

# Office of Clinical Education Operations

The Office of Clinical Education Operations provides support to both students and hospital partners. Below you will find key contact information:

## Office of Clinical Education Operations Leadership Team

NAME	ALPHA DISTRIBUTION	OVERSEES	EMAIL ADDRESS
Gary Belotzerkovsky	Vice President, Student Operations & University Registrar	All matters relating to Clinical Education Operations and the Office of the University Registrar	<a href="mailto:gbelotze@sgu.edu">gbelotze@sgu.edu</a>
Liza Dominioni	Manager, Clinical Scheduling	All matters relating to clinical scheduling	<a href="mailto:ldominioni@sgu.edu">ldominioni@sgu.edu</a>
Nicole Megas	Manager, Clinical Administrative Operations	All matters relating to supporting our hospital partners with student paperwork including background checks and health records	<a href="mailto:nmegas@sgu.edu">nmegas@sgu.edu</a>
Alison Allen	Manager, Clinical Education Operations - UK	Administrative Oversight of the UK Clinical Program	<a href="mailto:ukclinical@sgu.edu">ukclinical@sgu.edu</a>
Zachary Buscemi	Hospital Relations Liaison	Primary contact for hospitals with any questions or concerns	<a href="mailto:zbuscemi@sgu.edu">zbuscemi@sgu.edu</a>

- The Clinical New Student Coordinator (CNSC) is responsible for placing clinical students into core and/or elective clinical clerkships. The main objective of the CNSC is to arrange third year scheduling so that students can complete all their third-year requirements within the first clinical year. The CNSC will serve as the transition coordinator and ensure students have a point of contact “POC” after they successfully finish term 5. The CNSC will ensure that students are scheduled to meet graduation requirements and continuously provide excellent customer service while working to overcome student issues to promote student success. The CNSC is responsible for ensuring that students schedules are updated accordingly to ensure each students enrollment status is correct.

Contact: [Clerkshipplacement@sgu.edu](mailto:Clerkshipplacement@sgu.edu)

- [The Clinical Student Coordinator \(CSC\)](#) is for tracking each individual clinical student once they are placed for all of their core rotations. The CSC will ensure that students are scheduled to meet graduation requirements and continuously provide excellent customer service while working to overcome student issues to promote student success. The CSC has a cohort of students they work with as students are progressing into their final year of medical school. The CSC is responsible for ensuring that students’ schedules are updated accordingly to ensure each students’ enrollment status is correct. This includes tracking that they fulfill all graduation requirements, updating rotation schedules, monitoring enrollment status and approving all clinical evaluations.

Contact: [Clerkshipplacement@sgu.edu](mailto:Clerkshipplacement@sgu.edu)

- The Program Coordinator is responsible for ensuring requisite documentation including, letters of good standing, health assessments/immunizations, transcripts, USMLE scores, clinical assessments and any clerkships applications associated in the clinical sciences program are efficiently processed within designated timelines. They further assure that the information on requisite documentation is accurate, complete, and meets University and hospital requirements.

Contact: [Hosppaper@sgu.edu](mailto:Hosppaper@sgu.edu)

- The NBME Team is responsible for ordering, scheduling, and tracking National Board of Medical Examiners® (NBME) exams which includes notifying students of their NBME grades as well as ensuring all grades are uploaded to the student file. This team advises students on exam policies, eligibility requirements, and provides superior customer service to internal and external customers.

Contact: [NBME@sgu.edu](mailto:NBME@sgu.edu)