

REQUIREMENTS FOR THE FOURTH YEAR

The curriculum for the fourth year includes 36 weeks of scheduled clinical experiences. Of the 36 weeks, four weeks will be used to complete a required rural rotation. Of the remaining 32 elective weeks:

1. All students should select at least twelve weeks of elective credit (in-state or out-of state) from the areas of internal medicine, family medicine, or pediatrics. Electives that count toward this requirement are indicated by the symbol * in the electives table of contents (pgs 1 - 4). **A four-week neurology rotation is strongly recommended and will count toward this requirement.**
2. All students should select at least eight weeks of elective credit from a surgical, OBGYN, or related specialty. Electives that count toward this requirement are indicated by the symbol ** in the electives table of contents (pgs 1 - 4).
3. No more than eight of the 36 weeks may be taken in any one sub-specialty. **If more experience in a given sub-specialty is desired, those weeks must be in addition to (over and above) the 36 weeks required for graduation.**
4. A maximum of 12 weeks may be taken at out-of-state locations.

Graduation is dependent upon satisfactory completion of the 36 weeks of elective experience. One unit of credit is offered for each elective week taken. **A student who is absent more than three days of any four-week elective, or one day of any two-week elective will be denied credit for that rotation.**

SCHEDULING

Students are responsible for developing their own proposed program, using the Elective Course Schedule available from the Office of Medical Education to schedule any remaining clerkships, in-state, and out-of-state electives, and the required four-week rural rotation (Advanced Clinical Experiences in Rural Health Care). The Elective Course Schedule form is available online at www.medicine.nevada.edu/dept/ome/electives.asp. (See Appendix A for a sample copy of this form).

The following is a step-by-step summary of the scheduling process:

1. Choose a fourth-year advisor according to your career selection from the preceding faculty list (pgs 7 – 8)(or contact Dr. Kimmel for approval of other full-time faculty members.)
2. Make a tentative schedule based on your personal and professional needs. Be sure to include all required rotations and out-of-state electives. Review your tentative schedule with your fourth-year advisor.
3. Once you have been given your confirmed rural rotation assignment, revise your tentative schedule as necessary, then check on availability of the rest of your electives with the department assistants and obtain their signatures. **Note: Department assistants will not schedule any electives until March 2, 2009.**
4. Have your fourth-year advisor approve and sign your final schedule.
5. **Submit only your final, 36-week schedule** to the Office of Medical Education by May 15, 2009. Include all tentative away rotations and your rural rotation. You will receive a copy of your official schedule by mail after it has been approved by the Associate Dean for Medical Education.
6. One week in advance of beginning each elective, contact the appropriate department assistant for information about where and to whom you should report. Then email the Office of Medical Education at unsomevaluation@medicine.nevada.edu with the name(s) of the preceptor(s) with whom you will be working. **This information is required in order to schedule your performance evaluation in E*Value and ensure that you receive credit for the elective.**
7. Provide out-of-state elective coordinators or preceptors with copies of the Clinical Performance Evaluation Sheet. (Available online at www.medicine.nevada.edu/dept/OME/Electives.asp).

In-State

Clerkships: Any clerkship not taken in the third year **must be completed by the end of September 2009**. Scheduling for all clerkships is coordinated through the Office of Medical Education, (775) 682-7729.

Electives: All in-state electives must be scheduled through the relevant department assistant. The signature of the department assistant or the Electives Coordinator must appear on the Electives Course Schedule before the Associate Dean for Medical Education will approve the form.

Medical students in some electives, across all specialties, may be assigned to an attending that sees patients at many hospitals. In Las Vegas, two hospitals, Mountain View Medical Center and Sunrise Medical Center, require medical students to apply for hospital access. The Office of Admissions and Student Affairs, in Las Vegas and Reno, have the required application forms and will work with students to complete and submit the information. In Reno, contact btaylor@medicine.nevada.edu. In Las Vegas, contact adiggins@medicine.nevada.edu.

Rural Rotation: The required four-week rural health experience must be arranged through Jamie Anderson, M.S., M.A., Director of the Division of Interdisciplinary Medical Education (DIME) in Reno. Contact Jamie at (775) 682-7728, or her assistant, Nicole Preston at (775) 682-7731. **Do not attempt to arrange a rural rotation without contacting Jamie.**

Out-of-State

Students wishing to take out-of-state electives must obtain the appropriate application from the school offering the elective. The student must get approval for the course from the Associate Dean for Medical Education, **in advance of beginning the elective**. Malpractice insurance coverage is only valid for rotations approved by the Office of Medical Education. Failure to follow this procedure may result in credit not being awarded for the rotation. The **maximum** allowable number of out-of-state elective credits is 12. Students **must** keep the Office of Admissions and Student Affairs informed as to current addresses and telephone numbers, in case it is necessary to contact the student while he/she is out-of-state. In addition, the student is responsible for providing the out-of-state preceptor with a Clinical Performance Evaluation Sheet (Appendix C) at the beginning of the elective, and ensuring that the evaluation form is completed by the instructor. Elective credit will not be given until the evaluation (grade) report is received by the Office of Admissions and Student Affairs.

All electives are arranged on a first-come, first-serve basis. Approval for the entire completed schedule must be obtained from the Associate Dean for Medical Education, who assesses schedules for balance, breadth and depth. Contact the Office of Medical Education for information or assistance at (775) 682-7729.

The completed electives course schedule must be turned in to the Office of Medical Education by May 15, 2009.