THE FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

YEAR FOUR

BULLETIN

2016-17

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OVERVIEW OF THE CURRICULUM & SCHEDULE

Elective Opportunities

"The faculty of a medical school ensure that the medical curriculum includes elective opportunities that supplement required learning experiences and that permit medical students to gain exposure to and deepen their understanding of medical specialties reflecting their career interests and to pursue their individual academic interests." (LCME Standards and Elements, July 1, 2015)

A typical fourth year schedule at the FSU COM contains 40 weeks of educational activities that include required clerkships and electives. In addition, most students utilize additional "time off" for vacation and for residency interviews.

Required Clerkships: 12 weeks

- o Primary Care Geriatrics (4 weeks**), AND**

- o Emergency Medicine (4 weeks), **AND**

- o **Either** the Sub-Internship in Family Medicine **OR** Sub-Internship in Internal Medicine (4 weeks).

- o Note: Students are strongly encouraged to schedule required clerkships in both Blocks 1 and 2 so that there is maximum flexibility and minimal conflict when attempting to schedule residency interviews during Blocks 6, 7, 8 and 9.

- o **Every attempt should be made to avoid scheduling residency interviews during required clerkships.**

- o Absence from a required clerkship requires approval by the Regional Campus Dean.

Electives: 28 weeks

- o **Students must complete at least 16 weeks of electives.**

- o **At least 8 weeks of electives must be scheduled within the FSU COM system** ("internal electives"). These internal electives occur at affiliates of the FSU COM Regional Campuses.

- o Students may also take elective courses and externships at accredited non-affiliated institutions both within and outside Florida with appropriate approvals ("external electives").

"Time off": Up to 8 weeks

- o For those students not needing remediation, the fourth year includes up to 8 weeks that can be used for vacation, interviews or studying for USMLE Step 2. Your regional campus dean will assist you in deciding how much time to allot for these activities based on your unique situation.

Any required "remediation activities" (extra prep for USMLE Step 2, remediating a failed clerkship/ elective or having a prolonged absence for any reason) **is taken from elective time or Required Residency Preparation Boot Camp.** *Remember, students must complete at least 16 weeks of electives.*

- o **USMLE Step 2 CS must be taken by October 31, 2016.**

- o **USMLE Step 2 CK must be taken by December 31, 2016.**

All fourth-year blocks begin on Monday.

The student schedule for both holidays and weekends is determined by the supervising physician's schedule (i.e., if the physician is working, the student is working.) If a block starts on a Monday holiday, students should check with the supervising faculty or Regional Campus Clinical Coordinator to determine where and when the student should report.

- o **Match Day is on Friday (03/17/2017)** and will occur during Block 10. Students who choose to participate in the Match ceremony will be excused from educational activities on both the Thursday (03/16/17) and Friday (03/17/17) of that week. Students will be expected to resume educational activities on Saturday (03/18/17).

- o Required clerkships should not be scheduled in Block 11 without Campus Dean's approval.

- o Following Block 11, the **Required Residency Preparation Boot Camp** will begin at the student's home campus, and is noted in the scheduling system as Block 12.

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GLOSSARY

Block: Four consecutive weeks within the academic calendar available for required clerkships and/or electives. Year 4 has 11 scheduled four-week blocks and a 3-week Residency Boot Camp block.

Campus Dean: The COM administrator responsible for faculty, students and staff at a Regional Campus.

Fourth-year Clerkships: Required clinical rotations in Year 4. For academic year 2016-2017, three (3) fourth-year clerkships are required: Emergency Medicine, Primary Care Geriatrics, and *either* the Sub-Internship in Family Medicine OR Sub-Internship in Internal Medicine.

Education Director: The COM faculty member responsible for creating, coordinating, and assessing clerkships within a given medical discipline. Education Directors work closely with the Clerkship Directors/Clerkship Faculty and Elective Directors/Elective Faculty in their discipline at each of the regional campuses.

Clerkship Director: The COM faculty member responsible for administrating required clerkships at each Regional Campus.

Clerkship Faculty: A community physician with a FSU COM faculty appointment who: 1) completes required faculty development activities; and, 2) supervises students on a clerkship.

Elective: An educational experience (rotation or course) selected by the student from the FSU COM catalog of approved electives. Most electives are 4 weeks (one block) long; or 2 weeks long. Approved electives comply with all COM policies and requirements.

Electives Administrator: The COM faculty member with administrative responsibility for the program of electives offered through FSU COM, including those at Regional Campuses and affiliates of the COM.

Elective Director: The COM faculty member or community physician who administers and coordinates an elective. The Elective Director: 1) creates and submits all required paperwork; 2) works with the Regional Campus staff to schedule students for the elective; 3) insures that the student instruction and supervision is adequate; and, 4) completes all evaluation paperwork at the end of the elective.

Elective Faculty: Other individuals (besides the Elective Director) who teach in the elective.

External Elective: An elective taken outside the FSU COM campus system at an LCME-accredited medical school or an ACGME-approved residency program. When completed at an ACGME-approved residency program, these electives are often called "externships."

Internal Elective: An elective offered at any of the FSU COM regional campuses or

affiliates.

Student Advisor: A COM faculty member or community physician assigned to a student as part of the Student Advisement Program.

PREPARATION

Electives during the fourth year enable the student to:

1. **Select educational experiences within areas of medicine outside the required clerkships;**

2. **Explore specialty options**. (Electives scheduled early in Year 4 may assist in determining specialty choice.)

3. **Explore residency programs**. (Externships provide a close look at specific residency programs.)

4. **Strengthen knowledge and skills in areas of medicine needing improvement.**

5. **Take advantage of unique educational experiences.** Electives allow students to pursue unique experiences like research, international experiences, intensive self-study, etc. For some students, these opportunities may not be available after graduation.

BECAUSE THE GOAL OF THE FSUCOM IS TO PROVIDE A "GENERAL MEDICAL EDUCATION" TO STUDENTS, FOURTH YEAR SHOULD NOT BE USED TO BEGIN SPECIALIZING IN ONE'S CHOSEN SPECIALTY!

Students are limited to selecting 2 electives in the same subspecialty, and no more than 3 in the same discipline. For example, a student may not take all electives in any one specific discipline such as the various subspecialties of surgery, medicine or pediatrics, etc.

Instead, consider choosing electives that *complement* one's chosen specialty area. If interested in Pediatrics, consider OB/GYN, Allergy/Immunology or ENT. If interested in Surgery, consider Cardiology or ICU experiences. If interested in Internal Medicine, consider electives in Geriatrics or PM&R.

The Senior Associate Dean for Academic Affairs (or his/her designee) has the final decision on whether a student schedule reflects an appropriately balanced and well-rounded general medical education.

The order of fourth year clerkships and electives is important. For example, students interested in applying to Internal Medicine residency programs may wish to complete the required sub-internship in Internal Medicine before completing an externship at a "top choice" residency program.

TIMELINE AND SCHEDULING

Tasks for January-February:

o   Review descriptions of approved electives.

o   Discuss fourth year scheduling priorities with faculty advisor.

o   Meet with faculty advisor to develop draft schedule (including contingencies) for fourth year.

o   Contingencies are alternative electives, and are particularly important when students are applying for externships. In the event that the student does not get a desired externship, the alternative elective can be substituted.

Tasks for February-March:

o   Students create initial fourth year schedules.

o   Clinical Coordinators at each campus will assist students with the selection process.

o   Students may need to contact faculty advisors multiple times to discuss schedule options based on availability of courses.

o   "Preliminary" fourth year schedules are approved (and signed) by faculty advisor and the Campus Dean.

o   Students enter schedules on-line.

o   "Final" fourth year schedules are approved by Senior Associate Dean for Academic Affairs.

IMPORTANT DATES

Date	Time	Event
Wednesday January 27	5:00 pm EST	Orientation video-cast from Tallahassee Regional Campus to all other campuses, led by Dr. Stine.
Wednesday January 27	6:00 pm EST	Students create mock M4 schedules in the Year 4 Scheduling/Electives Selection system found in the COM Secure Apps (https://apps.med.fsu.edu/year4scheduling/) and save a copy in Word file.
Tuesday February 16	Midnight EST	Students will be locked out of scheduling and mock schedules cleared out.
Wednesday February 17	4:30 pm EST	Students may schedule **required 4th year clerkships only at the student's home campus**. Students can also schedule vacation and interviews starting now and throughout the phases.
Wednesday February 24	Midnight EST	Students may no longer schedule required clerkships. Changes must go through the clinical coordinators.
Wednesday March 2	4:30 pm EST	Students may schedule **electives at the student's home campus only**.
Saturday March 5	9:00 am EST	Students may schedule **electives at any campus and offsite electives.**
Friday March 11	4:30 pm EST	Students are locked out of scheduling.
Friday March 11	4:45 pm EST	Completed schedules must be received by the Clinical Coordinator and copies are forwarded to the Campus Dean, who reviews and adjusts them, and sends them on to the Senior Associate Dean for Academic Affairs for final review and approval.
Monday March 14		Copies of completed schedules are received by the Senior Associate Dean for Academic Affairs, and at this time student's schedules are considered "final".
Friday April 1		All fourth year schedules have been reviewed and approved by the Senior Associate Dean for Academic Affairs. The Clinical Coordinator notifies the Regional Campus staff of all local electives selected and arrangements are finalized with local faculty who will supervise the students on electives.

SCHEDULING POLICIES AND PROCEDURES

General

- Consult your faculty advisors **early and often during the scheduling process.** The advisor's approval and signature are required on **ALL** proposed schedules and schedule changes. The advisor may wish to receive proposed schedule changes by e-mail and approve them by e-mail instead of a hand written signature.

- **To the extent possible, residency interviews should be scheduled during time off or during elective blocks, and not during required clerkships.**

- Students are strongly encouraged to schedule required clerkships in early Blocks so that there is maximum flexibility and minimal conflict when attempting to schedule residency interviews during Blocks 6, 7, 8 and 9. It will be difficult to accommodate 20 fourth year students in Block 2 while having the same number of third year students starting clerkships at the same time.

- **Requests to attend residency interviews during required clerkships must be discussed with the Campus Dean as soon as possible.** The Campus Dean will talk with the Education Director to identify the academic consequences of an absence from a required clerkship.

- Any absence from a required clerkship may result in the student receiving an "IR" grade, having to make up missed time **AND/OR** complete alternative/additional assignments.

- **Under no circumstances should a student arrange with the clerkship faculty or elective faculty to be away from the rotation without obtaining the approval of the Regional Campus Dean well in advance of the anticipated absence.**

- FSU COM students have priority in early scheduling for all fourth year clerkships at FSU affiliated residencies. However, after the initial period, there will no longer be a priority for FSU students over students from other institutions.

- Fourth year students have priority in early scheduling for fourth year electives over third year students looking to schedule electives during "flex time." However, after the early scheduling period, there will no longer be a priority for fourth year students.

- **Educational remediation will be required of students who do not complete a clerkship/elective or perform below expectations.** When remediation is required, the content and duration of the remediation is determined by the appropriate Education Director/supervising faculty in consultation with the COM Student Evaluation and Promotion Committee.

Required Clerkships

o **<u>Scheduling required clerkships is coordinated at the Regional Campus.</u>** Students with particular preferences or needs to take certain required courses at certain times should discuss those with their Campus Dean.

o Students must schedule required clerkships at their "home" campus with three exceptions:

1. Required Clerkships may be scheduled at the Immokalee training site
2. Sub-Internship in Family Medicine may be scheduled at approved sites outside of the FSU COM Regional Campuses
3. Geriatrics may be scheduled at the Advent Christian Village site, located in Dowling Park, FL (about 70 miles east of Tallahassee, near Madison, FL Student housing is available at this site as well, with lots of availability in Blocks 1 -7.)

o Much like the scheduling of externships, scheduling the Sub-Internship in Family Medicine requires careful coordination with affiliated Family Medicine Residency Programs in Florida. For example, when students wish to complete the Sub-Internship in Family Medicine at the Mayo Clinic, in Jacksonville, a completed application including a personal statement and a letter of recommendation MUST be submitted a minimum of three months in advance of the Sub-Internship. Additional costs (i.e. housing) and paperwork may be necessary at other Sub-Internship in Family Medicine sites away from the student's home campus. These issues are handled uniquely by each Family Medicine Residency, and the student should talk with their Campus Dean and Clinical Coordinator.

Elective Courses

o A minimum of 2 electives (8 weeks total) must occur within the FSU COM system ("internal electives").

o Each scheduling block will be either two (2) or four (4) weeks in duration. If a student is participating in an externship that requires them to go "out of block", the students must make arrangements to promptly get back "in cycle". (Starting and stopping their blocks at the same time as their peers).

o Students cannot schedule more than 3 two-week electives unless there are extremely compelling and unusual circumstances. These short electives are designed to teach a limited amount of material. They are sometimes used to introduce a student to a topic or to help "fill-in" schedule gaps due to remediation, externships or other absences.

o If a student is interested in a topic or elective not listed in the on-line catalogue, (or course selection tool) the student should contact his/her Regional Campus Dean. It may be possible to utilize the framework of an existing elective or structure a "Special Topic" elective.

Please Note: If a student requests a "Special Topic" elective in an area not currently addressed by an existing elective, the student works with the local Clerkship Director (or

Education Director) and the Special Topics Elective Director to develop the course objectives and a course description. Once the course objectives and a course description are outlined, the Education Director that oversees that discipline must approve the Special Topics elective. After the Education Director approves the Special Topics elective, the student must obtain final approval from his/her advisor and the Regional Campus Dean before registering for that elective.

Schedule Changes – Drop/Add

o Dropping or adding a required course or elective (and other schedule changes) will be considered on a case-by-case basis by the Campus Deans. When possible, drop/add requests should be completed and submitted to the Clinical Coordinator **at least 3 months prior to the scheduled beginning of a clerkship or elective**. Finalizing a drop/add request is a complex administrative procedure that has significant impact on our clinical faculty members.

o Requests for schedule changes with less than 3 month notice must be discussed and approved by the Campus Dean **BEFORE** the student obtains the approval of his/her advisor. Compelling reasons for the late change must be present to receive Campus Dean Approval.

o A student schedule **MUST** be complete and full at all times. Drops are only allowable if there is another course to be added in its place.

Procedure for Schedule Changes – Drop/Add

o Proposed drop/adds should be discussed with the Campus Dean and Faculty Advisor.

o Clerkships/electives that are available can be identified using the online course selection tool. Clinical Coordinators use the online course selection tool to modify student's schedules. This will "lock in" the slot for the student (and may "lock out" other students.) If the rotation is at a Regional Campus other than the student's home campus, the Clinical Coordinator sends an e-mail to the Clinical Coordinator at the campus **receiving** the student notifying her/him of the selection.

o Clinical Coordinators use the COM's Web Student Scheduling application to submit changes that are then forwarded electronically to the Campus Dean and then to the Senior Associate Dean for Academic Affairs. If approved, Senior Associate Dean for Academic Affairs will send approval to Clinical Coordinator and to the FSU COM Registrar.
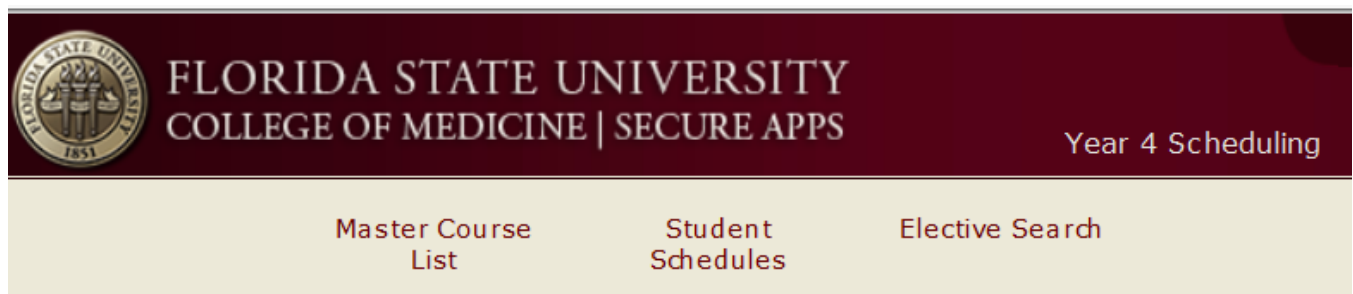
BUILDING YOUR SCHEDULE

Login / Troubleshooting

To begin working with the course selection tool, go to
https://apps.med.fsu.edu/year4scheduling

You can use any web browser and if you are connected to the FSUCOM Network (on campus) you will not have to login.

From remote locations you should only have to login once. If asked to login, use your College of Medicine login and you'll be directed to the first screen below.

You will be asked to verify the curriculum year. The default year should be set for the year (2016-17) which you won't need to change. Click Continue.

FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE | SECURE APPS

Year 4 Scheduling

Master Course List	Student Schedules	Elective Search

Year 4 Scheduling

The system has detected that your role is **Student** Class of 2017
Please verify the curriculum year to continue.

Curriculum Year: [2016-17 ▾]   [Continue]

Schedule Build

This screenshot shows your working schedule as you build it by adding and deleting your required clerkships, interview, vacation and electives. At any time you may export your schedule to a Word document and either print, save or e-mail it.

Master Course List	Student Schedules	Elective Search				2016-17

2016-17 Schedule for *Test M3-student (ORL)   Selection Status: open for student trial

Class Of: 2017 ▾   Orlando ▾   *Test M3-student (ORL) ▾ | Export to Word |

*Students may select and update electives on a trial basis. Trial schedules should be printed or exported to Word for they will be wiped clean before the official selection date.

Block	Campus	Title	Course #	Director	Modified
01C | 4 hrs | 05/30-06/24					1/13/2016
02C | 4 hrs | 06/27-07/22					1/13/2016
03C | 4 hrs | 07/25-08/19					1/13/2016
04C | 4 hrs | 08/22-09/16					1/13/2016
05C | 4 hrs | 09/19-10/14					1/13/2016
06C | 4 hrs | 10/17-11/11					1/13/2016
07C | 4 hrs | 11/14-12/09					1/13/2016
08C | 4 hrs | 01/02-01/27					1/13/2016
09C | 4 hrs | 01/30-02/24					1/13/2016
10C | 4 hrs | 02/27-03/24					1/13/2016
11C | 4 hrs | 03/27-04/21					1/13/2016
12C | 0 hrs | 04/24-05/12	ORL	Residency Preparation "Boot Camp" (required)	RESPREP	*TBA	12/21/2015

Courses Offered (to change sort click on column heading)

*If you can not add a course move the cursor over the 🔒 (lock symbol) to view reason why.

All Blocks ▾   All Specialties ▾   Orlando ▾   Type: All Types ▾ | Display Courses |

Note: "Residency Preparation" in Block 12C. <u>This new course is pre-populated and cannot be updated.</u>

To search for courses to add to your schedule you can filter the "Courses Offered" list using any of the choices below then **click on "Display Courses"**.

Block (01C, 05B etc.) each block (01-11) is a 4 week period of time. Each block (01-11) has sections A, B and C where C is the full 4 weeks. A is the first two weeks and B is the last two weeks. This tool will not allow you to add two courses in the same block/section. There will be a lock symbol instead of "Add".   You can search for all blocks or a particular block.

Specialty (Family Medicine, Internal Medicine) you can search by specialty or select all specialties

Campus (Tallahassee, etc.) you can select a campus or use "all campuses"

Type (elective, required, interview, DIS, externship) you can select a course type or all types

The next screenshot demonstrates the result of searching for:

- o ***Block: 04C (4 weeks) | Specialty: Psychiatry | Campus: Orlando | Type: Elective***

Courses Offered (to change sort click on column heading)

*If you can not add a course move the cursor over the 🔒 (lock symbol) to view reason why.

	Block	Campus	Title	Course #	Director	enrolled
ADD	04C	4 hrs	08/22-09/16	ORL	Geriatric Psychiatry	MDE7883	Allen	0 of 1
ADD	04C	4 hrs	08/22-09/16	ORL	Inpatient Psychiatry	MDE7830	Allen	0 of 1
ADD	04C	4 hrs	08/22-09/16	ORL	Outpatient Psychiatry	MDE7831	Harding	0 of 1
ADD	04C	4 hrs	08/22-09/16	ORL	Special Topics in Psychiatry	MDT7840	Harding	0 of 1

As you can see there are 4 courses listed for adding. If you see the "ADD" button on the far left, this course is available for adding to your schedule. If it's not available you will see a lock image which might indicate the blocks are full or already on your schedule, etc. You can look at the reason why you can't add a course by moving the cursor over the lock.

Click on add by your choice and it will show up in the above schedule.
Click on the title to review the syllabus

You can also change the sort by clicking on any of the column headings (block, campus, title, course# and instructor.)

🔒

Courses may be locked or unavailable for the following reasons
- o The block is full (e.g. the block only allows one student and a fellow student has already selected it)
- o The block already has a course on the student's schedule. The block must be cleared before adding a course back.
- o The system status only allows home campus selections and the attempt is to add away campus courses.
- o The attempt is to add a required clerkship and it is already on the student's schedule.
- o The attempt is to add a required clerkship from an away campus. Only Family Medicine Sub-Internship can be an away campus.
- o The system status is set to only allow required clerkships and the ADD attempt is an elective.

Searching for Course Syllabi

There are two other ways to find electives. The Master Course List contains all the Senior Year courses and syllabi organized by specialty. The Elective Search returns a list based on filters selected and the list is exportable to Excel.
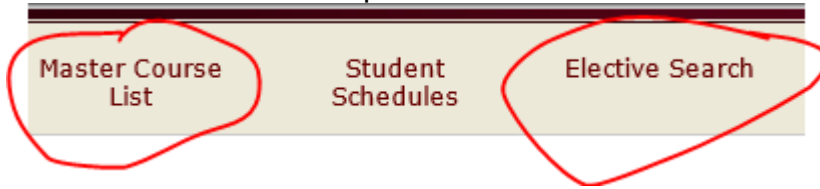
The *Master Course List* contains all the Senior Year courses and course syllabi organized by specialty. To go to this page click on the "Master Course List" tab at the upper left-hand corner.

Expand each specialty by clicking on the **plus (+) sign** to the left of the specialty name. Each column is sortable by clicking on the diamond shape.

To view a syllabus for a particular campus, click on the campus link by the elective. Below is some of the shorthand:

- o   TVL = Thomasville
- o   IMM = Immokalee
- o   MC = Main Campus – indicates the Instructor is MC but the elective is still offered off site, these are similar to Distance Learning courses, and faculty on from the Main Campus.

The Type column refers to the course types:

- o   R = Required
- o   E = Elective
- o   X = Elective-Externship
- o   I = Interview
- o   D = Directed Individual Study

Return to the schedule page by clicking on the "Student Schedules" tab.

Master Course List

Course List for Curriculum Year 2016-17

Click + in the left column to list electives in that specialty. "MC" is Main Campus.

⊟ Family Medicine

Course #	Title	Type	TLH	ORL	PEN	SAR	DAY	FTP	TVL	IMM	MC
MDE7031	Health Plan and Medical Management	E		ORL			DAY				
MDE7121	Family Medicine With Special Emphasis on Sports Medicine	E	TLH	ORL	PEN	SAR	DAY	FTP			
MDE7125	Family Medicine in a Setting of Medical Urgent Care	E					DAY	FTP			
MDE7126	Student Health Elective	E	TLH	ORL							
MDE7135	Rural Family Medicine	E	TLH	ORL	PEN	SAR		FTP		IMM	
MDE7136	Family Medicine in Underserved Populations	E	TLH	ORL	PEN	SAR		FTP		IMM	
MDR7120	Family Medicine Research/Scholarly Activity	E	TLH	ORL	PEN	SAR	DAY				
MDT7120	Special Topics in Family Medicine	E	TLH	ORL	PEN	SAR	DAY	FTP	TVL	IMM	
BCC7175	Family Medicine Clerkship Make Up	M	TLH	ORL	PEN				TVL		
BCC7176	Family Medicine Sub-Internship	R	TLH	ORL	PEN	SAR	DAY	FTP	TVL	IMM	
MDX7120	Medical Externship in Family Medicine	X	TLH	ORL	PEN	SAR	DAY	FTP	TVL		

Elective Search is another way to find electives. Below is an example of searching for titles that start with "Special Topics" in Emergency Medicine specialty at all campuses.

Available Electives List
Optionally search with filters below and click refresh. Export to Excel by clicking on Excel icon next to refresh. To navigate to the elective syllabus click on the elective title.

Curriculum Year: [2016-17 ⌄] Specialty: [Emergency Medicine ⌄] Course Type: ● All Electives ○ Externships Only ○ Non-Externships

Course Campus: [All Campuses ⌄] Elective Title (full or partial): [Special Topics]

Click on a column heading to change the sort.

⟳ Refresh | 📊

Specialty	Title	Course Number	Campus	Credit Hrs	Director	Offered Offsite	Location
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Daytona	2/4	Springer	no	Halifax Medical Center
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Ft. Pierce	2/4	Stavros	no	Hospitals and offices on the Treasure Coast
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Orlando	2/4	Mueller	no	To be determined
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Pensacola	2/4	Stavros	no	To be determined
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Sarasota	2/4	Temple	no	To be determined
Emergency Medicine	Special Topics in Emergency Medicine	MDT7710	Tallahassee	2/4	TBA	no	To be determined

Click the highlighted "Refresh" after adjusting the filter. The green Excel button can be used to export to Excel.

To view the syllabus click on the underlined Title.

Viewing Course Syllabi

Electives may have more than one instructor, with different locations. Below is a partial display of an elective syllabus. Also included are description, objectives etc. This particular elective has 5 different instructors listed at the top of the page. You may click on any of them to see their course information, if it is offered.

Click 'Printable Syllabus' at top of page to format the page for printing.

Elective Syllabus

[Printable Syllabus]

Multiple electives found for this campus - please choose instructor below.

| Aurelio Duran M.D. | Arnold M Einhorn M.D. | Marcos Hazday M.D. | Pradipkumar Jamnadas M.D. |

Neel Patel M.D.

Course Number:	**MDE7220** **Orlando**	*Elective*	[Available]
Course Title:	***Cardiology***		
	☐ This elective is offered off-site		
Site:	Office, Florida Hospital and Central Florida Regional		
Blocks When Offered:	**ALL**		
Credit Hours:	2,4	Max Number of Students Permitted/Block: **1**	
Specialty:	Internal Medicine ▾		
Department:	Clinical Sciences - Internal Medicine ▾		
Hours:	160 (M-F, 8-5) 4wks; 80 (M-F, 8-5) 2 wks		

REQUIRED CLERKSHIPS GOALS & OBJECTIVES

Every student is required to complete four-week clerkships in: 1) Emergency Medicine; 2) Primary Care Geriatrics; and 3) EITHER the Sub-Internship in Family Medicine OR the Sub-Internship in Internal Medicine.

A brief description of each course follows and detailed information can be found on the FSUCOM website and the Blackboard site for each course.

Emergency Medicine BCC 7180

One of the principal goals of this clerkship is to introduce students to the role that Emergency Medicine (EM) plays in the management of acute disease. The Emergency Department (ED) provides an opportunity for significant clinical exposure and learning of many skills. Such skills include appropriately directed patient history and physical exams, differential diagnoses, medical decision making, and acquisition of procedural skills. In the ED, there will be exposure to a broad base of undifferentiated patients with a wide variety of personal, social, and cultural issues that influence patient care. This environment places a premium on physical exam skills and diagnostic reasoning, emphasizing the ability to recognize life- threatening situations and initiate resuscitation in a wide range of diseases with varying degrees of urgency. Students will be taught to appreciate the dynamic state of emergency medicine knowledge, the necessity for maintaining currency, and the means to do it.

Primary Care Geriatrics BCC 7174

The learner on this rotation participates in the care of older patients in a variety of care settings including ambulatory, acute inpatient, emergency room, and nursing or rehabilitation facility sites. The student follows the patient through at least one transition between sites of service. Student involvement in patient care is preparatory for residency (in any discipline), involving significant self-directed/independent learning activities (web-enhanced) designed to inform and compliment patient care synchronously. The student performs as a member of the multidisciplinary team providing care services for older adult patients with geriatric syndromes and common geriatric problems. Patients are selected who are expected to transfer or transition across care settings and offer opportunity for continuity. Learners are encouraged and expected to improve their competency and comfort in caring for older patients in community settings, and to demonstrate their ability to perform basic geriatric assessments. The learner has opportunities to interact with several physicians and other health professionals involved in the care of each older patient and become familiar with the healthcare system beyond the hospital/ambulatory office. The local faculty and Campus Clerkship director coordinate assignments and monitor student activity with input from the Education director. This course is competency based and every student is expected to demonstrate increased proficiency in utilizing skills already acquired as well as increasing their fund of geriatric specific knowledge over the course of the four weeks (developmental emphasis). The design and function of this clerkship is significantly different from the design of most third and other 4th year required clerkships.

Sub-Internship in Family Medicine BCC 7176

The Sub-Internship in Family Medicine is designed to expose the student to the full spectrum of family medicine, including inpatient and outpatient care. This clinical experience will occur in a setting congruent with the mission of our school, allowing the student to participate in the care of patients who are medically underserved. The student may choose one of two available options for the Sub-Internship: an affiliated Family Medicine Residency Program or an approved rural or underserved Family Medicine site. The ambulatory and inpatient experience must occur at the same site. This clerkship emphasizes the evaluation and management of patients with common problems, allowing the student to improve basic clinical skills, learn new procedures and examination techniques and assess the effectiveness of their own clinical interventions.

Sub-Internship in Internal Medicine BCC 7113

The Sub-Internship in Internal Medicine is designed to allow students the opportunity to participate in the management of patients with common clinical presentations encountered in the practice of hospital-based internal medicine. Each student will have the opportunity to experience a broad range of illness severity ranging from acute care upon presentation to the emergency department to life threatening processes in the intensive care unit. Students will also have the opportunity to improve their basic clinical skills, learn new inpatient procedures and examination techniques, and assess the effectiveness of their clinical interventions.

ELECTIVES

How Students Will Be Evaluated on Their Electives

An evaluation of the student's clinical performance constitutes the greatest portion of the student's elective grade. Student performance is recorded using a standard evaluation form. Adjustments to this form may be required for certain electives. For example, adjustments may be made to accommodate external elective evaluation forms used by other institutions.

Each faculty member must complete and submit an "**Evaluation of Student Performance: Elective Rotation**" **(see Appendix Item 3 for form preview)** after the completion of the elective. The completed elective evaluation form should be returned to the Regional Campus Dean who assigns the student grades.

For more information about external electives and external elective evaluations, see the **Grading Policy for Electives section** of the **Student Handbook**.

External Electives / Externships

External electives must conform to all of the applicable FSUCOM policies.

The FSUCOM is a member of the American Association of Medical Colleges (AAMC), and, as such, FSUCOM students have access to all electives at all AAMC approved schools via the cooperative "On-Line Extramural Electives Compendium." Complete descriptions of each elective at each school, as well as application forms, are available in this Compendium.

- o The list of approved external schools and electives can be accessed via their site **AAMC Extramural Electives Compendium**.

- o Additional options may be found by checking directly with accredited residency programs at **www.acgme.org** and calling the listed program coordinators for information.

Most students find it useful to apply for several external electives in a given Block. This is necessary because your acceptance at any given outside institution is not guaranteed. At some programs, rotations are available on a first-come, first-served basis, while others may be very selective and ask for a letter of recommendation and will look at grades and USMLE Step 1 or 2 scores. If you wish to take an external elective or externship, start planning early.

- o If accepted at more than one site at the same time, then you should decide which you prefer, and then promptly and politely decline the offer from the other site. (This is common practice and it will not jeopardize your chances at getting into the declined program in the future. It is **ESSENTIAL** that you notify the program as soon as you make the decision not to attend. Failure to do so is viewed as highly unprofessional behavior.)

A few programs may accept externship applications early in the calendar year, yet most start accepting them in May or June. Before applying for any externship, the student should discuss it with the Regional Campus Dean. For applications, most externships exclusively use VSAS, the Visiting Student Application Service. Student Support Coordinators at Regional Campuses assist students with applications in VSAS, and also with paper-based applications at institutions not yet using VSAS. **It is the student's responsibility to complete externship applications and submit them to host institutions.**

The primary faculty member at the externship site must complete and turn in an "**Evaluation of Student Performance: Elective Rotation**" **(see Appendix C)** after the student completes his/her external elective. The evaluations for all external electives are to be submitted to the Regional Campus in the same manner as internal elective evaluations.

External and international electives are discouraged in Block 11 (see Appendix A). However, if a student decides to take one of these electives at that time, all paperwork and processes for meeting graduation requirements must be completed prior to the student leaving the Regional Campus. In addition, the student must ensure that the evaluation for the elective is received by the COM in sufficient time for processing. If this is not accomplished, the student will be at risk of not receiving a diploma at graduation.

NOTE: You should keep your Student Support Coordinator informed as to which sites you are applying for external electives and in which blocks.

Visiting Student Application Service (VSAS)

VSAS, the Visiting Student Application Service, is an AAMC service designed to streamline the application process for medical school seniors applying for "away" electives at other U.S. institutions. The VSAS service includes a searchable database of electives, common application, online payment processing, and tracking of elective schedules and offers.

For the **2016-17** academic year at least 135 institutions will participate in VSAS, meaning those institutions will receive elective application(s) through this system. For a complete listing of participating institutions, visit the **VSAS website**.

Application requirements vary among institutions. Some may require additional documentation. To begin the application process, students will be issued VSAS Authorizations by the Division of Student Affairs, usually in early February. Students may submit applications only when a VSAS Host Institution makes its electives available for applicants. Those application dates vary, and will be listed in VSAS.

The VSAS application process includes the following steps:

1. Receive VSAS authorizations from FSU DSA/RSSC
2. Complete and certify your VSAS profile
3. Search for and apply to electives
4. FSU verifies your data, uploads documents and releases applications to VSAS host institutions
5. Host institutions process applications
6. Track your application statuses and decisions

For students interested in applying to "away" electives at institutions that ***will not*** be participating in the VSAS, please use the **Extramural Elective Compendium** for visiting student application information or visit the institutions website.

Additional information on how to use the VSAS System will be presented by your Regional Student Support Coordinator in February.

APPENDICES

A) Approved Academic Calendar for 2016-17 Block Dates

Class of 2017 M4 Rotation Schedule														
	Summer 2016						**Fall 2016**							
BLOCK #	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B	7A	7B
DATES	5/30 6/10	6/13 6/24	6/27 7/8	7/11 7/22	7/25 8/5	8/8 8/19	8/22 9/2	9/5 9/16	9/19 9/30	10/3 10/14	10/17 10/28	10/31 11/11	11/14 11/25	11/28 12/9
BLOCK #	1C		2C		3C		4C		5C		6C		7C	
DATES	5/30/16 – 6/24/16		6/2716 – 7/22/16		7/25/16 – 8/19/16		8/22/16 – 9/16/16		9/19/16 – 10/14/16		10/17/16 – 11/11/16		11/14/16 – 12/9/16	

BREAK	Spring 2017											Required Residency Preparation Boot Camp	Senior Wrap Up Week 5/15/-5/19
Winter Break 12/12/16 Through 1/2/17 3 wks	BLOCK #	8A	8B	9A	9B	10A	10B	11A	11B				**Graduation** Class of 2017
	DATES	1/3 1/13	1/16 1/27	1/30 2/10	2/13 2/24	2/27 3/10	3/13 3/24	3/27 4/7	4/10 4/21		4/24-5/12 (3 wks)		**Saturday** 5/20/2017
	BLOCK #	8C		9C		10C		11C					
	DATES	1/3/17 – 1/27/17		1/30/17 – 2/24/17		2/27/17 – 3/24/17		3/27/17 - 4/21/17			Match Day 3/17 in Block 10		

B) Evaluation of Student Performance for Internal Electives

EVALUATION OF STUDENT PERFORMANCE: ELECTIVE ROTATION

STUDENT PERFORMANCE

1. Inconsistent or low level of skill   3. Consistent and high level of skill

2. Consistent and appropriate level of skill   N/A = No observation of student skills/behaviors

How would you describe the student's performance within the following competency domains. Use above chart.

COMPETENCY DOMAINS

Patient Care (Data Gathering/Clinical Reasoning/Documentation)   *(Question 1 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Medical Knowledge   *(Question 2 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Practiced-based Learning and Improvement (Applies EBM skills)   *(Question 3 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Interpersonal and Communication Skills (Patients/health professionals)   *(Question 4 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Professionalism   *(Question 5 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Systems-based Practice (Effective team member and patient advocate)   *(Question 6 of 9 - Mandatory)*

○ N/A	○ 1	○ 2	○ 3

Describe especially admirable or notable skills/attributes demonstrated by the student
(Question 7 of 9)

Areas of student performance needing improvement   *(Question 8 of 9)*

Percent of total time (0-100%) student was exposed to residents in any setting from any
specialty-training program: *(Question 9 of 9)*

Review your answers in this evaluation. If you are satisfied with the evaluation, click the **SUBMIT** button
below. Once submitted, evaluations are no longer available for you to make further changes.

[Save For Later]   [Submit]

C) Evaluation of Student Performance for Externships/External Electives

THE FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE

EVALUATION OF STUDENT PERFORMANCE: ELECTIVE ROTATION
2016-2017 ACADEMIC YEAR

Please return to the FSU College of Medicine Contact listed here:

Name
Title (Clinical Coordinator or Designate)   Fax:
_____ Regional Campus   Phone:
City, State, Zip   E-mail:
_____

Student Name: _____

FSU COM Course #: _____ Course Title: _____

Location: _____Inclusive dates of course: _____to_____ Block Number: _____

_____

STUDENT PERFORMANCE

1. Inconsistent or low level of skill	3. Consistent and high level of skill
2. Consistent and appropriate level of skill	**N/A** = No observation of student skills/behaviors

How would you describe the student's performance within the following competency domains? Use above chart.

COMPETENCY DOMAINS	1	2	3	N/A
Patient Care (Data Gathering/Clinical Reasoning/Documentation)	◯	◯	◯	◯
Medical Knowledge	◯	◯	◯	◯
Practice-based Learning and Improvement (Applies EBM skills)	◯	◯	◯	◯
Interpersonal and Communication Skills (Patients/health professionals)	◯	◯	◯	◯
Professionalism	◯	◯	◯	◯
Systems-based Practice (Effective team member and patient advocate)	◯	◯	◯	◯

Describe especially admirable or notable skills/attributes demonstrated by the student _____

_____

_____

Areas of student performance needing improvement_____

_____

_____

Percent of total time (0-100%) student was exposed to residents in any setting from any specialty-training program: _____ %

_____

Name of Evaluator: _____ Title:_____
                              (Please Print)
Facility _____ Phone _____

Signature of Evaluator _____ **Date**_____