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

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.

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

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, and identification of any AAMC Hot Topics addressed in the clerkship.

The fourth year M.D. curriculum will be 40 weeks in duration, 32 weeks of which will be required elective time and 8 weeks available as “flex time”. Of the 32 weeks of elective time, a minimum of 24 weeks must be clinical electives, including a minimum of 4 weeks of an Acting Internship (AI) and two weeks of Capstone Course. 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, Mastering the Biomedical Literature, Fundamentals of Teaching, Spirituality and Medicine, etc.

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. (UTCOM Policy Curriculum for the College of Medicine Policy No. 3364-81-04-012-01.

b. Each student must participate in a minimum of one 4-week Acting Internship, as defined below.

Definition of an Acting Internship:

The student has primary responsibility for the care of the patient including:
1. Admission History and Physical Examination
2. Diagnostic Plan
3. Differential Diagnosis
4. Treatment Plan – Writing initial orders under the supervision of a senior/supervising resident and/or an attending physician.
5. Follow-up and discharge planning

The College of Medicine Clerkships as posted on the curriculum website fulfill the requirements of an Acting Internship (AI).

The College of Medicine has developed and approved a variety of courses that fulfill the Acting Internship (AI) requirement. These approved courses represent a diverse set of opportunities within primary care, general surgery, and surgical subspecialties. Please review the list of these courses available online at UT COM website.

c. Students may receive no more than 12 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: Anesthesiology, Dermatology, Emergency Medicine, Family Medicine, Internal Medicine, Neurological Surgery, Neurology, Nuclear Medicine, Obstetrics and Gynecology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Physical Medicine and Rehabilitation, Plastic Surgery, Preventive Medicine, Psychiatry, Radiation Oncology, Radiology, Surgery and Urology.
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 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. Student performance in the 4th year electives will be monitored by the Associate Dean for Student Affairs, the Associate or Vice 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 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.

5. 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.

6. Students are expected to seek the advice of the appropriate clinical faculty and residency program directors, their mentors, as well as members of the Dean’s Senior Leadership Team, in order to select an optimal experience for the fourth-year curriculum. The Offices of Student Affairs and Medical Education will provide guidance to students in identifying appropriate clinical advisors based on students' career plans.
<table>
<thead>
<tr>
<th>Policies Superseded by This Policy:</th>
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<tbody>
<tr>
<td>Elective clinical/basic science clerkship rotations</td>
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**Initial effective date:** 11/30/06

**Review/Revision Date:**
- 11/30/06
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- 04/01/10
- 09/25/12
- 01/27/14
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- 11/01/18

**Next review date:** 11/01/2021 (three years from most recent revision/review date)