



M4 ELECTIVE/SUB-INTERNSHIP POLICIES

Phases C – Year 4

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M4 CNUCOM CONTACT INFORMATION

Please direct all queries regarding M4 electives and sub-internships to the Office of Medical Education (OME). Please send email to Frances Higoy (frances.higoy@cnsu.edu) who is our OME liaison with the students and preceptors. Please also cc these emails to Drs. Yip and Khatri.

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Electives Learning Objectives

All home electives will comprise the following learning objectives:

1. Perform, document, and present complete history and physical exam and interpret laboratory, radiologic, and other relevant data to develop a differential diagnosis, assessment and evidence-based management plan, that includes procedural or operative management if indicated.
2. Perform and document a concise and well-organized daily progress note that includes relevant laboratory, radiologic data and incorporates pertinent 24-hr events.
3. Describe the management of common disorders in the core discipline, including procedures and operative management if indicated.
4. Research the clinical condition of a given patient with appropriate evaluation of literature and other available resources.
5. Recognize patients who are critically ill or require emergent care and develop appropriate initial steps of care for stabilization
6. Demonstrate sensitivity to the concerns of patients and their families regarding the patient's illness and communicate plans of care with compassion and empathy (including benefits, side-effects of therapy, quality of life and end-of-life issues).
7. Demonstrate collaborative and respectful approach to other specialty professionals (consultations, referrals, procedures, diagnostic studies) required for team-based interdisciplinary management.
8. Demonstrate ability to provide high quality "hand-offs" that is concise, accurate, timely, and complete to facilitate patient-centered safe transition of care.
9. Attend and participate in procedures and operations on assigned patients (with appropriate supervision); assist in obtaining informed consent for procedures or operations performed by the team.
10. Demonstrate knowledge of the key components of a safe discharge process.
11. Use feedback to improve learning and performance
12. Develop a knowledge of "systems of care" to enhance common quality initiatives relevant to the core discipline (i.e. deep vein thrombosis, healthcare associated infections, and patient safety protocols)
13. Apply the principles of cost-effective healthcare in patient care (i.e. ABIM Choosing Wisely initiatives for the core discipline <http://www.choosingwisely.org/>).

Definition of Home and Away Elective

For a rotation to be considered a "Home" elective it has to have 4 components:

1. CNUCOM-approved Syllabus
2. Affiliation agreement established with institution.
3. Preceptor ranked as faculty at CNUCOM
4. Elective present in the M4 catalogue.

In the absence of the above, the elective is considered an "Away" rotation and usually involves submitting an application through VSLO or directly through the Institutional/hospital website. If you have any uncertainty whether a rotation is home or away, please feel free to contact the M4 team for clarification.

General Policies

- One week of clinical elective rotation = 1 credit unit (except for TA electives)

- One week of clinical sub-internship rotation = 1.5 credit unit
- **Minimum of 31** M4 credit units are required for graduation.
There are twelve 4-week Blocks in the 4th year. Students should be able to earn 31 credits with enough time to broaden their education and expertise with a variety of clinical rotations.
- All “Home” electives and sub-internships will be either **2 or 4 weeks long only** as indicated in the syllabus.
- Students **cannot** change the duration of the rotation on their own accord, including away rotations.
- Maximum Away Rotations: **5 rotations**
- **International Away Rotation:** You must discuss with Dr. Yip or Dr. Khatri at least 120 days (4 months) in advance for approval.
- Two courses **cannot** be taken at the same time.
ONLY Exception: COM 901 Honors Medical Research Elective can be paired with the following electives: [Mindfulness](#), [Healer's Art](#), or [Leadership](#), [these are all part-time evening courses](#).

COM 901 Honors Medical Research elective **cannot** be taken concurrently with any other electives as there will not be enough time to perform a clinical rotation.

If a student is found to have taken two courses or rotations at the same time, the student will be given **zero** credits for the duration of the overlap.

- Students **must** complete any remediation of core clerkship before beginning M4 rotations.
- Students **must** complete any deferred clerkships no later than **April 1st**.
- M4 Flight Plan, which lays out your planned rotations and showing you'll receive 31 credits for graduation, has to be submitted and finalized by **July 1st**.
- Maximum number of non-clinical rotations: **8 weeks**
I.e. Wellness, Research, Nutrition, TA/OSCE, Other non-clinical
- Required minimum number of Inpatient rotation: **8 weeks + 1 Sub-Internship**

Sub-Internships (Acting Internship) Policy

A Sub-internship also known as Acting Internship is a M4 clinical experience completed at CNUCOM-affiliated hospital systems or through VSLO in which the medical student is expected to demonstrate the knowledge, skills, and attitudes expected of a first-year resident. Any home, away or VSLO rotation that is labelled as a Sub-Internship/Acting Internship and the syllabus SHOULD reflect the higher level of clinical care responsibility.

- Minimum Sub-internship: 1 core specialty (General Internal Medicine, General Surgery, General Pediatrics, Ob/Gyn, Family and Community Medicine, Emergency Medicine)
- Sub-internship can be completed at an “away” site.
- Due to the increased level of effort and responsibility required by the medical student during a sub-internship, the credit units awarded are 1.5 units /week.

- Minimum number of sub-internship required to graduate= 1
- Maximum number of sub-internship= 3. Hence the maximum credits that can be earned from sub-internship is 18 credit units.
- Keep in mind that there is a specialty limit of 12 weeks, including electives and sub-internships.

Rotation requirements to classify an elective as Sub-Internship:

Required Components

1. Contain an inpatient component
2. The rotation should be 3-6 weeks in length
3. Provide the student with primary responsibility for a panel of his/her own patients and direct supervision by preceptor
4. Students should have a patient load comparable to the PGY-1 resident on service.
5. Students must take in-house call (daytime or nighttime)—and may be required to take call at the current ACGME frequency of residents.

Optional Component

1. Students have first call responsibility for patients, with adequate supervision
2. Students receive “ sign-out” from house-staff so they are involved with care transitions and cross-coverage responsibilities
3. Students may be allowed to enter patient orders that are then signed off by the supervising preceptor or resident.

Career Track - Specialty of Interest Rotation Policy

Specialty of interest refers to the specialty the student is interested in pursuing as a career and securing a residency in that field. It is very important that the residency does not begin in the M4 year. You will gain in depth education for this field of choice during your residency and if necessary during the fellowship.

1. Maximum weeks for a specialty: 12 weeks. The AAMC Medical Specialties categories will assist the student in understanding how specialty limit is defined. Hence if a student selects rotation in Cardiology, Pulmonary and Infectious disease this will be considered 12 weeks in the Internal Medicine and thus reach the maximum allowed.
2. “Non-specialty of interest” rotations: 8 weeks. These rotations allow the student to broaden their clinical exposure.

Non-Clinical Electives Policy

Honors Medical Research Elective

Maximum credits that can be earned for Research Elective: 4 credit units

To register for COM 901 Honors Medical Research elective:

1. Complete the COM 901 Research Request Form.
2. Students must provide in a few sentences or an abstract (as noted in the form) of the scholarship/research project to in order to be considered by the Assistant Dean of Research and M4 Director.
3. Return the COM 901 Research Request Form to the clerkship coordinators.

Wellness - Leadership, Healers Art, Mindfulness and Compassionate Conversations

HLT 810	Wellness - Leadership, Healer's Art, Mindfulness and Compassionate Conversations
COM 903	Leadership
COM 904	Healer's Art

The elective HLT 810 Wellness composes multiple electives in one rotation. The elective includes COM 903: Leadership and COM 904: Healer's Art. You cannot earn duplicate credits for HLT 810 Wellness, COM 903 Leadership, and COM 904 Healer's Art.

For example: You've taken COM 903: Leadership prior to your M4 year and would like to take HLT 810: Wellness.	HTL 810 4.0 credit unit
	COM 903 - 2.0 credit unit
	Total Credit Earned 2.0 credit unit

However, credits earned for the courses Wellness, Leadership, Healers Art will count towards the 31-credit graduation requirement.

Teaching Assistant Electives

The following teaching electives are available currently to the students to enhance their teaching skills.

MED 810	OSCE Program Assistance
COM 907	Endocrinology Teaching Assistant
COM 908	Cardiovascular & Pulmonary Teaching Assistant
COM 909	Behavioral Medicine Teaching Assistant

These Teaching Assistant (TA) rotations have been established to provide some flexibility in the schedule during the interview months.

Maximum credits that can be earned for TA electives: 4 credit units

Credit calculation for TA electives are as follows:

- Unit of Credit: 1 credit for every 15 lecture hours and 30 preparation/homework hours (LEC). 1 credit for every 25 workshop hours and 25 preparation/homework hours (AL).
- On the spreadsheet if a student attended 3 OSCE sessions per day for 2 days, the formula would be:
 $8 \text{ hours for 3 sessions/day} * 2(\text{preparation/study}) = 16 * 2(\text{the total number of days}) = 32 \text{ hours} / 25(\text{per credit}) = 1.30.$

MED 810: OSCE Program Assistance

To sign up for the OSCE sessions, you must contact the clerkship coordinators. Do not approach the OSCE course directors to enroll or sign up. If any changes occur to your schedule that you cannot make it to the OSCE session, please contact the clerkship coordinators to cancel or reschedule. If there is no show, no call, the OSCE course directors will notify the coordinators of your absence and will be considered as an unexcused absence.

Submission of Elective, Preceptor, Institution Evaluations

Students must complete Preceptor and Institution evaluation within 1 week from the last day of the rotation. Once you have completed your evaluations, the school will be able to release your evaluation from the Preceptor by request through the clerkship coordinators. Grades will

not be released until the evaluations from both the student and preceptor have been completed. In order for the student to receive credit for the rotation, an evaluation will need to be completed by the attending(s). If an evaluation is not received for the rotation, credit is not awarded to the student.

Creation of New Electives or Changes of Existing Electives

Any changes to an “existing elective” or to “create a new elective” must be performed by the Preceptors. Students cannot make any changes to “existing electives or sub-internships,” such as length of rotation, location, preceptor. All new electives are established through the Office of the Chair of Clinical Medicine, Dr. Peter Yip, and the Director of M4 electives/sub-internships, Dr. Vijay Khatri. This process allows the clerkship coordinators and the Registrar to ensure that the students are registered for a CNUCOM-approved course.

The process of establishing an elective is performed by the faculty and is as follows:

1. A standardized syllabus has been established so that the necessary CLO/PLO are addressed for mapping. Similarly, for sub-internship’s we have to ensure that they meet the specific requirements to deem a rotation as a sub-internship.
2. Once syllabus is provided, it is review by the M4 Director for completion of content and appraisal for mapping language by Office of Assessment.
3. Administration forwards the syllabus to the Phase B+C committee for voting and thereafter to the Curriculum Committee.
4. At the same time we request a detailed CV and a completed application form from the preceptor to rank them at CNUCOM. Preceptors are required to complete a Faculty Application Form (teaching, clinical, research, service components) to allow the Rank and Promotion Committee to judge the teaching and clinical experience.
5. Rank and Promotion Committee then reviews and submit their recommendation to Dr. Gordon Wong and Dean Joseph Silva.
6. An institutional or individual physician affiliation agreement process is initiated.
7. Our coordinators then inquire about the on boarding process and requirements.
8. Finally the Registrar assigns the CNUCOM-approved elective a course number and then it is added to the M4 Catalogue.
9. We ask the Preceptor which BLOCKs they wish to host our students and how many student/month.

This entire process can take up to 120 days (4 months) for completion.

If students or faculty are aware of any community clinicians who may be interested in serving as a preceptor they should send the contact information to the Chair of Clinical Medicine (Dr. Peter Yip) as this office begins the process, stated above.

CNUCOM will not approve special ONE TIME ONLY electives.

Credit Allocation by the Registrar

- Students must be enrolled in an approved elective found in the M4 Elective Catalogue or through VSAS/VSLO to receive credits.
- Any electives or sub-internships that are not approved by the registrar and M4 committee, will not receive credits.

- Students may choose to do electives and sub-internships that exceeds the maximum amount of specialty and away limits.
- Any electives or sub-internships that exceed the limit will not count towards graduation credit requirements but will be shown on your transcript. This will not count against you.
- M4 Flight Plan, which lays out your planned rotations and showing you'll receive 31 credits for graduation, has to be submitted and finalized by **July 1st**. This ensures ample time for the M4 committee to review and authorize clinical rotations that meet the requirements for graduation and allow the Registrar to conduct a preliminary degree audit.
- Once your M4 Flight Plan is approved and finalized, the Registrar will be able to register you to the electives, sub-internships, and rotations.
- Students who are not enrolled or registered for electives for certain amount of time and credits will impact the student's financial aid and student loans.

M3 Clerkship Deferrals

There shall be a fair and equitable process for students to defer clerkships to allow pursuit of other educational activities in the M3 year.

Policy: Voluntary deferral of M3 core clerkships to M4 is not allowed (OB/GYN, Pediatrics, Surgery, Internal Medicine, Psychiatry, and Family Medicine). Deferral of M3 core clerkships in the M4 year will occur for remediation purposes (students MUST complete the remediation clerkship before beginning M4 rotations). VSLO (formerly VSAS) away electives require that the OB/GYN, Pediatrics, Surgery, Internal Medicine, Psychiatry, and Family Medicine clerkships be completed. Deferral of Neurology and/or Emergency Medicine (CNUCOM non-core clerkship) requires submission of the Deferral Request Form and completion of a DEFERRAL PROCEDURE outlined below.

Procedure: As deferrals of clerkships can impact various aspects of scheduling, it is imperative that the students follow the Deferral Policy and Process.

1. Students who wish to postpone M3 clerkship time should make initial inquiry with Linda Inthongpradith.
2. The student should complete and submit a Deferral Request Form.
3. Requests are reviewed by the DEFERRAL EVALUATION COMMITTEE. Requests will be ranked by the following priority list:
 - a. Students deferring clerkships for academic, medical, or administrative reasons
 - b. Students deferring clerkships for sub-internships in early match residencies (urology, ophthalmology)
 - c. Students deferring clerkships for sub-internships in small, competitive fields (dermatology, ENT, neurosurgery, orthopedic surgery, radiation oncology, plastic surgery)
 - d. Students deferring clerkships for other reasons
4. Within these groups, student requests will then be ranked in the order that the students have submitted the Deferral Request Form.
5. The coordinator will contact the students by email in order of rank to offer options for deferral. Each student will have 72 hours to respond with their selection, and changes can only be made after all other students' initial deferral requests have been addressed.

The Curriculum Office reserves the right to deny a student's request at any time based on scheduling constraints or other logistical issues.

6. Deferral Request Form needs to be signed off by the: 1) Clerkship Director 2) Director M4 Electives/Sub-internships 3) Chair, Department of Clinical Medicine for final approval.