# Table of Contents

**Clinical Rotations**

- 4

**Researching Clerkship Rotations**

- 6
  - AACPM Website
  - 6
  - Podiatric Scope of Practice
  - 6
  - Residency State Requirements
  - 7
  - Clerkship Information
  - 7
  - Feedback Requests
  - 7
  - APMSA Residency Survey
  - 7
  - Program Visit
  - 7
  - Residency Fair
  - 7
  - Contacting Programs
  - 7

**Selecting Clerkship Rotations**

- 8

**Applying to Clerkship Rotations**

- 10
  - Types of Clerkships
  - 10
  - Student Malpractice Insurance Coverage
  - 10
  - How to request: transcript, board scores, letters, class ranking, etc.
  - 11
  - Photograph Requirements
  - 11
  - Curriculum Vitae (sample CV websites)
  - 12
  - Clerkship Attendance Policy
  - 13
  - Clerkship Calendar
  - 15

**Scheduling Clerkship Rotations**

- 16
  - Correspondence with Clerkship Programs
  - 16
  - Clerkship Schedule Change Policy
  - 17

**Procedures for requesting a schedule change**

- 18

**Preparing for clerkship rotations**

- 19
  - KSUCPM Clerkship Goals and Objectives
  - 20

**Special Instructions Regarding Private Office Clerkships**

- 22

**Requirements for Satisfactory completion of all 4th year rotations**

- 23
  - Schedule Approval
  - 23
  - Patient Logs
  - 23
  - Student Feedback Evaluation
  - 24
  - Satisfactory Evaluation
  - 24

**Request Form**

- 28
This handbook has been developed to provide you with helpful information for your Clerkship and Senior Medicine Rotations. 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 and Senior Medicine Rotations.

When completing your Clerkship Rotations strive to be punctual, courteous, humble, etc. Demonstrate intense work-ethic 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 pediatric 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)?
Clinical Rotations

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.

Clinic Rotation Groups and Schedule: Students will be randomly assigned into groups twice – once for 3rd Year clinical rotations and once for 4th Year clinical rotations by the Office of Academic Services and Institutional Research. Switching of groups and / or rotation months is not permitted.

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 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**—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 that are strictly for Clerkship Rotations. You are required to complete five (5) months of clerkship rotations. You have the option filling CLI 80442 with either Independence or a clerkship. 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.

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.

- CLI 80460, CLI 80465, CLI 80470, CLI 80475, CLI 80480, Clerkship Rotations
- CLI 80485 (Clerkship Rotation Elective Month)
- CLI 80490-Students can elect to complete this in the summer of their 4th year, pending approval of the Office of Academic Services & Institutional Research and the Dean.

*Students electing to replace CLI80442-Senior Clinical Rotation 2 with a clerkship are required to do 6 clerkships with the option to complete 7.*
Researching Clerkship Rotations

Researching programs in advance is a critical step in the decision making process and will increase your overall satisfaction with your clerkship experiences. 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 Institutional Research 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 where you will find information about clerkship programs. The website provides a Clerkship Handbook which lists all approved hospitals that have active clerkship programs. This handbook will give you the contact information and application requirements for each clerkship program. **The Clerkship Handbook for the Class of 2021 will be available in the Summer of 2019, at www.aacpm.org. You will use the handbook when applying to clerkships.** You will also want to look at the CASPR Directory of participating residency programs. While the current directory was posted for the purpose of aiding the Class of 2020 as it applies for residencies (a similar directory will be made available for the Class of 2021). 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. 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.

**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.

Clerkship Information - The Office of Academic Services and Institutional Research maintains files with information on clerkships. 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.

Feedback Requests - You can receive clerkship feedback from students who have rotated at the program you are interested in by contacting our office.

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 Institutional Research have a collection of the surveys spanning over the last few 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 – First, second, third and fourth year students can visit clinical programs when they can find the free time in their schedules to do so; however, KSUCPM’s malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit (shadow), work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician’s offices. While visits and shadowing are permitted, students must 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 College’s Malpractice.

Residency Fair – KSUCPM hosts a Residency Fair every year during the fall semester. All students are welcome to attend, but the fair is 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 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 2019 Residency Fair will be held on Friday, August, 16th, 2019 from 9:00am to 2:00pm at Crowne Plaza. 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. Their contact information is in the Clerkship Handbook and welcome the opportunity to speak with interested students.

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.
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 a program and decide to not 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 Professionalism Deficiency, and be placed on academic probation for the remainder of the 4th year.

Location - Are you limited to a certain location? Can you afford to bear the expense (airfare, housing) of completing rotations that will require you to travel to another city/state? 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.

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 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. 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 Professionalism Deficiency Evaluation, failure of the rotation, make up the rotation at the end of the academic year, and be placed on academic probation for the remainder of the 4\textsuperscript{th} year.

**Hours of a rotation** – Rotations differ in hours and the amount of time spent, so this must be taken into consideration when selecting.

**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 4\textsuperscript{th} year**
3. **Professionalism Deficiency**
4. **Required to make up the rotation at the end of your academic year**
5. **Dismissal from the program if more than one clinical rotation is failed in an academic year or if a failure occurs while you are on academic probation.**
Applying to Clerkship Rotations

There are 3 types of clerkship programs that can be utilized to fill 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 Intuitional Research. Please be aware that no more than one (1) month in your 4th year schedule can be used for this type of rotation.

*Students who wish to complete more than one private practice rotation must get approval from the Office of Academic Services & Institutional Research.*

**PLEASE NOTE:** You will notice that some of your scheduled rotations consist of five (5) weeks. 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 grant 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.**

**Student Malpractice Insurance Coverage Policy**

First, second, third and fourth year students can visit clinical programs when they can find the free time in their schedules to do so; however, KSUCPM’s malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit (shadow), work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician’s offices. While visits and shadowing are permitted, students must 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 College’s Malpractice.
Preparing Additional Materials for your Clerkship Applications

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.

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.

**To obtain a copy of your transcript:**
- Unofficial transcript: Print it from your Flashline account
- Official transcript: Complete a request form which is located outside of our office

**To obtain a copy of your immunizations:**
- Login to your CASE account

**For the following complete a request form outside the Office of Academic Services and Institutional Research:**

* Part I, Part II, CSPE board scores  
* Enrollment Verification Letter/Letter of Good Standing  
* Class ranking  
* GPA  
* HIPAA/OSHA training letter  
* Background Check  
* Drug Test  
* Certificate of Insurance

**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. 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.

Items that should be included in your CV are: full name, address, phone number, e-mail, educational history, honors and awards, leadership roles, research activities/projects, 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. You can find a collection of CV writing resource materials in the library.

Resources for writing your CV:

http://libguides.cpm.kent.edu/creating-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
CLERKSHIP ATTENDANCE POLICY

Participation in the external programs is considered to be a valuable and important part of the pediatric 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 Institutional Research), 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 & Institutional Research. 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 Institutional Research, completes the form, returns it to and meets with the director or assistant director of academic services and Institutional Research. 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 Institutional Research 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 Institutional Research. 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 Institutional Research. Absences and tardiness will be reported as part of the student evaluation.
2020 Clerkship Calendar
For clerkships served March 2020 – May 2021

The clerkship calendar will be sent out at a later date and posted at www.aacpm.org/clerkships
Scheduling Clerkship Rotations

After you have submitted your clerkship application online to 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**  
(Include: Private Practice Rotations, Non – Podiatric Rotation)

- **Correspondence with Programs** - All correspondence with programs must be done in writing. You should retain the e-mails that are sent to and from programs, as you may need to refer to them later if an issue arises. Clerkship programs will be correspond 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 Institutional Research.**

- **E-mail of Acceptance for Private Practice** – You will need an email of acceptance from the private practice rotation 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 Institutional Research.

- **Schedule Changes Not Allowed** - You are to fulfill all commitments to programs once you have agreed to attend. 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 submit your completed scheduling worksheet, clerkship scheduling form (private practice), and written correspondence (private practice) to the Office of Academic Services and Institutional Research by **TBD.**

- **Clerkship paperwork Requirements**
  
  **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 Institutional Research), 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 & Institutional Research. 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 professionalism deficiency
2. A NF (Never attended Fail) 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 Institutional Research **
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 Institutional Research. If you contact the program first you may receive a professionalism deficiency.

If you feel you have just cause for requesting a release from a clerkship program you have scheduled a rotation with, you must do the following: Contact the Office of Academic Services and Institutional Research 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.

After reviewing your request the Office of Academic Services and Institutional Research 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.

An unapproved schedule change will result in a professionalism 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.

**DO NOT UNDER ANY CIRCUMSTANCE** cancel a rotation or fail to attend a rotation without notifying the Office of Academic Services and Institutional Research first.

Clinical Exception Policy (4xx Clinical Rotations)

Students completing 4xx level clinical rotations (during the 3rd year fall or at any point in their 4th year) may request, due to personal reasons, a one-time change in their clinical schedule. These requests will be evaluated and a decision will be made by the Office of Academic Services & Institutional Research. Switches to a student’s clinical schedule are rare and will only be approved in the event of extreme and extenuating circumstances. Documentation must be provided.

The process for requesting a clinical schedule change due to medical reasons may be found under the Leave of Absence policy.
Preparing 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 professionalism 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 Institutional Research 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 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 Assistant Dean of Clinical Education.

The Office of Academic Services and Institutional Research keeps records of all podiatric physicians who have, an Adjunct Clinical Faculty Appointment with KSUCPM. You may inquire about these physicians by visiting the Office of Academic Services and Institutional Research.

The Office of Academic Services and Institutional Research 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 Institutional Research 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 a private office based rotation. **Students who spend any time with a clerkship director who does not have an Adjunct Clinical Faculty Appointment do so at their own risk.**

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 Institutional Research.
Requirements for Satisfactory Completion of All 4th Year Rotations

In order to receive full credit for both Core Rotations and 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 Institutional Research. 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 Institutional Research 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 professionalism 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 an online survey. 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 purpose of completing the Feedback evaluation is to help future students when selecting clerkships.

**The Feedback evaluation for each clerkship and Senior Medicine rotation must be completed by Monday at 8am after completion of the rotation.**
**Typhon:** Typhon is the system that you will use for 4th YR clinical rotations to enter patient logs, view your clinical schedule, and review your clinical evaluations. Once you have your log-in, you will be able to go in and view training videos. Students who miss the deadline will be subject to a professionalism 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 Institutional Research 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 contact the Office of Academic Services and Institutional Research 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.
Sample Clerkship Evaluation

CLERKSHIP EVALUATION FORM
Kent State University College of Podiatric Medicine
ATTN: Jaclyn Macumber
Email evaluation to: imacomb1@kent.edu
Phone: 216-916-7510
Fax evaluation to: 216-916-9430

STUDENT: ___________________________ ROTATION DATE: ___________________________

PROGRAM: ___________________________ DIRECTOR: ___________________________

GENERAL INFORMATION

1) RELIABILITY AND RESPONSIBILITY:
   Satisfactory
   Needs Improvement
   Unsatisfactory
   Student follows through on tasks
   Student arrives on time for class, clinic, rounds, etc.

2) CRITIQUE
   Satisfactory
   Needs Improvement
   Unsatisfactory
   Student accepts criticism and looks at self objectively
   Student takes steps to correct shortcomings.

3) COMMUNICATION SKILLS
   Yes
   No
   Student listens well.
   Student effectively identifies emotional concerns of patients.

4) HONESTY AND INTEGRITY
   Satisfactory
   Needs Improvement
   Unsatisfactory
   Student adheres to professional and/or ethical standards.

5) RESPECT FOR PATIENTS
   Satisfactory
   Needs Improvement
   Unsatisfactory
   Student maintains patient’s confidentiality.
   Student demonstrates empathetic behavior and is considerate to patients

6) GENERAL STUDENT TRAITS
   Yes
   No
   Student demonstrated change in personality or excessive irritability/anger beyond control

Additional Comment if yes:

________________________________________
### PODIATRIC SKILLS

7) Which of the following words or statements would you use to describe this student’s attitude and motivation? (mark all that apply)

- [ ] Empathetic
- [ ] Enthusiastic
- [ ] Sympathetic
- [ ] Conscientious
- [ ] Mature
- [ ] Dedicated
- [ ] Hard Working
- [ ] Motivated
- [ ] Behaves Respectfully
- [ ] Accepts blame for failure
- [ ] Apathetic
- [ ] Hesitant
- [ ] Impatient
- [ ] Lazy
- [ ] Arrogant
- [ ] Stubborn
- [ ] Bored
- [ ] Makes inappropriate demands
- [ ] Is abusive and critical during times of stress
- [ ] Other, Please specify: ___________________________

8) The student’s ability to accurately, clearly, and concisely make an oral case presentation:

<table>
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<tr>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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</table>

9) The student’s ability to accurately, clearly, and concisely chart:

- [ ] An initial history and physical examination
- [ ] An outpatient or inpatient progress note

10) The student’s ability to accurately, clearly, and concisely perform and interpret the findings of the history and physical examination:

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<tr>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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- [ ] Allergies
- [ ] Review of systems
- [ ] Physical findings

11) When given the results of a history and physical examination, the student’s ability to develop a list of differential diagnoses/working diagnoses:

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<tr>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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</table>

12) When given a differential diagnosis, the student’s ability to identify special tests and examinations to aid in the diagnosis:

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<tr>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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13) When given the results of special tests and examinations, the student’s ability to arrive at an appropriate provisional diagnosis:

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<thead>
<tr>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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</table>
14) When given a provisional diagnosis, the student's ability to formulate appropriate management strategies

- Satisfactory
- Needs Improvement
- Unsatisfactory

15) Did the student request time off? If yes, please enter the number of days and state whether or not it was approved by the Clerkship Director.

- Yes
- No

Additional Comment:___________________________________________________________

16) Other final comments:_____________________________________________________

17) Final Grade (Overall Evaluation):

- Pass
- Fail

Signature:________________________________________ Date:_________________________

Must be signed with a pen (electronic signatures are not accepted)
Academic Services & Institutional Research

Name: ________________________________ Graduation Year: ________________

Student ID number: ________________________________

I am requesting the following service from Academic Services & Enrollment Analytics:

- [ ] Enrollment Verification/Letter of Good Standing – 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.
- [ ] OSHA/HIPAA Letter
- [ ] National Board Scores Part I _____ Part II _____ CSPE ______
- [ ] Graduation Verification – letter verifying student’s graduation date and degree earned.
- [ ] Copy of Certificate of Insurance/Malpractice Insurance
- [ ] Drug Test Results
- [ ] Receive a copy my 4th year evaluation (Specify Program) __________________________
- [ ] Background Check Results
- [ ] Request Student Feedback from Clerkship/Senior Medicine Rotations (Specify program) __________________________
- [ ] Other – Please Specify: __________________________

*Unofficial Transcripts – Login to your Flashline account*

Mail/Email to:

[ ] I will pick up
[ ] Send to my email: __________________________

I authorize Kent State University College of Podiatric Medicine to release the above information.

Student’s Signature: __________________________ Date Requested: __________________________

(Must use a blue/black pen. Electronic signatures will not be accepted)