (CV)** - Nearly every clerkship program will request that you send a Curriculum Vitae (CV) along with your application. It is important to understand the difference between a CV and a Resume. A Resume is a short synopsis of your career goals and employment history and is typically limited to two pages in length. Its main purpose is to get the writer an interview and ultimately a job. A Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a Resume. It includes a summary of your educational and academic background, as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details.

It is important for you to spend time on writing your CV and polishing it. Your CV will not only be needed for applying to clerkship and residency programs, but will be needed when applying for privileges at hospitals, surgery centers and nursing homes and will be useful for a myriad of other professional ventures. At this point in time, your CV will not be very long as you are just beginning to build your podiatric career.

Items that should be included in your CV are: full name, address, telephone number, e-mail, educational history, honors and awards, leadership roles, research activities/projects you have participated in, community service, volunteer work, student club/organization memberships, sororities, fraternities, work study positions (i.e. tutoring and library assistant).
There are as many CV formats as there are individuals preparing them. Prepare your CV in a format that you are comfortable with that presents your information in the way you want it to be presented. Sample CV formats and information on writing them can be found by searching “curriculum vitae” on Google. You can also find a collection of CV writing resource materials in the library.

Resources for writing your CV:

Drexel: http://webcampus.drexelmed.edu/cdc/medCV.asp

Ohio State University School of Medicine:
http://medicine.osu.edu/students/life/career_advising/pages/cv.aspx

University of Maryland School of Medicine:
http://medschool.umaryland.edu/academicadmin/cv_format.asp
STUDENT MALPRACTICE INSURANCE COVERAGE POLICY

Students are ONLY covered by KSUCPM’s malpractice insurance policy while participating in direct patient care in college approved clinical rotations in the College’s clinics and other affiliated clinics, hospitals, and doctor’s offices. Malpractice insurance coverage is limited to the following direct patient care rotations:

- **First Year**
  - CLI 80101-Introduction to Patient Care I Rotation

- **Second Year**
  - CLI 80201–Introduction to Patient Care II Rotation

- **Third Year**
  - CLI 80310- Podiatric Surgery Rotation
  - CLI 80351-Podiatric Medicine/Biomechanics I Rotation
  - CLI 80352-Podiatric Medicine/Biomechanics II Rotation
  - CLI 80365-Primary Care/VA Rotation

- **Fourth Year**
  - CLI 80441 and CLI 80442 Senior Clinical Rotations (CFAC I and CFAC II)
  - CLI 80445-Senior Primary Care/VA Rotation
  - CLI 80455-Community Medicine Rotation
  - CLI 80521 and CLI 80522-Senior Medicine Rotation
  - CLI 80460, CLI 80465, CLI 80470, CLI 80475, CLI 80480, CLI 80485 Clerkship Rotations

KSUCPM’s malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit, work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician’s offices. While visits are permitted, students are strongly advised to limit their activities strictly to observation. If a student participates in direct patient care outside of a scheduled rotation, they do so at their own risk are not covered by schools Malpractice.
CLERKSHIP ATTENDENCE POLICY

Participation in the external programs is considered to be a valuable and important part of the podiatric medical student’s education. Attendance for the entire duration of the scheduled external experience is expected; therefore, 100% attendance is required by all students on rotation. All absences must be excused.

Once a student selects a Clerkship or Senior Medicine rotation, the student is required to attend that specific rotation for the month chosen. Schedule changes, including dropping rotations or switching months, are not permitted. Students who do not attend a scheduled rotation will fail the rotation, will be required to make-up the rotation beginning May of the student’s 4th Year (location and specifics of make-up rotations will be assigned to the student by the Office of Academic Services and Enrollment Analytics), receive a professional deficiency, and will be placed on academic probation. In rare cases, schedule changes may be permitted provided that the student can demonstrate extreme circumstances that will prevent the completion of a particular rotation. Students who wish to be considered for this type of schedule change must submit the request in writing along with supporting documentation to the Office of Academic Services & Enrollment Analytics. Once the request is reviewed, the student will be sent notification of the decision either approving or denying the requested schedule change. If the request is denied, the student will be required to attend the rotation as scheduled.

Leave of Absence
A currently enrolled student at the College of Podiatric Medicine is entitled to request a leave of absence when his/her personal life situation necessitates such a request. A leave of absence is an excused absence (one-day to a maximum of 30 calendar days) from scheduled course and/or clinical responsibilities. In rare instances, the senior associate dean can authorize a one-time extension of leave for an additional 30 calendar days per academic year. The request for an additional 30-day extension must be substantiated with the appropriate medical records submitted to the senior associate dean. A student who is granted a leave of absence due to psychological, emotional or other like reasons will be required to be evaluated by a counselor or physician, either of the college’s choice or approved by the college, prior to return, ensuring the student is able to fully meet educational and/or clinical obligations.

Below are the procedures to requesting an official leave of absence.

1. Student secures the Leave of Absence form from the Office of Academic Services and Enrollment Analytics, completes the form, returns it to and meets with the director or assistant director of academic services and enrollment analytics. Any request form received without a complete explanation and supporting documentation for the request will be automatically denied.
2. If the Office of Academic Services and Enrollment Analytics approves the request for leave, all appropriate faculty and staff members will be notified of the approval and the intended return date.
3. Upon returning from the approved leave of absence, the student meets with the director or assistant director of academic services and enrollment analytics to secure the “Return from Leave” form, completes the form and returns the completed form to the Office of Academic Services and Enrollment Analytics. Once the return is approved, all appropriate faculty and staff members will be notified.
NOTE: Any requests for a leave of absence longer than 60 consecutive days will be viewed as a “Withdrawal” from the college and requested as such on the appropriate form secured from the Office of Academic Affairs. It is important to note that even though a currently enrolled student is on a leave of absence, the granting of the leave does not constitute a waiver of the student’s responsibility for tuition, fees or academic assignments.

Tardiness:

Tardiness to any of the activities of an external rotation – including conferences, clinics, lectures, rounds, or other patient care activities – constitute a professional standards violation. Repeated incidents will result in disciplinary action including notice of professional deficiency and failing of the rotation.

Clerkship directors will be advised to report all tardiness and requests to leave the program to the KSUCPM Office of Academic Services and Enrollment Analytics. Absences and tardiness will be reported as part of the student evaluation.

I have read the attendance policy and acknowledge that my attendance will be monitored throughout the clerkship process.

________________________________________  ______________________________________
Student Name (Print)                               Student Signature & Date
2017 Clerkship Calendar
For clerkships served March 2017 – May 2018

The clerkship calendar will be sent out at a later date.
Scheduling Clerkship Rotations

After you have submitted your clerkship application online to the programs you will follow the round schedule provided.

As you begin to accept positions at clerkship programs, there are several key factors you need to be aware of:

To schedule a Clerkship that is not using the Online Clerkship Application  
(Includes: Private Practice Rotations, Non – Podiatric Rotation, and Clerkships)

- **Correspondence with Programs -** All correspondence with programs must be done in writing. The most common form of written correspondence are e-mails and you should retain the e-mails you sent to and from programs, as you may need to refer to them later if an issue arises. Clerkship programs will be corresponding with many students and it is very easy for misunderstandings and errors to occur during scheduling. **You are required to submit all written correspondence with programs along with your completed schedule to the Office of Academic Services and Enrollment Analytics.**

- **E-mail of Acceptance for Private Practice** – Most clerkship programs will send you an E-mail of Acceptance when they offer you a clerkship position. In the instance that a program offers you a clerkship position over the phone, please ask them to send you an E-mail of Acceptance that confirms which month they have invited you to come and complete a rotation at their program. A copy of this e-mail and scheduling form must be submitted with your schedule to the Office of Academic Services and Enrollment Analytics.

- **Schedule Changes Not Allowed** - You are committed to fulfill all commitments to programs once you have agreed to attend! **NO CHANGES ARE ALLOWED.** Applying to a program does not commit you to go. However, if you have been accepted to a program and have agreed to attend, then you have committed yourself to that program. Please see the following Clerkship Schedule Change Policy.

- **Deadline for Submission of Schedule** – You are expected to hand in your completed schedule to the Office of Academic Services and Enrollment Analytics date **TBD.** This includes the OFFICE COPY of your Student Schedule Worksheet, all Clerkship Scheduling Forms, and copies of all written correspondence with programs.

- **Clerkship paperwork Requirements**

  You can request the following from the Office of Student Academic Services: Background Check Report, Drug Test Results, and a copy of the school’s Certificate of Professional Liability/Malpractice Insurance. Copies of these documents will be sent to you in a PDF file via your KSUCPM student e-mail account. **As mentioned above, it is your responsibility to know what each clerkship program will require of you and to have the documents readily available to send prior to the start of your rotation.**
Clerkship Schedule Change Policy

Clerkship programs provide students with clinical exposure and training. In return, the programs receive much needed help in clinical settings. When students withdraw from programs, they jeopardize rotations at clerkship programs for future students and promote a negative perception of KSUCPM and our students.

Once a student selects a Clerkship or Senior Medicine rotation, the student is required to attend that specific rotation for the month chosen. Schedule changes, including dropping rotations or switching months, are not permitted. Students who do not attend a scheduled rotation will fail the rotation, will be required to make-up the rotation beginning May of the student’s 4th Year (location and specifics of make-up rotations will be assigned to the student by the Office of Academic Services and Enrollment Analytics), receive a professional deficiency, and will be placed on academic probation. In rare cases, schedule changes may be permitted provided that the student can demonstrate extreme circumstances that will prevent the completion of a particular rotation. Students who wish to be considered for this type of schedule change must submit the request in writing along with supporting documentation to the Office of Academic Services & Enrollment Analytics. Once the request is reviewed, the student will be sent notification of the decision either approving or denying the requested schedule change. If the request is denied, the student will be required to attend the rotation as scheduled.

**Unapproved Schedule Change:** If a schedule change is made without approval it will result in:

1. A professional deficiency
2. A U for the rotation
3. Academic Probation for remainder of the 4th year
4. The rotation will be made up at the end of the 4th year

**You are not to attend an unapproved clerkship. If you have to make up a rotation the dates and location will be determined by the Office of Academic Services and Enrollment Analytics**
Procedures for Requesting a Schedule Change

Do not contact the Director of the Program regarding the schedule change before you have spoken with the Office of Academic Services and Enrollment Analytics. If you contact the program first you may receive a professional deficiency.

If you feel you have just cause for requesting a release from a clerkship program you have scheduled a rotation with, you MUST:

1. Contact the Office of Academic Services and Enrollment Analytics in writing with the following information:
   - The name of the program and the director in charge of the program.
   - Your reasons and supporting documentation for requesting a release from your rotation with the program.
   - The month you were scheduled to attend the program.

2. After reviewing your request the Office of Academic Services and Enrollment Analytics will contact the student. If it is deemed that you have a just cause to request a release from a rotation, you will be advised on how to proceed.

   Please be advised that you must receive written confirmation of release from the clerkship director. If you are denied or the clerkship director does not agree to release you, you must attend the rotation as you had initially scheduled. An unapproved schedule change will results in a professional deficiency, failure of the rotation, academic probation for the remainder of the 4th year, and required to make up the rotation at the end of your academic year.

3. **DO NOT UNDER ANY CIRCUMSTANCE** cancel a rotation or fail to attend a rotation without notifying the Office of Academic Services and Enrollment Analytics first.
**Preparations for Clerkship Rotations**

**Contact Programs Prior to Start of Rotation** – You should contact programs at least **60 days** prior to the start of the rotation so that you can be sure they have all necessary paperwork needed and so that you can determine when and where you should report. Failure to meet this requirement may result in not attending the rotation, a failing grade, a professional deficiency, and placed on academic probation the remainder of the 4th year. You would be required to make up this rotation at the end of the academic year.

**Staying in Touch** – Please check your e-mail regularly throughout the year as it will be the main way you will receive important information from all departments at KSUCPM while you are out on your rotations. Emails sent from the Office of Academic Services and Enrollment Analytics usually have specific times/dates that paperwork has to be turned in, so pay close attention to details. You will need to log in to your Flashline account to make sure you have a current phone number listed, as emergencies do arise from time to time and a clerkship director may need to reach you.

**Be prepared to work to meet the Goals and Objectives of Elective Clerkship Rotations** – The core philosophy behind the training you will receive at clerkship programs is that people learn best when they actively participate in their own learning. Clerkship programs will expect you to learn while you are with them, and take a responsible and professional approach to the experience.

Clerkship program directors, attendings, residents, and other various staff members will be part of your educational experience.

On the following two pages are the KSUCPM Clerkship Goals and Objectives. All clerkship programs affiliated with the school (both hospital and office based) are provided with a copy of these Goals and Objectives. You should go to each rotation prepared to work towards gaining competency in each of the listed goals and objectives. This will help you gain the most knowledge and experience throughout the course of your 4th year clerkship experiences.
GOAL I

The podiatric medical student should develop an understanding of the policies and procedures of office practice/hospital practice.

OBJECTIVES:
1. Describe methods of and rationale for patient scheduling.
2. Describe methods of and rationale for patient processing for the initial visit and subsequent visits.
3. Describe methods of and rationale for scheduling of surgery and/or other procedures, in the office setting or in the hospital setting.

GOAL II

The podiatric medical student should develop an understanding of case presentation, charting and documentation procedures for the medical record.

OBJECTIVES:
1. Accurately, clearly, and concisely make a case presentation.
2. Accurately, clearly, and concisely chart an initial history and physical examination.
3. Accurately, clearly, and concisely write an outpatient visit progress note.

GOAL III

The podiatric medical student should develop an understanding of history and physical examination techniques and procedures and their interpretations.

OBJECTIVES:
1. When given a chief complaint be able to perform and interpret an appropriate history and physical examination including:
   - History of present illness
   - (N.L.D.O.C.A.T.)-Nature, Location, Duration, Onset, Course, Aggravated by, and past treatments
   - Significant Past Medical History
   - Medications
   - Allergies
   - Review of systems
   - Physical Findings
2. Develop an appropriate differential list.
GOAL IV
The podiatric medical student should develop an understanding of the indications for special tests and examinations and their interpretations based on the differential diagnosis.

OBJECTIVES:
1. When given historical and physical findings of foot problems, be able to order appropriate studies to aid in diagnosis.
2. When given results of special studies be able to interpret the results.

GOAL V
The podiatric medical student should develop an understanding of the process of evaluating the results of the history and physical as well as any other diagnostic tests in order to develop a provisional diagnosis.

OBJECTIVES:
1. When given historical, physical, and diagnostic test results, be able to arrive at an appropriate provisional diagnosis.

GOAL VI
The podiatric medical student should develop an understanding of the management strategies available to treat common podiatric medical conditions.

OBJECTIVES:
1. Describe treatment regimens for foot problems.
2. Suggest treatment(s) for specific foot problems.
Special Instructions Regarding Private Office Based Clerkships

For a podiatric physician to have the ability to educate a student during a private office based clerkship, he/she must have an Adjunct Clinical Faculty Appointment with KSUCPM. To obtain this appointment, physicians must complete paperwork and submit certain documents to be reviewed and approved by the Office of Academic Affairs.

The Office of Student Academic Services keeps records of all podiatric physicians who have, at one time or another, had an Adjunct Clinical Faculty Appointment with KSUCPM has welcomed students to complete private office rotations in their offices. You may inquire about these physicians by visiting the Office of Academic Services and Enrollment Analytics. You are encouraged to complete your private office rotation with a doctor who has already been approved and has a current Adjunct Clinical Faculty Appointment with KSUCPM.

The Office of Academic Services and Enrollment Analytics will take recommendations from students for podiatrists to become Adjunct Clinical Faculty Members. Many times students have been mentored by a podiatric physician and would like to complete their private office rotation with him/her. In such cases, the following procedures should be followed:

- If you are interested in doing a private office rotation with a physician that has had no prior affiliation with KSUCPM you must contact the Office of Academic Services and Enrollment Analytics with following information:
  - First and last name of doctor
  - Full address (including street, city, state, and zip code)
  - Phone number/Fax number/E-mail Address

- The adjunct application has to be completed and approved before the student starts the rotation. Any clerkship programs for credit, whether hospital based or office based, must be supervised by practitioners who have Adjunct Clinical Faculty Appointments with KSUCPM. Students who spend any time with a practitioner who does not have an Adjunct Clinical Faculty Appointment do so at their own risk. Malpractice insurance coverage for the experience WILL NOT be provided nor will the student receive credit for the experience.

**As mentioned before, a copy of all written correspondence with the physician must be submitted with your schedule to the Office of Academic Services and Enrollment Analytics.**
Requirements for Satisfactory Completion of All 4th-Year Rotations

In order to receive full credit for both Core Rotations and Elective Clerkship Rotations, all of the following must be completed:

- **Schedule Approval** - Your fourth year schedule must meet the approval of the Office of Academic Services and Enrollment Analytics. Your schedule will be reviewed once you have submitted it to the office. If any problems are found you will be contacted and the appropriate steps will be taken to fix the problem. Problems can be avoided by following all the procedures and policies laid out in this handbook.

- **Patient Logs** - You must submit a patient log for every patient encounter you experience (observed, assisted, or performed) for every Core Rotation and Clerkship Rotation that you complete. You will submit these logs via Typhon Software, the same system you have been using to submit your 3rd year rotation patient logs.

The Office of Academic Services and Enrollment Analytics will monitor your patient log submissions.

**Patient logs for each rotation must be completed by Monday at 8am after completion of the rotation. Failure to complete the logs by Monday at 8am after completion of the rotation will lead to a professional deficiency.**

- **Student Feedback Evaluation** – You are required to complete a feedback evaluation for each Clerkship Rotation and Senior Medicine Rotation. You will submit your feedback evaluation via Surveymonkey. When you complete the feedback evaluation, you will be automatically directed to a separate page asking for your name. This is a separate page that is in no way connected to your responses on the feedback portion. Your responses on the feedback evaluation are completely anonymous.

**The Feedback evaluation for each clerkship and Senior Medicine rotation must be completed by Monday at 8am after completion of the rotation.** The purpose of completing the Feedback evaluation is to inform the Office of Academic Services and Enrollment Analytics.
of any difficulties that you may have experienced while at a clerkship or Senior Medicine rotation and to provide information about programs for future students. Students who miss the deadline will be subject to a professional deficiency evaluation as well as possible additional disciplinary actions.

- **A Satisfactory Evaluation** – Each rotation coordinator/clerkship director will submit an evaluation of your clinical performance. These evaluations will be requested and sent by the Office of Academic Services and Enrollment Analytics on a monthly basis. As the evaluations are turned in they will be reviewed and you will be notified of any failures. You are encouraged to stop by the Office of Academic Services and Enrollment Analytics to review your evaluations.

**Patient Logs are required for all 4th year rotations. The Feedback evaluation is required for each Clerkship and Senior Medicine rotation.**

Please see the CPM catalog for all policies and procedures.
Academic Services & Enrollment Analytics

Name _______________________________________________ Graduation Year ______________

Student ID number ____________________________________________________________

I am requesting the following service from Academic Services & Enrollment Analytics (check one):

○ Enrollment Verification – letter verifying student’s enrollment status, academic standing, dates of attendance and/or anticipated graduation date.

○ Class Ranking – letter providing student’s ranking in percentage by class following the most recently completed semester.

○ Clinical Evaluations

○ National Board Scores Part I _______ Part II _______

○ Request for Class List(s) – please give reason for class list:

○ Graduation Verification – letter verifying student’s graduation date and degree earned.

○ Drug Test Results

○ Background Check Results

○ Other – Please Specify: _______________________________________________________

Special Instructions: _____________________________________________________________

*Unofficial Transcripts – Log in to your Flashline account*

Mail to:

○ I will pick up

○ Send to my email

I authorize Kent State University College of Podiatric Medicine to release the above information. If I am requesting a class list it will be used solely for the purpose specified above.

Student’s Signature: ______________________ Date Requested ______________________

(Must Use Blue/Black Ink)