

UC Riverside, School of Medicine Policies and Procedures Policy Title: Vetting and Monitoring of MS3 and MS4 Electives Policy Number: 950-06-025

Responsible Officer:	Senior Associate Dean of Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	June 2, 2021
Date of Revision:	
Scope:	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.

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 = Clerkship Curriculum Subcommittee
- F.** MEC = Medical Education Committee
- G.** ES = Elective Subcommittee

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 Subcommittee oversees all MS3 and MS4 electives sponsored by UCR SOM. All electives must have a designated Course 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. A Course Director must have a UCR SOM faculty appointment, and an elective site must have an executed affiliation agreement.

2. A new elective request must be submitted to the Elective Subcommittee using the New Elective Application. The Elective Subcommittee 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 Subcommittee 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 ES of the CCS will oversee the vetting and monitoring of the MS3 and MS4 electives with data provided in collaboration with the OAE.

V. Procedures

A. The process of how electives are vetted and monitored is managed by the ES of the CCS.

B. A continuous quality improvement (CQI) 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 (06/17/2021)

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