

Officer Owner:	Senior Associate Dean, Medical Education	Origination:	02/2023
Area:	06 – Undergraduate Medical Education	Last Revised:	02/2025

950-06-042 - MS4 Scheduling

I. Policy Summary

Scope: This Policy Applies to the Fourth Year Curriculum

Purpose: This document establishes a standard policy concerning requirements for scheduling requirements in the MS4 curriculum.

II. Definitions

Specialty:

A medical profession whose scope of practice is defined by a board certification, earned by completing an ACGME accredited residency.

Subspecialty:

A profession whose scope of practice is defined by a board certification which is obtained by completing a fellowship for which completion of an ACGME accredited residency is a prerequisite. For purposes of this policy all subspecialties are considered part of the specialty defined by the prerequisite residency. Examples: Cardiology is a subspecialty of Internal medicine or Pediatrics.

Core Sub-Internship:

A 4-week rotation involving a minimum of 160 hours of patient care in which students rotate for 4 consecutive weeks of inpatient internal medicine, family medicine, pediatrics, ob-gyn, emergency medicine, psychiatry, or surgery including the surgical specialties of ENT, orthopedic surgery, and urology that are the primary physicians for their patients. This also includes critical care rotations in these disciplines. Students in this rotation must work at the level of an intern, may not be directly supervised by an intern, and must be the primary (not consulting) provider for their own panel of patients. Rotations with any ambulatory component, other than in the Emergency room during an emergency medicine sub-internship, do not fulfill the requirements for core sub-internship.

Core Critical Care Medicine:

A 4-week rotation involving a minimum of 160 hours of patient care in critical care medicine, which may be completed in Neurological Intensive Care Unit, Surgical Intensive Care Unit, Medical Intensive Care Unit, Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Cardiac or Cardiothoracic Intensive Care Unit. Students will also attend weekly didactics covering core topics in critical care.

Core Radiology:

A 4-week UCR directed rotation consisting entirely of online learning, reviewing relevant topics in radiology, live and recorded lectures, quizzes and exams.

Clinical Elective:

An elective in which a student has a minimum of 20 hours per week, on average, of direct patient contact. Rotations in which students work with pathologists or radiologists fulfill this requirement.

Non-clinical Elective:

Any MS4 elective which does not meet the definition of a clinical elective. Rotations include research/scholarly activity, virtual courses, online modules, reading articles/journals, simulations, certification training and/or didactics for the majority of the hours in the elective.

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Research/Scholarly Activity Elective:

An MS4 non-clinical elective in which a student designs or carries out research with the expectation of producing or working towards a scholarly product such as a poster presentation or paper.

Study Elective:

An MS4 non-clinical elective in which a student completes readings, online modules, simulations, training (including wilderness\disaster medicine electives), virtual courses (VSLO) and/or didactics for most of the hours in the elective. A study elective that does not produce any deliverables does not qualify. The study elective is not designed to be designed study time for the Step exam.

Undergraduate Medical Education Teaching Elective:

An MS4 non-clinical elective in which a student completes readings, online modules, simulations, training (including wilderness\disaster medicine electives), virtual courses (VSLO) and/or didactics for most of the hours in the elective. A study elective that does not produce any deliverables does not qualify. The study elective is not designed to be designed study time for the Step exam.

UCR MS4 Elective:

An MS4 non-clinical elective that is directed by a UCR appointed faculty with specific requirements.

Transition to Residency:

A mandatory 4-week course consisting of didactics, standardized patient simulations, and online learning designed to prepare students for the transition to residency. There will be no absences allowed during this mandatory rotation period.

Flex:

A period of time, typically 1-2 weeks in duration with a 4-week maximum, in which there are no rotational duties, coursework or any other requirements to be completed or required during this time.

Non-enrollment Period:

A specific time of the academic year in which there is no enrollment, therefore no rotations, coursework or other requirements are required and/or permitted.

Interview Season:

Refers to the time of year when the majority of residency interviews will be conducted in the Fall/Winter registration periods. However, the start and/or duration of the season may differ depending on the specialty.

III. Policy Text

- A. MS4 students must complete 4 weeks of each of the following: Core Sub-Internship, Core Radiology, Core Critical Care Medicine, and Transition to Residency.
- B. The 4 weeks of the core Radiology course must be taken by all students and is directed by UCR. No substitutions are permitted for this requirement.
- C. The 4 weeks of the core Sub-Internship must be consecutive, be one of the approved specialties, and must be completed at a single site.
 1. Interview Season: There is a maximum cap of 6 residency interviews during this requirement to ensure the days missed beyond the 2 allotted are made up in the same rotation period to receive credit for the core requirement.
 2. Rotations that are fewer than the 160 required hours and/or not 100% inpatient care would result in rotation being classified as Clinical Elective.
- D. The 4 weeks of the core Critical Care Medicine must be consecutive, at a single site, and cannot cross rotation periods.

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1. Interview Season: There is a maximum cap of 6 residency interviews during this requirement to ensure the days missed beyond the 2 allotted are made up in the same rotation period to receive credit for the core requirement.
 2. Students are encouraged to schedule their core Critical Care Medicine rotation in the first half of the year (Rotation Periods 1-6). If students choose to schedule their rotation
 - a. If a student obtains an outside critical care rotation through VSLO for Rotation Periods 7, 8, 10 or 11, they will not need to enter into the lottery.
 3. A second Critical Care rotation may be taken for Sub-Internship or Clinical Elective credit.
- E. Students must complete a total of 24 weeks of Electives.**
1. Electives include a combination of clinical and non-clinical rotations.
 2. Additional weeks of Electives may be completed, maximum of 28 weeks, if the student chooses not to use Flex time.
- F. Students must complete a minimum of 12 weeks total in Clinical Electives.**
1. The student must complete a minimum of 4 weeks of the Clinical Elective requirement in a second specialty during their MS4 year. A subspecialty of a main specialty does not meet the requirement of a second specialty.
 2. Students can complete more than 12 weeks of Clinical Electives by completing less weeks of Non-Clinical Electives.
- G. Students may complete a maximum of 12 weeks of Non-Clinical Electives.**
1. A student wishing to complete a Scholarly Activity/Research Non-Clinical Elective must propose a project that will require a minimum 20 hours per week of effort for each week of rotation. They must reasonably expect that their project will result in a scholarly product, such as poster presentation or publication, and that their contribution to that scholarly product will be substantial and worthy of authorship.
 - a. Authority to approve a scholarly activity/research elective rest with the director of scholarly activity and the MS4 Director.
 2. A student wishing to participate in the Undergraduate Medical Education (UME) Teaching Non-Clinical Elective must reasonably expect to participate in a minimum of 60 hours of teaching activities to MS1s & MS2s related to the elective over the academic year, in addition to attending educational teaching sessions and presentation.
 - a. To participate in the UME Teaching elective, the student must express interest and be accepted to the rotation by the director of the UME Teaching elective.
 3. The Study Non-Clinical Elective must demonstrate that the student has put forth a minimum of 20 hours of effort per week by one of the following:
 - a. The completion of a 20 AMA category 1 credits per week of the rotation of article and/or journal readings.
 - b. The completion of a rotation that has been accredited either by UCR, by another medical school (VSLO), or which requires a minimum of 20 hours per week of effort.
 - c. The completion of pre-approve online modules by the 4th year director to be clinically relevant and to involve a commitment of 20 hours per week.
 4. The various UCR MS4 Non-Clinical Electives, in which student participation will be based on interest, availability of elective, restrictions/capacity limitations of the elective, and requirements.

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Students may review descriptions of the various approved electives in Canvas.

- H. Students who plan for more than 6 weeks of non-clinical electives must initially schedule the amount of non-clinical elective time exceeding 6 weeks after match day. This time may be rescheduled to earlier in the year, with the permission of the 4th year director, if necessary to replace a scheduled clinical elective that the student is unable to attend.
- I. Students have 4 weeks of Flex time to use in an academic year. The Flex time must be no more than 2 weeks at a time in the first half of the academic year (Rotation Periods 1-6), and the other 2 weeks must be reserved in rotation period 11 to use in the last half of the year (Rotation Periods 7-11).
- J. Students are unable to be enrolled to complete rotations during a non-enrollment period, which are any dates prior to the official start date of 4th year (rotation period 1), and Winter Break (between rotation period 6 & 7).
 - 1. If a student chooses to accept a rotation that crosses into Winter Break, the student will forfeit the week(s) affected and be required to fill the gap(s) created in the enrollment period of their schedule. To fill this gap(s), the student may be granted additional non-clinical week(s), which will be reviewed on a case-by-case basis and approved by the MS4 Director.
 - 2. This will not apply to rotations that start prior to the official 4th year start date, and no exceptions will be granted.
- K. Military student schedules will be reviewed separately based on their unique service requirements and interview season.

IV. Responsibilities

A. Office of Student Affairs (OSA)

The MEC is responsible for the curriculum of the medical education program, along with the program's administration and leadership. MEC develops and implements policies regarding scheduling, course requirements, and graduation requirements.

B. Medical Education Committee (MEC)

The Clinical Curriculum Subcommittee, the associate dean of clinical medical education, and the MS4 Director will regularly monitor and report students' compliance with this standard.

C. Clinical Curriculum Subcommittee (CCS)

The office of student affairs is responsible for reviewing all proposed student schedules and ensure compliance with this standard.

V. Procedures

The MS4 Clerkship Director and/or Coordinator will review all proposed schedules with MS4 students to provide feedback, ensure and confirm compliance with this standard.

VI. Related Information

Medical Student Handbook

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VII. Approvals:

CLINICAL CURRICULUM SUBCOMMITTEE (12/19/2023)
MEDICAL EDUCATION COMMITTEE (04/17/2025)

Signed by:

Pablo Joo

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PABLO JOO., M.D.,
SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION
SCHOOL OF MEDICINE

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Signed by:

Paul Hackman

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PAUL HACKMAN, J.D., L.L.M.
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Signed by:

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DEBORAH DEAS, M.D., M.P.H
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