1. Purpose
The purpose of this procedure is to provide guidelines to the OCE staff for scheduling third year clinical rotations (core and elective) consistent with COCA requirements.

2. Related Policy/Authority
COCA accreditation standards

3. Faculty/Staff Responsibilities
Regional Hub Coordinators
Third Year Clerkship Coordinator
Fourth Year Clerkship Coordinator

4. Definitions/Abbreviations
A. OCE - The Office of Clinical Education
B. CAPRI – Clinical And Professional Resource Information System
C. COCA – Commission on Osteopathic College Accreditation
D. NI – New Innovations
E. Leo – Learning Management System

5. Procedural Steps
   5.1.- Ensure Affiliation Agreements are in place
   5.2.- Identify the appointed preceptors’ availability
      5.2.1.- Schedule all core rotations with available board certified/board eligible preceptors in the specialty in an Excel template.
      5.2.2.- Ensure COCA requirements are met within each student’s schedule
         5.2.2.a.- Rotation with DO
         5.2.2.b.- Rotation with Resident
         5.2.2.c.- In-patient Rotation
   5.3.- Gather Students Internal Medicine II and Surgery II choices. Accommodate students’ choices based on preceptor availability, or first available preceptor within specialty
   5.4.- Regional Assistant Dean and 3rd year clerkship Coordinator to review and approve schedule
   5.5.- Mail schedule confirmation letter to the Preceptors
   5.6.- Post schedules for student in NI and enroll students in Leo in respective courses
5.7. A week prior to the start of each rotation contact preceptor/manager to confirm student arrival.

5.8. For scheduling elective rotations outside of the hubs refer to SOP #CE.013.00

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

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

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<tr>
<td>Irina Zhorzholiani, MBA</td>
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<tr>
<td>Director of Clinical Education</td>
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9. Distribution List

Internal

10. Revision History

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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