



International
University



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AWAY AND HOME CLINICAL ELECTIVES

Curriculum 2015

**International University School of Medicine
(IUSOM) – Michigan Clinical Campus**

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Acknowledgements:

International University School of Medicine (IUSOM) acknowledges Prof. Dr. Dewa N. Ramlu, MD, IMD, PhD, MPH, CHE, MACRP, Vice-President for Global Programs, Research, & Academic Affairs, Dean at IUSOM-USA Clinical Campus, and Director for Clinical Cardiology Programs, for preparing this document.

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AWAY AND HOME CLINICAL ELECTIVES

Only one AWAY clinical elective may be taken in Eleventh Semester for credit for clinical sciences program of Doctor of Medicine (M.D.) degree being offered by International University School of Medicine (IUSOM) at its branch campus, namely, International University School of Medicine (IUSOM) – Michigan Clinical Campus located in Dearborn, Michigan, USA. For purposes of this policy, the definitions for HOME and AWAY clinical electives are: HOME clinical electives are those electives taken within the borders of the State of Michigan whereas AWAY clinical electives are all other electives taken at a medical school, clinical institution, or office outside of the state.

Students will need to submit the necessary paperwork for the approval of all electives other than those in the IUSOM catalog, by IUSOM – Michigan Clinical Campus and/or by other IUSOM-affiliated institutions.

A student may elect to do more than the minimum number of electives required for graduation. Please note that any additional elective for which the student wishes to receive academic credit will incur additional tuition fees assessed by the credit hour.

Applying for AWAY Electives

1. Requests to do AWAY electives (e.g., when the student wishes to relocate for a significant portion of the Eleventh Semester for clinical sciences program of M.D. degree because a spouse is located outside the Detroit metropolitan area) must be directed in writing to School of Medicine Administration. At no time will a student be allowed to complete his or her required Eleventh Semester clerkships (clinical rotations) outside the usual course offerings.
2. AWAY electives are available from many medical schools and a variety of clinical facilities. The Office of Student Affairs has information regarding various available electives which prior students have taken. Counselors also have information regarding AWAY electives which students have found beneficial, as do various faculty members in the departments who act as advisors to junior and senior students.
3. Most medical schools will use the Visiting Student Application Service (VSAS) of Association of American Medical Colleges (AAMC) (website: <https://www.aamc.org/>) to receive applications from students wishing to do Eleventh Semester clinical AWAY electives at their institutions. This service includes a searchable database of electives, a short application, the ability to pay application fees online, and tracking of offers and schedules.
4. The application process for AWAY electives at host schools not yet participating in the VSAS process includes first making contact with the medical school or institution in question. In conjunction with your counselor in the Office of Student Affairs, the School of Medicine's AWAY Elective form is then completed. This includes obtaining approval of the IUSOM Chair or his/her designee of the department in which you plan to do your away elective along with the Dean of Clinical Education (both approvals are required). The Office of Student Affairs will also help you complete other application materials required by host institutions such as proof of vaccination or other health matters, verification of 'good standing' status, malpractice insurance, etc. It is the student's responsibility to complete all required forms and requests (health forms, transcript requests, proof of health insurance, training for US Federal Health Insurance Portability and Accountability (HIPAA) Act of 1996, respirator fit testing, USMLE (United States Medical Licensing Examination) scores, photo ID) and submit the completed packet to the Office of Student Affairs. **Students requesting an elective from a school/hospital**

requiring additional medical liability insurance beyond the schools policy will bear the cost. This additional fee will not be reimbursed by the School of Medicine. Be certain to read host school requirements carefully and comply with the policies in addition to all IUSOM policies. The Office of Student Affairs will review and mail all of this information to the host institution to complete your application for an away elective. Please note that no applications will be processed or mailed by the Office of Student Affairs without submission of all of the required application materials.

5. Only one AWAY clerkship request form will be processed for a given month. Students may not try to get several different AWAY electives for a particular month as “backup electives”. Applying to and being accepted at two different institutions for the same month necessitates that the student will have to cancel one of the electives he or she requested after the request was approved by the institution; this is never interpreted favorably by the institution, and could have an impact on future student learning there. You are advised to list alternate courses in the same department when making your requests. By doing so you will avoid having to secure multiple chairs' signatures for a given month and maximize your choices at a given institution.
6. The Office of Student Affairs will maintain a file of all completed requests and provide the student with a copy of the application materials.
7. The AAMC Extramural Electives Compendium (usually released in March or April of each academic year) contains information of electives offered to visiting students from a variety of institutions. The compendium contains detailed information regarding the application, approval processes, deadline dates, etc. for taking guest electives at all accredited US and Canadian schools. Copies will be available in the Office of Records & Registration, the Office of Student Affairs, Student Organizations Office and the Shiffman Library. Most medical schools also post their MD6 (US medical education system) curriculum guide and elective offerings on their institutional web-site.
8. IUSOM elective forms are available in the Office of Records & Registration and the Office of Student Affairs.
9. The Office of Records & Registration must receive written confirmation of your acceptance as a guest student from the institution at least four weeks prior to the scheduled starting date for the clerkship. Please be sure to monitor this requirement carefully. If you do not obtain written confirmation by one month before the start of the elective, contact the Office of Student Affairs or the Office of the Dean of Clinical Education for assistance.
10. As with all other clerkships and electives, failure to attend an approved clerkship will result in an unsatisfactory grade. That unsatisfactory grade will be made up at the Detroit Medical Center or Henry Ford Hospital System.
11. Students will be given credit only for those AWAY courses for which they have registered and which appear on their approved Eleventh Semester for clinical sciences program of M.D. degree. If changes are made by the student or imposed by the host institution, the Office of Records & Registration must be notified immediately.

Independent Study Electives

An Independent Study Elective is defined as any elective taken during Eleventh Semester of the clinical curriculum of medical school that does not have a previously defined and published syllabus which describes the objectives, work hours and environment, resources and evaluation methods of the course. In essence, the course is established by and for the particular student. This definition applies to proposed electives at IUSOM or one of its affiliated HOME clinical institutions (HOME Independent Study Electives) as well as courses at other institutions (AWAY Independent Study Electives).

Except in unusual circumstances approved in writing after written petition by the student, students will not be allowed to complete more than one elective during Eleventh Semester or Tenth Semester (in case of unavoidable circumstances) of medical school. This includes research electives. As discussed elsewhere, Tenth Semester Independent Study Electives can only be done here at the School of Medicine or its affiliated hospitals. Eleventh Semester Independent Study Electives can be done here, elsewhere in the USA, or at international sites.

HOME Independent Study Electives

Requests to establish a HOME Independent Study Electives (IUSOM Bonaire Campus Code: IUSOM-BO-MD-11-16: HOME Independent Study Electives) course for your elective will be considered by the Dean of Clinical Education in conjunction with the relevant Department of the School of Medicine. The request to establish an Independent Study Course is initiated at the Office of the Dean of Clinical Education or the Office of Student Affairs with the student's counselor. The School of Medicine Independent Study Elective form must be completed in order to process the request. Several criteria are used in considering approval of the Independent Study request, including but not limited to, the student's academic record, departmental resources, the student's planned career, the presence of a compelling reason to establish such a course (for example the absence of an identical elective course at the School of Medicine), etc.

The student must contact the department and/or individual with whom he or she intends to work. Together the plan of study is developed and written on the Independent Study form. When completed and signed, this is then submitted to the Dean of Clinical Education for formal approval. Please note that a request to establish a Home Independent Study Elective during Eleventh Semester is looked at more closely, since at that phase of a student's training it is less likely to be educationally beneficial. Thus, while Home Independent Study electives may be allowed during Eleventh Semester, established electives are preferred. After approval by the Dean, the proposed Independent Study Course is then submitted for approval by the relevant Department Chair or his/her designee in the School of Medicine.

AWAY Independent Study Electives

AWAY Independent Study Electives (IUSOM Bonaire Campus Code: IUSOM-BO-MD-11-17: AWAY Independent Study Electives) are developed and approved in a very similar fashion, except that the approval from the Dean and Department Chair of the relevant department of the School of Medicine should be sought before attempting to establish the elective. The process is altered in this way to make sure that everyone at the School of Medicine *will approve* the elective before the student contacts the other institution. During Eleventh Semester, AWAY Independent Study Electives can be arranged when proper documentation of the educational value of the elective can be obtained.

AWAY International Study Electives (IUSOM Bonaire Campus Code: IUSOM-BO-MD-11-18: AWAY International Study Electives), which by their very nature are an Independent Study Elective because the experience is unique, are discussed below. Additional important points to consider regarding Away electives include the following:

1. If you plan to do an AWAY Independent Study Elective, it is your responsibility to make all arrangements regarding the elective, including approval by IUSOM. No credit will be given retroactively for courses taken but not approved before the start of the course.
2. Monitor the situation with regard to your AWAY Independent Study Elective requests carefully. If you determine that you will not get a requested AWAY Independent Study Elective, you must propose a substitute for that course which is then added to your program using the mechanism for course changes specified in this program guide.

Elective Grades

You will be eligible for the usual clinical grades of Honors, Satisfactory, or Unsatisfactory for electives. The elective taken during Eleventh Semester is not counted towards the number of Honors course evaluations needed to achieve Eleventh Semester Honors.

Student Responsibility and Clerkship/Elective Evaluations

- A. It is the student's responsibility to know the requirements for completion of the Eleventh Semester program, the requirements for awarding the medical degree, the requirements for graduation, and the rules regarding away electives. Do not procrastinate and put off completion of these requirements until the end of the year when you have insufficient time to complete them before graduation.
- B. In addition, you are required to complete an evaluation of each clerkship and elective course you complete during your clinical semesters. This requirement applies to both elective courses as well as all required Tenth Semester and Eleventh Semester clerkships. The School of Medicine Administration monitors the educational process with the hope of continually improving it.
- C. You are required to complete a clinical knowledge assessment as requirements for awarding the medical degree for graduation.
- D. No grade will be recorded by the Office of Records and Registration until the student has completed the evaluation for each clerkship or elective.
- E. The School of Medicine may at times require students to complete surveys for ongoing educational research, online educational activities for regulatory compliance (e.g., Risk Management) or other activities not listed or announced previously. Once these are announced via email or other means, students will do everything possible to complete the requirement in a timely fashion.

Evaluation of Student Performance

Students have the possibility of earning Unsatisfactory, Satisfactory or Honors in this clerkship based on the evaluation of their clinical skills, knowledge and attitude. The evaluation form is the same used in all required clerkships and is completed by your site preceptor.

Honors are awarded to students who achieve "Exceeds course expectations" in seven out of eleven competencies on the clinical evaluation, including three of the first five critical competencies, AND have no ratings of "Below expectations".

Unsatisfactory is awarded to students who are "Below expectations" in any of the five critical competencies OR three or more competencies total are evaluated as "Below expectations".

Clinical Evaluation

Students must obtain a Satisfactory Final Clinical Evaluation. The evaluation form is the same used in all required clerkships and is completed by your site preceptor.

Grade Appeals

Students who want to appeal their grade must contact the Clerkship Coordinator, who will then direct the student to Clerkship Director of that specialty. All grade appeals must be submitted in writing (email) to the Clerkship Director within 30 days of receipt of the grade.

Students should not contact their site director/ preceptor. If the site director is contacted, the appeal will be voided.

Reading Materials

1. Bailey & Love's Short Practice of Surgery (2013), edited by Norman Williams, Christopher Bulstrode and P. Ronan O'Connell), 26th Edition, ISBN-13: 978-1444121278 & ISBN-10: 1444121278, Publisher: CRC Press (Francis and Taylor Group);
2. Kumar and Clark's Clinical Medicine (2012), edited by Parveen Kumar and Michael Clark, 8th Edition, ISBN 978-0-7020-4499-1 & International ISBN 978-0-7020-4500-4, Publisher: Saunders Elsevier;
3. Davidson's Principles and Practice of Medicine: With STUDENT CONSULT Online Access (2010), edited by Nicki R. Cledge, Brian R. Walker and Stuart H. Ralston, 21st Edition, ISBN-13: 978-0702030857 & ISBN-10: 0702030856, Publisher: Churchill Livingstone Elsevier;
4. Harrison's Principles of Internal Medicine (Vol.1 & Vol.2) (2015) by Dennis Kasper, Anthony Fauci, Stephen Hauser, Dan Longo, J. Jameson and Joseph Loscalzo, 19th Edition, ISBN-10: 0071802150 & ISBN-13: 978-0071802154, Publisher: McGraw-Hill Education / Medical;
5. CURRENT Diagnosis and Treatment Pediatrics (2014) by William Hay, Myron Levin, Robin Deterding and Mark Abzug, 22nd Edition, ISBN-10: 007182734X & ISBN-13: 978-0071827348, Publisher: McGraw-Hill Education / Medical; and
6. Hacker & Moore's Essentials of Obstetrics and Gynecology: With STUDENT CONSULT Online Access (2009) by Neville F. Hacker, Joseph C. Gambone and Calvin J. Hobel, 5th Edition, ISBN-10: 1416059407 & ISBN-13: 978-1416059400, Publisher: Saunders.