



Oversight of Extramural Elective and Sub-Internships

I. Purpose

To describe the policy and the centralized system of review and approval process to permit California Northstate University College of Medicine (CNUCOM) students to take an extramural “away” elective within the United States and Canada.

II. Scope/Coverage

Applies to all students taking extramural “away” electives at U.S. and Canadian institutions.

III. Policy Statement

A. LCME ACCREDITATION STANDARD REFERENCE: Element 11.3, Oversight of Extramural Electives *“If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean’s office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student’s and the school’s review of the experience prior to its approval:*

1. *Potential risks to the health and safety of patients, students, and the community*
2. *The availability of emergency care*
3. *The possibility of natural disasters, political instability, and exposure to disease*
4. *The need for additional preparation prior to, support during, and follow-up after the elective*
5. *The level and quality of supervision*
6. *Any potential challenges to the code of medical ethics adopted by the home school”*

B. Financial Responsibility:

1. Students are responsible for all financial expenses associated with taking an extramural elective such as application fees, enrollment fees, travel, and accommodation costs.

C. Policy Outline

1. One “week” of clinical elective and sub-internship rotation is awarded 1 credit unit upon successful completion.
2. Minimum of 27 weeks of Electives and 4 weeks of general core sub-internship (31 weeks total) are required for graduation.
3. Maximum allowable Extramural Away Rotations for credit: 20 weeks.
4. Students can take sub-internships ONLY after completion of all 6 core clerkships (Family Medicine, Internal Medicine, Surgery, Ob/Gyn, Pediatrics and Psychiatry).
5. Students must complete any remediation of core clerkship before beginning M4 rotations.
6. To apply for any away elective, a student must be in good academic standing and complete all Phase A and Phase B requirements, including any remediation.



7. For an extramural elective to be approved, it must appear in the current course catalog of an LCME-accredited Medical School or is a Joint Commission (TJC)-accredited Health System (<https://www.qualitycheck.org>).
8. Students must seek clearance at least 90 days before the extramural elective start date for electives located in the U.S.
9. The College does not award credits for international electives.

IV. Procedure

To pursue extramural curricular electives for credit, CNUCOM has established the following process to ensure academic sufficiency and risk assessment for travel to U.S. institutions:

1. Determine Eligibility: To apply for an extramural elective, the medical student must be in good academic standing and should have completed all Phase A and Phase B requirements, including any remediation. Verification of good standing is provided by the Office of Student Affairs.
2. Clearance from M4 Director and Office of Medical Education (OME): Since arrangements for extramural clinical electives are more complex than those for home electives, students are advised to make early inquiry (January of Phase B). Students will submit their request using the Elective ADD/DROP form which should include all the contact information for the extramural elective no later than **90 days** before the start of the elective. The College will not accept the students' request if it is not submitted according to the deadlines required.

The M4 Director will assess the extramural elective to determine if it meets graduation requirements and curriculum standards and complete any required affiliation agreements that include provisions for the level and quality of medical student supervision. Students can also access previous CNUCOM student experiences of that site on CANVAS.

Students are required to use the Association of American Medical Colleges (AAMC) Visiting Student Learning Opportunities (VSLO) service as it offers vetted U.S. elective opportunities. Students may also identify electives not included as part of VSLO service such as the AAMC Extramural Electives Compendium (<https://services.aamc.org/eec/students/>), FREIDA Online (<https://freida.ama-assn.org>) and individual Program Website. The M4 Team will obtain an attestation from the host institution that it meets LCME Standard 10.8¹ or equivalent criteria for visiting students. This attestation will be valid for all students rotating at the host institution and will be renewed every two years (or more often if required).

¹ LCME Standard 10.8

A medical school does all of the following:

1. Verifies the credentials of each visiting medical student
2. Ensures that each visiting medical student demonstrates qualifications comparable to those of the medical students he or she would join in educational experiences
3. Maintains a complete roster of visiting medical students
4. Approves each visiting medical student's assignments
5. Provides a performance assessment for each visiting medical student
6. Establishes health-related protocols for such visiting medical students
7. Identifies the administrative office that fulfills these responsibilities



3. Completion of Compliance Requirements: If the M4 Director from the OME approves the elective, the student must communicate with the Office of Student Affairs to ensure compliance requirements are met concerning risk assessments for US travel. The following items will be reviewed and attested by the student and the OSA:
 - 3.1 The availability of emergency care: For extramural electives within the U.S., students will ensure that emergency care is covered through their personal healthcare insurance plan. If their insurance does not cover emergency care during the proposed elective, student will be required to obtain additional coverage.
 - 3.2 The possibility of natural disasters, political instability, and exposure to disease: the OSA and the student will obtain travel advisories by the United States State Department. If the U.S. State Department advises against travel to certain countries, medical students will not be approved to pursue electives in those areas. As described in section IV.C.5, the OSA will establish a reliable communication plan for the elective period in case local situations emerge where the student will need to be safely evacuated.
 - 3.3 The need for additional preparation prior to, support during, and follow-up after the elective: Prior to the elective the student must complete the following:
 - 3.3.1 Communicate with the Assistant Dean of Student Affairs to review protocols of communication while away, verify completion of compliance requirements, including travel health and safety, and discuss potential challenges to the code of medical ethics adopted by the home institution, including refusal to care for certain populations, student mistreatment, and expectations of caring for individuals beyond a student's scope of training.
 - 3.3.2 Provide emergency contact information and a point of contact at the extramural rotation in case support is needed.
 - 3.3.3 Upon return, students must complete the extramural elective evaluation form on MedHub.
 - 3.4 Level and quality of supervision: During the away elective, if the student notices any issues with clinical supervision, they should communicate directly to m4@cnsu.edu which will be forwarded to the M4 Director.
 - 3.5 Potential challenges to the code of medical ethics adopted by the home institution: Students are assigned reading material on this topic as a single PDF format on CANVAS (M4 Electives and Sub-Internships Course). Students are required to read this material and upload an attestation of completion to CANVAS.
4. Final Approval: Students must receive approval from both the OME and the OSA to pursue an extramural elective to ensure all the academic and compliance requirements are met. A written letter of attestation of final approval will be sent to the host institution or supervisor



overseeing the student during the elective and a copy will be kept by the OSA and the M4 team.

5. Communication During Elective: Depending on the assessment of risk and safety by the OSA, the student may be required to check in at least once during their away elective.
6. Elective Evaluation: Upon return, the student must complete an extramural elective evaluation form using the MedHub link provided by the M4 team. Evaluations will also be used to help determine if an extramural elective is appropriate for future student use and to ascertain the level and quality of supervision during the extramural elective.

Students will provide the contact information of the coordinator at the extramural site in the M4 Elective ADD Form and remind the preceptor to complete the evaluation of students performance and submit a grade. Evaluation and grading for the extramural elective will follow the CNUCOM grading policy for the registrar to award credits.

Associated Forms:

M4 Elective Add/Drop form
Extramural Elective Evaluation form

Approval record:

APPROVED: PEC: 10/25/21
APPROVED: COM DAC:
APPROVED: COM Faculty:
APPROVED: FEC: 5/3/21
APPROVED: Curriculum Committee 4/21/21
REVIEW: every three years (or more often if required)