



ROCKY VISTA
UNIVERSITY

RVUCOM Clinical Education Manual

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Introduction to Clinical Education



Welcome to the Clinical Education Manual for third and fourth-year osteopathic medical students at Rocky Vista University Colleges of Osteopathic Medicine. This manual provides a comprehensive overview of the current policies, procedures, and guidelines governing Clinical Clerkships.

The Colleges of Osteopathic Medicine (COMs) retain the right to modify any

aspect of the clinical training program, including educational policies, scheduling, training sites, and evaluation procedures, at any time. While every effort will be made to notify students promptly of any changes or newly instituted policies, students are expected to stay informed and adhere to all updates.

In the event of any conflicts or questions regarding the application or interpretation of the policies within this manual, the Dean of the respective COM will serve as the final authority.

The RVU Student Handbook and RVU Academic Catalog serve as the primary handbooks for all students. This Clinical Education Manual is intended as a supplemental resource specifically for OMS III and OMS IV students during their clerkship rotations.

Honor Code

As a student at Rocky Vista University Colleges of Osteopathic Medicine, I will be ever vigilant in aiding in the general welfare of the community, sustaining its rules and organizations, and will not engage in practices which will in any way bring shame or discredit upon myself, my school, or my profession. (For a full explanation of the Honor Code Policy and Procedures, please see the Elevate Policy Repository) at: <https://institutionalrepository.rvu.edu/record/186?ln=en&v=pdf>

Mission Statement

University Mission Statement: Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity, and excellence.

RVU Colleges of Osteopathic Medicine Mission Statement: To educate and inspire students to become highly competent osteopathic physicians and lifelong learners prepared to meet the diverse healthcare needs of tomorrow through innovative education, relevant research, and compassionate service.

Core Values

■ Integrity:	The quality of living a unified life in which one's convictions are well-considered and match one's actions, demonstrating fairness, honesty, sincerity, professionalism, and a consistent commitment to our mission, vision, and values.
■ Collegiality:	Mutual respect, collaboration, and the open exchange of ideas advance mutual goals and facilitate individual growth.
■ Compassion:	The willingness to be engaged with the needs of others.
■ Diversity:	An awareness and dignity for all, regardless of culture, race, ethnicity, national origin, gender, religion, sexual orientation, physical ability, socioeconomic status or individual life experiences.
■ Excellence:	The commitment to exceed expectations in education.
■ Service:	Through active service, we support one another and seek to meet the needs of the larger community.
■ Innovation:	Delivering new and creative ways to provide healthcare education while consistently demonstrating compassion, integrity, and excellence.

Program Learning Outcomes (PLOs)

Based on the American Osteopathic Association (AOA) seven core competencies for osteopathic medical students, the College of Osteopathic Medicine (COM) faculty, staff, and leadership have established the following program learning outcomes for the Doctor of Osteopathic Medicine program:

Graduates of the Doctor of Osteopathic Medicine Program will:

1. **Apply** osteopathic principles and practices to patient care. (*Osteopathic Philosophy/Osteopathic Manipulative Medicine*)
2. **Apply** knowledge of biomedical sciences to clinical medicine. (*Medical Knowledge*)
3. **Perform** comprehensive patient care utilizing best practices of osteopathic medicine. (*Patient Care*)
4. **Utilize** effective communication skills to support positive patient-centered and inter-professional relationships. (*Interpersonal & Communication Skills*)
5. **Uphold** principles of the RVU Osteopathic Oath. (*Professionalism*)
6. **Evaluate** patient-care practices through critical thinking using evidence-based medical principles. (*Practice-Based Learning & Improvement*)

7. **Analyze** health systems science to deliver individualized patient care. (*Systems-Based Practice*)

Course Learning Outcomes for all Clinical Education Clerkships

1. **Apply** clinical reasoning and judgment skills in the practice of medicine.
2. **Demonstrate** interpersonal communications and relationships skills with patients, care team members, and others.
3. **Conduct** patient and condition appropriate physical exams and procedures with compassion and empathy.
4. **Evaluate** systems-based practices to contribute to quality improvements.
5. **Act** in a professional manner that meets the standards of the osteopathic profession.

Clinical Clerkship Requirements

RVU Class of 2026 and Class of 2027 OMS III and OMS IV Course Requirements

Semester-long Courses that Supplement Clinical Clerkship Rotation Activity

Item	Title	Credits
MED 3001	Fundamentals of Clinical Medicine	2
OST 3010/OST 3011	OPP Clinical Integration	2
OST 4010/OST 4011	Advanced OPP Clinical Integration II	2
MED 3020	Critical Reflection and Professional Career Development I	1
MED 3021	Critical Reflection and Professional Career Development II	1

Core Clerkships

Item	Title	Credits
FAM 3001	Family Medicine Core Clerkship	8
INT 3001	General Internal Medicine Core Clerkship	4
SRG 3001	General Surgery Core Clerkship	4
PED 3001	Pediatrics Core Clerkship	4

Required Clerkships

Item	Title	Credits
OBG 3001	Obstetrics and Gynecology Required Clerkship	4
PSY 3001	Psychiatry Required Clerkship	4
CCE 4001	Critical Care/Emergency Medicine Required Clerkship	4

OMS III Selectives needed for Graduation

Item	Title	Credits
INT 3002	Medicine Selective Clerkship	4
SRG 3002	Surgery Selective Clerkship	4

Elective Clerkships needed for Graduation

Item	Title	Credits
Electives	<p>Elective Clerkships</p> <ul style="list-style-type: none">At least 28 of the 42 credit hours must be in Clinical Electives<ul style="list-style-type: none">8 credit hours required in Audition Clerkships (up to 4 credit hours equivalent Clinical Electives may be substituted)0-8 credit hours clinical research credit hours upon approval0-8 credit hours of individual learning preparation upon approval0-2 credit hours in approved Asynchronous Didactic Clinical Knowledge coursework	42

Total Credits – 90

Graduation Requirements

See the Elevate Policy Repository for more information:

<https://institutionalrepository.rvu.edu/record/299?ln=en&v=pdf>

Curriculum Overview

OMS III Course Descriptions

Fundamentals of Clinical Medicine

Fundamentals of Clinical Medicine is a two-credit course designed to prepare third-year osteopathic medical students for clinical rotations. It provides essential knowledge on policies, professionalism, and expectations in both inpatient and outpatient settings. Students engage in virtual instruction, asynchronous learning, and on-campus simulations to develop clinical reasoning, diagnostic interpretation, and procedural skills. The course includes a two-week focus on obstetrics, gynecology, pediatrics, and surgery, with reinforcement through high-fidelity simulations. Students will practice key skills, including sterile field management, suturing, airway management, and surgical instrumentation, while integrating diagnostic interpretation of EKGs, chest X-rays, and OB ultrasound. Assessments include simulations, quizzes, and written evaluations, with a pass/fail grading system. By the end of the course, students will demonstrate competency in clinical skills, diagnostic decision-making, and professional conduct, ensuring a strong foundation for success in their clinical training.

Critical Reflections and Professional Career Development is a mandatory, 2-semester course designed for third-year osteopathic medical students. Divided into two semesters, this course integrates both synchronous and asynchronous elements, equipping students with essential skills for personal exploration and reflection. This course is structured to support students in their transition from medical school to residency, ensuring they are well-prepared for the next steps in their professional careers. Key components of the course include:

- Personal Exploration and Reflection: Students will engage in activities that encourage critical reflection on their clinical education experiences.
- Professional Writing: Students will develop a personal statement and other professional documents in preparation for residency applications.
- Residency Preparation: The course offers guidance on preparing for residency, including the application process and strategies for success.
- Interprofessional Teamwork: Emphasis is placed on working effectively within interprofessional teams, a crucial skill for future medical professionals.
- Professional Identity Development: Students will engage in exercises and discussions aimed at forming their professional identity.

The spring semester of the Critical Reflections and Professional Career Development course commences with a week-long, virtual synchronous intensive experience that focuses on Professional Identity Formation and Match Preparation. Following this intensive, the semester continues with a series of asynchronous units dedicated to professional development, interprofessional collaboration, and preparation for audition rotations.

OPP Clinical Integration I

OPP Clinical Integration I is a mandatory, two semester courses for third-year osteopathic medical students, divided into two semesters. This course builds upon the principles and philosophies of osteopathic medicine established during the pre-clinical Osteopathic Principles and Practice (OPP) I-IV courses. This course's main objective is to expand students' osteopathic knowledge base and apply new and previously learned techniques to the comprehensive care of patients.

Key components of the course include:

- Online Modules: Students will complete online modules that correspond to their clinical clerkships. These modules are designed to reinforce osteopathic principles and practices in the context of clinical scenarios.
- Quizzes: Associated quizzes will assess students' understanding and application of osteopathic techniques in various clinical situations.
- Interactive OPP Sessions: These sessions will provide firsthand opportunities for students to practice and refine their osteopathic manipulative treatment (OMT) skills. These

interactive sessions are crucial for integrating osteopathic principles into everyday patient care.

The course format ensures that students continuously integrate osteopathic principles into their clinical practice, enhancing their ability to provide holistic and patient-centered care.

Family Medicine Core Clerkship

Family Medicine Core Clerkship course combines hands-on clinical training in outpatient primary care settings. Students also work with the Clerkship Director in flipped classroom didactics to reinforce the clinical reasoning occurring in patient encounters and increase core family medicine knowledge. Students apply concepts in real time as they evaluate patients under preceptor supervision, while also participating in weekly didactic sessions that include video-based preparation and interactive, case-based discussions. Emphasis is placed on the development of differential diagnoses, evidence-based management plans, and application of USPSTF guidelines.

General Internal Medicine Core Clerkship

The *General Internal Medicine Core Clerkship* will provide clinical exposure to the breadth and diversity of disease. Students will gain knowledge, experience, and competence in the diagnosis and management of various acute and chronic medical conditions in outpatient and inpatient clinical settings. Students will also become competent in their history and physical diagnosis skills, develop the ability to prioritize patient problems and generate a differential diagnosis, implement patient management strategies, and observe their effects.

Pediatrics Core Clerkship

The *Pediatrics Core Clerkship* will provide clinical exposure to various aspects of pediatric issues. Students will gain knowledge, experience, and competency in the diagnosis and management from birth to adolescent patients. Students will also become competent in the complexities of working with minors who, in most jurisdictions, cannot make decisions for themselves.

General Surgery Core Clerkship

The *General Surgery Core Clerkship* is designed to provide students with essential knowledge, skills, and experience in the field of general surgery. This includes comprehensive training in surgical principles, patient management, and operative techniques under the supervision of experienced surgeons and surgical teams. The course begins with on-campus Surgery simulations into surgical skills to augment direct clinical experience. Surgery simulations are designed to provide students with an in-depth understanding of surgical principles, techniques, and practices.

OB/Gyn Required Clerkship

The *Ob/Gyn Required Clerkship* will provide clinical exposure to the various aspects of women's health issues. Students will gain knowledge, experience, and competence in the diagnosis and

management of gynecologic and obstetric patients in inpatient and outpatient clinical settings. Students will also become competent in their knowledge of the physiologic adaptations of pregnancy and the process of normal and abnormal labor and delivery as well as general reproductive health.

Psychiatry Required Clerkship

The *Psychiatry Required Clerkship* will provide clinical exposure to various aspects of mental health issues. Students will gain knowledge, experience, and competency in the diagnosis, classification, and treatment planning of psychiatric patients in the clinical setting. Students will also become competent in the skills of performing a psychiatric interview, developing a differential diagnosis, and identifying and managing psychiatric emergencies.

Critical Care/Emergency Medicine Required Clerkship

The *Critical Care & Emergency Medicine Required Clerkship* will provide students with clinical exposure to high-demand, life-threatening conditions requiring immediate intervention. Students will develop the knowledge, experience, and competencies necessary to deliver high-quality, evidence-based care for patients with acute medical and traumatic conditions. This required clinical clerkship includes experiences in diverse critical care settings, including, but not limited to: Medical ICU (MICU), Surgical ICU (SICU), Neuro ICU (NICU), Cardiac ICU (CICU), Burn ICU, Trauma ICU, Pediatric ICU (PICU), Neonatal ICU (NICU), Respiratory ICU (RICU), or emergency medicine settings including but not limited to General ER, Pediatric ER, Trauma Center ER, Cardiac ER, Urgent Care, Express or Fast-Track ER, Psychiatric ER, Observation Unit or Clinical Decision Unit. Audition rotations completed in these settings can also fulfill this requirement.

Medicine Selective Clerkship

The *Medicine Selective Clerkship* will provide students with an advanced clinical rotation designed for an immersive and specialized experience in the field of internal medicine or neurology. This selective clerkship offers an opportunity for students to explore specific areas of interest within internal medicine while refining their clinical skills, diagnostic acumen, and professional competencies.

Surgery Selective Clerkship

The *Surgery Selective Clerkship* is a clinical clerkship designed to provide students with a focused and specialized experience in the field of surgery. The selective clerkship allows students to explore specific surgical specialties, advanced procedural skills, and subspecialty areas including, but not limited to orthopedics, gynecologic oncology, neurosurgery, colorectal, ENT, ophthalmology, and plastic surgery.

OSTEONS 1: Clinical Knowledge Reinforcement

OSTEONS 1: Clinical Knowledge Reinforcement supports OMS III by providing a structured review of subject exam material. This course focuses on case-based learning and NBME-style practice exams to improve clinical reasoning and test performance. Students work with Clerkship Directors (FM, IM, Surgery, OB/GYN, Peds, Psych) and Learning Management Specialists to reinforce medical knowledge and its application. With regular performance tracking and mentorship, students refine their study habits and test strategies, helping them achieve passing scores, regain confidence, and continue progressing in their clerkships successfully.

OSTEONS 2: Advanced Clinical Reasoning for COMLEX Level 2

OSTEONS 2: Advanced Clinical Reasoning for COMLEX Level 2 prepares OMS III who have not met the minimum threshold for at least one subject exam and have not scored above the 10th percentile on any subject exam, or who failed COMLEX Level 1. This course moves beyond knowledge recall, focusing on case-based learning, and diagnostic reasoning. Students discuss differential diagnoses with clerkship directors, prioritize next steps, and refine board exam strategies with the Course Director and Educational Learning Specialists with mock exams, time management coaching, and mentorship ensure students gain confidence in handling complex multiple choice questions scenarios. By refining critical thinking and board-specific skills, students completing this course will be better prepared to pass their NBME subject exams, and COMLEX Level 2.

On-Campus Events

Although the OMS III and OMS IV years are primarily designed for on-site clinical experiences, there are occasions when students must be on campus. These requirements include, but are not limited to:

- MED 3001: Fundamentals of Clinical Medicine: One week of the four-week course will be on-campus simulations.
- SRG 3001: General Surgery Core Clerkship: A one-week session at the beginning of the Surgery clerkship.
- OST 3010 and OST 3011: Refer to the course syllabus for exact dates and details of required on-campus labs.

Preparation and Participation

- Students must ensure they are prepared for these on-campus sessions by reviewing the relevant course materials and syllabi in advance. Participation in these sessions is critical for meeting the educational objectives and competencies required for successful completion of the clerkship.

Additional Information

- For detailed schedules and specific requirements, students should consult the course syllabi available in New Innovations. For any questions or assistance, students are encouraged to contact the Department of Clinical Education or their Regional Coordinators.
- By adhering to these guidelines and preparing accordingly, students can maximize their learning experiences both on-site and during required on-campus sessions, ensuring a well-rounded and comprehensive clinical education.

OMS IV Course Descriptions

Clinical Electives

Elective Clinical Clerkships are conducted under the close supervision of preceptors that must include direct patient care. Students are expected to assess patients, formulate differential diagnoses, interpret diagnostic tests, and/or contribute to clinical decision-making in real-time. Procedural skill development, such as suturing, airway management, and invasive diagnostic techniques, require hands-on practice. These clerkships emphasize immediate patient interaction and observation, ensuring that students acquire the level of competency needed for residency training and independent medical practice. Components of patient care may also be performed and assessed virtually. Each Regional Coordinator will contact their students regarding their interests and identify in-network opportunities based on Preceptor availability. Fulfilling a medical specialty interest may require students to leave their assigned region in order to augment students' preparation for residency training.

Elective clerkships generally range from one to eight weeks. Elective clerkships are requested by the student and arranged in conjunction with the 4th-year clinical coordinators at the approval of the Office of Clinical Education.

Non-Clinical Electives

The Class of 2026 may take up to two didactic electives during their OMS IV year. A list of approved non-clinical electives is available on Canvas on the Gap Week page of Clinical Education.

Virtual Clinical-Oriented Clerkship

Virtual Clinical-Oriented Clerkship is a RVUCOM faculty-supervised, online learning experience that provides advanced clinically oriented discussion exposure in a specific specialty that does not include active patient care. Eligible for consideration under this special designation are audition virtual electives offered through ACGME accredited residency programs. These clerkships immerse students in specialty-specific topics through case-based learning, faculty-led lectures, journal article reviews, and interactive discussions. Although students do not participate in hands-on clinical care, they develop clinical reasoning, medical knowledge, and professional communication

skills aligned with upper-level clerkship expectations through interactive discussion with training site physicians &/or residents.

Students enrolled in a Virtual Clinical-Oriented Clerkship are formally assessed by RVU faculty. Evaluation may include participation, professionalism, critical thinking, and completion of written or oral assignments. Students may earn up to four clinical credit hours during OMS IV that will count towards completion of 28 clinical elective credit hour requirement, upon successful completion. These clerkships offer meaningful opportunities to explore potential specialties, gain insight into program culture and expectations, and demonstrate academic and professional competence within a flexible, technology-enhanced learning environment that upholds the rigor of traditional clinical experiences.

Audition Clerkships

Students are required to complete clinical training that best prepares them for residency. During the OMS IV academic year students must complete a minimum of eight credit hours in audition clerkships at residency programs, though more are encouraged. The chosen clerkships must have the approval of the appropriate Assistant/Associate Dean of Clinical Education or designee.

Research and Scholarly Activities Elective

The Research and Scholarly Activities Elective is designed for students wishing to engage in research during their OMS IV year under a faculty mentor's direction. Research can span various areas, including biomedical, clinical, public health, educational, or translational research. Students interested in this course must meet with the Research Clerkship Director to discuss the research project type, potential mentors, the need for Institutional Review Board (IRB) or other approvals, methods, and expected outcomes of the project before preliminary approval for the elective is granted (refer to the syllabus for full details).

Advanced OPP Clinical Integration II

Advanced OPP Clinical Integration II is a required year-long course divided into two semesters. This course builds upon the principles and philosophies of osteopathic medicine established during previous OPP coursework. The goal is to expand students' osteopathic knowledge base and apply both new and previously learned techniques to the overall care of patients. The course format includes online modules and associated quizzes corresponding to OMS IV coursework.

OSTEONS 3: A Focused Approach to Overcoming Exam Challenges

OSTEONS 3: A Focused Approach to Overcoming Exam Challenges course provides structured study plans and one-on-one course faculty coaching. Students complete full-length practice

exams with faculty feedback. Active recall, spaced repetition, enhance learning efficiency. It is highly recommended that private tutoring supplement faculty support

Student Eligibility for Clinical Clerkships

Students who have completed the following requirements will be eligible to be promoted to the third year (OMS III) and begin clinical clerkship rotations:

- Successful completion of all required OMS I and OMS II curriculum; and
- Updated background check on file with Clinical Education; and
- Updated and negative drug screening on file with Clinical Education; and
- Documentation of all required health records on file; and
- Good financial standing with the Office of Student Financial Services; and
- Receive a passing COMLEX Level 1 score before starting clinical rotations (45 days following a passing score is needed for credentialing following receiving a passing score)

See the RVU Student Handbook for exact credentialing requirements.

All students are required to obtain health insurance prior to matriculation and to maintain health insurance throughout their time of enrollment at the University. See the Policy Repository for more information:

<https://institutionalrepository.rvu.edu/record/174?ln=en&v=pdf>

In addition, to be eligible to participate in clinical clerkships, students must have completed any clinical site or COM-mandated training and testing, including RVU-approved background screening and drug testing. Documentation of this information must be on file with the Office of Clinical Education and the Office of the Registrar at least 60 days before clinical clerkships start.

All students must have approved credentialing before participating in any clinical rotation. Credentialing is a prerequisite to ensure that students meet the necessary qualifications and are compliant with hospital, clinic, and institutional requirements.

Student Eligibility for Promotion from OMS III to OMS IV

Students who have completed the following requirements will be promoted to OMS IV. All OMS III clinical clerkships must be successfully completed by the first day of the OMS IV academic year. Any exceptions to this requirement must receive explicit approval from the Dean of the College of Osteopathic Medicine:

- Updated background check on file with Clinical Education; and
- Updated and negative drug screening on file with Clinical Education; and
- Documentation of all required health records (including current PPD) on file with Clinical Education; and
- Good financial standing with the Office of Student Financial Services; and

- Documentation of current health insurance on file with the Office of Student Financial Services.

Students who fail to complete any requirement may not be allowed to engage in audition clerkships until the requirements are completed and they are promoted to the rank of OMS IV.

Clerkship Scheduling & Approvals

Clerkship Assignments

Clinical clerkship sites are in Colorado, Utah, Arizona, California, Florida, and Illinois. Clerkship core sites are determined by lottery during the second year. The clerkship core site lottery results are issued to students in the Fall semester of their OMS II year. All clerkship core sites' lottery results are considered final.

Students may request a change to their assigned core site, although there is no guarantee that such requests will be accommodated. Any requests for changes should be directed to the Department of Clinical Education. The final decision regarding site changes will be made by the appropriate Dean of Clinical Education.

Steps for setting up OMS IV Clerkships

Students must submit the Clerkship Elective Request Form to their Coordinator for all elective clerkships 90 days before the start of the elective clerkship.

Students are required to complete and upload various documents related to elective applications.

- Students should also obtain a professional headshot, such as the white coat photo provided by RVU at the beginning of Year One. These photos are available for download on the RVU Student Portal.

The Office of the Registrar can upload certain documents, including, but not limited to:

- Official transcript

The Department of Clinical Education can provide the following documents:

- Letters of Recommendation
- Liability and Worker's Compensation insurance documentation
- Letters of Good Standing

Note that some programs use AAMC's online Visiting Student Learning Opportunities program (VSLO), Clinician Nexus, MyClinicalExchange, and other programs that require individualized application submissions directly to the program. Utilize the program website to apply appropriately.

Audition Clerkship Request Process

Students are responsible for researching and applying for audition rotations that fit their academic and professional goals. Depending on the program the student is interested in, the application platform may be Visiting Student Learning Opportunities program (VSLO), Clinician Nexus, MyClinicalExchange, or an individualized application submission directly to the program. Coordinators can assist students with gathering the required documentation; however, the student will apply for the auditions independently.

Non-Audition Elective Clerkship Request Process

Students must speak with their OMS IV Clinical Coordinator for non-audition elective clerkships. Students are not allowed to contact potential preceptors in Colorado; Utah; Montana; Tucson, AZ; Idaho; Washington; Oregon; Wyoming; South Dakota; North Dakota; Alaska; or Palm Springs, CA without prior permission from the OMS IV Clinical Coordinator.

- Students should email their coordinator the preceptors name or group of who they would like to contact for an elective. The coordinator will check to see if they are part of our preceptor network.

By following these guidelines, students ensure their elective clerkships are properly documented and approved, facilitating a smooth and beneficial educational experience. For more guidance, students are encouraged to contact the Department of Clinical Education or their Coordinator.

If the preceptor is not in RVU's network, students should follow the steps below to request the elective:

- **90+ Days Prior:** Contact the hospital, clinic, or preceptor to determine the availability of training and request the clerkship. The hospital, clinic, or preceptor may have a program-specific application form, which they will send.
- **Submit Forms:** Complete and return the Clerkship Request Form required by the Department of Clinical Education at least 90 days prior to the clerkship start day. Applications that are not submitted 90 days before the start of the clerkship may not be approved. In such cases, the student may be placed at an alternative clerkship site at the discretion of the Clinical Clerkship Coordinator.
- **Approval and Credentialing:** Upon approval of the clerkship, the Department of Clinical Education will send credentialing paperwork to the site. If the clerkship is not approved or the site informs the Department of Clinical Education that the clerkship is unavailable, the student will be notified. There may be documentation the site requires the students to submit. Coordinators will send this to the student and need it completed within 48 hours.
- **Pre-Clerkship Preparation:** After the clerkship has been approved by the Department of Clinical Education and before the start of the clerkship, the student must verify the clerkship approval with the site, make any necessary housing arrangements, and verify the clerkship starting time.

- **Changes and Communication:** If circumstances change with a clerkship or the preceptor, the student must contact the Department of Clinical Education immediately.

If the preceptor is in RVU's network, students should follow the steps below to request the elective:

- **90+ Days Prior:** Complete and return the Clerkship Request Form required by the Department of Clinical Education at least 90 days prior to the clerkship start day. Applications not submitted 90 days before the start of the clerkship may not be approved.
- **Rotation Offer:** Coordinators will review request forms in the order they are received. Coordinators will request the preceptor/rotation requested on behalf of the student. When approved by the preceptor for a rotation, the coordinator will notify the student. Students can deny the rotation being offered but an alternative clinical elective may not be available.
- **Approval and Credentialing:** Upon approval of the clerkship, the Department of Clinical Education will send credentialing paperwork to the site. If the clerkship is not approved or the site informs the Department of Clinical Education that the clerkship is unavailable, the student will be notified. There may be documentation the site requires the students to submit. Coordinators will send this to the student and need it completed within 48 hours.
- **Pre-Clerkship Preparation:** After the clerkship has been approved by the Department of Clinical Education and before the start of the clerkship, the student must verify the clerkship approval with the site, make any necessary housing arrangements, and verify the clerkship starting time.
- **Changes and Communication:** If circumstances change with a clerkship or the preceptor, the student must contact the Department of Clinical Education immediately.

Changing Student's Clerkships

With more than 700 students participating in clinical clerkships at any given time, the process involves coordination across numerous sites, individuals, hospitals, clinics, and physicians, necessitating a complex scheduling system. The number of students assigned to each clerkship is determined through mutual agreement between Hospital Administrators, Preceptors, and the Department of Clinical Education. Consequently, flexibility regarding assigned clerkships is limited.

RVU reserves the right to alter a student's clerkship assignments, subjects, and schedules at any time as necessary, based on the availability of preceptors and clerkship sites.

Helpful Scheduling Information

See the RVU Academic Catalog - <https://catalog.rvu.edu/rvucom/clinical-clerkships>

Housing for OMS III Clinical Clerkship Training

Housing options may be provided for students assigned to OMS III clinical clerkship training sites located 60 miles or more away from their assigned core site hub. RVU may arrange housing through training sites or AHEC organizations. Students can choose not to use the housing provided and secure their own, at their expense, provided they communicate with their Regional Coordinator within an acceptable time to RVU's housing partners. In such cases, students may receive a \$500 stipend. The Department of Clinical Education may not grant last-minute housing cancellations.

RVU, AHEC, or a clinical site providing housing may, at times, offer shared housing arrangements with males and females in a two or three-bedroom apartment. Agreement to such arrangements is not mandatory. Students can opt to take the \$500 stipend and find their own housing. Students are expected to care for the property as if it belonged to them and will be responsible for any damage incurred during their stay. According to the RVU Academic Catalog, students will not be allowed to graduate until all outstanding debts, including any damage to housing, are paid. Pets are not allowed in housing provided by RVU, the clinical site, or AHEC unless approved in advance in writing.



Housing is intended for student use only. However, students may have family members accompany them, depending on space availability and if it does not interfere with other students' housing. Approval must be obtained in advance from RVU, AHEC, and the clinical site. Students are responsible for any additional costs associated with family housing and travel. Arrangements for family housing must be made by the student and must not interfere with their arrival at assigned duties on time at the clerkship site.

Transportation

Each student is responsible for securing their transportation arrangements while attending the College of Medicine.

Preparing for & Participating in Clerkships

Preclinical Preparation

Notice of Health Records and Criminal Background Checks

See the RVU Academic Catalog for more information.

Advanced Cardiovascular Life Support (ACLS) & Basic Life Support (BLS)

See the RVU Academic Catalog for more information.

Health Care Requirements

RVU students must have health insurance, and all required immunizations documented, including the influenza vaccine, COVID-19 vaccine protocol or antibody titers, a current negative PPD test or adherence to RVU guidelines if a positive test is present, and completion of any clerkship site or RVU-mandated related testing, including background screening and drug testing. Documentation of this information must be on file with the Registrar before participating in any patient contact.

OMS III Clinical Clerkships

OMS III Clinical Clerkships in clinical discipline areas consist of at least 37.5 patient contact hours per week. These clerkships are typically conducted within the students' core site regions, which include hospitals, private offices, and clinics where RVU has established formal affiliation agreements. Each student is assigned to a supervising preceptor for each clerkship. These preceptors are credentialed by the Department of Clinical Education and hold ranks such as Clinical Assistant Professor. The Department of Clinical Education reviews and approves credentialing information from prospective physicians, granting preceptorship based on established RVU policies. Additionally, faculty members from residency programs providing clerkships are credentialed as RVU preceptors with appropriate clinical rankings.

The Department of Clinical Education maintains communication with each supervising preceptor regarding the students rotating with them and the corresponding dates. This communication includes student and clerkship-specific information, expectations for student-patient interactions, and guidelines for preceptor assessments of student performance. Preceptors are expected to provide regular formative feedback to students during the clerkship, culminating in a summative assessment at the end of the clerkship.

During clinical clerkships, students engage in discipline-specific didactic sessions facilitated by RVU Clerkship Directors via virtual platforms. These weekly sessions focus on board-relevant topics and enhance the clinical learning provided by preceptors.

During the first week of the General Surgery Core Clerkship, students complete a week-long Fundamentals of Surgery module, which immerses them in surgical skills, operating room etiquette, and the professional behavior expected in various surgical settings.

Despite apparent clerkship openings, opportunities for changes are minimal once a clerkship has been scheduled. Students cannot trade a clerkship with another student, assignments are made by the Clinical Coordinator. Clerkships cannot be canceled or changed within 30 days of the start date. Students are not allowed to attend a clerkship that is not approved by the Department of Clinical Education. Credit will not be granted for unapproved clerkships, and students will not be covered by malpractice insurance.

OMS IV Clinical Clerkships

OMS IV clinical clerkships are done through electives that allow students to expand their medical education in areas related to their career path. Students may choose in-network clerkships in specialties to fulfill elective requirements (e.g., Internal Medicine, Surgery, Psychiatry, etc.) when available. Each Regional Coordinator will contact their students regarding their interests and identify in-network opportunities based on Preceptor availability. Fulfilling a medical specialty interest may require students to leave their assigned region to augment their preparation for residency training.

Elective clerkships last one to eight weeks. The students requests them, and they are arranged in conjunction with the fourth-year clinical coordinators with the approval of the Office of Clinical Education.

Students must complete, sign, and upload any attestation form via the Canvas platform on the first day of rotation. If students are not able to complete this form, they must contact Clinical Education on the same day.

Fourth-year students must complete at least eight credit hours of clerkships at ACGME-approved residency programs, though more are encouraged.

Preparing for and Participating in OMS III Clinical Clerkships

One Week Prior to the Start of the Clerkship

Students should:

- Preview the course syllabi and course guide (available in New Innovations), including the general and specific clerkship objectives, and begin any required reading assignments.
- Review preceptor's contact information and scheduling details in New Innovations for their upcoming clerkship site.
- Contact the clerkship site's practice manager to confirm the location, start time, dress code, and other pertinent details. Communication should be respectful and professional, whether by voicemail or email.
- Start developing SMART Goals for the OMS III clinical clerkship if enrolled.

During the Clerkship

Students must:

- Be punctual when reporting to the preceptor's office.
- Bring a copy of the syllabus and course guide, personal medical equipment (e.g., stethoscope), and any other useful notes/materials.
- Use smartphones, only after receiving explicit permission from the preceptor, and strictly for work directly associated with the clerkship.
- Follow all office protocols, including how to be introduced to patients (e.g., self-introduction or preceptor introduction) and manage personal belongings if space is limited.
- Be prepared daily by reading relevant clerkship subject information for at least two hours each day. Learn about the patient cases scheduled for the next day and review the literature regarding their illnesses/complaints. Ask the preceptor for supplemental material or assignments to be better prepared.
- Utilize required and suggested textbooks from the curriculum, as board review books alone are insufficient.
- Adhere to the preceptor's schedule, including office hours, hospital rounds, clinic or nursing home visits, and call schedules. If needed, the preceptor may expect the student to collaborate with their partner(s).
- Attend all didactic program sessions.
- Ensure all medical record entries, prescriptions, and orders are countersigned by the physician, as nursing staff will not conduct any orders until cosigned. Confirm the protocol with the preceptor.
- Request feedback from the preceptor throughout the clerkship. Discuss with the preceptor if there are procedures or patient diagnoses that need more experience.

End of the Clerkship

Students must ensure:

- Attend the Friday Clinical Forum.
- The preceptor(s) completes an assessment of the student so credit can be received for the clerkship.
- They complete their assessment forms at the end of each clerkship.
- If a clerkship specialty requires a subject exam, students will be scheduled to take the exam towards the end of the clerkship. Refer to the special exam instructions emailed from the Department of Clinical Education.
- In clerkships with scheduled subject exams, students are excused from clinical rotations on the day of their subject exam. Note that the day before the scheduled subject exam is not allowed as a study day. All clerkships will end at 5:00 p.m. on the last calendar day of the clerkship.

Attendance & Participation Policy

Student Attendance

Report on Time

Students are responsible for knowing the beginning and end dates for each clerkship as determined by the academic calendar. They must arrive on time every day at their clinical site and are expected to adhere to the preceptor's schedule, including office hours, hospital rounds, clinic or nursing home visits, and call schedules. At the preceptor's discretion, students may be expected to collaborate with the preceptor's partner(s). Any unexpected deviation from the schedule must be immediately communicated to both the clerkship site and the Regional Coordinator. Failure to do so may result in disciplinary action.

Clinical Hours and Workload

To ensure educational continuity and patient care, RVU requires a minimum of 37.5 contact hours per clinical clerkship credit hour week. The preceptor's schedule will determine the average workday, including office hours, hospital rounds, clinic or nursing home visits, and call-schedules. RVU recommends a maximum of 70 hours of service per week to maintain patient safety and allow time for didactics and self-learning. Students should only be assigned activities related to their current service clerkship, and any duties must be supervised by a licensed physician in the respective state. Whether students receive holidays off is determined by the preceptor; RVU does not exempt students from working on holidays. Students are excused from clinical clerkships on the day of their subject exam and during RVU-required activities. The clerkship will conclude at 5:00 p.m. on the last calendar day of the clerkship.



Vacation/Personal Time

All RVU students are provided with vacation/personal time as follows:

- **OMS III:** Semester break over the Christmas/New Year holiday.
- **OMS IV:** Up to 5 weeks of personal time during the fourth year of clinical training, which may be used for interviews, attending conferences, or vacation.

Students must notify their Clinical Clerkships Coordinator of planned vacation weeks at least 90 days in advance.

Absence from Clerkship

The focus of the clinical experience in years 3 and 4 is patient care and interaction; hence, 100% attendance is required to maintain continuity of care. Attendance is required for all quizzes, exams, laboratory sessions (e.g., OPP labs, Simulation labs), all clerkship clinical experiences, and any other sessions designated by the Course Director.

Reporting Absences

Absences for any reason must be approved by both the preceptor and the appropriate Dean of Clinical Education.

- **Preplanned Absences:** Submit the Clinical Education Excused Absence Request form on the iNet as soon as event dates and details are known.
- **Emergency Absences:** Submit the Clinical Education Excused Absence Request form on iNet on the same day as the emergency absence.

Subject Exams

- The subject examination is a key component of the OMS III Clinical Clerkship course grade and is administered toward the end of the clerkship. Any requests to take an exam at a time other than the originally scheduled time (initial attempt) or to delay a confirmed retake exam attempt must be made by completing the Clinical Education Excused Absence Request Form in iNet. The absence is not excused until approved by the Clerkship Director. Situations approved for an excused absence include significant mental or physical illness (documentation from a treating licensed healthcare provider may be required), emergency, or presentation at a professional conference (if eligible). If a student believes their excused absence request is eligible for ADA accommodation, they should follow the procedure outlined in the Disabilities and Academic Accommodations section of this handbook.
- If the absence is appropriately excused, the student will be allowed to make up the required exam. If the student is absent from an exam and does not request an excused absence in advance or if the request is not approved by the Clerkship Director, the student will receive a grade of zero for the exam.

Didactics and Simulations

- Consistent attendance and participation in didactic and simulation sessions (including Fundamentals of Surgery) are essential for gaining the knowledge and skills required to complete the OMS III clinical clerkship and demonstrate professionalism. Attendance is required unless approved by the Clerkship Director. Absences or partial attendance must be related to clinical clerkship direct patient care requirements, significant mental or physical illness (documentation from a treating licensed healthcare provider may be required), emergency, or presentation at a professional conference (if eligible) to be approved by the Clerkship Director.
- Requests for absences or partial attendance should be submitted directly to the Clerkship Director before the didactic/simulation session or as soon as possible afterward when prior notification is not practicable. The Clerkship Director may assign make-up assessments for approved absences only.

Limitations of Accommodations for Religious Observance

See the Elevate Policy Repository for more information:

<https://institutionalrepository.rvu.edu/record/232?ln=en&v=pdf>

Leave of Absence from College

See the Elevate Policy Repository for more information.

<https://institutionalrepository.rvu.edu/record/165?ln=en&v=pdf>

Preceptors and Professional Relations with Students

As required by federal law:

The preceptor should maintain a professional relationship with the student and adhere to appropriate professional boundaries.

Definition of the Preceptor Role:

The preceptor is an integral part of the teaching program. Preceptors will serve as role models for the student and, through guidance and teaching, will help students advance their clinical skills and perfect their professional behavior.

The Preceptor-Student Relationship:

The preceptor should maintain a professional relationship with the student and adhere to appropriate professional boundaries. Social activities and personal relationships outside of the professional learning environment should be appropriate and carefully selected so as not to put the student or preceptor in a compromising situation. Contact through web-based social networking sites (e.g., Facebook, Instagram) should be avoided until the student graduates. If the preceptor and student have an existing personal relationship

prior to the rotation's start, a professional relationship must be maintained in the clinical setting. Please consult the Assistant Dean of Clinical Education Resources regarding specific school or university policies regarding this issue.

Conflicts of Interest & Student Confidentiality in the Clinical Setting Policy

In compliance with the COCA, HLC (Higher Learning Commission), and ARC-PA relevant accreditation regulations, RVU is committed to ensuring the prevention of potential conflicts of interest for student academic advancement and the protection of student confidentiality in the clinical setting. Students seeking healthcare will not be placed in a position where they could be treated by any faculty or staff that have authority over their educational pursuits. Authority over a student's educational pursuits at RVU is defined by those RVU personnel who, including but not limited to, determine grades, ongoing status of academic standing, and academic advancement within the Program, College, or University, such as Deans, Program Directors, Department Directors, Course Directors, or any other faculty who may have grading authority. Medical providers in any of the aforementioned roles will be precluded from providing medical care for a student unless specifically requested by the student. Neither the principal faculty of the COM, MSBS, or PA program, the PA or MSBS program directors, nor the COM or PA program medical directors will serve as healthcare providers for students. In all cases of emergency, care is provided by another faculty member or medical personnel. Further, RVU students participating in clinical training will not be involved in the medical care of other students, unless expressed permission is individually obtained from the student patient. Patient confidentiality will be guaranteed for all RVU students in all clinical settings.



Required Use of Student's Official RVU Email Address

During OMS III and OMS IV, students' primary classrooms will be off campus. Therefore, email is the primary mode of communication between students and the University. Students are responsible for regularly accessing their RVU email account and ensuring it is ready to accept new messages. Additionally, students must keep the Office of Student Education, and the Department of Clinical Education updated with their current mailing address, phone number, and emergency contact information.

For FERPA reasons, all students must use their RVU email address for all communications with any school official and when accessing all curricular events, whether live or virtual. Failure to use the RVU email address may result in delayed communications, no response from school officials, and the student being recorded as an unexcused absence for a curricular event. Either situation could result in the student failing a clinical clerkship.

Professionalism in Communication



Maintaining professionalism in communication is crucial for the successful completion of clinical training. Students are expected to:

Regularly Check Email: Ensure the RVU email account is frequently checked and capable of receiving new messages.

Update Contact Information: Keep the Office of Student Education and the Department of Clinical Education informed of any

changes to contact details.

Use RVU Email for Official Communications: Utilize the RVU email address for all interactions with school officials and during curricular activities.

Consequences of Non-Compliance

Failure to adhere to these communication protocols may lead to:

- Delayed responses or no responses from school officials.
- Being marked as unexcused for curricular events.
- Potential failure of a clinical clerkship due to unexcused absences or missed communications.

Technology Requirements

See the RVU Academic Catalog for more information.

University Policies and Support

See the Elevate Policy Repository for more information.

- Legal Issues <https://institutionalrepository.rvu.edu/record/226?ln=en&v=pdf>
- Unprofessional Conduct <https://institutionalrepository.rvu.edu/record/186?ln=en&v=pdf>
- Student Complaints <https://institutionalrepository.rvu.edu/record/221?ln=en&v=pdf>
- Impaired Student Policy <https://institutionalrepository.rvu.edu/record/37?ln=en&v=pdf>
- Title IX Policy <https://institutionalrepository.rvu.edu/record/243?ln=en&v=pdf>
- Sexual Misconduct and Nondiscrimination Policy
<https://institutionalrepository.rvu.edu/record/210?ln=en&v=pdf>
- Needlestick and Disease Exposure Policy
<https://institutionalrepository.rvu.edu/record/128?ln=en&v=pdf>
and in New Innovations under Resources
- Background Check and Drug Screening
<https://institutionalrepository.rvu.edu/record/41?ln=en&v=pdf>
- Health Records and Immunization <https://institutionalrepository.rvu.edu/record/23?ln=en&v=pdf>
- Vaccine Policy <https://institutionalrepository.rvu.edu/record/23?ln=en&v=pdf>
- Universal Precautions <https://institutionalrepository.rvu.edu/record/132?ln=en&v=pdf>
- Counseling and Support <https://institutionalrepository.rvu.edu/record/124?ln=en&v=pdf>
- Academic Standards <https://institutionalrepository.rvu.edu/record/111?ln=en&v=pdf>
- COMLEX and USMLE <https://institutionalrepository.rvu.edu/record/299?ln=en&v=pdf>

Appendix A: Department of Clinical Education Contact Information

Rocky Vista University
Colleges of Osteopathic Medicine
RVUCOM - CO Campus 8401 S. Chambers Rd., Englewood, CO 80112
RVUCOM-SU Campus 255 E. Center Street, Ivins, UT 84738

Administration RVUCOM

Associate Dean of Clinical Education	TBD
Megan Haldy, DO, FAAFP	mhaldy@rvu.edu
Assistant Dean of Clinical Education for Clinical Career Advisement	720-795-9737
Daniel Chappell, DO	dchappell@rvu.edu
Assistant Dean of Clinical Education Resources	385-630-9121
Johnny Cheng, DO	jcheng@rvu.edu
Assistant Dean of Clinical Education Resources - Utah	
Terry Hudgins, EdD	thudgins@rvu.edu
Clinical Education Assessment and Academic Success Advisor	720-875-2826
Director of Clinical Education	
TBD	
Ashlee Garcia Manager of Clinical Education - RVUCOM	Agarcia@rvu.edu 435-222-1262

Clerkship Directors

<u>Obstetrics and Gynecology Clerkship Director</u>	
Terry Dunn, MD	tdunn@rvu.edu

<u>Family Medicine Clerkship Director</u>	
Daniel Kramer, DO	dkramer@rvu.edu
<u>Psychiatry Clerkship Director</u>	
Spencer Hansen, MD	shansen@rvu.edu
<u>Internal Medicine Clerkship Director</u>	
Amy Lannigan, MD	alannigan@rvu.edu
<u>Surgery Clerkship Director</u>	
Brigitta Robinson, MD	brobinson@rvu.edu
<u>Pediatrics Clerkship Director</u>	
Martin Alswang, MD	Malswang@rvu.edu
<u>Critical Care/Emergency Medicine Clerkship Director</u>	
Johnny Cheng, DO	jcheng@rvu.edu

Regional Directors

<u>Northern Colorado</u>	
Johnny Cheng, DO	jcheng@rvu.edu
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Regional Clerkship Coordinators

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4 th year coordinator	720-445-7875

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Price	
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4 th year Coordinator	

Clinical Career Advising

James Small, MD	jsmall@rvu.edu
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Clinical Career Advisor	
Wendy Finch	wfinch@rvu.edu
Clinical Career Advisor	

Data Coordinators

Brandy Stadler	
Clinical Data Coordinator	bstadler@rvu.edu
Adrian Dehlin	
Clinical Curriculum & Career Advising Data Support	ADehlin@rvu.edu
Data and Systems Support Coordinator	
Jean Goodrich	
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Office of Student Affairs Contact Information

Kären Robinson, M.S., LPC	
<i>Mental Health & Wellness Counselor, Adviser to STIGMA and Peer Support</i>	(720) 875-2896 krobinson@rvu.edu
Karyn LaTurner	
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