

OCE – Clinical Rotations: Remediation		SOP #: CE.009.02
Effective Date	07/01/18	
Last Revision/Review	11/5/2020	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for administering the Remediation of failed third and fourth year rotations.

2. Related Policy/Authority

SPC

3. Faculty/Staff Responsibilities

Associate Dean of Clinical Education

Clerkship Directors

Director of Clinical Education

Third Year Clerkship Coordinator

Fourth Year Clerkship Coordinator

Office of Student Affairs

SPC

4. Definitions/Abbreviations

- A. OCE – The Office of Clinical Education
- B. SPC – The Student Performance Committee
- C. Failure of a rotation - A failure of any graded element as described in the Student Clerkship Manual (Preceptor Evaluation, COMAT, and on-line Modules) will result in a failure of the rotation.
- D. Failure of Professionalism - In addition to other requirements, students must receive a minimum score of two (2) on the preceptor's assessment of Professionalism (Question 7) to pass this element. The first time Professionalism failure will result in a built-in Corrective Action.
- E. SPC Package - The completed SPC Form, evaluation submitted by the Preceptor, evaluation submitted by the Student, and any other supporting documents.

5. Procedural Steps

5.1. The remediation requirements will be determined by the Clerkship Director, which may include a repeat of the COMAT exam and attainment of a minimum passing grade, completion of outstanding cases, or repeating all or part of the clerkship experience. Successful remediation will be so designated on the student's transcript.

5.2. Remediation of Rotation Failure:

5.2.1. Clerkship Director reviews the Preceptor Evaluation.

5.2.2. Clerkship Director contacts the Preceptor and the Student.

5.2.3. Third/Fourth Year Clerkship Coordinator completes the SPC package for the failed student and submits to the Director of Clinical Education.

5.2.4. Director of Clinical Education Reviews the SPC Package, signs off on the SPC form and submits to SPC Chair.

5.2.5. SPC notifies the student about the meeting date. After the meeting, the SPC sends a letter with recommendations to the student.

5.3. Corrective Action for Professionalism (first time) Failure:

5.3.1. Clerkship Director reviews the Preceptor Evaluation.

5.3.2. Clerkship Director contacts the Preceptor and the Student.

5.3.3. OCE will notify the student about the Corrective Action agenda via email.

5.3.4. Corrective Action for the First time Professionalism Failure consists of:

- Meeting with Associate Dean of Clinical Education
- Meeting with the representative(s) of Student Affairs
- Meeting with at least two Clerkship Directors
- Completion of Safe Colleges Professionalism Modules with the quiz.

5.3.5. All faculty and staff who interview the student will complete and sign the assessment tool.

5.4. The Associate Dean of Clinical Education or designee will sign the final remediation/failure form.

5.5. OCE will submit the copy of Remediation form to the SPC.

NOTE: Students that are assigned to the off-Campus Hubs, must also attend the required meetings in person.

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

[SPC and Remediation Forms](#)

[Student Clerkship Manual](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Signature on File

Irina Zhorzholiani, MBA
Director of Clinical Education

11/5/2020

Date

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12/18/19	5.3	Substituted "remediation" with "Corrective Action"		
11/5/2020	5.2	Changed title in 5.2		11/5/2020