

<b>UC Riverside, School of Medicine Policies and Procedures</b> <b>Policy Title:</b> Vetting and Monitoring of MS3 and MS4 Electives <b>Policy Number:</b> 950-06-025
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<b>Responsible Officer:</b>	Senior Associate Dean of Medical Education
<b>Responsible Office:</b>	Office of Medical Education
<b>Origination Date:</b>	06/2021
<b>Date of Revision:</b>	N/A
<b>Review Date:</b>	08/2022; 11/08/2023; 01/18/2024
<b>Scope:</b>	UCR School of Medicine

## I. Policy Summary

The UCR School of Medicine (“SOM”) has a system for approving and monitoring of MS3 and MS4 electives to ensure they are in accordance with UCR SOM Core Competencies and Educational Program Objectives. Electives are an integral component of the UCR SOM education. All students have ample opportunity to participate in electives during the third and fourth year of medical school. These electives are offered in a diverse group of clinical settings with the school’s affiliate hospitals and in non-clinical settings (e.g., classrooms, research spaces, etc.).

This policy is related to Liaison Committee on Medical Education (LCME) accreditation standards, which includes LCME Standard 6.5.

## II. Definitions

- A. LCME = Liaison Committee on Medical Education
- B. MS3 = Third year medical students at UCR SOM
- C. MS4 = Fourth year medical students at UCR SOM
- D. OAE = Office of Assessment and Evaluation
- E. CCS = Clinical Curriculum Subcommittee
- F. MEC = Medical Education Committee
- G. ET = Elective Team

## III. Policy Text

### A. Information about Electives

Electives sponsored by UCR SOM fall into four categories: Clinical, Scholarly Activities, Research, or Classroom based electives. The MS4 students are required to complete 20 weeks of electives during the fourth year of medical school. Each student will work with their specialty advisor to design an individualized elective schedule consistent with their career goals and educational needs. Electives will be graded as Honors, High Pass, Pass or Fail based on the appropriate assessment form. All electives will follow the UCR SOM attendance and grading policies.

### B. Vetting of New Electives

1. The Chair of the Electives Team oversees all MS3 and MS4 electives sponsored by UCR SOM. All electives must have a designated Elective Director responsible for ensuring that the elective has clear goals and objectives and evaluations are completed consistent with the UCR SOM Timeliness of Grades Submission Policy. An Elective Director must have a UCR SOM faculty appointment, and an elective clinical site must have an executed affiliation agreement.

2. A new elective request must be submitted to the Elective Team using the New MS3/MS4 Elective Application (see Appendix A). The Elective Team Chair will collect the New Elective Application, and work with the appropriate coordinator and Clinical Affiliate Relationship Manager to ensure the faculty member has a faculty appointment and the site has an executed affiliation agreement. The Elective Team will review the New Elective Application, and vote on the proposed elective.

#### **C. Monitoring and Continuous Quality Improvement**

The ES will monitor evaluations and site data for ongoing quality improvement efforts. The OAE will provide the ES reports on all elective performance based on student evaluation of the elective with a cut off score of <2. If an N <4 of completed evaluations is found for an elective scoring <2, then the chair of the ES will review the elective evaluation, and report concerns to the ES. The ES will review any elective that receives a student evaluation score of <2, if the elective has had N=4 evaluations or if there are any serious concerning narrative comments about an elective from one or more students

#### **D. Provision of Evaluation Data to Students**

The UCR SOM shall implement and utilize a web-based portal for students to evaluate electives prior to selecting their elective schedule.

### **IV. Responsibilities**


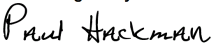

The ET and the CCS will oversee the vetting and monitoring of the MS3 and MS4 electives with data provided in collaboration with the OAE with final approval by the MEC.

### **V. Procedures**

- A. The process of how electives are vetted and monitored is managed by the ET.
- B. A program evaluation process is used by UCR SOM to monitor and ensure all electives are consistent with UCR SOM Core Competencies and Educational Program Objectives.

**Approvals:**

**MEDICAL EDUCATION COMMITTEE (01/18/2024)**

<p>DocuSigned by:    <small>8E95C7235348478...</small>  <b>PABLO JOO., MD,</b>          SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION          SCHOOL OF MEDICINE</p>	<p>2/21/2024   3:58 PM PST  <hr/>         DATE</p>
<p>DocuSigned by:    <small>BC5CF44DC0494EA...</small>  <b>PAUL HACKMAN, J.D., L.L.M.</b>          CHIEF COMPLIANCE AND PRIVACY OFFICER,          SCHOOL OF MEDICINE</p>	<p>2/21/2024   3:49 PM PST  <hr/>         DATE</p>
<p>DocuSigned by:    <small>870C12B416E84CB...</small>  <b>DEBORAH DEAS, M.D., M.P.H</b>          VICE CHANCELLOR, HEALTH SCIENCES          DEAN, SCHOOL OF MEDICINE</p>	<p>2/21/2024   9:00 PM PST  <hr/>         DATE</p>

*Appendix approved by MEC 01/18/2024*

## APPENDIX A: Application Procedure for New MS3 and MS4 Clinical Electives

1. Complete the attached form for new MS3 and MS4 Electives. \*Elective directors must be UCR faculty
2. Obtain approval and approval and signature of clinical medical director (if applicable)
3. Obtain approval and signature from department chair (if applicable)
4. Return completed form to MS3 elective and MS4 year directors and coordinators.
  - a. MS4 Director John Nevin [Johnn@medsch.ucr.edu](mailto:Johnn@medsch.ucr.edu)
  - b. MS3 Electives Director Sam Zidovetzki [Samuel.Zidovetzki@medsch.ucr.edu](mailto:Samuel.Zidovetzki@medsch.ucr.edu)
  - c. MS3 Elective Coordinator Lauren Valko [Lauren.Valko@medsch.ucr.edu](mailto:Lauren.Valko@medsch.ucr.edu)
  - d. MS4Coordinator Stephanie Horn [Stephanie.Horn@medsch.ucr.edu](mailto:Stephanie.Horn@medsch.ucr.edu)
  - e. MS4Coordinator Lizabeth Bonilla [Lizbeth.Bonilla@medsch.ucr.edu](mailto:Lizbeth.Bonilla@medsch.ucr.edu)
5. The elective will be briefly presented to the Electives Team for approval by either the MS3 electives director or the MS4 year director. The elective director will be invited to attend but is not required to do so.
6. If approved by the electives team the electives team chair will briefly present the approved elective to the medical executive committee. The rotation director will be invited to attend but is not required to do so.

\*Elective Director: The faculty member responsible for communicating with the UCR MS4 director about the elective and who would ultimately be responsible for proposing any changes in the elective schedule. If there is any non-clinical component to the elective grade the elective director will also be responsible for assigning that grade. If the elective team is unable to obtain a clinical assessment for the rotating student the elective director will be the point of contact for obtaining the assessment.

**Policy Number: 950-06-025**

*Appendix approved by MEC 01/18/2024*

## APPLICATION NEW MS3 AND MS4 CLINICAL ELECTIVE FORM 1

**To be completed by Elective Director**

Name of Elective \_\_\_\_\_

Location of Elective \_\_\_\_\_

Department (if applicable) \_\_\_\_\_

Elective Director \_\_\_\_\_

Elective Director Signature \_\_\_\_\_

Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Minimum Length of Elective Rotation (weeks) 1 2 3 4 5 6 7 8

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Maximum # of Students At One Time: 1 2 3 4 5 6 7 8

When Elective Rotation will be available during the year (if known) \_\_\_\_\_

Medical Director Name (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Medical Director Signature (if applicable) \_\_\_\_\_

Department Chair Name (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Department Chair Signature (if applicable) \_\_\_\_\_

Available to:    MS3s                      MS4s                      BOTH

Elective Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>AM</b>							
<b>PM</b>							

*Appendix approved by MEC 01/18/2024*

## **APPLICATION NEW MS3 AND MS4 CLINICAL ELECTIVE FORM 2**

**To be completed by MS4 Director or MS3 Electives director**

1. General Description and Goals of Elective
  
2. Will this elective involve at least 20 hours of clinical experience per week (on average)?  
YES                      NO
  
3. How will students be allowed to participate in patient care (present patients, write notes, etc)?
  
4. Are there any recommended references or supplies for this rotation? If so please list them.
  
5. Is there any non-clinical component to this elective? If so please describe both the assignment and how it will be evaluated.
  
6. Is there any non-clinical component to your student's grades? If so please describe what they are and how they are weighted against clinical grades
  
7. List faculty that may teach students during this elective. Do any need a UCR clinical appointment.