



# Hope Medical Institute

## HOPE CENTER

Clinical Rotation Department  
 11835 Rock Landing Drive  
 Newport News, VA 23606  
 (757) 873-3333 (Phone)  
 (757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

Dear Upcoming Clinical Student:

The purpose of this packet is to provide you with information and the requirements for clinical training through our affiliated hospitals. This will also outline policies and procedures required of students from The Medical Universities of Lublin/Silesia and Hope Medical Institute (*further referred to as HMI*) to follow. Please read all of the information carefully, initial each page and sign the last page, complete the clinical application form and return everything to the Clinical Rotation Department at HMI.

In order to be the most informed of any new, updated or changes in policies or information related to your clinical rotations, we stress that it is important to remain in close communication with this department.

#### Completion of Basic Sciences

Upon successful completion of your Basic Medical Sciences in Poland, you are partially qualified to continue on to clinical rotations. Before you leave Poland, it would be best for you to complete some of the following requirements, which are part of the clinical application form.

- Request the Dean's office to send your **Official Dean's Letter and Transcripts directly to HMI**, as *this will not be done automatically*. Please note that HMI does not make this request, the student is required to do so. Please make sure that all rotations completed in Poland are on your transcript.
- As part of the clinical application, you are required to have **2 Official Letters of Recommendation** from your professors in Poland, submitted to HMI. We suggest that you speak with your professors well in advance to obtain these letters of recommendation.
- **It is the responsibility of the each student to obtain the Book of Practical Skills from the Deans office before your departure from Poland.**

#### Clinical Rotation Requirements

In order to obtain a degree from Poland, you are required to complete 82 weeks of rotations, which include 48 weeks of core rotations and 34 weeks of electives. The list is as follows:

##### *Core Rotations*

<i>Rotation Name</i>	<i>Total Weeks Required</i>
Internal Medicine	12
Surgery	12
Ob/Gyn	6
Pediatrics	6



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
 11835 Rock Landing Drive  
 Newport News, VA 23606  
 (757) 873-3333 (Phone)  
 (757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

Psychiatry	6
Family Medicine	6

#### *Elective Rotations*

<i>Rotation Name</i>	<i>Total Weeks Required</i>
Anesthesia / ICU	2
Choice Elective	4 - (Silesia) 5 - (Lublin)
Dentistry	1 - (Silesia only)
Dermatology	2
Emergency Room ( <i>ER</i> )	2
ENT ( <i>Otolaryngology</i> )	2
Internal Medicine Elective	3 - (Silesia) 2 - (Lublin)
Infectious Disease ( <i>ID</i> )	2
Neurology	2
Neurosurgery	2
Nuclear Medicine	1
Oncology	1 - (Silesia) 2 - (Lublin)
Ophthalmology	2
Orthopedic Surgery	1
Pathology/Forensic Medicine	1
Pediatrics Elective	3
Radiology	2
Rehabilitation ( <i>Rehab</i> )	1
<b>GRAND TOTAL</b>	<b>82 Weeks</b>

If your university allows and offers for you to take some elective rotations in Poland after the completion of your basic medical sciences, it is recommended that you take some of the 1 week rotations, as some of our hospitals require that you take a minimum of 2 weeks which will require you to possibly take additional weeks beyond what is required of you, or they get absorbed into your “choice” elective category. Surgery Electives are harder to obtain in the USA no matter where you rotate so it is also highly recommended to complete them in Poland. Please contact the HMI Clinical Department for more details.

#### Clinical Application Process

In order to be scheduled, you must have, completed and submitted the HMI Clinical Application Form along with all of the required supporting documents. You have the option to send documents as they are obtained or wait until your application is fully completed before submitting it. You cannot be scheduled for Clinical Rotations until you have submitted a complete clinical file to the HMI office with all of the required



# Hope Medical Institute

## HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

documents listed on the checklist (*which includes your passing Step 1 score*) along with your Clinical Administrative Fee and your background check fee.

The supporting documents which are required to be submitted for completion of the clinical application are listed below:

- ✓ Fully completed and signed student Application for clinical clerkships/rotations in the USA or Canada. (*8 total pages*)
- ✓ 2 recent passport size photos (*Please print your name on the back of the photos*)
- ✓ Official Dean's Letter of good standing **and** official transcripts showing completion of your basic medical sciences and any rotations you may have completed while in Poland. (*You must request for this to be sent directly from our affiliated medical university to the HMI office in Virginia*)
- ✓ Proof of summer clerkships completed during the Basic Medical Sciences at your Medical University. Any questions regarding this must be referred back to the Dean's Office at your Medical University.
- ✓ Two official letters of recommendation from professors at your medical university. The original document will only be accepted and can be emailed to HMI from the professor's university email address. (*You must obtain these directly from the professors*)
- ✓ Completed Health Assessment Form (*Page 5 of the application*) along with the following records:
  - Current (*within 1 year*) PPD results (*there is a space on application for it*). If it is positive, you are required to attach a current chest x-ray report (*that cannot be older than 2 years*) and medication protocol that you completed and/or are in the process of completing.
  - Current serological titers must be drawn for Measles, Mumps, Rubella, Varicella and Hepatitis B and **the lab work is required to be submitted.** If results do not demonstrate immunity, you must attach proof of booster. **Please note that vaccination records are not acceptable.**
    - Any negative titer after booster must be re-titered one month after the vaccination and proof of the lab results must be submitted.
  - Proof of full COVID-19 vaccine.
- ✓ 10 Panel Drug Screen test must be completed and the lab results must be submitted. You can have this done at your General Practitioners Office or you also have an option to find a location online as well. You may find a location where they do a drug screen (*for example Quest Diagnostics or Labcorp*) based on your zip code closest to where you live.
- ✓ Passing USMLE Step I results (*In PDF format to be E-mailed to the clinical department at Hope Medical Institute*) and/or additional qualifying information / evaluation required by the clinical department (*Please contact the clinical department for further information*); **at least 4 - 8 weeks prior to the desired start date for rotations.**
- ✓ **Students must make sure to obtain a copy of the 'Book of Practical Skills' from the Deans Office before departure from Poland.** HMI or the Hospitals will not have a copy for you. Students are required to obtain signatures in the Practical Skills book in regards to skills learned from the Clinical Rotation preceptors during the



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

course of the rotations. It is the responsibility of each student to make sure that this is completed at the conclusion of each rotation.

- ✓ A copy of the front and back of your current personal health insurance card; Canadian students must obtain and provide proof of a traveler's insurance policy (*This must be an active medical insurance policy, it will be verified*).
- ✓ A signed career statement with your name at the top of the statement. This will explain the reason you went into medicine, what field you are interested in pursuing, and how you will make a difference in the lives of others.
- ✓ Curriculum Vitae (CV) – This is similar to a resume, but outlines your medical background. You can include your summer clerkship work, any research you have completed, organizations you are involved in, etc.
- ✓ Current (*non-expired*) form of government issued ID Card (*State Driver's License or State ID Card*).
- ✓ Any student including Canadian students who are not residents of the United States must provide us with a clear photocopy of their current (*non-expired*) passport page which shows their picture and the expiration date of their passport. This is for visa purposes. Any student that is not a resident of the United States must request a Visa letter from HMI.
- ✓ Each page initialed and signature (*on the last page*) of Clinical Training Information Packet. Entire packet must be returned to HMI, so please make sure to make a photocopy of it for your records.
- ✓ We need proof of your Basic Life Support (BLS) training for CPR. This course must be found on your own in your local area and must be through the American Heart Association (AHA). You must provide us with the certification once it is completed.
- ✓ Certification of HIPPA training, please do the general awareness course. Please go to the following website to do the appropriate training and print the certification once completed. [http://www.hipaatraining.com/?gclid=CKrEze3p7qYCFQ975QodIwTy\\_w](http://www.hipaatraining.com/?gclid=CKrEze3p7qYCFQ975QodIwTy_w)
- ✓ Certification of Bloodborne Pathogens Course and training. You may find this available online (*for example through the American Red Cross or OSHA*) Please do the appropriate training and print the certificate once completed.
- ✓ Certificate of Infection Control: All students are required to take, complete and pass a course on Infection Control. You can take this course online at a cost of about \$50.00. The website is <http://www.icprofessor.com/icny.php>
- ✓ \$1,000.00 Clinical Administrative Fees (*Non-refundable when the clinical schedule is issued, please refer to page 3 of the application form*). This is due with your application form.
- ✓ \$60.00 Criminal Background Check Fees (*As described on page 8 of the application form*) This is due with your application form.

**Please note that your account with The Medical Universities of Lublin/Silesia and Hope Medical Institute must also be in good standing in order to be approved for rotations.**



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

Upon receiving your clinical application, the HMI Clinical Department will process it within 2 - 3 business days. Once it has been processed, the HMI Clinical Department will send you an E-mail (*to the E-mail address provided on your application form*) either stating that the application is pending **or** that the application is complete. Once you have a completed file which includes your passing USMLE Step 1 score, you will be put on a waiting list to be scheduled for rotations. If you have already provided us with your passing USMLE Step 1 scores and have completed this application, you will be contacted by the HMI Clinical Department.

#### Scheduling Clinical Rotations

In order for the HMI Clinical Department to schedule you for clinical rotations (*which is not guaranteed*), you must meet the following requirements:

You must have submitted and received a confirmation of a completed clinical application (*from the HMI Clinical Department*) at least 4 – 6 weeks prior to the anticipated start date of the rotation.

#### **ALSO**

You must E-mail HMI with your passing Step 1 scores (*The PDF copy*) and/or provide additional qualifying information / evaluation(s) required by the clinical department (*Please contact the clinical department for further information*); at least 4 – 8 weeks prior to the desired start date.

Once these requirements have been fulfilled, the HMI Clinical Department will schedule you for rotations for at least one semester (*based on availability*). Once scheduled, you will receive an E-mail with your schedule of rotations. The university will also be provided the schedule information in order to process loans and maintain your student status. **Please note that all schedules are tentative and could change at any time.**

Approximately towards the end of your schedule (*about 2 months prior*) of clinical training, you should contact the HMI Clinical Department regarding your plans for future rotations. At that time, we will discuss anything pertinent related to your scheduling (*time off needed, upcoming exams, etc*). It is very important that you take the time to communicate with The Medical Universities of Lublin/Silesia and the HMI Clinical Department or you can lose the opportunity to be scheduled for specific rotations during specific times. **Please remember that rotations are scheduled based on space and date availability.**

If you complete your current rotation schedule and you have not contacted the HMI Clinical Department to schedule additional rotations, then you could lose your full time student status if you have had a break for more than a period of 30 days. Note that if you were on a break from rotations and you would like to be scheduled once again, then you are subject to a required waiting period of 30 days (*minimum*) to start back into rotations. **Be aware that all clinical rotation schedules and/or changes/adjustments will be prepared only by the request of the student and are not accepted from anyone other than the student.**



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

*\*Take note that schedules are not guaranteed and are subject to change with notification, by the Clinical Coordinator. It is advisable to keep in touch with the Clinical Coordinator from time to time, verifying your current schedule. Please also be reminded that just because you have been given a schedule for rotations, this does not “guarantee” or “entitle” you to doing these rotations, you have to earn them as you go along on a rotation to rotation basis, by working hard and following all of the polices.*

#### Facilities:

Hope Medical Institute and its affiliated medical universities are constantly striving to add additional facilities where our students can do their clinical rotations. Below are **some** of the current locations where our students are approved to do their clinical rotations.

- Wyckoff Heights Medical Center, Brooklyn, NY
- Kingsbrook Jewish Medical Center, Brooklyn, NY
- Interfaith Medical Center, Brooklyn, NY
- Niagara Falls Memorial Medical Center, Buffalo, NY
- Jackson Park Hospital, Chicago, IL
- Brentwood Hospital, Shreveport, LA

Under no circumstances are students permitted to contact any hospital, administrator or physician to schedule/reschedule and/or to complete rotations without prior approval/authorization from The Medical Universities of Lublin/Silesia and Hope Medical Institute. If any rotations are completed without prior approval/authorization from The Medical Universities of Lublin/Silesia and Hope Medical Institute, the student can possibly lose credit for the rotation, be financially responsible for payment, may have to repeat the unauthorized rotation and possibly be expelled from any future rotations in the USA or Canada.

I understand and acknowledge that if rotations in the USA or Canada no longer become available to me or not available to The Medical Universities of Lublin and Silesia, I will be required to complete my clinical training in Poland.



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Housing

The Medical Universities of Lublin/Silesia and Hope Medical Institute do not guarantee the length of stay at any facility for any student. We caution you to not sign any long term leases **anywhere**.

### Rotation Instructions

Prior to starting your rotations, you will be given a list of instructions of what to do on your first day and how to obtain your ID badge for the hospital that you will be doing your rotations at. You must read these instructions in detail and follow them specifically to what is written.

- Students that will be doing their rotations in New York will only need initial instructions for the rotations, unless they will be attending rotations at a different facility.
- Students that will be doing their rotations in Illinois will be required to contact the HMI Clinical Department at least 2 – 3 weeks in advance for the instructions for each rotation that they are expected to attend.
  - No matter how long the student has rotated in IL, they will always be provided with the instructions of the hospital(s) per rotation. Therefore, if the student will be attending a different facility, the instructions regarding obtaining their ID badge will be provided to the student and they will be responsible to get that new ID badge.

### New York State Education Department

Students that will be doing their rotations in New York State (*any location*), will be required to complete the following steps, prior to the start of their first rotation in NY.

- Course on Infection Control - In accordance with the proposed changes to Section 239(b) of the Public Health Law that took effect on January 1, 2009, students applying for clinical clerkships in New York State must attest to having completed the required training related to Infection Controls. Details of this will be given to you via an E-mail confirmation.
- Letter of Eligibility / Long Term Clerkship – You will be provided with specific forms and instructions by the HMI Clinical Department. Once the form is filled out, please make a copy of it and scan/fax it (*along with the supporting documentation*) to the HMI Clinical Department at (757) 873-6661. Once this has been done, then along with the original form, you must attach your payment, completion of your Infection Control Certificate, Dean's Letter and Official Passing Step 1 scores (*Xerox copies will not be accepted, must be printed directly from PDF*), and submit them directly to the address provided on the NYSED form. **Do not send the original documents to HMI.**



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Preparing for your Rotations

Prior to starting your new rotation(s) you are required to visit the HMI website (*Link follows below*) for the current list of books required and recommended for the rotations. It is your job to read and review these books prior to starting the rotation in order to have the knowledge of the subject you are about to rotate in. Please cut and paste this link into your web browser and it will take you directly to the curriculum and booklist. [http://www.hopemedicaleducation.com/clinical\\_curriculum.html](http://www.hopemedicaleducation.com/clinical_curriculum.html). Your preceptors will expect you to have knowledge prior to starting. If you come into your new rotation without an adequate fund of knowledge, the preceptor has the right to discontinue and/or refuse training.

The Medical Universities of Lublin/Silesia have prepared an examination that is required after each core clinical rotation you will take in the USA. It will be scheduled towards the end of your scheduled core rotation and the results will be counted in with your final grade on your evaluation form.

### Conduct

The Medical Universities of Lublin/Silesia and Hope Medical Institute expect all students to comply with the strict guidelines of professional conduct and appropriate behavior within affiliated **and** non-affiliated facilities while in clinical clerkships/rotations.

The Medical Universities of Lublin/Silesia and Hope Medical Institute have developed relationships and agreements with affiliated and non-affiliated hospitals, which expressively state that all students will present themselves in the most professional manner and conduct themselves in accordance with our agreements and standards set by the hospital(s). Students are required to follow all instructions from their Coordinators and all paperwork must be submitted as required by hospital officials.

Improper behavior and unprofessional conduct may result in disturbance up to expulsion from the clinical program in the USA and Canada. The following are strictly prohibited:

- ⇒ Excessive tardiness and/or not showing up to clinical clerkships/rotations and/or rounds, lectures and anything additional required by your attending or the hospital.
- ⇒ Improper hygiene habits. This means you must be properly groomed and professional looking at all times.
- ⇒ Failure to dress in a professional manner for your clinical rotations. **Please make sure that you wear a clean, pressed short white lab coat for your clinical rotations, unless specifically noted otherwise.**
- ⇒ Inappropriate communication and/or behavior with patients, staff members, preceptors or coordinators.
- ⇒ Falling asleep during your clinical clerkships/rotations.
- ⇒ Removing any instruments and/or materials without prior authorization.





## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

- ⇒ Harassing any hospital personnel for any reason. *(All inquiries scheduling/rescheduling, changes in schedule and questions regarding your clinical clerkships/rotations must be made to the HMI clinical department **ONLY**.)* **Violation of such guidelines may be grounds for losing your clinical training privileges in the USA or Canada.**
- ⇒ Disclosing confidential information regarding the hospital, training site and/or physician, and/or patient's private or health related information to any unauthorized personnel.
- ⇒ Participating in any substance abuse activities.
- ⇒ Disrespecting any university, HMI or hospital personnel, for any reason.

This statement is not limited to that which is listed thereof. **Any** deemed unprofessional conduct and/or improper behavior will be subject to the consequences outlined in this statement.

If we identify that any of this behavior has been displayed, it will be at the discretion of The Medical Universities of Lublin/Silesia and Hope Medical Institute, affiliated clinical training hospital and / or preceptor to make a determination of the consequences of the unapproved action. This could result in *(but is not limited to)* receiving a misconduct warning, disturbance in the rotation schedule, up to expulsion from the US and Canadian clinical training program.

### Visas

If you are not a US citizen, then you will be required to obtain a visa in order to begin your rotations. You will be required to provide the HMI Clinical Department a clear, scanned copy of your current, non-expired passport. Once you receive a schedule from the HMI Clinical Department, a letter will be prepared for your visa along with supporting documents. These will be e-mailed to you so that you can take all of the paperwork along with you to try and obtain a visa.

If you are in rotations and have to go back to get your visa renewed, you will need an additional visa letter. You must provide the HMI Clinical Department at least a two week's advance notice when you need this updated visa letter. You will again be required to provide the HMI Clinical Department a clear, scanned copy of your current, non-expired passport. Once the letter and supporting documents are prepared, the HMI Clinical Department will send it to the location of your request. Should you notify Hope Medical Institute in a shorter period of time that requires expediting your paperwork, then you may be charged for any cost of overnight or courier mail.

Hope Medical Institute does not guarantee or take responsibility for any length of time it may take to get a visa issued or even that the student will be issued a visa for clinical training. Therefore, it is advised that you bring all of the paperwork along with you to confirm this with your local immigration office. You should immediately inform the Clinical Department at HMI if you experience any difficulty in obtaining your visa.



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

If you happen to be denied a visa to do your clinical training in the USA, then you will be required to go back to Poland to complete your training there.

#### Schedule Changes

If you have been provided with a schedule, however, if circumstances arise that require a schedule change, you are to request the schedule change to the HMI Clinical Department only, via E-mail. Any requests made over the phone will not be accepted. All schedule change requests must be made via E-mail.

- The E-mail request must state why the change is being made, along with a reschedule or cancellation request and your acknowledgement of the \$350.00 schedule change fee (*if made less than 45 days prior to the start of the rotation*) which will be required to be paid in advance before the cancellation can be approved.
- Once the E-mail has been received by the HMI Clinical Department for the schedule change / cancellation, it will be reviewed. If approved, the reserved space will be immediately relinquished for any eligible student. Please note that if you only decide to cancel the rotation, you must notify the HMI Clinical Department when you are ready to re-schedule this rotation and note that once you cancel a rotation, you will be rescheduled, at your request, based on space availability.
- Schedule changes will be confirmed via E-mail by the HMI Clinical Department.
- If the schedule change was made less than 45 days prior to the start of the rotation, you may be required to pay the weekly rotation fee in full and you will also be responsible to pay a **\$350.00 cancellation fee in advance.**
- **Be aware that all clinical rotation schedules and/or changes/adjustments will be prepared only by the request of the student and are not accepted from anyone other than the student.**

*\*Take note that schedules are not guaranteed and are subject to change with notification, by the Clinical Coordinator. It is advisable to keep in touch with the Clinical Coordinator from time to time, verifying your current schedule. Please also be reminded that just because you have been given a schedule for rotations, this does not “guarantee” or “entitle” you to doing these rotations, you have to earn them as you go along on a rotation to rotation basis, by working hard and following all of the polices.*



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Annual Requirements

For every year you are enrolled in clinical rotations, you will be required to submit the following documents for your clinical application to stay in compliance with hospital requirements. We expect each student to promptly and fully comply with all requests related to their files because they will always be considered as urgent. Failure to do so can result in immediate interruption from US and Canadian clinical training.

- Updated physical, must be done annually
- PPD – only good for one calendar year (*will be required to be completed at least 3 weeks prior to expiration of prior Health Assessment Form*) unless student was positive on previous PPD and has a clear CXR that is no older than 2 years.
- Back and front copies of Health Insurance Card – This will be collected annually.
- 10 panel drug screen
- HIPPA certification (unless you have an extended certification).

Please note that audits will be done on your file from time to time and you may be required to submit additional documents that might not be included on the list above.

### Fees / Billing

Prior to the start of your rotations (*as part of the clinical application process*) you will be required to pay a \$1,000.00 Clinical Administrative Fee (*Non-refundable when the clinical schedule is issued*) and a National Criminal Background Check Fee of \$60.00 (*As described on page 8 of the application form*).

### Tuition Fees

When the student is doing their clinical rotations in the USA or Canada, whether it is at an affiliated or a non-affiliated hospital, the student is required to pay the following weekly fees billed in semesters.

- In the USA, the student is required to pay **\$1436.00 USD, per week**
- In Canada, rates will be calculated at the time of request, if available.



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Miscellaneous Fees

- Malpractice Insurance is billed at the rate of **\$25.00 USD per week**, whether the student is taking clinical rotations or not. Your premium is paid in advance by Hope Medical Institute, which results in this fee being non-refundable or credited.
- A diploma processing fee of **\$550.00 USD** is billed prior to the student completing their final rotations.

Please note that fees are subject to change upon written notification by The Medical Universities of Lublin/Silesia and Hope Medical Institute and are non-refundable.

Billing is prepared on a monthly basis and students will be billed for at least one semester worth of rotations and also malpractice insurance. Typically the invoice due date falls 3 weeks from the date of the invoice billing date.

You are required to keep your payments current at all times. Regardless of your financial aid activity (*based on availability and student eligibility*), you can be cancelled from further scheduling of rotations if your account is not in good standing. *You will not receive credit for the rotations that you have not paid for.*

**Be aware that all account information will only be discussed with the student and not anyone other than the student.**

### Evaluation Forms

Towards the conclusion of your rotation, you will be required to complete the top portion of the evaluation form and turn it into your preceptor to be graded, signed and sent to HMI. The Medical Universities of Lublin/Silesia and **Hope Medical Institute**, **does not accept evaluations if they are sent directly from the student.**

The Medical Universities of Lublin/Silesia have prepared an examination that is required after each core clinical rotation you will take in the USA. It will be scheduled towards the end of your scheduled core rotation and the results will be counted in with your final grade on your evaluation form.



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Non-Affiliated Rotations

You are only allowed to take a maximum of 8 weeks of elective clinical rotations at a non-affiliated hospital that are within the required clinical rotation/clerkship curriculum. If you are interested in doing any non-affiliated rotations (*not to exceed the maximum of 8 weeks*), then you should take the following steps:

- Contact the hospital directly and receive their approval. Please make sure that the hospital is ACGME accredited in the specialty of the rotation.
- Complete the non-affiliated form that Hope Medical Institute and its affiliated medical universities have designed for each individual elective rotation that you are planning to take (*a maximum of 8 weeks*) outside of our affiliated hospitals, and, if needed to complete a separate application for the non-affiliated hospital, complete that as well.
- Send all of the original, completed and signed forms to Hope Medical Institute.
- Hope Medical Institute will review the form and determine if it should be sent to the University for approval.
- Upon the university approval, Hope Medical Institute will notify you via E-mail of your approval to start the rotation. If there was a separate application for the hospital, that will be sent to the student at the address they request. The student then needs to confirm the rotation start and end dates so that the information can be updated in the student schedule.
- Hope Medical Institute will send any information to the hospital, at the student's request. This includes, malpractice insurance, student records (E-records), etc.
- Please note that you are required to pay the same tuition fees as you would for doing rotations at an affiliated facility, at the current rate.
- The student will be required to provide Hope Medical Institute with information required for payment of the non-affiliated rotations (*facility and/or training physician*). However, if the payment is larger than the allotted amount regularly paid for affiliated facilities and doctors, then the student will be responsible to pay the difference in the amount.
- Should the hospital ask for an affiliation agreement in order for the rotation to be approved, it must be an agreement for all students to potentially rotate at the given hospital. The Medical Universities of Lublin and Silesia and Hope Medical Institute do not sign affiliation agreements for one student.

*Please note that the entire process of approving a non-affiliated rotation can take up to 8 weeks. Therefore, it is highly suggested that you apply as early as possible because you will not be allowed to start the non-affiliated rotation until you receive the final approval E-mail from HMI for each individual rotation you wish to complete outside of the affiliation.*



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Attendance

It is very important to make sure that you have good attendance during your clinical years. However, unforeseen circumstances may arise which might cause you to be tardy or even unable to show up for your clinical rotation. It is your responsibility to notify your attending, the medical education department at where you are doing your clinical training as well as Hope Medical Institute if you are going to be tardy or even absent for your clinical rotation. Additional proof may be required, given the specific circumstance and you will be expected to immediately comply. Occasionally, tardiness and absenteeism will be investigated and consequences will be issued for those who exceed beyond normal circumstances.

### Safety

It is very important to us that you are very careful while you are attending your clinical rotations. Please make sure that in your daily activities, you are careful when you are a pedestrian crossing the road, handling medical devices, driving in inclement weather, doing anything with limited sleep, etc.

### NBME

The Medical Universities of Lublin/Silesia and HMI have implemented a policy that students planning on taking any of their Step examinations (USMLE Step 1, USMLE Step 2CK) must pass the NBME Comprehensive Exam prior to being allowed to taking any of the USMLE Step examinations. Please note that no ECFMG forms will be signed by the Dean's office of The Medical University of Lublin or Silesia unless there is a satisfactory passing NBME examination, which the university will be aware of once the proctored examination has been taken. More information and registration procedures are listed on the respective university websites.

### Residency Interviews

Students who attend residency interviews must obtain permission from the Clinical Department at Hope Medical Institute as well as with the Medical Education Department, where you are doing your clinical training, first before setting the date and time for any residency interview. Please note that proof of the interview will be required and also if you are doing an elective rotation that is 2 weeks in duration, you cannot schedule more than 1 interview during that time period. **No residency interviews can take place during an elective rotation that is 1 week in duration.**



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Making Match

In order for a student to comfortably be able to start residency on time (*due to the timely processes in preparing diploma packets and also obtaining ECFMG certification*), we request that the students make sure that they complete their clinical rotation (curriculum) requirements no later than January 1<sup>st</sup> of the year they anticipate to apply for the match / start residency. Please note that if you complete your rotations after this given date, there is no guarantee that your documents will be processed for you to start your residency on time. You should request the HMI Clinical Department at least 3 – 4 months in advance for the graduation/diploma checklist (*that pertains to your medical university*) and start submitting your documents **in advance**. **The Medical Universities of Lublin/Silesia and HMI make no guarantees on diploma processing and are not responsible for students who do not submit their diploma documents in a timely fashion. Additionally, The Medical Universities of Lublin/Silesia and HMI do not take responsibility for the delay in diploma processing for any student, under any circumstance.**

### ECFMG - Scores

The Medical Universities of Lublin/Silesia and Hope Medical Institute are required to keep an accurate count of students who have taken their USMLE Examinations. If you haven't already, please sign a waiver to have all of your score reports released to your medical university. You can obtain the form from the Dean's Office. When you have taken any of the USMLE Examinations, it is required that you send the PDF copy of your scores, regardless if they are pass or fail results to The Medical Universities of Lublin/Silesia and HMI. This can be sent to the Hope Medical Institute Clinical Department and the score will be forwarded to the appropriate person at the Dean's Office from The Medical University of Lublin or Silesia. **Please note that when applying for your diploma, you must order a transcript to be sent directly from ECFMG to the Clinical Department of Hope Medical Institute.** This is a requirement of the diploma checklist. If you happen to take any of the Step examinations after completing your diploma requirements, please make sure to still send The Medical Universities of Lublin/Silesia and HMI the PDF copy of your score report.

Failure to do so could result in non-approval for signing off on future Step examination forms or the completion of any paperwork asked of The Medical Universities of Lublin/Silesia and HMI.

### Graduation / Diploma Processing

As stated above, the processing of your diploma is a lengthy process once all of the confirmed documents have been submitted and final payment has been made. Therefore, it is highly suggested that you contact the HMI Clinical Department at least 3 – 4 months in advance to be given the Graduation/Diploma Checklist that pertains to our affiliated medical university you are registered at. Once you obtain this list, it is highly suggested to start obtaining and submitting these documents to HMI immediately so that you only have a



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department  
11835 Rock Landing Drive  
Newport News, VA 23606  
(757) 873-3333 (Phone)  
(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

limited amount of documents to obtain once you complete your rotations. Again, **The Medical Universities of Lublin/Silesia and Hope Medical Institute are not responsible for students who do not submit their diploma documents in a timely fashion and do not take responsibility for the delay in their diploma processing.**

There is no guarantee of the length of time it will take to process the student's diploma, especially when a student does not submit all of the required documents in a timely manner.

Once a diploma package has been prepared, it will be sent to HMI by the university. HMI will then forward the diplomas to the graduate by courier mail at the address he/she has provided, so please make sure that you notify the Clinical Coordinator in writing (*most effective way is via E-mail*) if you move! Please note that your hard cover diploma will be required to be signed and returned back to our affiliated university for registration / authentication of the degree through the Ministry of Health in Poland.

#### Wall Diplomas

Wall diplomas are ordered for our graduates directly by HMI if you have no outstanding balances due with the University or HMI. The wall diplomas can only be ordered once your Polish diplomas have been issued (*because the issue date needs to be the same on both diplomas*). Wall diplomas will be issued to the graduate upon certification/signatures from your medical university. This process can, at times, be quite lengthy, therefore students must await patiently.

#### Secured Residencies

We love to hear great news from our students and graduates. We would like to hear from you. If you accept a pre-match offer or make the regular match/scramble, please let us know what hospital that you have accepted the offer from (*also include city and state*) and in what field you are accepted into. We need to keep this information in our database.

#### ECFMG Certification

In order to be ECFMG certified, you must meet certain requirements that ECFMG has outlined. Please contact ECFMG via phone (215) 386-5900 or you can refer to their website (<http://www.ecfm.org/>) for their specific guidelines. Once you have met their requirements and you have received your diploma package from Poland, then the HMI Clinical Department can provide you with some steps to obtain your ECFMG certificate/verification along with the appropriate forms. However, always double check the information listed by ECFMG as it is updated and the most accurate.





## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

## CLINICAL TRAINING INFORMATION

### Statement of Suitability of Clerkships/Rotations

The criteria by which a state recognizes the clerkship/rotation training of those who apply for residency and/or for licensure as a physician, varies in complexity and content from state to state and can be changed periodically. It is the student's responsibility to verify that the credit received for rotations obtained through this program will be acceptable to the state in which the student wishes to do residency and/or practice in. All students are encouraged to familiarize themselves with the regulations governing residency and physician licensure in the state(s) in which they wish to do residency and/or practice in and to make the determination whether the rotations meet the criteria. Hope Medical Institute and its affiliated medical universities assume no liability and do not make any guarantees or promises with regard to the suitability of clerkships/rotations for the purpose of residency and/or physician licensure in any state as state rules change periodically. Please check with any specific state medical licensing board/authorities periodically for further residency/licensure requirements or you can also check through the Federation of State Medical Boards website (<http://www.fsmb.org/>).

We hope that we have provided you with enough general information about specific clinical rotation processes along with some additional information. If you would like an answer to a question that is not covered in this information package, please feel free to contact the HMI Clinical Department.

You are required to complete and sign the following acknowledgement page.



## Hope Medical Institute

### HOPE CENTER

Clinical Rotation Department

11835 Rock Landing Drive

Newport News, VA 23606

(757) 873-3333 (Phone)

(757) 873-6661 (Fax)

### CLINICAL TRAINING INFORMATION

## Acknowledgement of Clinical Training Information Packet

I, \_\_\_\_\_, (please print your name legibly) acknowledge that I have received and read the clinical training information packet in its entirety (18 total pages, including this acknowledgement page) **and** have initialed each page of the packet in the space provided on the bottom right corner and will return this entire packet to the HMI Clinical Department (keeping a copy for myself). I also am aware that information is not limited to what is listed thereof and also that any changes, additions or adjustments to the information in this package is subject to change without any further notification to me and that I will abide by all future changes accordingly.

---

*Student Signature*

---

*Today's Date*