



**Requirements for Local Clinical Observership (LCO)
at the St. Luke's Medical Center College of Medicine - WHQM**

The following documents should be submitted by email no less than sixty (60) days prior to rotation:

1. Letter of Intent addressed to:

College Secretary and Assistant to the Dean

8th Floor, St. Luke's Medical Center College of Medicine - William H. Quasha Memorial Sta. Ignaciana St., Cathedral Heights, Quezon City, 1112, Philippines.

Email address: ico@slmc-cm.edu.ph

Write in the Subject of the email: Local Clinical Observership of [NAME]

Please indicate dates of clinical observership and area/s of specialty or interest.

2. Curriculum Vitae which reflects your birthdate, current address, contact information and a 2 x 2-inch face photo taken in the last 6 months, printed at the front page.
3. School Certificate/Letter allowing your participation in an outside rotation.
4. Certificate of Good Standing from the home school.
5. One 2-inches x 2-inches or "Passport Size" face picture taken in the last 6 months, and two 1-inch x 1-inch physical copy of this picture (for use in a temporary identification card)
6. Medical and Laboratory Examinations
 - a) Chest X-ray report (not older than one year)
 - b) Proof of screening:
 - i) Hepatitis B screening: HBsAg and anti-HBS
 - ii) RPR
 - iii) Anti HCV
 - iv) HIV
 - c) Proof of completed vaccination or protective titers:
 - i) Varicella
 - ii) MMR
 - iii) Tdap (Tetanus, Diphtheria, Pertussis) booster
 - iv) Updated annual influenza
 - v) Covid-19 or 1 dose for Janssen (plus booster, if applicable)



7. Proof of Health Insurance Coverage

8. Non-refundable Clinical Observership Processing Fee of one thousand pesos only (P1000) must be made. Payment may be done in cash, check, or bank transfer.

Account Name: St. Luke's Medical Center College of Medicine-William H. Quasha Memorial, Inc.
Account Number: 3894001053
Currency: USD
Name of Bank: Bank of the Philippine Islands (BPI)
Address of Bank: Sta. Ignaciana St. E. Rodriguez Sr. Blvd., Quezon City, Philippines
Swift / BIC Code: BOIPPHMM

Please contact **Ms. Jean DQ Castro** for further details through (telephone number +63 8723-0101 local 3801, Monday to Friday, from 8am to 5pm. Proof of payment must be sent through accounting@slmc-cm.edu.ph

A reference code shall be provided from the Office of Finance to acknowledge receipt of payment. Email this to ico@slmc-cm.edu.ph. Thereafter, all documents shall be processed by the Office of the College Secretary.

Please provide all the documents and the reference code to the College Secretary and Assistant to the Dean (c/o Ms. Jessalyn D. Bautista, Administrative Assistant) by mail or via e-mail (for scanned documents) through ico@slmc-cm.edu.ph cc collegesecretary@slmc-cm.edu.ph.

9. You will be notified by the office through email of the approval within fourteen (14) working days from submission of all requirements. If you have not received a reply within that period, please contact Ms. Jessalyn Bautista through telephone number +63 8723-0101 loc 3837.

We will exert all efforts to accommodate your requests. However, rotations are subject to availability, and submission of requirements does not automatically qualify the applicant for the program. Usually, we allow only one student from an external institution to rotate as a clinical observer in each department.



AVAILABLE 2-WEEK ROTATIONS

1. Clinical Nutrition
2. Dermatology
3. Medical Ethics
4. Medical Humanities
5. Neurology
6. Nuclear Medicine
7. Ophthalmology
8. Orthopedics
9. Orthopedics
10. Pain Medicine
11. Pathology
12. Radiology
13. Rehabilitation Medicine
14. Urology

4-WEEK ROTATIONS

1. Internal Medicine
2. Obstetrics and Gynecology
3. Pediatrics
4. Surgery