

POLICY TITLE: <i>Electives Policy</i>	APPROVAL DATE: <i>July 3, 2019</i> <i>Revised June 4, 2020</i> <i>Revised June 19, 2020</i>
RESPONSIBLE DEPARTMENT: <i>Office of Medical Education &amp; Office of Student Affairs</i>	APPLIES TO: <i>M3 and M4 Students</i>

## POLICY STATEMENT

### PURPOSE

The University of Cincinnati College of Medicine (UCCOM) offers electives to medical students to broaden and balance the overall educational development of each student while enhancing learning in preparation for residency as well as an opportunity for career exploration and appreciation for medical specialties. All electives must be approved by the Education Program Committee.

### OVERVIEW

#### Third Year Specialty Electives\*

During the third year of medical school, students are required to choose two specialty electives each lasting two weeks. The emphasis for these electives is for career exploration. These electives are interspersed during the third year and are selected by way of a lottery system permitting students to rank order of preference. See Appendix A

#### Specialty Electives Offered:

- Anesthesiology
- Cardiovascular Intensive Care Unit
- Clinical Oncology
- Dermatology
- Emergency Medicine
- Geriatric Medicine
- Medical Intensive Care Unit
- Ophthalmology
- Otolaryngology
- Pathology
- Radiology
- Urology

#### Fourth Year Electives\*

The fourth year is designed to provide medical students with more independence and responsibility in terms of patient care to ensure that they have met the overarching program objectives of Cincinnati Medicine.

1. Students must complete all required third year clerkships prior to starting any fourth year electives.
2. Students must complete a total of 28 weeks of elective credit. Specifically, all students must take a defined number of weeks within each elective grouping:
  - a. A total of 4 weeks of a Specialty Acting Internship
  - b. A total of 12 weeks of Intensive Clinical Experience
  - c. A total of 12 weeks of General Electives
  - d. An additional 12 weeks is considered unscheduled or flex time, which is time to be used for interviews, vacations, or other personal use.

3. Four weeks' notice is required to drop a course. If a drop request is submitted greater than or equal 30 days to the start day, the course automatically drops from the student schedule without having to go through approval process. If the drop request is submitted less than 30 days, the drop request must go through a formal approval process with the department
4. To add a course, students must submit a request four weeks prior to the start date for consideration for approval. Requests submitted less than 30 days prior to the start of a course may not necessarily be approved due to the short-time frame and onboarding process.
5. You cannot take the same elective twice unless it is an away or research elective.

Specialty Acting Internship – total 4 weeks

Acting Internships (other schools called sub-interns or sub-Is) is a four-week experience for the student to practice being an intern under the careful supervision of an attending physician and senior level resident physician. Acting Interns (AI) are the primary caregiver for these inpatients, performing the history and physical, creating a differential, then writing the orders, and managing the patient's care throughout the hospitalization. The AI also participates in call, cross coverage, and patient care transitions just like any other first year resident. Students will choose from a specialty/discipline of their choice: surgery, pediatrics, family medicine, anesthesiology, obstetrics, gynecology, neurology, psychiatry, emergency medicine or internal medicine. AIs must be completed in Cincinnati.

Intensive Clinical Experience (ICE) – total 12 weeks

Defined as intensive, substantial, direct patient care experience providing more than 20 hours of direct clinical/patient care experience and responsibility; cannot be primarily shadowing or in a didactic setting. Designed to teach medical students the importance of actively participating in the care of a patient and the health care team. Students spend 50% of the rotation in face-to-face patient interactions while serving as a member of the medical team. Four of the 12 weeks of ICE must be taken in Cincinnati.

General Electives –total 12 weeks

Provides medical students with an opportunity to broaden and balance their educational experience in preparation for intern year.

Longitudinal Electives (optional) – total 4 weeks

Provides medical students the opportunity to take two possible electives (Healthy Children and Medical Spanish). Healthy Children is taken during years 1 and 2. Medical Spanish is taken throughout years 1-3. Credit for completion of these electives is applied during the fourth year. Longitudinal electives can be taken concurrently with any type of elective including acting internship, ICE, general elective or part-time elective.

Part-Time Electives – Provides medical students with an opportunity for flexible working hours and day which is optimal for interview months and for possible overlapping with other electives. Part-time electives may not be taken concurrently with an acting internship or an ICE.

Overlapping Rotations

Part-time rotations can overlap with each other or with an elective that allows overlap as noted on the M4 Course Availability schedule page in MedOneStop. Students may not miss any components of one elective in order to complete requirements of overlapping course. Please note, acting internships and electives noted with an ICE attribute are not allowed to be overlapped with any other elective.

\* Detailed descriptions and syllabi for each elective are available in the M3/4 Course Offerings on MedOneStop.

**Fourth Year Electives**

Elective Type	Duration	Total Weeks
Specialty Acting Internship (AI)	Four Week block	4 weeks
Intensive Clinical Experience (ICE)	Two or Four Week block	12 weeks
General Electives	Two or Four week block	12 weeks
	<b>Total</b>	<b>28 weeks</b>
*12 weeks unscheduled/flex time		

### Away/Extramural Electives

Students may choose to do away electives for a variety of reasons: encouraged by some specialties (e.g. emergency medicine, orthopedics) or personal desire to investigate institutions. No more than 16 weeks of electives can be completed as away electives. Acting internships are not accepted as an away elective. Additionally, four weeks of ICE credit must be completed at UC.

Before applying for an away rotation, students must meet with their advisor in the Office of Student Affairs to obtain approval from the College of Medicine to confirm the student is in good academic standing and the elective opportunity meets the needs of the individual student's education.

The elective must ultimately be approved by the UCCOM commensurate department insuring it provides an adequate learning experience.

- Apply via AAMC Visiting Student Application System (VSAS) or if offered outside VSAS must be with a LCME accredited medical school
- Away elective dates will often not match UC elective dates
  - Recommendation: Use flex time until you are back on UCCOM rotation schedule
- Forward acceptance to commensurate UCCOM department as soon as accepted
  - Request ICE - credit, if applicable, by sharing syllabus or elective description with commensurate UCCOM approving department.
  - Students may not receive retroactive credit. All arrangements for an elective experience must be submitted for approval before the elective begins. Once approved by the UCCOM commensurate department they will add the elective to the student's schedule.
- Download evaluation form from MedOneStop and give it to your preceptor. Return the completed form to the UCCOM approving department.

International electives offered through UC may be approved for ICE credit if ICE criteria are met. International electives not offered through UC may be used for general elective credit but cannot satisfy the ICE requirement.

### RELATED LCME STANDARD

#### 6.5 Elective Opportunities