


Name of Policy: <u>College of Medicine and Life Sciences: Fourth Year Medical School Curriculum Requirements</u>		 Revision date: 01/03/2020 Original effective date: 11/30/06	
Policy Number: 3364-81-09-002-00			
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Associate Dean for Clinical Undergraduate Medical Education			
Scope: College of Medicine & Life Sciences M.D. Program			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The clinical clerkships chosen by fourth year medical students must be broad in educational scope and adhere to several required guidelines.

(B) Purpose of policy

The Doctor of Medicine curriculum of the College of Medicine, including elective clerkships in the fourth year, must be designed and structured to prepare graduates from the College of Medicine with a quality general medical education.

(C) Scope

This policy pertains to students in the College of Medicine & Life Sciences M.D. Program.

(D) Procedure

- (1) All elective clerkships must be approved by the Clinical Curriculum Committee, the Executive Curriculum Committee, and the Dean of the College of Medicine. The clerkship description must adhere to the standard elective clerkship template, containing such essential elements as a description of responsibilities and requirements, the length of the clerkship, Core Competencies and their linkage to the Educational Program Objectives (EPOs), Instructional methods and evaluation methods to be utilized, prerequisites, statement regarding the expectations for and assessment of professionalism.

The fourth year M.D. curriculum will be 44 consecutive weeks in duration (except for university holidays), 36 weeks of which will be required elective time and 8 weeks available as “flex time”. Of the 36 weeks of elective time, a minimum of 28

weeks must be **clinical** electives, including a minimum of 4 weeks of an Acting Internship (AI), 6 weeks of an Advanced Clinical Care course, and 2 weeks of an Emergency Medicine clerkship. At least one AI must be with UTMC or a UT affiliate. A maximum of 8 weeks non-clinical electives, including but not limited to: Basic Science, Research, Law and Medicine, Fundamentals of Teaching, Spirituality and Medicine, etc. are permitted.

- (2) The guidelines that must be followed by students in scheduling elective clerkships are:
 - (a) A minimum of 12 weeks of clinical elective clerkships must be taken at the University of Toledo College of Medicine or its affiliated locations: Area Health Education Center (AHEC), Akron General Medical Center, ProMedica Flower Hospital, Riverside Methodist Hospital, Saint Joseph Mercy Health System, Mercy St. Vincent Medical Center and ProMedica Toledo Hospital, including AI and Capstone. Independent study electives cannot be used to satisfy this requirement. (UTCOCM Policy Curriculum for the College of Medicine Policy No. 3364-81-04-012-01.
 - (b) Each student must do at least one 4-week Acting Internship at UT or a UTCOCM affiliated institution.
 - (c) Students may receive no more than 16 weeks of elective clerkship credit towards their graduation requirements (including time in an Acting Internship) in a single ACGME core discipline. These core disciplines are listed on the ACGME website at: <https://www.acgme.org/#>
 - (d) Students may receive no more than 4 weeks of elective credit towards their graduation requirements from any single University of Toledo College of Medicine elective clerkship. Two- and 4-week electives that have different course numbers but are the same clerkship may total no more than 4 weeks of credit toward the fourth year and graduation requirements.
- (3) A student must be in good academic standing and not have any incomplete grades in order to participate in an "Away Elective Clerkship." Good Academic Standing is defined as no non-remediated grades of Fail or Defer.
- (4) Students cannot add or drop a clinical rotation during the fourth year within 30 days of the start date for the rotation. Any exceptions/extenuating circumstances, including but not limited to adjustments needed for residency interviewing, will be evaluated on an individual basis by the Associate Dean for Clinical Education.
- (5) Student performance in 4th year electives will be monitored by the Associate Dean for Student Affairs, the Associate or Senior Associate Dean for Medical Education, Registrar, and Academic Progress Committee.

- (a) Students will be removed from their 4th year elective schedule if they have any combination of two grades of Incomplete, Defer, or Fail in required clerkships or electives. The student must have an academic advising session with the Associate Dean for Student Affairs to assess causes contributing to the student's unsatisfactory academic progress. An appropriate plan will be developed to assist the student to successfully complete or remediate the courses before being permitted to participate in an elective or clerkship.
 - (b) The Associate Dean for Student Affairs will notify the Associate Dean for Clinical Education, the appropriate Clerkship Director, Clerkship Coordinator, and Registrar of the student's removal from any elective in which the student is registered.
 - (c) In cases of grades of Incomplete or Fail in an elective, the Clerkship Director in the department overseeing the elective or an appointed faculty will meet with the student to review their performance, identify any incomplete work, and create a plan to address the issues. In addition, the Academic Progress Committee will also review the student. It is the student's responsibility to meet with the Clerkship Director, as per communication with the clerkship.
- (6) The clerkship rotations of the individual students in Years 3 & 4 will be monitored by the Offices of Student Affairs, Registrar's, and Medical Education, but each individual student has the responsibility of ensuring that they are in compliance with all of the fourth-year and graduation requirements.
- (a) Students are expected to seek the advice from the Office of Student Affairs as well as appropriate clinical faculty, or residency program directors, in order to select an optimal experience for the fourth- year curriculum. The Office of Student Affairs will provide guidance to students in identifying appropriate clinical advisors based on students' career plans.
 - (b) This policy will become effective starting in AY 2020-21.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D., Executive Vice President for Clinical Affairs, Dean of the College of Medicine and Life Sciences</p> <p><u>January 25, 2020</u> Date</p> <p><i>Review/Revision Completed by: Clinical Curriculum Committee Executive Curriculum Committee SLT</i></p>	<p>Policies Superseded by This Policy: Elective clinical/basic science clerkship rotations</p> <p>Initial effective date: 11/30/06</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 11/30/06• 04/22/07• 04/01/10• 09/25/12• 01/27/14• 10/31/16• 03/26/18• 11/01/18• 01/03/2020 <p>Next review date: 01/03/2023 (three years from most recent revision/review date)</p>
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