

## PROTOCOL FOR VERIFYING THE CREDENTIALS OF VISITING WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE STUDENTS ON THE CAMPUS OF WEST VIRGINIA UNIVERSITY SCHOOL OF MEDICINE EASTERN DIVISION

The Eastern Division of the WVU Health Sciences Center collaborates with the West Virginia School of Osteopathic Medicine to improve the quality of and access to health care for residents of the Eastern Panhandle of West Virginia, including -- Jefferson, Berkeley, Morgan, Hampshire, Mineral, Hardy, Grant, Pendleton, and Tucker counties. A program unique to the Eastern Division campus allows West Virginia School of Osteopathic Medicine students to apply to be a visiting medical student and complete WVU medical school clerkships including the Family Medicine, Internal Medicine, Obstetrics/Gynecology, Neurology, Pediatrics, Psychiatry, and Surgery, and clerkships.

The following protocol delineates the application procedures and the protocol for verifying West Virginia School of Osteopathic Medicine students' credentials. This program is limited to accepting up to six visiting West Virginia School of Osteopathic Medicine medical students to avoid diminishing the resources available to West Virginia University School of Medicine students. The emphasis of including the West Virginia School of Osteopathic Medicine students is to enhance the learning environment. West Virginia School of Osteopathic Medicine students request participation on the Eastern Division campus clerkships and agree to abide all rules of professional conduct, as detailed in the WVU School of Medicine Code of Professionalism.

A complete roster of West Virginia School of Osteopathic Medicine medical students will be maintained in Student Services-Eastern Division. All of the following expectations are documented in the **Visiting Student Clinical Clerkship Application**, which must be completed and secured in Students Services-Eastern Division.

The West Virginia School of Osteopathic Medicine dean of students or designated official must certify that each individual student is in good academic and professional standing, and has satisfactorily completed the required course work in basic sciences including an introductory course in physical diagnosis. Both the students and the dean of students understand that failure to maintain good academic or professional standing will require removal from the curriculum. West Virginia School of Osteopathic Medicine students must post a PASSING score on either Step 1 of USMLE or the COMLEX examination to remain a student in good standing at the WVU Eastern Division campus. If the student has not posted a passing grade to the exams mentioned above, then the student will be released from the WVU Eastern Division clerkships pending successful completion of the exam. Assessments of individual student's clerkship performance are required and will be sent to the West Virginia School of Osteopathic Medicine dean of students, who will issue the student's final grade.

The West Virginia School of Osteopathic Medicine dean of students or designated official must certify that each individual student will complete a criminal background check within 30 days prior to matriculation to WVU Eastern Division. If any violations of federal, state or local laws have been identified, this information will be processed with the West Virginia University School of Medicine associate/assistant dean of students to identify whether the student may continue in the

curriculum consistent with the WVU School of Medicine code of professionalism and standards of expected behavior for medical students.

The West Virginia University School of Medicine associate/assistant dean of students will also collaborate with the West Virginia School of Osteopathic Medicine dean of students to approve each West Virginia School of Osteopathic Medicine student's assignments and identify appropriate performance assessments. If a concern with the professional or academic performance of a West Virginia School of Osteopathic Medicine student surfaces, the associate/assistant dean of students will collaborate with the West Virginia School of Osteopathic Medicine dean of students to ascertain whether the student will be removed from the program as a visiting student.

West Virginia School of Osteopathic Medicine students will be required to follow all policies pertaining to health records, immunizations, exposure to infectious agents or environmental hazards, comparable liability protection (amount of coverage is at least \$1,000,000.00 per occurrence), and insurance. West Virginia School of Osteopathic Medicine students must also complete both the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA) training modules offered by the Eastern Division of the WVU School of Medicine.

**LCME Standard 5: Educational Resources and Infrastructure**

*A medical school has sufficient personnel, financial resources, physical facilities, equipment, and clinical, instructional, informational, technological, and other resources readily available and accessible across all locations to meet its needs and to achieve its goals.*

**Applicable Element 5.10: Resources Used By Transfer/Visiting Students**

*The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students*

**LCME Standard 10: Medical Student Selection, Assignment, and Progress**

*A medical school establishes and publishes admission requirements for potential applicants to the medical education program and uses effective policies and procedures for medical student selection, enrollment, and assignment.*

**Applicable Element 10.8: Visiting Students**

*A medical school does all of the following:*

- *Verifies the credentials of each visiting medical student*
- *Ensures that each visiting medical student demonstrates qualifications comparable to those of the medical students he or she would join in educational experiences*
- *Maintains a complete roster of visiting medical students*
- *Approves each visiting medical student's assignments*
- *Provides a performance assessment for each visiting medical student*
- *Establishes health-related protocols for such visiting medical students*
- *Identifies the administrative office that fulfills each of these responsibilities*

**Applicable Element 10.9: Student Assignment**

*A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.*

***Approved: March 2014***

***Approved: July 2015***

***Updated: June 2020***