TITLE: Emergency Medicine Requirement and Scheduling Policy

SPONSOR: CMS

EFFECTIVE DATE: June 5, 2018

INTRODUCTION AND PURPOSE:

Students may be interested in specialties to which they are not exposed during M3 year. In order to explore these other areas, students may wish to complete a clinical or research elective. The purpose of this policy is to formalize guidelines for scheduling an elective rotation for optional career exploration during the M3 year.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to all Chicago Medical School (CMS) students.

POLICY STATEMENTS:

All students are required to complete four weeks of elective during the M3 year.
All students are scheduled into an Emergency Medicine (EM) elective during the M3 Lottery. Students who meet eligibility standards and process requirements have the opportunity to opt out of Emergency Medicine.

Student Considerations:

1) Students may be interested in specialties to which they are not exposed during M3 year, and may wish to confirm their career interest as an M3 by setting up a clinical or research elective. Examples of rotations include Radiology, Orthopedic Surgery, Ophthalmology, Plastic Surgery, and Dermatology.

2) Students are allowed to earn up to 12-week elective credit in any one specialty during M4 year. When a student completes four weeks of this specialty during M3 year, they are limited to earning eight additional weeks of credit in the same specialty as an M4.
Most students opt to complete all 12 weeks of credit in their chosen specialty at the beginning of M4 year to obtain Letters of Recommendation for residency.

**DEFINITIONS:**

Opt Out: To opt out of the Emergency Medicine rotation refers to completing a four-week specialty specific senior elective experience (Research or Clinical Elective) in place of Emergency Medicine for the purpose of career exploration.

**PROCEDURES:**

Students must meet the eligibility standards in order to opt out of Emergency Medicine.

**Eligibility Standards:**

1) All students are scheduled into Emergency Medicine during the clerkship lottery in April of M3 year.
2) Students must take and pass USMLE Step 1.
3) Students must meet with the Manager of M4 Education in order to gain approval and access to electives at least 90 days prior to the rotation start date.
4) If approved, students must apply for and secure a visiting student elective at either an LCME accredited institution or an institution with which CMS currently has an affiliation agreement.
5) Students must secure the elective for credit towards graduation by working with the Manager of M4 Education.
6) Students must confirm their removal from M3 EM rotation to the Director of Student Affairs and Career Development at least 30 days prior to the start date.

**CMS Process to schedule Emergency Medicine into the M4 year:**

1) Students who wish to complete an Emergency Medicine rotation at CMS should do so during the M3 year.
2) M4 students who do not complete an Emergency Medicine rotation during the M3 year may be scheduled for Emergency Medicine if space is available after the M3 Lottery.
3) Students who wish to complete the CMS Emergency Medicine Sub-Internship must complete the CMS Emergency Medicine elective during the M3 year.

**POINTS OF CONTACT:**

CMS Office of Student Affairs and Education: (847) 578-3295
REFERENCES AND RELATED POLICIES:

N/A