4th Year Scheduling Orientation

Cheryl O’Malley, MD
Christina Bergin, MD
Susan Kaib, MD
Lisa Grimaldi, MD
Lisa Shah-Patel, MD
William Dolan, MD
Karen Restifo, MD, JD
Brigham Willis, MD
Christine Savi, PhD
Reed Michaelsen
Kelly Lynch
Diana Nelson
Hanna LoGrasso
It may seem a bit stressful deciding your entire career midway through your third year…but…

It all will be OK…

KEEP CALM AND DON'T STRESS

Stress Reduction Kit

Bang Head Here

Directions:
1. Place kit on FIRM surface.
2. Follow directions in circle of kit.
3. Repeat step 2 as necessary, or until unconscious.
4. If unconscious, cease stress reduction activity.
Decisions

- No trumpets sound when the important decisions of our life are made. Destiny is made known silently.
  - Agnes de Mille (1909 – 1993)

- Advice is what we ask for when we already know the answer and wish we didn’t.
  - Erica Jong (author)
Decisions

• 4th year will be **FUN**!
  
  • Exotic travel! Meet new people! Taking fun Steps! Having someone on the clinical teams more junior than you!
  
  • Experience specialties and clinical rotations you will never again have the opportunity to do!

• Don’t stress too much

• Your advisor & the electives team is there for you

• We will work with you

• Changes are difficult, but if you decide you must be a geriatric urologic radiation oncologist during block 10, after designing a schedule to become a pediatrician, we will help!
I. 4\textsuperscript{TH} YEAR POLICIES

- All 4\textsuperscript{th} year guidelines and other resources are located on the Selectives/Electives website at: 
  \url{http://phoenixmed.arizona.edu/education/degree-programs/md-program/curriculum/year-4-curriculum/year-4-selectives-and-electives}

  - Fourth Year Policies and Graduation Requirements
  - Selective/Elective/Away/VSAS Definitions
  - Elective Scheduling
  - Calendars
  - Assessment of Student Performance
  - Student Feedback on Electives

- Curricular policies (Credit Requirement Year 4):
  \url{http://phoenixmed.arizona.edu/about-us/policies/academic-affairs/fourth-year-course#curriculum}
I. 4\textsuperscript{TH} YEAR POLICY HIGHLIGHTS

- Limit of two electives of two weeks duration.

- Maximum of \textbf{12 weeks} allowed in one subspecialty field. “Subspecialty field” is any field in which subspecialty board certification is possible. Students may take multiple rotations within a broader discipline’s umbrella as long as they do not substantively overlap in curricular content.

- Maximum of \textbf{16 weeks} allowed for rotations completed at institutions and sites not directly supervised by University of Arizona COM faculty or directly affiliated with the University of Arizona COM – PHX.

- Maximum of 8 weeks of non-patient care units (including research & reading rotations).

- Must complete course evaluation in one.
## II. 4th Year Requirements

<table>
<thead>
<tr>
<th>SELECTIVES 8 Credits (2 courses)</th>
<th>ELECTIVES 20 Credits (5 courses)</th>
<th>CLERKSHIPS 8 Credits (2 courses) (Managed by Clerkship Team)</th>
<th>OTHER-8 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Core Sub-Internship 4 Credits</td>
<td>• Maximum of 8 credits of non-patient care electives.</td>
<td>• Emergency Medicine 4 Credits</td>
<td>• Intersessions 5 Credits</td>
</tr>
<tr>
<td>• Critical Care 4 Credits</td>
<td>• At least one elective or selective must be at a rural site or a site serving primarily underserved patients.</td>
<td>• Neurology 4 Credits</td>
<td>• Scholarly Project 2 Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Longitudinal Patient Care 1 Credit</td>
</tr>
</tbody>
</table>

**TOTAL = 44 CREDITS**
III. ELECTIVES & SELECTIVES: WHAT’S THE DIFFERENCE?

- **SELECTIVES**: Courses that have been selected to fulfill certain requirements: Core Sub-internship and Critical Care rotations.
  - One core Sub-I must be completed in one of the following areas: Internal Medicine, General Surgery, Obstetrics/Gynecology, Pediatrics or Family & Community Medicine.

- **ELECTIVES**: Courses that are available for university credit. May be patient-care courses, non-patient care courses, away rotations, research courses, independent study and others.
  - Intended to broaden your medical school training experience.
  - **Courses that qualify as selectives may still be taken as electives even if the selective requirement has already been satisfied.**
III. CRITICAL CARE SELECTIVE

- 4 week rotation only.
- Cannot be split.
- Range of preferences for clinical experience and site:
  - MICU, SICU, PICU, NICU
- Includes on campus “didactics” once a week on Thursday afternoons (4 hours).
- No shelf!
- Will include Px/Dx, preparation of a presentation at the end, simulation activities, online ILMs, etc.
- Expectation is 36 hours a week clinical time minimum (so with didactic time 40 hours / week), with at least twice per rotation night shift or late call, but with no overnights.
- Missing more than 4 days of the rotation will require makeup work, but shifts can be “bunched” to allow time off for interviews, etc.- will work with sites.
- Missing didactics will require makeup work.
IV. (S)ELECTIVES SCHEDULE PLANNING

- View full list of (s)electives:
  - Student Electives Catalog: [https://portal.phoenixmed.arizona.edu/COMPHXLOGIN.LOGIN.PHP](https://portal.phoenixmed.arizona.edu/COMPHXLOGIN.LOGIN.PHP)
  - Note that any (s)elective with pediatric content is listed under PEDP.

- Discuss career choices, schedule structure, and important dates with Advisor.

- Mayo Clinic requires a separate application. See Electives website for details. There are no guaranteed placements for Mayo; they will notify us (and you) when you have been accepted. List Mayo code if applying and we will confirm schedule when accepted.

**VERY IMPORTANT - If you are interested in a Mayo rotation in Blocks 1 or 2 (May or June 2016), you must submit your Mayo application by January 1, 2016. For all other blocks, submit application by April 1, 2016.**
<table>
<thead>
<tr>
<th>EVENT</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAK</td>
<td>5/2/2016</td>
<td>5/6/2016</td>
</tr>
<tr>
<td>STEP 2 CLINICAL KNOWLEDGE (CK) DEADLINE</td>
<td>9/1/2016</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>STEP 2 CLINICAL SKILLS (CS) DEADLINE</td>
<td>9/1/2016</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>GENERAL INTERVIEW SEASON</td>
<td>10/1/2016</td>
<td>1/31/2017</td>
</tr>
<tr>
<td>HOLIDAY BREAK</td>
<td>12/19/2016</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>INTERSESSION 2</td>
<td>2/27/2017</td>
<td>3/10/2017</td>
</tr>
<tr>
<td>SCHOLARLY PROJECT PRESENTATION</td>
<td>mid-March</td>
<td></td>
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<tr>
<td>MATCH DAY</td>
<td>3/17/2017</td>
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<tr>
<td>COMMENCEMENT CEREMONY</td>
<td>5/8/2017</td>
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### Year IV Class of 2017

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<th>Notes</th>
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<td>Block 1</td>
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<td>2</td>
<td>Block 2</td>
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<td>9</td>
<td>Holiday Break</td>
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<td>Block 9</td>
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<td>11</td>
<td>Block 10</td>
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<tr>
<td>12</td>
<td>Intersession 2</td>
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</tbody>
</table>

**Total Credits**: 44 weeks/credits required.
- 36 weeks Electives/Selectives/Clerkships (9 courses)
- 12 weeks Discretionary Time (not credit bearing) for Step 2 Study and Interviewing
- 5 weeks Intersessions
- 1 week Commencement (not credit bearing)
- Additional credit: Scholarly Project (2 credits); Longitudinal Patient Care (1 credit).

**Important Timelines/Dates**
- CK & CS Deadline: 9/1

**Longitudinal Patient Care**

**Scholarly Project**

**General Interview Season**

**Match Week**

**Scholarly Project Presentation (est.)**

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**Importantly**: Keep in mind that initial scheduling only comprises the fixed, 4 week blocks marked on this calendar. (VSAS or not)

**Off-schedule rotations may be requested later as needed.**

**Tucson Electives**: List Tucson placeholders in time block, then specify choices (from Tucson catalog) in comments.
### Year IV Class of 2017

<table>
<thead>
<tr>
<th>Week</th>
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<th>Fri</th>
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<th>Sun</th>
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</tr>
</tbody>
</table>

**Discretionary Time**

- Step 2 Study (Discretionary Time)
- Surgery Sub I
- SICU
- Surgery Away
- EM Clerkship
- Research
- Elective
- Discretionary Time
- Indep Study
- Holiday Break
- Discretionary Time
- Anesthesia
- Elective
- Intersession 2
- Neuro clerkship
- Radiology
- Elective

**Longitudinal Patient Care**

**Scholarly Project**

---

### Student interested in going into General Surgery

- EM Away
- Step 2 Study (Discretionary Time)
- Trauma Surg Sub I
- Toxicology
- Elective
- PHX Fire Ride Along
- Indep Study
- Discretionary Time
- MICU
- Intersession 2
- Neuro clerkship
- Radiology

**Longitudinal Patient Care**

**Scholarly Project**

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### Student interested in going into Pediatrics

- EM Clerkship
- EM Away
- Step 2 Study (Discretionary Time)
- Trauma Surg Sub I
- Toxicology
- Elective
- PHX Fire Ride Along
- Indep Study
- Discretionary Time
- MICU
- Intersession 2
- Neuro clerkship
- Radiology

**Longitudinal Patient Care**

**Scholarly Project**

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### Student interested in going into EM

- EM Clerkship
- EM Away
- Step 2 Study (Discretionary Time)
- Trauma Surg Sub I
- Toxicology
- Elective
- PHX Fire Ride Along
- Indep Study
- Discretionary Time
- MICU
- Intersession 2
- Neuro clerkship
- Radiology

**Longitudinal Patient Care**

**Scholarly Project**
## V. Scheduling Calendar

<table>
<thead>
<tr>
<th>Class of 2017 Scheduling Calendar</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>4th Year Scheduling Orientation</td>
<td>October 7, 2015</td>
<td></td>
</tr>
<tr>
<td>4th Year Clerkship Scheduling for Neurology and Emergency Medicine Clerkships (8 credits).</td>
<td>October 7, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>4th Year Selectives Scheduling.</strong> Enter preferences for Core Sub-internship and Critical Care selectives (8 credits).</td>
<td>December 7, 2015</td>
<td>December 16, 2015</td>
</tr>
<tr>
<td>Open Lab for Scheduling Assistance (4:30-6:00 p.m.)</td>
<td>December 8, 2015</td>
<td></td>
</tr>
<tr>
<td>Schedule temporarily available for student review; no changes allowed.</td>
<td>January 4, 2016</td>
<td>January 6, 2016</td>
</tr>
<tr>
<td><strong>4th Year Electives Scheduling.</strong> Enter preferences for 5 electives (20 credits).</td>
<td>January 15, 2016 (@ 5:00 p.m.)</td>
<td>January 21, 2016</td>
</tr>
<tr>
<td>Schedule temporarily open for changes. All changes must be approved by advisors.</td>
<td>January 29, 2016</td>
<td>February 11, 2016</td>
</tr>
<tr>
<td>Final Student Schedule Available to Students</td>
<td>March 18, 2016</td>
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</tr>
<tr>
<td>Block 1 Begins</td>
<td>May 9, 2016</td>
<td></td>
</tr>
</tbody>
</table>

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Class of 2017 Scheduling Calendar
VI. AWAY, INDEPENDENT STUDY and RESEARCH ELECTIVES

- Enter the applicable course number in E*Value. All Away, Independent Study and Research courses have a general course number within each department.
- Complete an Elective Preference Form (not required for VSAS).
- Core sub-Internships may not be taken as an AWAY unless approved by the Elective Director.
- Submit completed form to Hanna LoGrasso at hmlogras@email.arizona.edu.
- Contact Kelly Lynch at klynch1@email.arizona.edu for information on credentialing.
VII. ELECTIVE PREFERENCE FORM
(required for approval of Away, Independent Study and Research rotations)

STEP 1: Site Agreement

- A Site Agreement must be in place any time a student goes off campus.
  - Protects and insures the student.
  - Establishes an official record of the elective.
- Contact Hanna LoGrasso in the Electives Unit to see if an agreement is in place.
- If an agreement is NOT in place, you will need to submit your ELECTIVE PREFERENCE FORM:
  - 60 days prior to the start date for national rotations
  - 90 days prior to the start date of an international rotation
  - 6 months prior to a start date for government rotations
- After the Contracting Office receives an agreement, we will notify you that you have been approved to take the elective.
VII. ELECTIVE PREFERENCE FORM

STEP 2: Elective Description

- Be as detailed as possible. Must attach a syllabus with goals/objectives/format/structure/supervision/evaluation clearly defined.
- The elective must have sufficient information to qualify for university credit.

STEP 3: Doctor/Site Contact Information

- Used by the Contracting Office to solicit an agreement request.
- Very important that information is fully completed and current.

STEP 4: Submit FULLY COMPLETED form to Hanna LoGrasso at hmlogras@email.arizona.edu.

Incomplete forms will be returned to you, which could delay the process of submitting a Site Agreement request.
VII. Example of acceptable goals/objectives for Research/SP or Independent Study elective

Planned Research Activities

Week 1

1. Conduct additional literature searches for expansion of sections of patient instruction processing, difficulty in understanding written medical materials, depression, and potential solutions to better communicate with patients based on data.

2. Perform additional statistical analysis for stratifying data by gender, analyzing depression in each age group, and stratifications of mental status based on types of xxxx cancers.

3. Discuss results with mentor.

Week 2

1. Expand methods and results section based on prior week results for thesis.

2. Expanded methods and results section will be e-mailed to mentor.

Week 3

1. Thesis preparation: Expand discussion section based on previous weeks’ results.

Week 4

1. Thesis preparation: Continue to expand discussion section based on previous weeks’ results.

2. Finished thesis draft will be e-mailed to mentor for review.

ELECTIVE PREFERENCE FORM

Student must submit this request at least 60 days in advance of start date. Student should also include letter or email showing proof of approval of student’s rotation at practice site.

STEP #1: SITE AGREEMENT: Check at www.ahsc.arizona.edu/contracting to see if a site agreement is in place. Confirm with the Electives Unit. If there is no contract, the Contracting Office requires 30 days advance notice for in-state, 60 days for out-of-state and 90 days for military facilities (sometimes takes up to 9 months for military bases).

STEP #2: STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Graduating Class:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Phone # / Pager:</th>
<th>Email Address:</th>
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</tbody>
</table>

STEP #3: ELECTIVE LOCATION AND TYPE

<table>
<thead>
<tr>
<th>Elective Location:</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Out of the Country (Location):</th>
</tr>
</thead>
</table>

| Is This a Military Base? | Yes | No |

If Yes, will Student Be on Active Duty? Yes No

<table>
<thead>
<tr>
<th>Elective Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 - Research, Dept. (req’d)</td>
</tr>
</tbody>
</table>

Approved forms forwarded to mentor.

891-Away, Dept. (req’d)

REQUESTING SELECTIVE CREDIT FOR AWAY ELECTIVE? Yes No

APPLYING THRU VSAS? Yes No

<table>
<thead>
<tr>
<th>If requesting selective credit, which category?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Internship</td>
</tr>
</tbody>
</table>

| 899 – Independent Study, Dept. (req’d) |

STEP #4: ELECTIVE DESCRIPTION – ELECTIVE CONTENT (REQUIRED)

Exception: Not required for established independent study electives (see electives catalog)

Title of Elective (if SP give title of research project):

Rotation Dates: Start: _________ End: _________ # of Weeks

Attach Research/SP Syllabus Form or Independent Study Syllabus Form

STEP #5: DOCTOR / SITE CONTACT INFORMATION – COMPLETE ALL FIELDS

<table>
<thead>
<tr>
<th>Doctor Name:</th>
<th>Practice Site Legal Name:</th>
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<table>
<thead>
<tr>
<th>Doctor Phone #:</th>
<th>Practice Site Address:</th>
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<table>
<thead>
<tr>
<th>Doctor Email Address:</th>
<th>City/State/Zip:</th>
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<thead>
<tr>
<th>Medical Education Coordinator Name:</th>
<th>Practice Website: List on separate page</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>MEC Direct Phone #:</th>
<th>Will student be going off-site: Yes No</th>
</tr>
</thead>
</table>

If yes, list locations on separate page.

We must have a contract in place for each site where you rotate.

<table>
<thead>
<tr>
<th>MEC Email Address:</th>
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<table>
<thead>
<tr>
<th>STEP #6: EMAIL THIS FORM TO Hanna LoGrasso at <a href="mailto:hmllogras@email.arizona.edu">hmllogras@email.arizona.edu</a></th>
</tr>
</thead>
</table>

APPROVAL BY UA COM-PHX ELECTIVE DIRECTOR FOR ACADEMIC AFFAIRS

The above named student has permission from The University of Arizona College of Medicine, Phoenix Campus to participate in the above course and receive the requested credit upon successful completion of the course.

Elective Director Approval Date

Rev. 2/11/15

COM-PHX OFFICE USE ONLY: _____ Approved schedule change in SRS _____ E*Value _____ Change of Schedule Form to Student Affairs _____ Contracts Analyst approved Approval of changes emailed to student _____ Final schedule change reflected in UAccess
VIII. SCHEDULE CHANGES

- Schedules will be available in one45 in mid March. Schedules will contain officially approved (s)electives.

- Submit Change of Schedule Form to advisor to request changes to schedule. Advisor must approve schedule changes. You will be notified by Hanna LoGrasso (Electives unit) if/when the change is approved by the site.
  - Must follow established deadlines for Change of Schedule.

- Change of Schedule Exception Form required if submitting form less than the required time necessary for each site. Must be approved by Associate Dean of Student Affairs and Director of Electives.
  - **30 days** before elective start dates at all sites not listed below.
  - **90 days** before start dates at Maricopa and Mayo.

- All schedule changes after 1/1/17 must be approved by Associate Dean of Student Affairs and Director of Electives.
CHANGE OF SCHEDULE FORM and/or Request for Variance in Two Week Elective Policy (4th Year)

INSTRUCTIONS TO STUDENTS MAKING ANY CHANGES TO YOUR 4TH YEAR SCHEDULE:

1. SUBMIT THIS FORM AT LEAST:
   a. 30 days before elective start dates at all sites not listed below
   b. 60 days before start dates at Banner and Phoenix Baptist
   c. 90 days before start dates at Mayo and Maricopa
   d. 120 days before start dates at the VA
   e. If this form is submitted less than 4 weeks from the start of an elective, please complete the CHANGE OF SCHEDULE EXCEPTION FORM and submit to Dr. Restifo.

2. SUBMIT FORM WITH EXPLANATION OF CHANGES TO YOUR ADVISOR

3. Email completed form to Hanna LoGrasso at hmlogras@email.phoenix.edu

<table>
<thead>
<tr>
<th>NAME</th>
<th>GRADUATION DATE</th>
<th>DATE</th>
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<table>
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<tr>
<th>Block</th>
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<th>Requested Add</th>
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<td></td>
<td>Course Code / Title / Site</td>
<td>Course Code</td>
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**If your request has different dates, find the block with similar dates and cross them out with the new dates written underneath**

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<thead>
<tr>
<th>Block</th>
<th>Requested Drop</th>
<th>Requested Add</th>
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</thead>
<tbody>
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<td>Course Code</td>
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**ADVISOR SIGNATURE: __________________________ Date**

If you are requesting an additional two week elective (more than maximum of 2 allowed) or a 1 or 3 week elective, please provide justification in writing to Dr. Christina Bergin.

Additional Student Comments:

Christina Bergin, MD, Director of Electives __________ Date

Last updated 8/4/15
CHANGE OF SCHEDULE EXCEPTION FORM – ALL YEARS

A SCHEDULE CHANGE EXCEPTION FORM MUST BE COMPLETED IF:

A. THE REQUEST IS FOR A CHANGE IN A REQUIRED BLOCK, COURSE OR 3rd YEAR CLERKSHIP
B. THE CHANGE YOU ARE REQUESTING IS LESS THAN THE TIME PERIOD REQUIRED BY THE SITE FOR THE START DATE OF A 4th YEAR ELECTIVE OR A SELECTIVE

INSTRUCTIONS TO STUDENTS:
1. COMPLETE THIS FORM
2. SUBMIT FORM TO OBTAIN APPROVAL AND SIGNATURE FROM ASSOCIATE DEAN, STUDENT AFFAIRS
3. FORM IS RETURNED TO ASSISTANT REGISTRAR, KLYNCH1@EMAIL.ARIZONA.EDU OR FAX (602) 827-2215

<table>
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<th>NAME</th>
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<th>DATE</th>
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REQUESTED DROP:

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<th>END</th>
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REQUESTED ADD:

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4th Year Students Only

Karen Restifo, MD, JD Date
Associate Dean, Student Affairs

Christina Bergin, MD Date
Director of Electives
IX. REGISTRATION AND CREDENTIALING

- All students are registered for courses in UAccess.
- Holds are placed on accounts if there are missing immunizations.
- Students need to verify immunizations with UA Campus Health at [www.health.arizona.edu](http://www.health.arizona.edu).
- Please upload copies of your immunizations into the student portal. Also send copies to Kelly Lynch. Faxed or scanned copies are preferable.
- Letters of good standing can be provided at any time.
- If you are applying through Mayo, please put Kelly’s email, [klynch1@email.arizona.edu](mailto:klynch1@email.arizona.edu) for medical school verification.
X. COMPETENCY ASSESSMENT & GRADES: FORM AND PROCESS

- Give the assessment form to Course Coordinator the first day of rotation.
- Download and print form from one45.
- Without this form, your grades for both the course and competencies cannot be completed.
Completing Evaluations in One45

- A) Click the link emailed to you, OR
- B) Click the To Dos tab in one45

Both steps A & B will bring you to Forms to complete

Click Target in bold, complete, and click Submit
XI. CONTACTS

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Q: Are “away” rotations considered on the same elective credit scale (ie. 1 credit = 1 week) and count towards the total number of elective credits required?
A: Yes, credit is determined by the number of weeks for any given rotation, regardless of location.

Q: What is the difference between a VSAS away rotation and a non-VSAS away rotation?
A: VSAS rotations are pre-approved for content and have a streamlined application process. Non-VSAS away rotations require approval by the Director of Electives (for content) using the Elective Preference Form. Students must apply directly to the rotation site for non-VSAS away rotations.

Q: Are there any “away” electives that are directly supervised by U of A faculty?
A: No.

Q: Where are the “directly supervised” electives found?
A: In the Student Electives Catalog there is a column that indicates if the course director has a UA faculty title.

Q: I still need to work on my Scholarly Project. Can I take a Research elective to do this?
A: Yes, you may take up to 4 credits of Research to work on your SP with the approval of your mentor, the SP Director and the Electives Director.

Q: What is the best way to know which electives are offered at away schools?
A: Review the VSAS catalog at www.aamc.org/vsas.

Q: Is there a list of UA affiliated professors that are at other institutions?
A: Not at this time.
Sub-Internships and Critical Care Selectives

Q: I know some electives are classified as both a core sub-internship and a critical care selective. Can I take these types of electives and fulfill both the sub-I and the Critical Care requirements at the same time?
A: No, you must take one of each.

Q: The Critical Care selectives have a didactic component on campus one day a week. Do the sub-Is have this?
A: Some sub-Is may have didactics, but it depends on the individual course director. All Critical Care rotations, regardless of the director, will have didactics.

Q. Can I complete my Critical Care selective through “away” electives or in Tucson?
A: No. Since the Critical Care rotation is structured and has didactics, away or Tucson rotations are not allowed.

Q: Can I complete my sub-Internship selective through “away” electives or in Tucson?
A. Rarely, and only with Elective Director approval.
**Scheduling, Advisors, Elective Forms, Step 2, Transcripts**

**Q:** How many electives <4 weeks can a student take in their 4th year?
**A:** A maximum of two 2 electives less than 4 weeks may be taken in the 4th year. You may only take electives of 3 weeks or greater than 4 weeks with the approval of the Director of Electives. One week electives are not permitted.

**Q:** When we are working out our schedule, are we required to adhere to the already outlined blocks of time on the scheduling worksheet?
**A:** Students must adhere to the prescribed weeks of instruction for Phoenix rotations. Timeframes may be modified with site approval if an away rotation has a different schedule that necessitates changing the Phoenix schedule.

**Q:** Do the 12 weeks of discretionary time during the fourth year include the two week holiday break?
**A:** No. The two week holiday break is separate from the 12 weeks of discretionary time. Discretionary time is not to be seen as vacation or time off. It is intended to allow time for step 2 study and interviewing or remediation.

**Q:** Will the place where we complete a 4th-year elective appear on our transcript?
**A:** Yes, the UA COM transcript shows locations for 4th year electives, for both Phoenix area and VSAS/away sites.

**Q:** If I want a letter from an attending in a 4th year elective can I still take the first 4 weeks of 4th year as Step 2 study time and then the elective or will I need to do that elective first thing and then study for Step 2?
**A:** You must take Step 2 CK before September 1st.

**DO YOU NEED HELP WITH one45 SCHEDULING??**
**COME TO THE OPEN LAB ON 12/8/15, 4:30 – 6:00 p.m. Location TBD.**
QUESTIONS ???

CAN THEY DO THAT?