

## Phase 2 Elective Days

Section: 4  
Policy number: 4.13  
Responsible Office: Student Affairs and Admissions  
Issued: 06.20.16  
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### POLICY STATEMENT

Phase 2 medical students may request “elective days” in a non-clerkship specialty.

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### REASON for POLICY

Phase 2 medical students may request elective days for exploration of medical specialties that are not part of core clerkships listed below:

- Adult Neurology
- General Pediatrics
- General Surgery
- Adult Psychiatry
- Obstetrics and Gynecology
- Family Medicine
- General Internal Medicine

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### SCOPE of POLICY

This policy applies to:

<input checked="" type="checkbox"/> Deans, Directors, and Department Heads	<input checked="" type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Managers and supervisors	<input checked="" type="checkbox"/> Staff
<input checked="" type="checkbox"/> Students	

Others:

### WEB SITE REFERENCES

Policy Office: <http://www.med.und.edu/policies/index.cfm>  
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

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DEFINITIONS	
Elective Day	A day during a required clerkship where a student may request the opportunity to work with a preceptor from a field that is not part of the core clerkships (Neurology, Psychiatry, Pediatrics, Surgery, Family Medicine, OB/GYN, and Internal Medicine).

RELATED INFORMATION
Intentionally left blank.

### CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAZ	Email contact
Policy clarification	Student Affairs	777.4221/777.4942	
Policy format	Dean's Office	777.2514/777.3527	<a href="mailto:judy.solberg@und.edu">judy.solberg@und.edu</a>

- I) Phase 2 medical students may request “elective days” in a non-clerkship specialty.
- II) The Phase 2 curriculum is designed to prepare students for the USMLE Step 2 examinations and to provide a broad base of experiences in the core clinical clerkships. In addressing these important goals, it is recognized that specialty and subspecialty exploration may be inadequate for some students. Students may request elective days during the scheduled clerkships in order to explore non-clerkship specialties. Requesting elective days will not adversely affect grades or evaluations in the core clinical clerkship. Students may request up to two days per eight-week clerkship, and one day in the four-week and six-week clerkships.
- III) Students must request the elective days prior to their absence and assure that the request does not interfere with an important educational experience in the core clerkship. Students should also make every attempt to request elective days in a related clerkship for example requesting to spend time in dermatology during their internal medicine clerkship. However, it is recognized that early in Phase 2 students may not recognize their interest in a given specialty or subspecialty, therefore, sometimes the requests may come during an unrelated clerkship. Due to the shortened clerkship length, an elective day during psychiatry must be related to this specialty.
- IV) Every effort should be made to allow students the opportunity to take advantage of this opportunity and assure that the grade will not be negatively affected as a consequence of the excused absence.

However, if a student is not performing at the expected level in the clerkship the request can and should be denied since the primary responsibility is to the required material.

- V) A student who misses more than two days per eight-week clerkship either through elective days, illness, or other reasons will make up the additional days.

## PROCEDURES

- I) A student must obtain approval from the Campus Dean, the clerkship director, the clerkship preceptor and the subspecialty preceptor in order to schedule elective days. Students may schedule only a single day during neurology (4-weeks), psychiatry or pediatrics (six-weeks). In all other clerkships, the students may request up to two elective days. The procedure for requesting an elective day:
  - A) Using the attached form, the student asks the campus dean if they can schedule an elective day. The campus dean will evaluate if the student is academically capable of handling the elective day given the rigors of the current clerkship, decide if the elective day is appropriate for the clerkship in which the student is currently enrolled and if the student has available elective days (has not used them in other areas). If all of these variables are met the campus dean will sign the form agreeing that that student may proceed to the clerkship director. The signature of the campus dean does not provide approval for the elective day(s) but rather approval to proceed with the process.
  - B) The campus clerkship director utilizes a process similar to that of the campus dean and allows the student to proceed to request an elective day if they feel that the student can handle the time away from the core rotation. The clerkship director will also assess if the student will be missing important lessons during the elective day and may deny the request at that point. The presence of the clerkship director's signature does not provide permission for the elective day but provides approval for the student to proceed with the request to the clerkship preceptor.
  - C) The clerkship preceptor takes the student's performance and potential lost learning opportunities into consideration and if they feel it is appropriate will provide approval by signing the elective day form. If there are multiple preceptors, the student should obtain the signature of the preceptor with whom the student is working primarily on the elective day.
  - D) The student must work with the campus office to set up the elective day and must also obtain the signature of the elective day preceptor once the date is arranged through the campus office.
  - E) The student returns the completed elective day form to the Campus Dean for the campus where the specialty days will occur for final approval.
  - F) Failure to complete the procedure will lead to an unexcused absence for the student and will be reflected in the clerkship evaluation.
  - G) The student's home campus office will maintain a record of the requested and approved elective days for the students on their campus.
  - H) Students may not take more than two elective days during any eight-week clerkship, one day during Psychiatry or Pediatrics (six-week clerkships) and one day during Neurology (a four-week clerkship).

- I) Students may not take more than two days in a given specialty area (the American Board of Medical Specialties webpage list of subspecialties shall be used as a guide).
- J) When participating in an integrated longitudinal program, students may take up to two elective days every eight weeks utilizing the process outlined above.

The following is a general guideline for requests for the core clerkships:

Clerkship	Potential Elective Day Requests:
Family Medicine	Emergency Room, Sports Medicine
Internal Medicine	Any Internal Medicine subspecialty, Dermatology
General Surgery	Any Surgical subspecialty, Anesthesia
Neurology	Any Neurology subspecialty
Psychiatry	Adolescent or child psychiatry
OB/GYN	High Risk Obstetrics, Infertility
Pediatrics	NICU, Pediatric subspecialties

Pathology and Radiology may be taken in any of the clerkships if the appropriate approval is obtained but no more than two total days in each area.

RESPONSIBILITIES	
Campus Clerkship Director	Provide approval for the student to request approval from the preceptor. This approval may be denied if the student is not performing according to expectations. The campus clerkship director should ensure that student's grades are not negatively affected by the request.
Campus Dean and/or Campus Staff	Provide initial approval for a student to seek elective days. This approval does not suggest that there is approval for the requested time rather serves as approval for the student to proceed with the process. Provide final approval for requested elective days and keep track of the days used by each student.
Preceptor	Provide approval for the student to participate in elective days during the clerkship. This approval may be denied if the student is not performing according to expectations.

FORMS	
Elective Day Request Form	url address

### REVISION RECORD

- 06.20.16 – FAC Approved
- 06.20.16 – Dean Approved
- 05.13.19 – Minor Edits
- 11.25.20 – UMEC Approved