

Welcome to Nova Southeastern University's Clinic Exploration Program



**Halmos College of Natural Sciences and Oceanography
Department of Biological Sciences**

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What is the Clinic Exploration Program?

The Clinic Exploration Program (CEP), founded in 2006, is a program that offers shadowing experience to all Nova Southeastern University undergraduate students throughout health clinics within NSU's Health Professions Division. This program was designed to provide any interested NSU student with a glimpse at several different health fields and specialties, as well as provide shadowing experience for those students planning on pursuing a career in the healthcare industry. This program is free to join and voluntary. We will schedule you into rotations according to your availability and the availability of the clinics, and around school, work, and holiday schedules. Each rotation is two hours per day, once a week, for three weeks. If you complete the necessary trainings and your availability matches that offered by the clinics, we will do our best to assign you to a rotation. Please note, however, that due to the number of students in the CEP program, you may not match for a rotation every semester even though we currently offer two sections of rotations per semester.

The first step to joining the CEP is to complete an application for participation. An application is enclosed in this packet, or online here: <http://cnso.nova.edu/undergraduate/biology/index.html>. Applications should be submitted to the Program Coordinator.

Participating Clinics

We currently offer rotations in the following clinics:

- Audiology
- Athletic Training
- Dental Medicine
- Internal Medicine
- Occupational Therapy
- Optometry
- Osteopathic Manipulative Medicine (OMM)
- Pediatrics
- Sports Medicine

Contact Information

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Program FAQ's

Q: What are the benefits of participating in the Clinic Exploration Program?

A: The CEP provides students who are interested in pursuing a career in health care an opportunity to shadow in a variety of specialties and fields. It is a great experience to list on your resume/CV, can lead to potential letters of recommendation, and builds your network of healthcare mentors. Plus there is a jacketing ceremony for those students who are selected to rotate each semester.

Q: Does the Clinic Exploration Program cost anything?

A: The CEP is provided to all NSU undergraduates at no cost, including all materials and trainings.

Q: Do I get academic credit for the Clinic Exploration Program?

A: The CEP is considered an extra-curricular activity and therefore provides no academic credit.

Q: Do I have to reapply every semester?

A: No. Once you have applied and been accepted into the program, you will be considered an active member/participant until you graduate or request to be removed, barring any GPA or behavioral issues.

Q: Do I have to know what specialty or medical field I want to enter in order to participate in the Clinic Exploration Program?

A: No. While many of our participants enter the program with a desired specialty or field already in mind, many others enter without knowing what specialty is best for them.

Q: Do I have to be a biology or Pre-Med major to participate in the Clinic Exploration Program?

A: You can be any active undergraduate major at NSU to participate in the CEP.

Q: Can I pick and choose what clinics I want to rotate in?

A: Unfortunately you cannot. The CEP is designed to allow students to experience a wide variety of clinics. In order to allow all students participating in the program the maximum opportunity to experience as many clinics as possible, we do not accept most requests for clinics. We will only accept requests if you are a graduating senior in your final semester at NSU and have been in the program for at least two semesters. However, please remember that this is a request, not a guarantee.

Q: I have a very busy schedule. Will I still be able to participate in the Clinic Exploration Program?

A: If you wish to participate in the CEP, you will provide us with a schedule of your availability. We will then assign rotations to you around that availability and the availability provided to us by participating clinics. Also, we schedule rotations sessions around major holidays and exam weeks (midterm and finals). Each rotation is two hours a day, one day a week, for three weeks, so they do not take up a large amount of time in your weekly schedule. However, if your schedule becomes too demanding at any time and you wish to decline participation in the program for a semester, you are free to do so without any penalty to you. You will remain in the program and do not need to reapply for future participation.

Q: Can I participate in the Clinic Exploration Program my first semester as a new or transfer student?

A: No, you cannot. You may apply during your first semester at NSU and may complete your required HIPAA, OSHA, and Orientation training during that time, but will not be permitted to participate in rotations until you have an established NSU GPA of 2.50 or higher.

Q: How much hands-on work will I be doing?

A: The primary purpose/activity of your rotations will be observation. However, some clinics may have you do limited hands-on patient care.

Qualification for Participation

Hepatitis – B Vaccination



All students participating in clinic rotations must be fully vaccinated against the Hepatitis-B virus. This is also a required vaccination for anyone attending public or private universities in the state of Florida. You must be able to show proof of vaccination to any clinic that may request it of you. Those students who have not completed the vaccination series, or are unable to have this vaccination due to allergy or other medical reasons, are not permitted to rotate in NSU clinics – this is a federal mandate.

While Hepatitis-B is the only required vaccination for this program, it is recommended that you have an up-to-date tetanus/pertussis vaccine and current flu vaccine, for both your personal safety and the safety of the patients you will be encountering. However, these vaccinations are NOT required. Students are fully responsible for securing any necessary vaccines for program participation at their own cost.

Registered NSU Student



All students participating in the CEP must be active, registered undergraduate students at NSU. If you are not registered for courses at NSU, or are not permitted to register for any reason (*e.g.* disciplinary or academic suspension, leave of absence, etc.), we cannot assign you rotations.

GPA



All students participating in the CEP must maintain an NSU GPA of 2.50 or higher. GPA checks are performed on every student at time of application, and are performed on all active participants in the program at the end of each semester.

If you do not meet the GPA requirement upon applying for the program, your application will be held until the end of the semester. If you meet the GPA requirement at this time, we will process your application and you will qualify for rotations for the following semester (pending completion of required HIPAA and OSHA training). If you are already an active

student in the CEP and your GPA drops below the required minimum, you will not be permitted to rotate until your GPA is again above the requirement.

HIPAA Training



All students participating in the CEP must complete HIPAA Privacy and Security Training. This is not only a requirement of the CEP and NSU's Health Profession Division, but also a federal requirement. HIPAA training is made available to all participants in the CEP via a DVD and paper exam that can be picked up from the Program Coordinator. Participants in the program are required to complete both sections (Privacy and Security) and must submit all associated exams to HPD for grading and certification. HIPAA training materials are typically available to students in October (for winter applicants) and March (for fall applicants) and students will be notified when these are available via email.

All students new to the program are required to complete HIPAA training by a deadline set forth that semester. Any student who does not complete HIPAA training by the required deadline will be disqualified from rotation in that semester. There are no exceptions to this policy. Once you have successfully completed HIPAA training, you are not required to retake it every semester.

OSHA Training



All students participating in the CEP must complete OSHA training (bloodborne pathogens). This is not only a requirement of the CEP and NSU's Health Profession Division, but also a federal requirement. OSHA training is made available to all participants in the CEP via Blackboard.

All students new to the program are required to complete OSHA training by a deadline set forth that semester. All students wishing to participate in clinic rotations must complete OSHA training yearly to satisfy this requirement. Renewals will be required every summer.

Program Orientation



All students participating in the CEP must complete an hour-long orientation session. This session will inform you of program policies and protocols, as well as answer any questions you may have about your required training or participation in the program.

CEP Orientations are typically offered in November (for winter applicants) and April (for fall applicants). Participants in the program are required to RSVP and attend one orientation session to meet this requirement. Once you have successfully completed this requirement, you do not have to complete it again.

Application Processing Information

On occasion, we have more applicants who wish to sign up for the CEP than we have rotation spots available. This is particularly common during fall semesters, when many new and transfer students are starting at the university. If this occurs, the applicants that are in good academic standing and that complete all necessary trainings will be assigned rotations depending on when their application was submitted, with earlier submissions being considered first. This process will also depend on the student's availability and the availability of the clinics. Students that were not placed in rotations during the previous semester and graduating seniors in their last semester will also receive priority.

Qualification FAQ's

Q: I cannot have the Hepatitis-B vaccination due to allergy/religious exception/other exception. Can I still participate in CEP?

A: Federal mandate prohibits anyone who cannot or will not be vaccinated for Hepatitis-B from participating in clinic shadowing.

Q: I have had HIPAA/OSHA training elsewhere as part of a job or class. Do I have to take it again?

A: Yes, you must complete these requirements through our program in order to participate.

Q: How do I know if I successfully completed my OSHA training?

A: Upon successfully completing OSHA training, you will receive a Certificate of Completion at the bottom of the module page. You are responsible for printing the certificate, signing it, and submitting a copy to the Program Coordinator. You may do this by either handing it in directly to the Program Coordinator, or scanning it and emailing it to the Program Coordinator. We must have a copy of this certificate prior to the training deadline in order for you to be considered eligible for rotations.

Q: How do I know if I successfully completed my HIPAA training?

A: All tests/paperwork associated with HIPAA must be turned in to HPD for grading and a compliance check. Once you have successfully completed HIPAA training, you will receive a Certificate of Completion indicating that you have satisfied this requirement. The Program Coordinator is also provided with a copy of this certificate. We must receive this email and certificate prior to the training deadline in order for us to consider you eligible for rotations.

Program Participation

Availability and Rotation Assignment

Prior to the start of each semester, CEP participants will be emailed with a request for that semester's availability. Each student interested in rotating that semester will complete an availability form and will email it to the Program Coordinator. These requests typically come in early August (for fall participation) and early December (for winter participation).

When complete, availability forms should be emailed to the Program Coordinator. Do not turn in the availability form until it has been requested. You will be provided with a deadline by email sent to you by the Program Coordinator – all availability forms must be in by this date or you will not be scheduled for rotation. Any availability forms received after the deadline will be retained for the next round of rotations. If you are no longer available for rotation in the second half of a term, you are responsible for notifying the Program Coordinator via email of this change.

Important Directions for Completing the Rotation Availability Form:

- **Complete the student information at the top of the form.** You must provide at least one phone number where we can easily reach you, but a cell number is preferred. This allows an easy way to contact you if the clinic is closed for the day, a rotation gets cancelled, etc.
- **Provide only times you are available.** If you are not available, leave that time period blank.
- **Provide specific time periods you are available.** If you write “yes” or “available” or “any”, you will not be assigned in that time period.
- **Fill out both semester halves completely.** Provide specific time periods in each column, even if your availability does not change.
- **Once your availability form is complete, email it (in Word Document format) to the Program Coordinator.** Please title the email “CEP Availability Semester Year – Your Name” (e.g. Clinic Availability Winter 2009 – Jane Doe) so it is easily recognizable. Do not auto-reply to the Listserv or email your availability to anyone other than the Program Coordinator.
- **If your availability changes, you must send the Program Coordinator a revised availability form ASAP.** Do not send an email with your changes in schedule in the body of the email – be sure to attach the revised availability form. The revised form will be used from then on to schedule you for rotations. Revised availability forms should be emailed to the Program Coordinator as “CEP Availability Semester Year – Your Name – Revised” so it is easily recognizable.

NSU Clinic Exploration Program

Winter 2016 Rotation Availability

Name (Last, First): Doe, Jane
NSU Email: janedoe@nova.edu

NSU ID: N01234567
Phone: 555-654-3210

Directions:

- Supply specific times that you are available for rotation in the chart below. If you are not available, leave it blank. Fill in both columns, even if your schedule does not change throughout the semester – a blank column equals no availability.
- Time blocks must be a minimum of two hours long, starting and ending on the half hour or hour.
- Provide as many hours as possible throughout the week – you will only be assigned to one, two-hour rotation slot (or two, if available), but it is easier to assign you when you provide us with maximum time periods of availability.
- Email your completed sheet as an attached Word document to the Program Coordinator. Emails must be entitled “CEP Winter 2016 Availability – Last Name, First Name.”

WINTER 2016	1 st Half of Semester	2 nd Half of Semester
Monday AM	8am-12pm	8am-12pm
Monday PM	12pm-1pm	12pm-2:30pm
Tuesday AM		
Tuesday PM		
Wednesday AM	9:30am-11:30am	9:30am-11:30am
Wednesday PM	2pm-8pm	
Thursday AM		
Thursday PM	5pm-8pm	3pm-8pm
Friday AM		
Friday PM		
Saturday AM	9am-12pm	9am-12pm
Emergency Contact (Name & Phone Number)	Michael Doe (father) 555-456-7890	
Get Lightheaded Around a/o Have An Aversion to Blood? (BOLD AND UNDERLINE ONE)	YES / <u>NO</u>	

For Office Use Only						
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DENT		OPT		SM		

Participation

Participants in the Clinic Exploration Program are expected to:

- attend all scheduled rotations unless otherwise notified or arranged beforehand
- arrive at scheduled rotations on-time and ready to participate
- arrive at scheduled rotations in proper attire, with CEP jacket, assignment letter, and name tag
- follow all clinic rules and protocols as related to you by your shadowing clinic
- follow proper CEP protocols if unable to attend rotation
- have nametag signed by rotation supervisor or shadowed doctor at the end of each session
- maintain proper manners, etiquette, and behavior, as a representative of the CEP

Once a student has been assigned a rotation, the Program Coordinator will notify them via email. The student is responsible for picking up their assignment letter and nametag by a deadline listed in the email. If a student is unable to pick up their materials prior to this deadline, they are responsible for making alternate arrangements with the Program Coordinator. If a student fails to pick up their assignment, that assignment will be considered a “no-show.”

Once a student commits to a rotation assignment, they are required to attend all rotation sessions, unless otherwise arranged with the Program Coordinator and the Clinic Supervisor. You are expected to arrive on time, properly dressed, and ready to participate.

Clinic Mandated Absence

Occasionally, students will be excused from rotation if the clinic has no patients during that day/time period, or if the clinic is holding exams/meetings/reviews/etc. Students will typically be notified in advance of these occurrences. However, if a student is turned away from rotation upon arrival for any of these reasons, they must request supporting documentation from the clinic regarding this event. This documentation can be in the form of a written note or email to the Program Coordinator from clinic staff, or a snapshot of the clinic closure sign (must include date on sign or on photo). The student is responsible for contacting the Program Coordinator via email with supporting documentation within 24 hours of their scheduled rotation. This absence will be considered “excused” and will not count against the student’s record.

Pre-Arranged Absence

If a student has committed to a pre-arranged major event (travel, medical procedure, jury duty, court date, wedding, etc.), they must notify the Program Coordinator upon picking up their rotation assignment of this scheduling conflict. The student must then contact the clinic they have been assigned to and notify the clinic in advance of the expected absence. If these directions are followed, the absence will be considered “excused” and will not count against the student’s record.

Unexpected Absences and Emergencies

It is understood that circumstances do arise that warrant for an absence from a clinic rotation session. If you are forced to miss a clinic rotation session for any reason, you are responsible for contacting the clinic you are assigned to via telephone and the Program Coordinator via email PRIOR to the start of your rotation that day.

If for some reason you are unable to report your absence (car accident, severe illness, etc.), you may have an immediate family member report your absence, so long as you follow up with the Program Coordinator once the event/illness is over. If you fail to notify the clinic and the Program Coordinator prior to the start of your rotation, your absence will be considered an unexcused absence.

Excused Absences

The following are considered “excused absences,” so long as they are reported prior to the start of your rotation that day:

- Personal illness or injury
- Medical emergency, hospitalization and/or surgery
- Unexpected car issue/emergency (car accident, flat tire, car stall, etc.)
- Major illness, injury, or hospitalization of immediate family member, significant other, or pet
- Unexpected childcare issues (child illness/injury, last-minute loss of childcare)
- Death in the family

Unexcused Absences

The following are always considered “unexcused absences”:

- Any absence where a student fails to contact both the clinic and the Program Coordinator prior to the start of the student’s rotation that day
- Any rotation lacking a physician/clinic supervisor signature, regardless of whether or not the student attended
- Any absence reported without supporting explanation

Additional excuses constitute “unexcused” absences (but are not limited to):

- Forgetting you have rotation
- Getting lost on your way to rotation
- Failure to dress appropriately/forgetting your jacket and/or nametag
- Oversleeping
- School (classes, study groups, cramming/studying for exams, etc.)
- Work
- Hangovers
- Arrest or imprisonment

- Failure to secure transportation for foreseeable issues (car in shop, pulled over, etc.)
- Failure to secure childcare in advance
- Relationship issues/breakups
- Social events (concerts, dates, parties, etc.)

Other circumstances not listed above are at the sole discretion of the Program Coordinator and Program Director as to if they constitute an “excused” or “unexcused” absence. You are expected to arrange your study, work, and social schedules to accommodate your assignment dates and times.

Dress Code

- Students must wear their blue CEP jackets and name tags during all rotations.
- Attire should be business-professional.
- Students must wear closed-toe and closed-heel shoes on all rotations. Any students reporting for rotation in non-approved footwear will not be permitted to rotate.
- Individual clinics may have different or additional dress requirements. You are expected to honor and follow any additional requirements a clinic may have while on your rotation. If you have any questions or concerns about what is considered proper attire for a specific clinic, you are strongly encouraged to contact that clinic prior to your first rotation.

Attire for clinic rotations should adhere to the following:

- Collared shirt (dress shirt or polo), slacks or khakis, dress shoes, ties optional, but encouraged.
- Dress shirt and slacks, dress shirt and skirt, or dress, closed-toe shoes.
- Dresses or skirts should be fingertip length at minimum.
- No caps, hats, or head coverings are permitted in clinic, unless of a religious nature
- Hair should be worn up whenever possible. If it is too short to be put up, it should be pinned or pulled back from your face.
- Jewelry is permitted in clinics, but should be kept to a minimum.
- Unless otherwise instructed, nail polish, acrylic nails, and makeup are permitted in clinic settings. You should, however, respect any requests/requirements individual clinics may have concerning these factors.

Attire that is not permitted on rotation includes the following:

- Open-toed and/or open-heeled footwear
 - Scrubs*
 - Sneakers, tennis shoes, or Crocs*
 - Exercise or workout gear (including yoga pants, sweat pants, track pants, hoodies, etc.)
 - Casual clothing – shorts, t-shirts, jeans, cargo pants, clothing with logos
 - Inappropriate clothing – mini-shirts, cut-offs, halter tops, fishnet, see-through clothing
- *unless instructed and/or encouraged by the clinic

Nametags

Each student assigned to rotation will receive an assignment letter and a nametag designating their name, clinic, and rotation assignment (date/time). The assignment letter will be turned over to the clinic director during the first rotation, and the nametag will serve as both the student's ID and attendance record.

Students are responsible for wearing their nametags to each and every rotation they attend, and having the back signed at the end of each rotation. Failure to secure a signature after a rotation without a documented absence will be considered an "unexcused absence." If you lose your nametag, you are responsible for securing another form of written documentation of your attendance and submitting that by the nametag deadline stated in your assignment email. This documentation can come in the form of signatures on your assignment letter (provided to you when you come to pick up your assignments) or via email from the clinic director.

Nametags and nametag holders must be turned in following the last rotation you are assigned to the Program Coordinator. At the end of each rotation session, all students who participated in rotations will be emailed reminding them to turn in their nametags and will be provided with a nametag deadline (typically within two weeks of the end of the rotation session). If a student fails to turn in their nametag(s) by the expressed deadline or in the proper manner it will be considered an "unexcused absence."

Program Communications

The primary mode of communication within the CEP is via email. You will receive a wide variety of emails throughout the year – important policy changes, training information, clinic information, deadline reminders, etc. Never auto-reply or reply all to a CEP email. Always start a new email and reply directly to the email address the original message was sent from or the person you are emailing.

In reference to program emails, you are expected to:

- read all emails completely and thoroughly
- follow any and all instructions laid out within an email
- inform the Program Coordinator or Program Director if you have any questions or concerns relating to the content of an email

There are several hundred participants in the program. For mass emails, such as availability requests, you may not receive a confirmation that we have received your materials. If you want to ensure that we received your email, please attach a "read receipt" to your email.

Disqualification from the Program

If you fail to meet the requirements of the program, you will be disqualified from participation for the remaining part of the current semester and the following semester as well. After reinstatement, a second violation will permanently remove you from the program.

Requested Removal from Program

Participation in the CEP is entirely voluntary – you do not have to participate every single semester in order to stay in the program. If you have a busy semester, you can take that semester “off” and pick back up the following term.

However, you may decide during your time with the CEP that you want to permanently withdraw your participation from the program. Any requests to be removed from the program should be sent to the Program Coordinator. Please note that if you decide to reapply at a later time, your orientation and trainings will remain in your file and you will only be responsible for updating your OSHA training yearly.

Graduation

As this program is open to all undergraduate NSU students, all students are automatically retired from the program upon graduation or transfer out of NSU. We ask that you email the Program Coordinator during your final semester at NSU notifying them of your pending graduation or transfer. This will also allow us to prioritize your availability for rotations.

Additional Program Information

The Jacketing Ceremony

The Clinic Exploration Program Jacketing Ceremony takes place twice a year, at the beginning of both fall and winter semesters. In the fall, the Jacketing Ceremony is held during Convocation, and in the winter, the Jacketing Ceremony is held as a separate event. All new students to the program that have met the eligibility requirements of the program will be invited to participate in the ceremony. Students receiving jackets are welcome to invite friends and family to attend and are expected to RSVP for the event.

Jacketing ceremonies have a long history of significance in the medical and health sciences. Traditionally, upon entrance to medical school, students will receive a short white jacket; upon graduation, they will receive their traditional, long white lab coat. These jackets symbolize a belonging to the medical community, as well as a symbol of a doctor’s level of training. Receiving your blue jacket is not only an initiation of sorts into the CEP, but marks your entrance into the field of medical and health sciences. It is a great honor to receive a jacket during these ceremonies, and is something that we at the CEP look forward to participating in every year.

Other Events of Interest

Throughout the year, other NSU-sponsored events may take place that are of pertinent interest to those seeking careers in the health professions, such as career fairs, grad school information sessions, division socials, etc. One benefit of your participation in the CEP is that you will be notified and kept up-to-date on these events via the CEP Listserv. While not mandatory, you are highly encouraged to attend these events, as they may provide you with important information and future contacts for your pursuit of a career in the health professions.

Outreach Volunteering

Throughout the year, other NSU-sponsored events may take place that require volunteers to represent the CEP, such as student organization fairs, department/college socials, etc. When these events come up throughout the year, we will often request volunteers via email through the CEP Listserv. CEP volunteers are expected to arrive for these events on-time, dressed in their CEP jackets, attend the entire duration of the event (unless they are released early by the event coordinator), and represent CEP in a positive and exciting light. These events are non-paying and completely voluntary; however, in return for your participation, you will receive the opportunity to request a clinic of your choice during that semester's rotation assignments. Volunteer positions are filled on a first-come, first-serve basis.

Clinic Exploration Program – Clinic Contacts and Locations

Clinic	Contact Person	Phone	Clinic Location
Athletic Training	Dustin Gatens	954.262.8246	University Center Room 1425 Located on SW corner of UC, between Equipment Room and Sports Medicine Clinic
Audiology	Mirna Gonzalez	954.262.4334	Sanford L. Ziff Center – 1 st Floor Through the Student Health Center
Dental Medicine	Carolina Rojas	954.262.7262	Sanford L. Ziff Center – 1 st Floor Side entrance facing SW 30 th Street *Report to Dispensary for Rotation*
Internal Medicine	Front Desk	954.262.4352 954.262.1568	Sanford L. Ziff Center – 1 st Floor
Occupational Therapy	Front Desk	954.262.1526	Sanford L. Ziff Center – 1 st Floor Through the Student Health Center Report to Audiology Department Receptionist (let them know you are reporting for Occupational Therapy Clinic)
Optometry	Front Desk	954.262.4206	Sanford L. Ziff Center – 2 nd Floor
OMM	Front Desk	954.262.4316	Sanford L. Ziff Center – 3 rd Floor
Pediatrics	Front Desk	954.262.4145	Sanford L. Ziff Center – 1 st Floor
Sports Medicine	Front Desk	954.262.5990	University Center (SW Corner, 1 st Floor – located next to the Equipment Room and Athletic Training Clinic)

The Sanford L. Ziff Center is located at 3200 South University Drive, on the corner of University Drive and SW 30th Street, across the street from Walgreens.

As a reminder, if you are forced to miss a rotation session due to illness or emergency, you are required to contact the clinic prior to the start of your rotation. You must also contact the CEP Program Coordinator via email within 24 hours of your missed rotation session.

Nova Southeastern University
Halmos College of Natural Sciences & Oceanography
Clinic Exploration Program Application

Name (Last, First) _____ NSU ID# _____

Mailing Address _____ Box# (if campus mailbox) _____

City, State, Zip _____ Phone # _____

NSU Email _____

Emergency Contact (Name & Phone) _____

Current Undergraduate Major _____ Expected Grad. Year/Term _____

Dual Admission Program (if applicable) _____

CEP Jacket Size Estimate (circle one): Small Medium Large XL 2XL 3XL

Statement of Commitment:

I acknowledge that I have read and understand the basic requirements and expectations of participants of the Clinic Exploration Program (**see back**), and hereby agree to abide by these, and any other program-mandated, requirements and expectations for the duration of my participation in the Clinic Exploration Program. I acknowledge that failure to meet requirements and/or expectations of the program can result in disqualification from rotation and/or removal (temporary and/or permanent) from the program.

 Student Signature

 Date

PLEASE NOTE – applications must be wholly completed (on both sides) in order to be processed for admission into the Clinic Exploration Program. OSHA and HIPAA Training will be made available to all program participants AFTER the submission and acceptance of their application. Applications should be submitted to the CEP Program Coordinator in Parker Suite 367.

FOR OFFICE USE ONLY	Date Submitted _____ INT _____
START TERM _____	Date Processed _____ INT _____
WAIT LIST # (if app) _____	GPA Check/Hold _____
CRED (NSU/TOTAL) _____	Previous DQ _____
GPA _____	ORIENT _____ OSHA _____ HIPAA _____

Clinic Exploration Program Basic Program Requirements and Expectations

Please read through and **INITIAL** the following statements:

_____ I understand that my participation in the Clinic Exploration Program is completely voluntary and that I will not receive academic credit, nor financial compensation, for my participation in this program.

_____ I understand that in order to qualify for participation in the Clinic Exploration Program, I must:

- a) be an active, registered student at Nova Southeastern University
- b) maintain a minimum 2.50 NSU GPA
- c) be fully vaccinated against Hepatitis-B
- d) complete OSHA and HIPAA Training, and CEP Orientation as provided by NSU

_____ I understand that any student who does not meet the eligibility requirements by an expressed deadline will be subject to disqualification from participation and/or removal from the program.

_____ I understand that, as a participant in the Clinic Exploration Program, I am required to:

- a) attend all scheduled rotations unless otherwise notified
- b) arrive at scheduled rotations on-time, in proper attire and ready to participate
- c) follow proper protocol if unable to attend a rotation
- d) have nametag signed by rotation supervisor or shadowed doctor after each rotation session
- e) maintain proper manners, etiquette, and behavior as a representation of the CEP

_____ I understand that failure to meet the afore-mentioned expectations can result in disqualification from rotation and/or removal from the program.

_____ I understand that my clinic rotations are based on scheduled availability, not personal choice. I understand that I cannot pick and choose my clinic assignments based on clinic identity/area of healthcare until I am a senior in my final semester at NSU, and that any clinic requests made at that time are only requests.

My current/desired professional career goal is (please check ONE – if you are unsure or have multiple interests, please check “Undecided”):

- | | | |
|---|---|--|
| <input type="checkbox"/> Anesthesiology/Asst. | <input type="checkbox"/> Neurology | <input type="checkbox"/> Radiology |
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Nursing | <input type="checkbox"/> Sports Medicine |
| <input type="checkbox"/> Cardiology | <input type="checkbox"/> OBGYN/Neonatal | <input type="checkbox"/> Surgery |
| <input type="checkbox"/> Cosmetic Medicine | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Ultrasound Technology |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Oncology | <input type="checkbox"/> Vascular Sonography |
| <input type="checkbox"/> Criminal Science/Forensics | <input type="checkbox"/> Optometry | <input type="checkbox"/> Veterinary Medicine/Science |
| <input type="checkbox"/> Dental Medicine | <input type="checkbox"/> Orthodontics | |
| <input type="checkbox"/> Dermatology | <input type="checkbox"/> Pediatrics | <input type="checkbox"/> Undecided |
| <input type="checkbox"/> Emergency Medicine | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Endocrinology | <input type="checkbox"/> Physician Assistant | |
| <input type="checkbox"/> Gastroenterology | <input type="checkbox"/> Psychiatry/Psychology | |
| <input type="checkbox"/> General Practice Medicine | <input type="checkbox"/> Public Health | |
| <input type="checkbox"/> Geriatrics | <input type="checkbox"/> Public Safety (Fire/Police/EMT/Armed Forces) | |
| <input type="checkbox"/> Healthcare Administration | <input type="checkbox"/> Pulmonology | |
| <input type="checkbox"/> Internal Medicine | <input type="checkbox"/> Psychiatry/Psychology | |

I am most interested in the following areas of healthcare (please check ALL those applicable):

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Internal Medicine | <input type="checkbox"/> Osteopathic Manipulative Medicine |
| <input type="checkbox"/> Audiology (Hearing/Balance) | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Pediatrics |
| <input type="checkbox"/> Dental Medicine | <input type="checkbox"/> Optometry | <input type="checkbox"/> Sports Medicine |