

# OTHER CLINICAL POLICIES, PROCEDURES, AND INFORMATION

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an individual basis at the discretion of the Clinical Faculty and based on student-initiated requests.

## Clinical Safety Cellular Phone – Policy

The purpose of the “clinical safety cell phone” is to provide ongoing access to the Clinical Team for emergency situations while the student is out in the field during clinical rotations. This cell phone is not to be used to contact faculty and staff for scheduling inquiries, rotation requests, or other administrative or educational questions. Most after-hours clinical questions and important communication should be conducted using the clinical team email which is checked a minimum of twice daily (morning and night). For example, if a student is ill and must miss the next day of rotation, an email may be sent which will be viewed and handled by the clinical team the evening before or early the next morning. This would not be considered an emergency.

The Clinical Team members will rotate responsibility for the emergency phone and will monitor it 24 hours each day. The phone must be turned on (ring or vibrate) at all times to ensure proper receipt of student emergency calls. Situations that may warrant a call to the clinical emergency phone may include a needle stick or dangerous exposure while on rotation, an injury while on rotation, or any situation in which the student has a serious concern about their safety on rotation.

The Clinical Safety Cellular phone number is (714) 872-5735. Students must agree to its purpose and parameters. Any student who fails to adhere to the above policy will be given a verbal warning. If the student continues to misuse the safety cell phone, the Clinical Team may refer the student to the MBKU Student Conduct Process.

## Clinical Site Acquisition

The program will coordinate all clinical sites and preceptors for all students. Students are not required to provide or solicit clinical sites or preceptors. Students may make suggestions to the clinical team for sites and preceptors but are not required to do so. Student suggestions for sites or preceptors do not guarantee a student will be placed with that site/preceptor. All sites and preceptors require detailed agreements and extensive vetting. This process takes time and clinical placement of students with established rotations will take priority.

## Professional Liability Insurance

Marshall B. Ketchum University supplies general and professional liability insurance covering the University, students, and faculty with limits of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate.

## Elective Rotation Policy

Significant efforts are made to place a student in one of their designated/ requested elective settings. The approval of the elective rotation is at the discretion of the Clinical Faculty. A student may be assigned to a specific elective rotation based on their academic/clinical needs as well as site availability and no elective rotation requests are guaranteed.

## Out-of-State Rotations Policy

As a California-based program, the clinical team focuses on assigning rotations within the state of California. Exceptions may/will be made on