

Modus Operandi



Clinical Clerkship Operations Guide  
MSUCOM Office of the Registrar

# OPERATIONAL POLICIES

## CLERKSHIP ATTENDANCE POLICY

Clerkship activities are mandatory and timely attendance is expected at all educational events. In the event a student must be absent from clerkship activities, he/she must, firstly, have prior approval from the Graduate Medical Education office (DME/DIO, Clerkship Director, and/or Student Clerkship Coordinator per the rotation sites process/policy). The clinical preceptor must also approve the absence, and determine an acceptable make-up plan which may include, but is not limited to: additional time on rotation, additional presentation (s), or written assignments (s). In the event of an emergency, the student must contact the Graduate Medical Education office and clinical preceptor as soon as the situation allows. Any exception to this attendance policy for any given rotation will be noted in the course syllabus.

Abuse of this policy, as determined by a clinical preceptor, may be documented in a student evaluation(s) and/or reported to the Associate Dean of Student Services at MSUCOM via the Student Incident Report Form.

<http://com.msu.edu/Students/Registrar/Policies.htm>.

## COMPLIANCES

All students must be compliant at all times during the clerkship program. These compliances include:

- *Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.*
- *Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.*
- *Annual HIPAA (Health Insurance Portability and Accountability Act) training.*
- *Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).*
- *Fingerprinting and Criminal Background Check*
- *Urine Drug Screens*
- *Respirator Fit Test*
- *Responsible Conduct of Research training*

## COMPLEX LEVEL 1

A student must have passed the COMLEX-USA Level 1 examination as a prerequisite for enrollment in Semester 9 (Spring Semester); failure to have completed this prerequisite requires that the student be pulled from their clinical training until which time they have met this requirement.

As a prerequisite to entering the Clerkship program, a student must have passed COMSAE with a score of 450+ and taken COMLEX.

***NOTE:*** *students who are pulled from their clinical training will have no University enrollment, no university health insurance, nor release of financial aid funds until they are returned to clinical training.*

## COLLEGE OR CLERKSHIP PROGRAM EXCEPTIONS

Exceptions to College or Clerkship Policies ONLY in **rare and unusual circumstances** will be reviewed on a case-by-case basis, by written request, for consideration by the Clerkship Advisory Team: [OsteoMedReq@hc.msu.edu](mailto:OsteoMedReq@hc.msu.edu).

## CLERKSHIP PROGRAM REQUIREMENTS

### CORE R2 (Rotational Requirements) ROTATIONS

Family Medicine (FCM 620)	4 weeks
Family Medicine Sub-Internship (FCM 622)	4 weeks
Internal Medicine In-Patient (IM 650)	4 weeks
Internal Medicine Sub-Internship (IM 660)	4 weeks
Emergency Medicine (IM 657)	4 weeks
Internal Medicine Out-Patient (IM 658)	4 weeks
Neurology (NOP 656)	4 weeks
Obstetrics & Gynecology (OSS 651)	4 weeks
Surgery (OSS 653)	4 weeks
Anesthesiology (OSS 654)	2 weeks
Pediatrics (PED 600)	4 weeks
Psychiatry (PSC 608)	4 weeks
Radiology (RAD 610)	2 weeks
<b>Total Number of Core Weeks</b>	<b>48 weeks</b>

### CORE C3 (Core Clinical Concepts) MODULES

Module A (OST 603)	AUG
Module B (OST 603)	SEPT
Module C (OST 603)	OCT
Module D (OST 603)	NOV
Module E (OST 603)	DEC
Module F (OST 603)	JAN
Module G (OST 603)	FEB
Module H (OST 603)	MAR
Module I (OST 603)	APR
<b>Total Number of C3s</b>	<b>9 Modules</b>

### Elective Requirements:

<b>36 Weeks</b>	
Must complete 16 Weeks within the SCS System (These are called Selectives)	16 weeks
20 of the Electives can be completed at any facility (SCS Included)	20 Weeks
Out of the the 36 weeks of Selective/Electives:	
Minimum of 12 weeks chosen from the Medicine Category	12 weeks
Minimum of 8 weeks chosen from the Surgery Category	8 weeks

### OPP (enrollment in OMM 602)

**COMAT**

## PROGRAM REQUIREMENTS - IMPORTANT INFORMATION

### R2 CORE ROTATIONS (48 Weeks)

You must meet each of the syllabus requirements in addition to all of your hospital service requirements. For all CORE (R2 & C3) rotations, please log into your [Desire2Learn](#) course to access specific rotation requirements, core rotation syllabus, and online learning modules.

<a href="#">FCM 620 - Family Medicine</a>
<a href="#">FCM 622 - Family Medicine Sub-Internship</a>
<a href="#">IM 650 - Internal Medicine</a>
<a href="#">IM 657 - Emergency Medicine</a>
<a href="#">IM 658 - Ambulatory Internal Medicine</a>
<a href="#">IM 660 - Internal Medicine Sub-Internship</a>
<a href="#">NOP 656 - Neurology</a>
<a href="#">OMM 602- Osteopathic Principles</a>
<a href="#">OSS 651 - Obstetrics/Gynecology</a>
<a href="#">OSS 653 - Surgery</a>
<a href="#">OSS 654 - Anesthesiology</a>
<a href="#">PED 600 - Pediatrics</a>
<a href="#">PSC 608 - Psychiatry</a>
<a href="#">RAD 610 - Radiology</a>

### C3 CORE CLINICAL CONCEPTS (9 Months)

<a href="#">Module A (OST 603, SECTION 308)</a>	AUGUST
<a href="#">Module B (OST 603, SECTION 309)</a>	SEPTEMBER
<a href="#">Module C (OST 603, SECTION 310)</a>	OCTOBER
<a href="#">Module D (OST 603, SECTION 311)</a>	NOVEMBER
<a href="#">Module E (OST 603, SECTION 312)</a>	DECEMBER
<a href="#">Module F (OST 603, SECTION 301)</a>	JANUARY
<a href="#">Module G (OST 603, SECTION 302)</a>	FEBRUARY
<a href="#">Module H (OST 603, SECTION 303)</a>	MARCH
<a href="#">Module I (OST 603, SECTION 304)</a>	APRIL

Requests for CORE rotations to be changed will be denied. Hospital coordinators may need to change CORE rotations based on changes in preceptor availability.

## PROGRAM REQUIREMENTS - IMPORTANT INFORMATION

### ELECTIVES (36 Weeks are required)

- Students planning 4th year selective/elective rotations will not be approved to rotate in more than 12 weeks of any one specialty. This does not pertain to CORE rotations.
- As displayed in the tables below, specialties are defined with an enrollable course number. Certain specialties (example: IM Specialty-IM 661) also have subspecialties. When subspecialties are noted, all combinations of these subspecialties will be included in the 12 week maximum of any one specialty requirement.
- Restrictions may apply to a specific course number as noted by an asterisk.
- Each specialty has a corresponding syllabus (linked in table). Students should review course requirements before submitting a rotation application for approval. Students will be held accountable for all requirements in the syllabus.
- Medicine/Surgery Program Requirements: Students are required to complete a minimum of 12 weeks in a specialty from the medicine column. Students are also required to complete a minimum of 8 weeks in a specialty from the surgery column.

### SURGERY CATEGORY (Must complete a minimum of 8 weeks)

#### [NOP 620 - Ophthalmology](#)

Subspecialties enrolled under NOP 620: Neuro-Ophthalmology

#### [OSS 640 - Cardio Thoracic/Vascular Surgical](#)

#### [OSS 641 - Facial and Plastic Reconstruction](#)

Subspecialties enrolled under OSS 641: Oral Surgery

#### [OSS 642 - Neurosurgery](#)

#### [OSS 643 - Podiatry Specialty](#)

#### [OSS 644 - Sports Medicine Specialty](#)

#### [OSS 645 - Urological Specialty](#)

#### [OSS 646 - Maternal and Fetal Medicine](#)

#### [OSS 647 - Reproductive Endocrine](#)

#### [OSS 648 - Advanced Anesthesia Specialty](#)

#### [OSS 652 - Obstetric Gynecology Specialty](#)

#### [OSS 655 - Pain Management Specialty](#)

#### [OSS 656 - Orthopedic Specialty](#)

Subspecialties enrolled under OSS 656: Ortho, Orthopedic Surgery

#### [OSS 658 - Otorhinolaryngology \(ENT\)](#)

#### [OSS 663 - Advanced Surgery Specialty](#)

Subspecialties enrolled under OSS 663: Trauma Surgery, SICU

**MEDICINE CATEGORY (Must complete a minimum of 12 weeks)**

[ANTR 685 - Directed Study in Clinical Prosection](#)

[FCM 621 - Family Medicine](#)

Subspecialties enrolled under FCM 621: Geriatrics, Sports Med  
(Based on Board Certification)

HM 610 – Pathology  
(Maximum enrollment is 8 Weeks)

[IM 621 – Clinical Tropical Medicine - Malawi](#)

[IM 651 - Cardiology](#)

[IM 652 - Gastroenterology](#)

[IM 653 - Hematology Oncology](#)

[IM 654 - Pulmonary/Sleep Medicine](#)

[IM 655 - Nephrology](#)

[IM 659 - Medical Critical Care](#)

Subspecialties enrolled under IM 659: ICU, CICU

[IM 661 - Internal Medicine Specialty](#)

Subspecialties enrolled under IM 661: Allergy, Ambulatory, Pharmacology, Dermatology, Endocrine, Epidemiology, Hospice/Palliative Care, Hospital, Immunology, Infectious Disease, Occupational Medicine, Rheumatology, Sports Med (Based on Board Specialty)

[IM 662 - Urgent Care](#)

Subspecialties enrolled under IM 662: Prompt Care

[IM 663 - Wilderness/Austere Medicine](#)

[IM 664 - Pediatric Emergency Medicine](#)

[IM 665 - Advanced Emergency Medicine](#)

[IM 666 - Toxicology](#)

[IM 667 - Hyperbaric and Wound](#)

[IM 668 - EMS](#)

[IM 669 - EM Ultrasound](#)

[NOP 657 - Neurology Specialty](#)

[OMM 601 - Osteopathic Manipulative Medicine](#)

[OST 615 – Biomedical Research](#)

[OST 685 – Global Health](#)

[OST 686 – Merida, Mexico](#)

[OST 687 – Peru Medical Service](#)

[OST 688 – Cuba](#)

[PED 601 - Advanced Pediatrics](#)

**Subspecialties enrolled under PED 601: Pediatric Cardiology, Pediatric Emergency, Pediatric Endocrinology, Pediatric Gastroenterology, Pediatric Hematology/Oncology, Pediatric ICU, Pediatric Immunology, Pediatric Infectious Disease, Pediatric Pulmonary, Pediatric Neonatology, Pediatric Nephrology**

[PMR 601 – Physical Medicine & Rehabilitation](#)

[PSC 609 - Adult Psychiatry](#)

**Subspecialties enrolled under PSC 609: Substance Abuse, Addiction Medicine**

[PSC 610 - Child and Adolescent Psychiatry](#)

[RAD 609 - Radiology](#)

## **ROTATION APPLICATION PROTOCOL**

- Requests for CORE rotations to be changed will be denied unless requested by hospital. Student requests will be denied.
- An application is required for every selective/elective rotation.
- 30-day advance application approval required (applies to a rotation add, change or cancellation)
- A student cannot start a rotation without submitting the proper application, receiving approvals, and enrollment prior to the first day of the rotation.
- 3 maximum selective/elective rotation changes per semester allowed.
- A maximum of 6 two-week rotations allowed.
- Schedule all selective/electives early to avoid not receiving financial aid (aid is released one week before first enrolled rotation of semester).
- An Affiliation Agreement, if required, may take 6 to 10 weeks for processing and approval. It is your responsibility to ask the hospital/facility if one is required.
- Check your on-line schedule in Kobiljak often—it is your responsibility to ensure that your schedule matches your university enrollment
- Seek advanced permission (for any reason) from your Attending/DME to be absent from a rotation. The course syllabus may have limitations based on attendance.
- MSUCOM does not grant time off for board prep. You may use any time listed as Vacation or Out Time on your schedule for this purpose.
- During the Clerkship, you no longer follow University holiday schedules! You are to follow the schedule assigned to you by your base hospital medical education office per rotation. If your rotation/service is assigned to work on holidays, you may also be required to work.
- You will be pulled from your rotation if you are not compliant for any reason (e.g. Immunizations, BLS/ACLS, BBP, COMLEX, HIPAA)
- For problems that arise in your base hospital regarding in-house matters, work with the Director of Medical Education to achieve resolution.

## APPLICATION DEFINITIONS AND PROCESS

All Elective rotations require an application. 30 day advance application approval required (add/change/cancel). Once an application is approved, it will be processed to your schedule in Kobiljak. If it does not appear on your schedule, it has not been approved.

### **Kobiljak Online Application (Base Hospital non-core rotations only):**

#### **How do I apply in Kobiljak?**

- Login into your schedule in Kobiljak: [http://hit-filemakerwb.hc.msu.edu/Clerkship/login\\_student.html](http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html).
- Select "Apply" next to the week in which you wish to begin rotating. A new window will open with an online application form. A step by step guide with screenshots is provided for your convenience on our website at: [http://www.com.msu.edu/Students/Clerkship/Kobiljak\\_Application\\_Tutorial.pdf](http://www.com.msu.edu/Students/Clerkship/Kobiljak_Application_Tutorial.pdf).
- Approvals are processed using web-based electronic email between base hospital and Office of the MSUCOM Registrar's Office. Confirmation email is sent to both MSUCOM and student. Rotation appears on schedule once approvals are received.

**VSAS** –Visiting Student Application Service (VSAS) is an AAMC application designed to make it easier for medical students to apply for senior electives at U.S. medical schools and teaching hospitals.

#### **How do I log in to VSAS?**

- Log in to VSAS: <https://services.aamc.org/20/vsas/>. Use the log in code that has been sent to you.
- Set up your account with your personal details and upload your CV.
- Order your transcript from the University Registrar's Office by going to this webpage: <http://www.reg.msu.edu/Transcripts/Transcript.asp> and request to have it sent to the MSUCOM Office of the Registrar, who will upload the transcript to your VSAS account on your behalf. More information on VSAS can be found at: <http://com.msu.edu/Students/Clerkship/Vsas.htm>.

**MSUCOM Paper Application** - If the hospital/facility does not utilize VSAS or their own application, you will be required to use this application for rotation approvals: [http://com.msu.edu/Students/Clerkship/non\\_base\\_hospital\\_application.pdf](http://com.msu.edu/Students/Clerkship/non_base_hospital_application.pdf). You will be responsible for filling out Part I. The hospital/facility is responsible for filling out Part II. Once all approvals are received on the application, it must be returned to the MSUCOM Office of the Registrar via fax, email, hand delivery, or US Postal mail.

**Facility Application:** If the facility has its own application, we can accept this in lieu of our MSUCOM paper application.

**Research** – Research rotations must follow the process for approvals outlined here: [http://www.com.msu.edu/Research/Clerkship\\_Credit\\_Request.htm](http://www.com.msu.edu/Research/Clerkship_Credit_Request.htm). Please note that all research rotations cannot be approved after the project has been completed. Allow 4-6 weeks for processing, approvals, and enrollment.

**International** – All International rotation requests must be submitted to the IIH (Institute of International Health) office. The application can be found here: <http://com.msu.edu/Students/Clerkship/International%20Rotation%20Application.htm>.



## APPLICATION DEFINITIONS AND PROCESS

### Important Information to ask the coordinator at the facility when applying for a rotation:

- If necessary to obtain a rotation, you must provide Immunization/Compliance record. You can locate this on the University Physician's website at: <https://hcpimmunize.msu.edu/>.
- If **\*supplemental documents** are needed (Letter of Good Standing, Certificate of Malpractice Insurance), see below for instructions as to how and when to obtain these documents.
- Ask facility if they require an **Affiliation Agreement**: This is a formal agreement between the facility in which you wish to rotate and Michigan State University College of Osteopathic Medicine. If this agreement is required, you can expect 6-10 weeks for processing and approvals.

### \*SUPPLEMENTAL DOCUMENTATION FOR ROTATION APPLICATIONS (if needed by facility):

- Contact your Student Support Advocate (SSA) when programs require you to submit any of the following upon rotation application approval:
  - Certificate of Malpractice/Liability Insurance
  - Letters of Recommendation
  - Letters of Good Standing
- Email your SSA with requests stating the following specifications:
  - Name of Facility where you have been approved to rotate
  - Facility Address
  - Facility Contact Person's name/phone number & email address
  - Dates of Rotation/Service
  - You can also include in the email a copy of the facility request so that we can see exactly what the facility needs regarding those documents.
- Once these documents are completed, your SSA will send them to the facility on your behalf. These documents will not be sent directly to the student.

### Additional ideas for clinical experience:

**CLINICAL ENRICHMENT EXPERIENCE APPLICATION:** Participation in a clinical setting without enrollment or credit, intended for evenings, weekends, and one week vacation time when not on service.

#### How do I obtain a Clinical Enrichment Experience?

- Requests are made by completing the online form with all signatures. Approvals from both the rotation that you are on and the one to which you want to gain experience, are needed on the application.
- Once all signatures are received, submit to the [OsteoMedReg@hc.msu.edu](mailto:OsteoMedReg@hc.msu.edu) email box at least 10 days prior to the start date.
- This will not appear on your schedule nor on your transcript as there is no enrollment or credit given for the experience.

# EVALUATIONS

All R2 & Selective/Elective rotations require the completion of both a student and a Clinical Supervisor/Attending evaluation, as well as a Student Experience Log mid-way through the rotation (with the exception of Radiology).

## CLINICAL SUPERVISOR (ATTENDING) ROTATION EVALUATIONS

Students will be evaluated on every clinical rotation. Each rotation will have an evaluation form that you can access by logging into your [Kobiljak](#) schedule. The Evaluation will be prepopulated with information regarding the rotation. This must be printed out to be given to the Clinical Supervisor/Attending to be completed. Once completed, instructions for routing back to the MSUCOM Clerkship Operations Team are specified at the bottom of the evaluation form. Instructions may be different per evaluation, so please be advised.

## STUDENT ROTATION EVALUATIONS

Students will be able to access and submit their rotation evaluations electronically at the conclusion of every clinical rotation by logging into their schedule in [Kobiljak](#).

## C3 MODULE EVALUATIONS

- Students WILL need to complete an evaluation on the C3 module each month
- C3 Directors will complete online evaluations of their students

## REMINDERS

- Students should assertively seek feedback on his/her performance throughout the rotation.
- Once completed, instructions for routing back to the MSUCOM Clerkship Operations Team are specified at the bottom of the evaluation form.
- If required signatures and signature dates are missing, processing of evaluation form will be delayed.
- Rotation dates that do not match the university enrollment will not be logged as received nor credits given until dates are verified.
- Each Clinical evaluation will be reviewed for any issues that may be in conflict with the MSUCOM Retention, Promotion, and Graduation Policy. Any tampering or modification by the student will be considered "unprofessional behavior" resulting in an "N" grade and reviewed by the Committee on Student Evaluation (COSE) and/or the College Hearing committee.

## MSUCOM GRADING POLICIES

### UNSATISFACTORY CLINICAL PERFORMANCE

A status determined at the end of each rotation and given to all students who have:

- Received one or more N grades in clinical rotations.
  - The student will be required to appear before the COSE Clerkship Performance Subcommittee, for guidance and consultation.
  - The student will be placed on an in house designation of Academic Warning.
- Received an overall rating of “Below Expectations” on Section I of the Clinical Clerkship Rotation Evaluation.
  - “Below Expectations” evaluations will be referred to the Instructor of Record/Department Chairperson of the clinical rotation department for review and grade determination.
    - Students receiving two or more Clinical Clerkship Rotation. Evaluations with overall “Below Expectations” rating in Section 1 will be required to appear before the COSE Clerkship Performance Subcommittee for guidance and consultation.
- Received an overall rating of “Below Expectations” on Section II of the Clinical Clerkship Rotation Evaluation.
  - Evaluation will be referred to the Associate Dean/Student Services, in consultation with the Instructor of Record/Department Chairperson for review and determination of further action.
- The Associate Dean/Student Services will notify a student of his or her unsatisfactory clinical performance in writing. This document will become part of the student’s academic file.
- A student directed to appear before the Subcommittee must have all attending evaluations from completed clinical rotations available for review prior to his or her appearance. Assistance may be obtained from the Office of the Registrar.
  - In preparation for an appearance before the Subcommittee, a student may want to meet with the Associate Dean/Student Services or the College Registrar to discuss meeting guidelines and expectations.
- The Subcommittee will review the student’s academic file, clinical evaluations, accept materials offered or hear from advocates speaking on the student’s behalf, as well as provide an opportunity for the student to discuss their academic and clinical performance.
- The Subcommittee may recommend or require that the student seek academic or personal counsel or other forms of assistance and may prescribe levels of achievement to be attained within a designated time.
- The Associate Dean/Student Services will communicate to the student in writing a summary of the Subcommittee recommendations or requirements. This document will become part of the student’s academic file.
  - If the Subcommittee recommends academic dismissal, the student will appear before COSE to have his or her status in the College determined. COSE will review the student’s academic and clinical performance as well as reasons for the recommendation of academic dismissal and determine whether dismissal is appropriate.
  - The Associate Dean/Student Services will communicate to the student in writing and personally, when possible, the decision of COSE. This document will become part of the student’s academic file.
  - If the Subcommittee refers the student to the College Hearing Committee he or she must meet with the Associate Dean/Student Services immediately following the receipt of the referral.

- A student that fails to appear before the Subcommittee without due cause, when directed, or fails to meet any of the Subcommittees requirements, will be referred to the Associate Dean/Student Services for further action.

## **“N” GRADES**

Remediation is not offered for Clerkship courses.

- If a student receives an N grade in the Clerkship Program they must :
  - Core: Successfully repeat by receiving a P grade in the clinical rotation in which they received the original N grade; or
- S/elective: Successfully complete the requirements of an equivalent clinical rotation with a P grade.

Any student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee.

## **COMPLETION OF “ET” (EXTENDED) GRADE**

Any student who does not complete all rotation requirements by the grade submission deadline will be issued an "ET" grade. Once completion of the rotation requirements and a final grade is determined the "ET" grade will be changed to either a "P" or an "N" grade as appropriate by the department course assistant (as listed on the syllabus).

## **CLERKSHIP INCIDENTS**

To ensure that student issues during the Clerkship program are identified and addressed in a consistent manner across Base Hospitals/Training Sites. Issues involving the following will be formally addressed via the [Incident Reporting Form](#):

- *Academic Dishonesty*
- *Disrespect and Inappropriate Care for Patients*
- *Disrespect and Inappropriate Care for Fellow Professionals*
- *Disrespect for the Law*
- *Violation of the American Osteopathic Association (AOA) Code of Ethics or Institutional Standards of Conduct*
- *Inappropriate Behavior*

## GRADUATION REQUIREMENTS

To graduate from Michigan State University with a Doctor of Osteopathic Medicine (D.O.) degree, a student must satisfactorily complete and pass all requirements of the:





- PreClerkship & Clerkship Programs of the Curriculum
- RCR Research Training: complete all four years of RCR Research training (as outlined by the "America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act," approved by Congress, and required by the University)
- COMLEX-USA Level 1: National Board of Osteopathic Medical Examiners (NBOME)
- COMLEX-USA Level 2CE: National Board of Osteopathic Medical Examiners (NBOME)
- COMLEX-USA Level 2PE: National Board of Osteopathic Medical Examiners (NBOME)

In addition, each graduating student must receive the endorsement of the Committee on Student Evaluation (COSE) and an affirmative vote from the faculty of the College.

The Retention, Promotion and Graduation policy for each class is posted on the College website on this page: <http://com.msu.edu/Students/Registrar/Policies.htm>.

## STUDENT SUPPORT ADVOCATES (SSA)

Contact your Student Support Advocate in the MSUCOM Office of the Registrar for any questions you may have about your rotations. We can assist you with rotation scheduling, rotation applications (additions, changes, and cancellations), compliances, Letters of Good Standing, Certificate of Malpractice Insurance, Background Check, Affiliation Agreements, and other supplemental documentation that may be requested of you as you apply for away rotations.

Students A-D	Students E-K	Students L-Q	Students R-Z
			
<p><b>Elaine Williams</b>  <a href="mailto:elaine@msu.edu">elaine@msu.edu</a>                      517.355.5192</p>	<p><b>Tess Zdenahlik</b>  <a href="mailto:Teresa.Zdenahlik@hc.msu.edu">Teresa.Zdenahlik@hc.msu.edu</a>                      517.884.0323</p>	<p><b>Erin Nicole Millikan</b>  <a href="mailto:Erin.Millikan@hc.msu.edu">Erin.Millikan@hc.msu.edu</a>                      517.355.5180</p>	<p><b>Stephanie Shepard</b>  <a href="mailto:Stephanie.Shepard@hc.msu.edu">Stephanie.Shepard@hc.msu.edu</a>                      517.884.6368</p>

**Don't hesitate to contact us! We will help keep you on track!**

Visit our Clerkship Homepage for all of your online resources at:  
<http://www.com.msu.edu/Students/Clerkship/Home.htm>.

## BASE HOSPITAL CONTACT LIST

<b>BASE HOSPITALS</b>	<b>COORDINATORS</b>
<b>Beaumont Hospital-Farmington Hills, Botsford</b> (248) 471-8224	<b>Marjorie Rumbley</b> <a href="mailto:Marjorie.Rumbley@beaumont.org">Marjorie.Rumbley@beaumont.org</a>
<b>Beaumont Hospital – Trenton, Southshore</b> (734) 671-3297	<b>Gina Hoover</b> <a href="mailto:Gina.Hoover@beaumont.org">Gina.Hoover@beaumont.org</a>
<b>DMC Huron Valley-Sinai Hospital</b> (248) 937-5027	<b>Cheryl Cathcart</b> <a href="mailto:Ccathcar@dmc.org">Ccathcar@dmc.org</a>
<b>DMC Sinai-Grace Hospital</b> (313) 966-3053	<b>Karolina Redziniak</b> <a href="mailto:kredzini@dmc.org">kredzini@dmc.org</a>
<b>Garden City Hospital</b> (734)458-4486 or (734)458-7238 (M/W/F)	<b>Susan Patterson</b> <a href="mailto:spatterson@primehealthcare.com">spatterson@primehealthcare.com</a>
<b>Genesys Regional Medical Center</b> (810) 606-7124	<b>Sharon Topolinski</b> <a href="mailto:Sharon.Topolinski@ascension.org">Sharon.Topolinski@ascension.org</a>
<b>Henry Ford Allegiance Health</b> (517) 817-7060	<b>Amber Collins</b> <a href="mailto:amber.collins@allegiancehealth.org">amber.collins@allegiancehealth.org</a>
<b>Henry Ford Macomb Hospital</b> (586) 263-2971	<b>Kelly Bennett</b> <a href="mailto:Kbennet6@hfhs.org">Kbennet6@hfhs.org</a>
<b>Henry Ford Wyandotte Hospital</b> (734) 324-3781	<b>Jackie O'Connor</b> <a href="mailto:Jocoono6@hfhs.org">Jocoono6@hfhs.org</a>
<b>Lakeland HealthCare</b> (269) 982-4941 or (269) 687-1158	<b>Kara DeFrancesco</b> <a href="mailto:kdefrancesco@lakelandhealth.org">kdefrancesco@lakelandhealth.org</a>
<b>McLaren Bay Region</b> (800) 656-3950 or (989) 894-3950	<b>Annie Moya</b> <a href="mailto:annie.moya@mclaren.org">annie.moya@mclaren.org</a>
<b>McLaren Greater Lansing</b> (517) 975-7886	<b>Gary Riley</b> <a href="mailto:gary.riley@mclaren.org">gary.riley@mclaren.org</a>
<b>McLaren Macomb</b> (586) 493-8141	<b>Peggy Bommarito</b> <a href="mailto:peggy.bommarito@mclaren.org">peggy.bommarito@mclaren.org</a>
<b>McLaren Oakland</b> (248) 338-5392	<b>Judy Guthro</b> <a href="mailto:Judy.Guthro@mclaren.org">Judy.Guthro@mclaren.org</a>
<b>Mercy Health Muskegon</b> (231) 727-5250	<b>Heidi Greene</b> <a href="mailto:greeneh@mercyhealth.com">greeneh@mercyhealth.com</a>
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Base Hospital Rotation Application Protocols/Application Open dates are listed here:

<http://com.msu.edu/Students/Clerkship/Base%20Hospital%20Coordinator%20Contact%20List.htm>

## NOTES