CUNY School of Medicine

The City College of New York

4th year Electives

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Office of Student Affairs

zoom recording
https://zoom.us/rec/share/HZHvVwo8q_XQC6gTba4-2hfNWyhTtTvuj6nzoDaCroRI4x9CcDIFUJVqkQ_lpJP.lJ2JKPezU5PCDF9-
Passcode: +hP3Bnet
### Class of 2022 4th Year Schedule

- **11 blocks**, each block is 4 weeks
- **3 blocks of required core clinical rotations**: ICU, SubI, EM = 12 weeks
- **4 blocks electives = 16 weeks**
  - Pass/Fail
  - Should be diverse experiences
- **4 blocks vacation = 16 weeks**
- **Introduction to residency = 2 weeks**

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4th year Intramural Electives

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Categories of 4th year electives

- **Intramural**
  - CSOM
  - CSOM affiliate (SBH, SIUH, Bronx Lebanon, etc.)

- **Extramural**
  - Domestic VSLO
  - Domestic non-VSLO
  - *International (VSLO only) not allowed in 2021-22*

- Intramural or Extramural
  - Independent
  - Research
Intramural Electives Overview

- Elective catalog includes offerings at CSOM or CSOM affiliate
- Catalog will be provided after confirmation of electives and 4th year required core rotations finalized
- New/additional elective opportunities may continue to added throughout the year
- Selection is first come first served based on your preferences
- Registration is in CUNYFIRST over a one week period (after the Match)
- Must register for all 4 electives for the entire year (fall and spring) during this period (minus any electives taken already)
- Catalog will provided a few days before registration opens
Advantages of Intramural Electives

- Extramural electives are not guaranteed, *ensures that you will have enough credits to graduate*
- Some flexibility: changes/cancellation of intramural electives must be **at least 4 weeks before elective start date**
- An elective can be added if a previously schedule away/extramural elective is cancelled
- If needed, early electives are opportunity for clinical experience or additional LoRs
- If undecided, allows you to experience different specialties
Resources

- Career Advising Site: M4 elective materials (https://www.ccny.cuny.edu/csom/career-advising)
  - CSOM 2021-22 M4 Elective Instructions Reference Guide
  - CSOM 2021-22 M4 Elective Catalog TBD
4th year Extramural Electives (nonVSAS)

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What is an extramural elective?

- An elective that it taken at another location outside of CSOM and its clinical sites.
- It is also called an “away” elective.
- **Audition** elective is:
  - An extramural elective at a residency program where you hope to get an interview/match.
  - Generally completed early in the year before the peak interview season, but can be later if time allows.
  - Requires students to be prepared to go above and beyond in order to make an impression.
  - Can sometimes can be source of additional LoR.
How do I find extramural opportunities?

- Visiting Student Learning Opportunities/Visiting Student Application Service
- Clinical, Research, Public Health, NIH programs: [https://students-residents.aamc.org/attending-medical-school/research-and-training-opportunities/](https://students-residents.aamc.org/attending-medical-school/research-and-training-opportunities/)
- Extramural Elective Compendium: searchable database containing information about elective opportunities at AAMC-member medical schools in the US. [https://services.aamc.org/eec/students/](https://services.aamc.org/eec/students/)
- M4 URIM opportunities [https://www.ccny.cuny.edu/csom/career-advising](https://www.ccny.cuny.edu/csom/career-advising) under External Opportunities
- Domestic non-vslo elective: **established** clinical elective offered at LCME accredited institution that is **not secured through VSAS**
- Independent/Research Electives:
  - Individually crafted experience ( LCME accredited institution, public/private organization, agency, public health institution )
  - **domestic only**
  - requires submission of proposal, approved on individual basis by Elective Oversight Committee
Extramural electives policy overview

- Must be in good academic standing
- All extramural electives require approval by Elective Oversight Committee
  - Associate Dean of Student Affairs, Assistant Dean of Clinical Curriculum and Medical Student Advisors
- Must adhere to all policies of Host institution and CSOM/CUNY
- To receive credit:
  - must be 4 weeks in duration
  - No more than 12 weeks in one specialty area*
  - host school must complete evaluation form and return to CSOM
- Students should complete and submit evaluation of elective experience
- Complete CUNY off-campus activity participation waiver and emergency contact form
Extramural domestic electives: additional considerations

- Not recommended during peak interview season
- Students are not required to use all elective time for extramural electives
- May use vacation for additional elective but without credit towards graduation, EOC approval required
- May take electives < 4 weeks for no credit, EOC approval required
- May need approximately 2-4 months lead time to arrange
- Often requires an affiliation agreement (contract that specifies the expectations between host and home institutions when a student is training at another site and liability insurance coverage – see slide 18)
4th year Non-VSLO Elective Proposal Form

Instructions:
- Complete this form and save PDF as: last name, first name - elective specialty block #.pdf and email along with offer from host institution to: M4Coordinator@med.cuny.edu
- If needed, request transcripts online: https://www.ccny.cuny.edu/csom/transcripts
- Official approval is required prior to accepting any extramural elective offer

Students’ name: ____________________________ Email: ____________________________

Elective Institution: ____________________________

Location: ____________________________

Elective title: ____________________________

Name of supervisor: ____________________________ Email: ____________________________

Elective Description/Summary: ____________________________

Desired elective block: ____________________________ Start Date: ____________________________ End Date: ____________________________

Additional comments/special instructions: ____________________________

Student signature: ____________________________ Date: ____________________________

For Office of Student Affairs use ONLY

New affiliation agreement required: [ ] yes [ ] no
Independent/Research Electives

- Can be intramural or extramural
- A preceptor/mentor is identified and agrees to supervise elective
- Requires a proposal with a specific plan/goals/objectives
- Requires lead time in order to be reviewed/approved by the Elective Oversight Committee and be added to your schedule

- Can be an opportunity to
  - Continue existing research
  - Add flexibility during the interview season
  - Work on a new project with a mentor at CSOM or CSOM affiliate
  - Design a unique clinical experience
6th year independent/research elective proposal form

Instructions: Complete this form with the mentor who has agreed to supervise your project. Save pdf as: last name, first name IR proposal blockX.pdf and send via email to Ms. Bailey BMcordinator@med.cuny.edu.

Suggested timelines:
- 8 weeks before start date: finalize project and get signature of mentor. Submit proposal for review.
- No proposal will be accepted less than 6 weeks before elective start date.
- If needed, request transcripts online: https://www.cuny.edu/cunytranscripts

Student's name:
Email:

Mentor's name:
Email:

Start Date:
(Please use a Monday start date)
End Date:
(Please use a Friday end date)

Desired elective block(s):

1. Type of Project:
   - [ ] Research
   - [ ] Independent

2. Title of Project:

3. Location of Project:

4. Project Description in detail and your role (min 150 words narrative):

5. In consultation with your preceptor, what is the expected outcome by the end of the 4 week elective? (eg paper, presentation, or acquisition of specific skills).
Affiliation Agreements

- NYS requirement in order to provide malpractice coverage when students are at other institutions. *This is also true for all the SUNY medical schools.*
- Currently 53 have been established
- *Why can’t CSOM just establish agreements with every medical institution in the United States?* - Requires significant lead time, subject to institutional barriers, legal review, some institutions require students to be accepted first, some institutions will not establish
- If unable to establish, malpractice must be obtained independently, if acceptable by host - estimated cost approximately $200-250 per elective
Resources

- Career Advising Site: M4 elective materials (https://www.ccny.cuny.edu/csom/career-advising)
  - CSOM 2021-22 M4 Electives Instructions Reference Guide
  - List of Extramural Affiliation Agreements
  - Independent/Research Proposal instructions and form
  - Domestic non-vslo elective proposal instructions and form
  - How to obtain independent malpractice insurance
  - CUNY Off-Campus Activity Participation Waiver and Emergency Contact Form
4th year VSAS Electives

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AAMC Visiting Student Learning Opportunities™ program enables medical to pursue learning opportunities in the United States and internationally. It includes:

- Educational opportunities, including pre-clinical, community-based global health, research, and clinical opportunities.
- Visiting Student Application Service (VSAS) which allows you to search and apply for opportunities.
- Over 9000 electives
- Generally, electives for the upcoming season start to become visible in Spring but institution dependent
- $40 base fee for up to three electives (to any institution; in the U.S. or Global network). Additional electives are $15 each.
- Host institutions may charge additional elective application fees.
VSLO Application Process

1. Student gains access to VSLO application service
2. Student Searches/ Applies
   - Searches for elective
   - Initiates application
   - Completes requirements
   - Submits to Home Administrator
3. Home Approves/ Releases
   - Receives notification of application
   - Reviews submitted application
   - Completes Home Verification Statements
   - Uploads documentation
   - Releases application to Host
4. Host Reviews/ Decides
   - Receives notification of application
   - Sets student eligibility
   - Schedules application
   - Approves/ denies application
   - Notifies applicant
   - Confirms applicant
5. Student Responds
   - Receives notification
   - Commits/ rejects elective offer
   - Completes post-decision requirements
6. Student attends elective
Common documents required for VSLO applications

- Copy of USMLE Step 1 Score
- Background Check
- Current BLS certificate
- Drug Screen report
- OSHA certification/NYS Infection Control
- proof of current immunizations including: Hep B titer, flu shot, TB test
- CV, +/- letter of interest, +/- essay or personal statement
- Letter of recommendation
- +/- visa /passport
- Provided by CSOM
  - Home School Evaluation Form
  - Malpractice Liability Insurance
  - Letter of Good Standing*
  - Transcript*
VSLO Tips

- Do your research about each program’s unique requirements and deadlines
- Apply as soon opportunities become available
- Make sure your vaccinations are up to date
- Follow instructions
- Stay organized - consider a spreadsheet
- Consider rotation dates, may not align with our blocks
- Consider your geographic preferences
- Consider unique/interesting opportunities
What happens after you submit a VSAS application?

- Office of Student Affairs (OSA) receives daily email alerts
- OSA reviews application
  - upload any required documents to be provided by CSOM
  - Check for affiliation agreement, if none try to establish
  - Confirms no contraindication or issues that need to be resolved*
  - Application released to host and student notified by email from OSA
What happens if you receive an offer?

- Forward the email of your official offer/application decision and elective description to M4coordinator@med.cuny.edu
- Elective Oversight Committee will review and email the decision to you.
- If approved
  - you may accept the offer
  - it will be added to your schedule in CUNY FIRST
  - M4coordinator will advise as to additional steps
    - Drop an existing intramural elective
    - Completing waivers
    - Other procedures/issues
From: XXXX@hackensackmeridian.org  
Date: November 27, 2019 at 4:10:13 PM EST  
To: XXXX@gmail.com  
Subject: VSAS: Application Decision

Dear XXXX,

Thank you for your application to Hackensack Meridian Health Hackensack University Medical Center. We are pleased to offer you a spot in ANES 0001: Anesthesiology, which meets January 13, 2020 - February 9, 2020. You have 2 week(s) to accept or decline this offer through your VSAS “Applications” tab at https://apps.aamc.org/vsas/student.html. This offer will expire at 8:00 pm EST on December 11, 2019.

Once you have chosen to accept, please email the last four digits of your Social Security Number with your Student ID# for processing.

If you have any questions, please do not hesitate to contact me at Lori.Black@hackensackmeridian.org or +1 (551) 996-2795.

Sincerely,

XXXXX  
UME Specialist  
Hackensack Meridian Health Hackensack University Medical Center
2021-22 Season

- Current recommendation is that away rotations are limited to one as per COPA guidelines, update expected by April 15th.
- May be increased depending on specialty specific recommendations.
- Virtual electives are not included in the restrictions.
- VSAS expected to open in April 15th and programs will begin reviewing applications in May 1.
- Each host program will have its own requirements and restrictions.
- All students across the country will be impacted and all PD’s will factor this in residency application decision-making, COPA guidelines recommend that PDs consider if a student has had >1 away.
VSLO Next Steps

- You will receive an invite to access the application service.
- You will then sign into the VSLO application service with your **AAMC Account username and password**.
- Sign in from the main program page, www.aamc.org/vslo or go directly to apps.aamc.org/vsas
- There is a brief tutorial, [https://students-residents.aamc.org/attending-medical-school/article/vslo-application-student-training/](https://students-residents.aamc.org/attending-medical-school/article/vslo-application-student-training/) if needed, but site is intuitive. Review VSLO/VSAS FAQs and VSLO student essentials
Resources

- Career Advising Site: M4 elective materials (https://www.ccny.cuny.edu/csom/career-advising)
  - CSOM 2021-22 M4 Electives Reference Guide
  - Jan 25, 2021 AWAY Recommendations from Coalition for Physician Accountability
  - VSAS/VsLO FAQs
  - VSLO Student Essentials
  - AAMC Standardized Immunization Form
  - VSAS transcript request form
  - List of Extramural Affiliation Agreements
  - How to obtain malpractice insurance independently
  - CUNY Off-Campus Activity Participation Waiver and Emergency Contact Form
General Policies

- No more than 12 weeks (3 blocks) in one specialty area*
- Adhere to absence policy during intramural electives (*aim for 100% attendance during away electives*)
- Academic Leave: refer to Student Handbook for procedure, discuss with your medical student advisor ASAP to develop plan
- All extramural/independent/research electives require approval by Elective Oversight Committee
Questions???