

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** MS4 Scheduling Policy**Policy Number:** 950-06-042

<b>Responsible Officer:</b>	Senior Associate Dean, Medical Education
<b>Responsible Office:</b>	Office of Medical Education
<b>Origination Date:</b>	02/16/2023
<b>Date of Revision:</b>	01/18/2024
<b>Scope:</b>	This Policy Applies to the Fourth Year Curriculum

**I. Policy Summary**

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

**II. Definitions**

***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.

***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:*** Any non-clinical elective that does not meet the definition of an undergraduate medical education elective or a scholarly activity elective. This includes MS4 non-clinical electives in which a student completes readings, online modules, simulations, training (including wilderness medicine electives), and/or didactics for the majority of the hours in the elective.

***Undergraduate Medical Education Teaching Elective:*** A elective in which a student assists with the education of UCR SOM students in their MS1 and MS2 years during their clinical skills, doctoring, and case base learning curricula.

***Core Sub-Internship:*** A 4-week block, involving a minimum of 160 hours of patient care (fewer hours would result in rotation being classified as an elective), in which students rotate for four consecutive weeks in 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 Radiology:*** A 4-week rotation, consisting entirely of online learning and testing, in addition to reviewing relevant topics in radiology.

***Core Critical Care:*** A 4-week rotation in critical care medicine, which may be completed in NICU, SICU, MICU, or PICU. Students will also attend weekly didactics covering core topics in critical care. A second critical care rotation may be taken for Sub-Internship or elective credit. At the discretion of the MS4

director, and with written approval from the associate dean of clinical medical education, students may be assigned their critical care rotation times and sites via lottery if it is deemed necessary to ensure all students have access to a rotation in critical care. Any policy concerning assignment of rotations will be announced as far in advance as possible, and at least 60 days prior to the assigned rotation.

***Transition to Residency:*** A mandatory 4-week block consisting of didactics, standardized patients, simulations, and online learning designed to prepare students for the transition to residency.

***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.

### III. Policy Text

- A. UCR MS4 students must complete 4-week blocks of each of the following: core sub-internship, core radiology, core critical care, and transition to residency.
- B. The 4 weeks of the core sub-internship block must be consecutive and must be completed at a single site.
- C. The 4 weeks of the core critical care block must be consecutive.
- D. UCR students must complete a total of 28 weeks of combined vacation and elective time. They must complete a minimum of 20 weeks of electives during their MS4 year and may complete a maximum of 24 weeks. Students must complete a minimum of 4 weeks of vacation and may complete a maximum of 8 weeks.
- E. UCR MS4 students must complete a minimum of 12 weeks of clinical electives during their MS4 year.
- F. MS4 students must complete a minimum at least 4 weeks of clinical electives in each of at least two specialties.
- G. A student wishing to complete a scholarly activity elective must propose a project that will require a minimum 20 hours per week of effort, on average, for each week of the rotation. They must reasonably expect that their project will result in a scholarly product such a poster presentation or publication, and that their contribution to that scholarly product will be substantial and worthy of authorship.
- H. Authority to approve a scholarly activity elective rests with the director of scholarly activity or, if the position is not currently filled, with whomever the senior associate dean of undergraduate medical education should appoint to fulfill that responsibility until a new director of scholarly activity can be appointed.
- I. Students wishing to participate in the undergraduate medical education teaching elective must reasonably expect to participate in a minimum of 20 hours of work related to the elective, on average, per week of the rotation. These 20 hours can be fulfilled by direct contact with students, the creation of scholarly work related to teaching, grading, and/or formal didactics. No more than 5 hours per week, on average, should be fulfilled by grading and at least 12 hours per week, on average, should be fulfilled by direct contact with students.
- J. Students wishing to complete an elective in undergraduate medical education teaching must be accepted to the rotation by the director of the undergraduate medical education teaching elective, if

that position is unfilled, by whomever is selected to fulfill that responsibility by the senior associate dean of undergraduate medical education until a new director of clinical skills education and innovation can be appointed.

- K. No more than 12 weeks of the MS4 curriculum may be scheduled for study electives and vacation. For example, if a student schedules 8 weeks of vacation they may schedule no more than 4 weeks of study electives, and if a student schedules 8 weeks of study electives they may schedule no more than 4 weeks of vacation. An exception to this policy will be made for student who apply for, and are not accepted to the undergraduate medical education teaching elective. In that case students may schedule up to 16 weeks of study electives and vacation.
- L. Study electives will be graded pass/fail. To fulfill the criteria for passing students must demonstrate that they have put forth an average of 20 hours of effort per week by one of the following:
  - 1. The attestation of a faculty mentor that the student has completed a plan of study of at least 20 hours per week, on average, for each week of their rotation, and that the faculty member has reviewed the studied material with the student for a minimum of 1 hour per week for each week of the rotation.
  - 2. The completion of a 20 AMA category 1 credits, on average, per week of the rotation.
  - 3. The completion of a rotation that has been accredited either by UCR, by another medical school, or which has previously been accepted for credit by another medical school and which is deemed to require a minimum of 20 hours per week of effort (for example a wilderness medicine elective or a non-clinical medical Spanish elective).
  - 4. The completion of a plan of study (including but not necessarily limited to online learning) that has been determined by the 4th year director to be clinically relevant and to involve a commitment of 20 hours per week. A list of available electives meeting this requirement will be published no later than April 1st prior to the MS4 year.
- M. Students who plan for more than four weeks of non-clinical electives must initially schedule the amount of non-clinical elective time exceeding four 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
- N. Students who elect to schedule more than 4 weeks of vacation time must initially schedule the amount of vacation time exceeding 4 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.
- O. Core sub-internship and core critical care rotations must initially be scheduled prior to match day. The rotations may be rescheduled after match day, with the permission of the 4th year director, if a student is unable to complete their requirements for these rotations in the time that they are originally scheduled for.

#### IV. Responsibilities

Office of Student Affairs (OSA)

Medical Education Committee (MEC)

Clinical Curriculum Subcommittee (CCS)

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

V. Procedures

- A. The office of student affairs will review all proposed schedules with MS4 students to confirm compliance with this standard.
- B. The MS4 Coordinator and/or MS4 director will additionally review all proposed MS4 schedules and to ensure compliance with this schedule.

VI. Related Information

Medical Student Handbook

VII. Revision History

Policy Created 2/16/2023

APPROVALS:

MEDICAL EDUCATION COMMITTEE (01/18/2024)

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