POLICY NAME: Elective Rotations

Responsible Party: Office of Medical Education

Applies To CMED: Faculty ✔ Students ☐ Residents ☐ Staff ☐ Administration

Approval Date: 8/16/2017 Curriculum Committee

POLICY:

Elective clerkships (intramural and extramural) afford students exposure to a breadth of medical specialties and sub-specialties and an opportunity to further their education and experience in these areas. They also play an important role in the residency selection process for medical students. To this end, the College of Medicine will provide the opportunity for students to complete clinical and non-clinical elective clerkships, subject to the following:

1. All students are required to complete 28 weeks of elective clerkships, with at least 24 weeks of 900 level electives.
2. Not more than 8 weeks of elective rotations with a focus in any one particular or identical specialty or sub-specialty area will count toward the 28 week requirement.
3. Students are required to take at least 4 weeks of patient care electives in both the medical and the surgical disciplines.
4. Elective clerkships are scheduled in the curriculum for 4 weeks. However, if availability exists, students may take a 2-week intramural elective and a 2-week vacation block, or use a 2-week intramural elective to fill a gap in their schedule before or after an off-cycle rotation at another institution that does not match CMU’s block schedule. A maximum of 4 two-week electives will be allowed.
5. Year 3-4 students may not take more than twelve (12) weeks of extramural elective rotations. All extramural electives must be approved by the Associate Dean/Clinical Education and offered through an LCME-accredited medical school. Extramural research electives will count toward the maximum of 12 weeks.
6. All extramural domestic electives must be approved by the Office of Medical Education at least 30 days in advance of the start date.
7. Students interested in taking clinical electives at international sites should discuss this with the Office of Student Affairs as soon as possible, as considerable preparation is required. All extramural international electives must be vetted and approved by the...
Global Health Elective Committee (GHEC) and the Associate Dean/Student Affairs, and Associate Dean/Clinical Education at least 60 days in advance of start date. International electives are also subject to approval by the CMU Office of Study Abroad.

8. Research electives can be taken in 4-week blocks, but may take place consecutively in cases where there is time available such as for the year 1 and 2 students (e.g. 2x 4 weeks over the summer period).

9. The College of Medicine understands that students fulfilling military obligations may be required to complete military electives during Year 3. In specific cases, exceptions may be granted by the Associate Dean/Clinical Education to accommodate military obligations.

DEFINITIONS:

**Elective Clerkship:** The third and fourth year of the curriculum is divided into 4 week blocks. One block during 3rd year is available for a Year 3 elective. Additionally, electives may be taken in any block during Year 4. Electives may focus on patient care at the level of a year 3-4 student, or on research related to topics of clinical relevance (e.g. epidemiology, clinical trial, translational science). Electives are chosen at the discretion of the student, under the guidance of their faculty advisor, based on their needs and interests. Pre-requisites for desired elective must be completed prior to enrollment.

**Intramural Elective Clerkship:** An elective approved by the CMED Curriculum Committee offered at the student’s home campus or a CMED clinical teaching affiliate site.

**Extramural Domestic Elective Clerkship:** An elective offered by an LCME-accredited medical school or ACGME accredited residency outside of CMED. All extramural domestic electives must be approved by the Associate Dean/Clinical Education or designee at least 30 days in advance of start date.

**Extramural International Elective Clerkship:** An elective conducted outside of the United States and Canada. All international electives must be vetted and approved by the Global Health Elective Committee (GHEC), the Associate Dean/Student Affairs, and Associate Dean/Clinical Education at least 60 days in advance of start date. In addition, all international electives are subject to the approval of CMU Office of Study Abroad.

**Research Elective Clerkship:** An elective with focus on a particular research project with a faculty mentor. This research may be related to topics of clinical relevance (e.g. epidemiology, review of literature, clinical trial) or topics of basic and applied science (e.g. bench research). Only 4 weeks of research activity will be counted toward the 28 week total elective requirement. Research electives conducted with CMED faculty members will be considered intramural, all others will be considered extramural.

PROCEDURES:

**Student Application for an Elective Clerkship:**
1. Applications and placements for intramural elective clerkships will be managed through the CMED Office of Medical Education.

2. Students are required to discuss prospective intramural and extramural elective selections with their faculty advisor prior to application. Advisors will encourage students to use their electives to pursue a broad range of interests in addition to their chosen specialty.

3. Applications for extramural domestic elective clerkships are available through the respective institution’s medical education office or through the AAMC Visiting Student Application Service (VSAS). Participation in extramural electives is a privilege and MUST BE APPROVED by the Associate Dean/Clinical Education at least 30 days prior to the clerkship start date.

4. Students wishing to participate in an extramural international elective should contact the Global Health Elective Committee (GHEC) for assistance. Participation in extramural international electives is a privilege and MUST BE VETTED AND APPROVED by the GHEC, the Associate/Student Affairs, and the Associate Dean/Clinical Education at least 60 days prior to the clerkship start date. In addition, all extramural electives are subject to the approval of the CMU Office of Study Abroad.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

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