Guidelines for Course Chairs for 4th Year Elective Curricular Proposals

1) **Time Accountability:** The majority of the student's time should be accounted for and should be displayed in the "Typical Weekly Schedule" section of the course description. The experience should keep the student engaged and provide adequate exposure to the specific area of medicine. Are there regularly scheduled didactic teaching sessions? How often? Are there any laboratory demonstrations appropriate to present to the student? Will the student attend regularly scheduled conferences? Will the student attend clinic rounds and/or work in clinics? Will the student be expected to lead discussions involving research and/or presentations on a specific topic?

2) **Breadth of Topic:** The topic should be broad enough to substantiate the duration of the course. (Some topics can be adequately covered in 2 weeks.) For instance, does the course offer multi-discipline exposure, i.e., pediatric or surgery consults from a medicine ward? Are there a sufficient number of patients available?

3) **Continuity and Availability of Supervision:** Students should present to one or two faculty involved so that adequate appraisal of performance can take place. This is especially important when there are multiple locations involved. Please list all DGSOM faculty involved in teaching this course.

4) **Self-Study Electives:** These "In-Depth" electives designed with a great amount of "self-study" should require a written report, an oral presentation or some means to substantiate and assess the student's acquired competence in the area. The course description should specify the kind of self-study involved, i.e., review of literature, computer assisted instruction, etc. Are there any clinical correlates? Any patient contact?

5) **Prerequisites:** Adequate prerequisites must be taken before any advanced clinical clerkships. Medicine and Surgery are required before a sub internship elective. UCLA students have successfully completed all of the required core clerkships listed below:
   - Ambulatory Medicine (4 weeks)
   - Family Medicine (4 weeks)
   - Inpatient Medicine (8 weeks)
   - Psychiatry (4 weeks)
   - Neurology (4 weeks)
   - Surgery (12 weeks)
   - Obstetrics and Gynecology (6 weeks)
   - Pediatrics (6 weeks)

6) **Number of students enrolled:** The appropriate maximum and minimum number of students for your course should depend on the number of offerings throughout the year, the complexity of the teaching schedule, and the depth of experience available to students.

7) **Evaluation criteria must be included in the course syllabus for all 4th year elective coursework.**
4th Year Elective Coursework Designations:

☐ 100 Level Electives: Seminar type/self-study, Non-Clinical
These electives explore the basic sciences as well as the clinical aspects of an organ system and its disease states or focus on a particular field of study. These electives do not have a significant amount of patient contact - therefore they are not “clinical” and do not count toward licensing requirements.

☐ 200 Level Electives: Primarily Consult Services
These electives allow students to utilize and build upon the fundamental information and skills acquired during required specialty clerkships of the third-year in a practical approach, rather than relying largely on textbooks and theoretical skills alone. They should be structured to provide students with deeper insight into complex medical problems and should stress development of the students’ intellectual process by which decisions are made and how to gather and synthesize the data required to develop a diagnostic and management plan for the patient.

☐ 300 Level Electives: Outpatient Sub-Internship
These 4th year electives are primarily outpatient, and in all cases allow the student to have increased responsibility in patient-care decision-making. The student will be expected to function like an intern.
  o Must meet the following criteria to be classified as a 300 level elective:
    o The elective should involve the comprehensive care of significantly ill/complex patient cases in diverse patient populations.
    o If there are outpatient and inpatient responsibilities as a part of the elective, the outpatient component should be >50%.
    o Students must have substantial or primary patient care responsibilities, not just see patients in consultation.
    o Students should work-up at least 5 new patients per week (minimum of 15 per rotation).
    o Students should actively participate in the continuous care of patients when applicable.
    o The elective must be at least 3 consecutive weeks in duration

☐ 400 Level Electives: Inpatient Sub-Internship
  o Must meet all of the 300 level criteria mentioned above, as well as satisfy the following criteria in order to be classified as a 400 Level Elective:
    o 400 level Electives occur predominantly in the inpatient setting.
    o If there are inpatient and outpatient responsibilities as a part of the elective, the inpatient component should be >50%.
    o Students must function at the equivalent level of an intern, with night-call and clinic/ED responsibilities as applicable. Night call and duty hours should be equal to that of the housestaff (PGY-I).