

CUNY School of Medicine

The City College
of New York

4th year Electives

Sandy Saintonge, MD, MPH
Office of Student Affairs

zoom recording

https://zoom.us/rec/share/HZHvVwo8q_XQC6gTba4-2hfNWyhTtTfvuJ6nzoDaCroRI4x9CcDIFUJVqkQ_1pJP.IJ2JKPezU5PCDF9-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

Block 1	BLOCK 2	BLOCK 3	BLOCK 4	BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8	BLOCK 9	Transition to residency	BLOCK 10	BLOCK 11
July 5–July 30	August 2–August 27	August 30–September 24	September 27 – October 22	October 25–November 19	November 22 – December 17	December 20 – January 14	January 17 – February 11	February 14 – March 11	March 14 – March 25	March 28 – April 22	April 25 – May 20

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 be 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 be 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 is 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 be source of additional LoR

How do I find extramural opportunities?

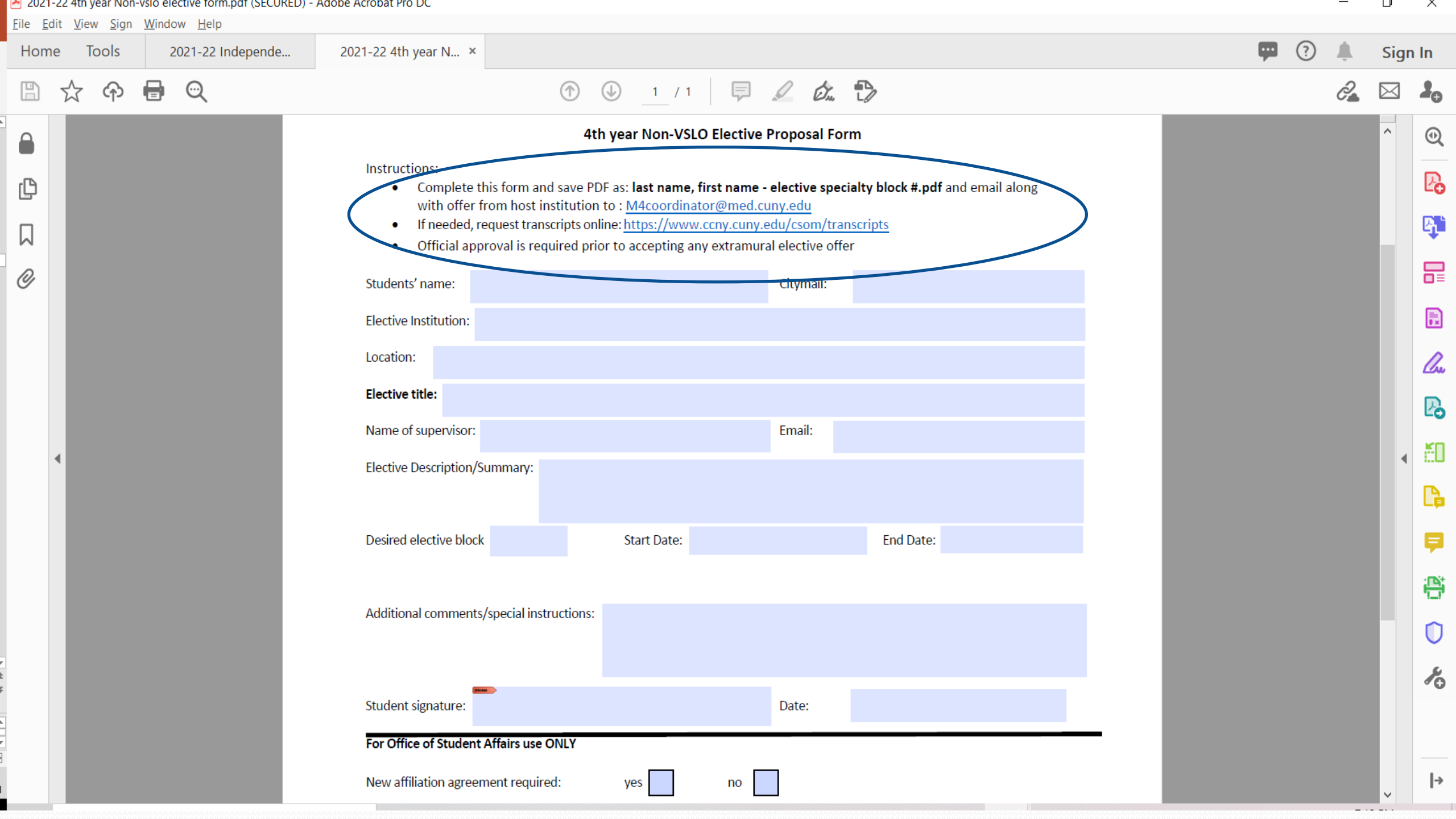
- Visiting Student Learning Opportunities/Visiting Student Application Service
- Clinical, Research, Public Health, NIH programs: <https://students-residents.aamc.org/attending-medical-school/research-and-training-opportunities/>
- Extramural Elective Compendium: searchable database containing information about elective opportunities at AAMC-member medical schools in the US.
<https://services.aamc.org/eec/students/>
- M4 URIM opportunities <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: City: mail:

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



4th 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 block#.pdf** and send via email to Ms. Bailey

M4coordinator@med.cuny.edu

Suggested timeline:

- 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.cuny.edu/csom/transcripts>

Student's name: Citymail:

Mentor's name: Mentor's Email:

Start Date: End Date: Desired elective block(s):
(Please use a Monday start date) (Please use a Friday end date)

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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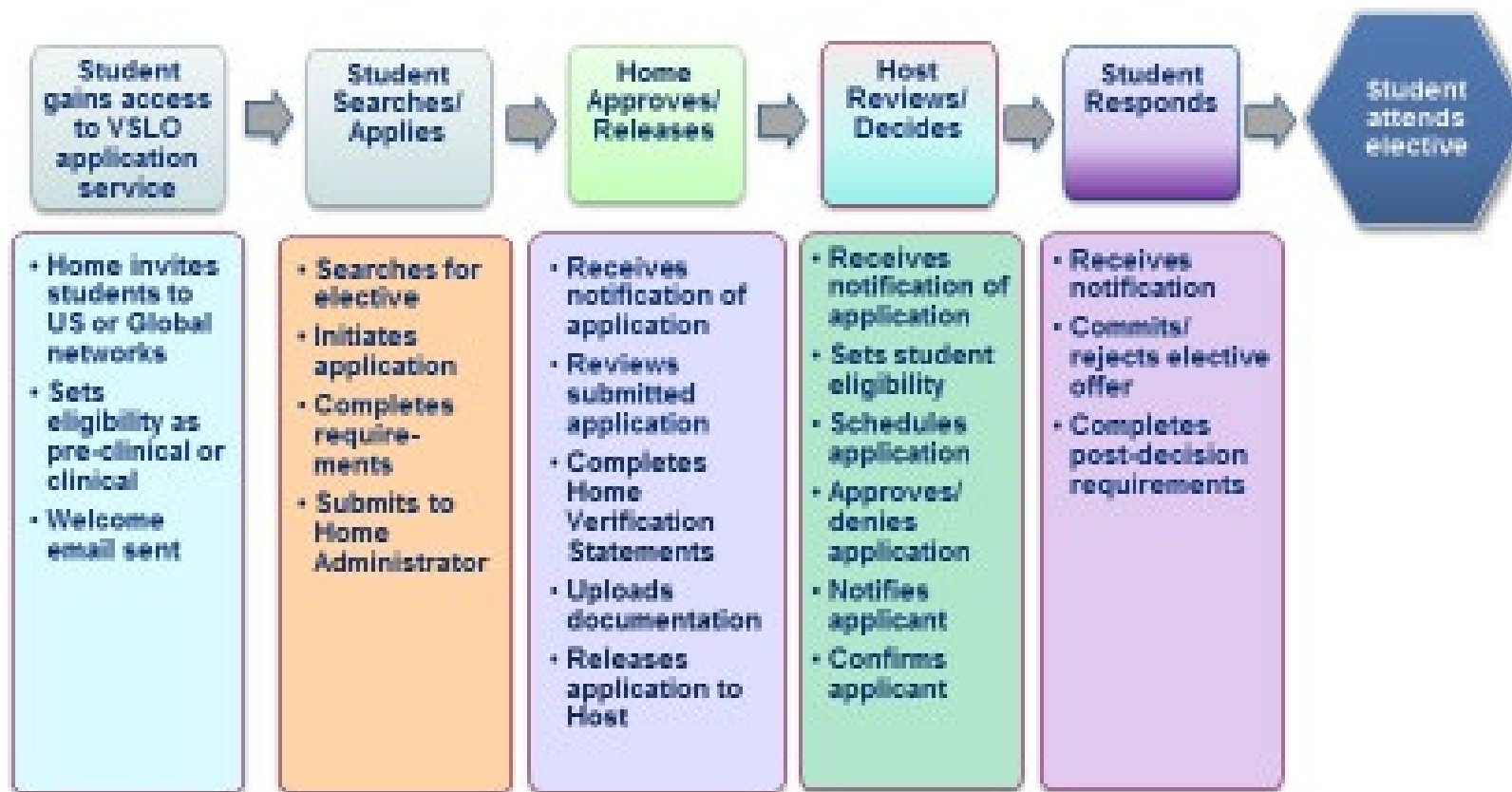
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VSLO™ Program

- 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



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

Sample VSAS Elective Host Application Decision Email

- **From:** XXXX@hackensackmeridian.org
Date: November 27, 2019 at 4:10:13 PM EST
To: XXXX@gmail.com
Subject: **VSAS: Application Decision**
-
- Dear XXXXX,
- 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 aways 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 it's 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/> 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???