

<b>OCE – Fourth Year Rotations: Elective Rotations</b>		<b>SOP #: CE.013.00</b>
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19	

### 1. Purpose

The purpose of this procedure is to provide guidelines to the OCE staff for processing and scheduling fourth year Elective rotations.

### 2. Related Policy/Authority

Student Handbook

### 3. Faculty/Staff Responsibilities

Fourth Year Clerkship Coordinator

Third Year Coordinator

Hub Coordinators

### 4. Definitions/Abbreviations

- A. OCE - Office of Clinical Education
- B. CAPRI - Clinical And Professional Resource Information System
- C. VSLO - Visiting Student Learning Opportunities
- D. Clinician Nexus - Registration system for HCA Hospitals
- E. Hub - Regional clinical training location
- F. Out of Network - Clinical training locations within the U.S.

### 5. Procedural Steps

5.1. Students will notify the fourth year coordinator via the Rotation Request Form where they intend to rotate. The fourth year coordinator will receive these requests in the BCOM [clinicaleducation@bcomnm.org](mailto:clinicaleducation@bcomnm.org) email account.

The fourth year coordinator will:

5.1.1 Review the request and search the program's website for their rotation requirements;

5.1.2 Initiate contact with the program's coordinator/representative to inquire about the need for an affiliation agreement (**see SOP #: CE.010.00**), or implementation letter process (**see SOP # CE.011.00**);

5.1.3 Begin the preceptor approval process by obtaining the required documents;

5.1.3.a. Approve in CAPRI by selecting "Approved by OCE"

5.1.4 Determine if the program will use VSLO, ClinicianNexus, or Institution's Application for students to apply.

### 5.2. VSLO Applications.

5.2.1 Students may apply through VSLO and upload the documents required by the institution;

5.2.2 The registrar and fourth year coordinator will receive an e-mail notification when students have pending items on their application;

5.2.2.a. The Registrar will upload students' academic transcripts and Letter of Good Standing

5.2.2.b. The fourth year coordinator will:

1. Verify the students' profile
2. Upload any other required documents

5.2.2.c. The fourth year coordinator will review and release the application to the institution.

### 5.3. Clinician Nexus Applications.

5.3.1. Students may apply through Clinician Nexus and upload the documents required by the institution;

5.3.2. The fourth year coordinator will receive an e-mail notification when students have pending items on their application;

5.3.2.a. The fourth year coordinator may upload:

1. Letter of Good Standing (provided by the Registrar)
2. Certificate of Malpractice Insurance

### 5.4. Institution's Application.

5.4.1. Students will apply as indicated on the institution's website (online application, via e-mail, or mail);

5.4.2. The fourth year coordinator will assist in providing the following to the institution's coordinator/representative:

1. Letter of Good Standing (provided by the Registrar)
2. Certificate of Malpractice Insurance
3. Other documentation as required by the institution/facility

### 5.5. Scheduling.

5.5.1. The fourth year coordinator will use New Innovations to schedule approved rotations;

### 6. Reports/Charts/Forms/Attachments/Cross References

[Rotation Request Form](#)

Institution's Web site – varies

[VSLO/VSAS](#)

[Year 4 Curriculum](#)

[ClinicianNexus](#)

### 7. Maintenance

The OCE will review this procedure as necessary.

### 8. Signature

Signature on File

9/3/19

Irina Zhorzholiani, MBA  
Director of Clinical Education

Date

### 9. Distribution List

Internal

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			