

 QUILLEN COLLEGE of MEDICINE <small>EAST TENNESSEE STATE UNIVERSITY</small>	Policy/Procedure/Process Name:	M4 Year Requirements
	MSEC/2ADMIN Number:	MSEC-0121-27
	Approving Officer:	Dr. Ivy Click
	Agent(s) Responsible for Implementation:	Beth Anne Fox, MD, MPH / Vice Dean
Original MSEC Approval Date: 1/21/21 Effective Date(s): 1/21/21; 9/13/2022	Originator Name/Committee:	Dr. Kenneth Olive
<input type="checkbox"/> New Policy/Procedure/Process	<input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s): 9/13/2022- Increased maximum away rotation weeks. Added administrative verbiage.	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 6.5 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 expand their understanding of medical specialties, and to pursue their individual academic interests.	
Exemption(s) to Policy through MSEC Action (date of meeting):		
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s):		

(A.) Policy Statement:

The clinical curriculum of the Quillen College of Medicine is designed to enable students to develop the basic competencies required of medical school graduates prepared to begin residency training in any clinical discipline. Through exposure to basic skills of medical/surgical specialties, students will practice the skills, attitudes, and behaviors unique to each discipline and common to the practice of medicine in general. As their skills become more refined, students will take on increased clinical responsibility as sub-interns during the M4 year and have the opportunity to explore particular fields of interest in a variety of settings through elective and selective experiences.

At the conclusion of their training, students will have a clinical knowledge base appropriate for first year residents, will be well prepared to provide care to patients in both ambulatory and hospital settings, will be skilled in the knowledge acquisition tools required for lifelong learning, and will deal professionally with the ethical, legal, and economic realities of medicine.

(B.) Purpose of Policy

Define the M4 year curricular requirements in order to meet graduation requirements. All requirements are expected to be completed by the designated spring graduation date. Those completing requirements later than the specified mid-June date will be considered a December graduate and not eligible to participate in the residency matching process.

(C.) Scope of Policy:

All M4 students upon completion of all M3 curricular requirements.

(D.) Activities of Policy:

The M4 year consists of 33 weeks of educational experiences:

- 8 weeks of Selectives
- 22 weeks of Electives and
- 3-week Doctoring IV Keystone course

Selective Requirements: 8 weeks

- o 4 weeks of Inpatient Subinternship
- o 2 weeks of Critical Care
- o 2 weeks of Ambulatory Care
 - Rural Track students are required to complete the RPCT-Underserved Area Ambulatory Care Selective. This may be accomplished via a QCOM approved option or an individually arranged domestic or international experience. Individually arranged experiences must meet Ambulatory Care selective requirements for an away experience. Requests for International experiences must be submitted via the identified process for International experiences. (Refer to description of Individually Arranged experiences below).

In order to ensure a well-rounded senior year, no more than two selectives may be performed in the same specialty. Additionally, students may only take one selective in each required category: subinternship, critical care, ambulatory.

To facilitate scheduling across the year, at least one selective must be completed in the fall semester. However, an additional selective may be scheduled during the fall semester depending on the student's schedule and/or selective availability.

A maximum of 2 away electives may be requested to be designated for selective credit if the following criteria are met:

1. The away rotation director attests on the form specific to the selective type requested that the rotation meets the selective criteria and;
2. the request is approved at least 2 weeks prior to the rotation start date.

Note: Emergency Medicine rotations will be designated as critical care selective credit only and not count toward other types of selectives.

Selectives will not be scheduled in blocks 7 and 8 (interview season) but may be permitted for a military student not participating in a civilian match.

A maximum of 16 weeks (selectives and electives combined) of the senior year may be in a single specialty.

Elective Requirements: 22 weeks

Students are encouraged to use electives to gain exposure to medical specialties reflecting their career interests and their individual academic interests.

- o Up to 16 weeks may be completed as away electives at other institutions;
- o a maximum of 12 weeks of home and/or away electives may be within a single specialty, and;
- o a minimum of 8 weeks of elective time must be performed in direct patient care settings, i.e. must be an in-person clinical experience – not online or virtual.

Types of Electives

- **Quillen home electives**
 - Have been preapproved by MSEC by meeting established criteria
 - Are either 2 or 4 weeks in duration

- **Away electives at other institutions**
 - Up to 16 weeks of experiences may be completed as away rotations, including individually arranged non QCOM domestic and international experiences.
 - All away elective requests require QCOM approval at least 2 weeks prior to the rotation start date.
 - No requests will receive retroactive approval.
 - Credit toward meeting graduation requirements will not be granted until QCOM receives a completed student assessment form from the experience.
 - It is the student's responsibility to secure return of their assessment form.

- Requests for more than 16 weeks of away electives must be submitted on the appropriate form by the stated deadline date, including a written justification, to Academic Affairs for consideration by the Senior Electives Committee.

- **Individually Arranged Experiences**
 - Students are limited to one such experience for up to 4 weeks.
 - Must be for experiences not already available at Quillen.
 - Can be arranged with QCOM faculty or a community physician.
 - Application must be approved at least 30 days in advance of start date.

- **International experience** (also considered as an Individually Arranged Experience)
 - Country/location cannot be on U.S. State Department Travel Warning List.
 - Application submitted via ETSU Office of International Programs.
 - Application must be approved 90 days in advance of rotation start date.
 - Permission may be rescinded based on security risks.

Doctoring IV Keystone course

Offered only once during the spring semester of the M4 year, 3 weeks in duration.

Scheduling Requirements

- ❖ A minimum of 16 weeks of experiences are required to be scheduled in the fall semester and a minimum of 9 weeks in the spring semester, including the Doctoring IV Keystone course.
- ❖ Schedule changes must be requested no later than 14 days prior to a rotation start date.

Unscheduled Time

- ❖ Unscheduled time is built into the M4 schedule.
 - Off-cycle students will have less unscheduled time.
- ❖ Examples of unscheduled time include: Step 2 study time, interviews, flextime for away rotations that do not align with the QCOM calendar, research, and personal use.
- ❖ Students are still enrolled during unscheduled time and can be scheduled for activities throughout M4 where attendance is required and expected by the College of Medicine.
- ❖ A maximum of 4 weeks of unscheduled time may be scheduled consecutively except for blocks 7 and 8 for residency interviews. An exception will be made for those in the MD/MPH program who may need 8 consecutive weeks of unscheduled time to complete their MPH field work. Field work credit is issued by the Department of Public Health and recognized by QCOM as an elective credit toward meeting graduation requirements. Whereby reducing the number of required QCOM elective weeks by 8.

Policy Name: Senior Year Requirements

Approved by: Name / Title: Dr. Ivy Click, MSEC Chair	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by:	Date
Policy Advisory Committee	12/8/2022
Associate Dean for Accreditation Compliance	
Vice Dean for Academic Affairs	12/8/2022
<input type="checkbox"/> Office of the Dean	
<input type="checkbox"/> Academic Affairs	
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	1/21/2021, 11/18/2022

Approved by: Name / Title: Dr. Ivy Click, MSEC Chair	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	