

# OVERVIEW OF FOURTH YEAR REQUIREMENTS

The fourth year for the Class of 2012 consists of eleven four-week blocks and a two-week winter break. Fourth year required clerkships are listed below. One block of the fourth year should be scheduled as independent study for the USMLE Step 2 CK and CS. A course in Advanced Cardiac Life Support must be successfully completed before graduation. All third year clerkships must be completed before taking required fourth year courses. Remediation of core clerkships must be completed no later than November 1 of the academic year of anticipated graduation. Before graduation you will be asked to complete the AAMC Graduation Questionnaire. Although it is a voluntary survey, your responses help RWJMS and are important for the accurate collection of local and national data.

## **FOURTH YEAR REQUIRED ROTATIONS**

### **REQUIRED CLERKSHIP IN EMERGENCY MEDICINE**

Four weeks of Emergency Medicine are required during the fourth year and must be taken at RWJMS.

### **NEUROLOGY CLERKSHIP (NEUR 8902)**

Three weeks of Neurology are required during the fourth year, if not taken in third year.

### **SELECTIVE IN CRITICAL CARE**

Four weeks of Critical Care Experience are required during the fourth year and must be taken at RWJMS. Students may select an experience that is based in Pediatrics, Surgery, or Medicine.

### **SUBINTERNSHIP**

A four week subinternship is required of all fourth year students. Subinternships that satisfy this requirement must be in one of the following disciplines: Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry or Surgery, and **MUST** be taken at RWJMS. Additional subinternships may be selected by individual students as electives.

### **AMBULATORY SPECIALTY OUTPATIENT COURSE**

Three weeks of clinical Experience in an Outpatient Office setting are required. Students must submit their top preferences and a backup preference for one of the approved Selective elements through the campus Registrar. This must be completed at a RWJMS-Camden Clinical Site.

### **ELECTIVES**

Twenty Weeks of electives are required for graduation during the third and fourth year. It is permissible to take up to twenty-four weeks of elective time. Eight weeks of the third year are available either as additional elective time or vacation time. Electives may be taken at other U.S. Medical Schools.

No two full-time electives may be taken concurrently. For "away" electives, all documentation must be submitted to the Office of the Registrar prior to the projected elective. Each student must make certain the RWJMS Registrar has received the necessary approvals from the Registrar at the "outside" medical school before the elective has begun. If this is not the case, the student will not be given credit for the elective.

### **INDIVIDUALLY DESIGNED ELECTIVE OPTION (MDC 9800)**

Students wishing to do an elective not listed in the elective book may do so after the necessary course descriptions and approvals are submitted. Students may develop an

individually designed elective in concert with a Faculty Member or a Dean for Student Affairs in order to participate in an experience that is clearly different from any preclinical or clinical elective currently offered by UMDNJ-Robert Wood Johnson Medical School. Written approvals must be given first by the proposed Elective Director and the Faculty Advisor or Department Chair; then by a Student Affairs dean, and finally the Registrar. If on **Academic Warning**, a student must acquire written permission of the Associate Dean for Student Affairs **before** applying for an individualized elective.

**Travel Advisory Note:** Students traveling to other countries need to be aware of the US Department of State [Travel Warnings](#) and Alerts. Any student traveling to a country listed on this site will NOT have that activity authorized as a University-approved activity.

**Individualized elective approvals will be revoked if the country they are visiting as part of the elective experience goes on the US Department of State Travel Warnings or Travel Alerts after the approval has been granted but prior to the commencement of the elective.** Students are advised to take this into consideration as they are planning their fourth year and are calculating completion of their 4<sup>th</sup> year elective requirements. If a student wishes to travel to a country listed on the Travel Warnings and Alerts list they can appeal to a Student Affairs Dean by providing a written request why such an experience would be a valuable educational experience. Further information can be found in the "Students Participating in Educational Activities outside UMDNJ or any of its Affiliates" policy, #00-01-25-55.00.

**All documentation must be submitted to the Office of the Registrar prior to the projected start date of the elective.** The required form, found online at [http://rarwjms03.umdj.edu/education/current\\_students/academics/forms.html](http://rarwjms03.umdj.edu/education/current_students/academics/forms.html), must be completed for all individually designed electives. Additional copies of the form may be obtained in the Registrar's Office.

**Any Individualized Elective begun without signed, approved documents on file in the Registrar's Office WILL NOT EARN CREDIT toward graduation. It is the student's responsibility to ensure that all documents are on file.**

### **INDEPENDENT STUDY**

Four weeks of Independent Study should be scheduled during the block the student chooses to take the USMLE-Step 2 Clinical Knowledge. All students must pass this exam and the USMLE Step 2 Clinical Skills prior to being awarded the M.D. degree.

## 2011-2012 STUDENT GUIDELINES FOR PLANNING YOUR ELECTIVE YEAR

During your fourth year, you should plan to take electives which offer a variety of experiences. This year can be used to test various career interests and to gain experience at institutions or in cities which you are considering for residency. You may wish to schedule outside electives at hospitals you are considering doing your training early in the fall of the fourth year. You may use electives to broaden your knowledge base, to experience areas of medicine which you will not be exposed to in your residency programs, or to experience medical practice in another country. Students who wish to take international electives must secure their own funds for this experience, must sign a liability waiver, and must have emergency travel/evacuation insurance. This is provided by UHP health insurance. Students who do not have UHP health insurance must sign a liability waiver and must submit proof of an insurance policy which covers evacuation and repatriation. Please be aware that an international elective in a country on the US State Department Travel Advisory list cannot be approved for credit. Information on international electives is available in the Office of Global Health and from Dr. Javier Escobar, Associate Dean for Global Health ([escobaja@umdnj.edu](mailto:escobaja@umdnj.edu)). Approved electives completed during the third year count toward your graduation requirement.

### **PLANNING STRATEGY**

You will select a clinical advisor and start planning your elective year with her/his help. A list of faculty advisors, their fields, areas of interest, and where they trained is located on Angel Learning under "RWJMS: Student Affairs", subfolder: "Advisor Program". It is important to set priorities on how you will arrange the time blocks available to you. Some students have found it helpful to use the first few blocks in the fourth year to take electives which help determine their career path. Doing "away" electives during this period may also be helpful in deciding which programs are the best "fit" for you. Others find it useful to do their subinternship during this time. It is permissible to use any fourth year block for vacation time, assuming all of your requirements are fulfilled by the end of block 11. Remember to leave yourself enough time to interview between the months of November and the end of January. If you are going into an "Advanced" specialty such as radiology or anesthesia, you will also have to interview for a PG-1 year, usually in medicine or surgery. You may also think carefully about doing clinical rotations/electives in the spring of your fourth year. Some students have found that having only vacation/non-clinical electives at the end of the fourth year makes the transition to Internship much more difficult. Also, remember to arrange to take the USMLE Step 2 CS soon after third year has ended. **Please check with Dr. Carol Terregino to make sure that you have passed the summative OSCE before taking USMLE CS.** All students must schedule the Step 2 CK and CS exams no later than December 31 of their fourth year. Any student who does not comply with this requirement may not register for any 4<sup>th</sup> year rotations without the approval of a Dean of Student Affairs.

### **WHERE YOU WILL FIND ELECTIVE INFORMATION**

The Extramural Elective Compendium is available on-line at <http://services.aamc.org/eec/student.cfm>. This lists all LCME approved medical schools which allow outside students to do electives at their institutions. Information regarding who to contact at these medical schools, and the earliest date applications are accepted, is in this Compendium.

When exploring electives, check with other fourth year students who have completed electives, talk to residents and attendings at different departments as you rotate through these services, and use the AMA Graduate Medical Education Directory (the "Green Book")

located in the Office of Student Affairs on both campuses) or FREIDA on the AMA website at <http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online.shtm> for additional ideas.

You may also download the elective book to your PDA. Contact Dan Titus ([titusda@umdnj.edu](mailto:titusda@umdnj.edu)) for instructions.

### **VACATION & ABSENTEEISM**

Individual vacation time will vary depending on requirements completed during third year. Two and one-half days per each elective are allowable for internship interviews. Fourth year required courses vary as to course policy. Please make sure to check with individual course directors. Critical Care typically allows 2½ days of excused absence for interviews. Typically, no “days off” for interviews are allowed during the subinternship

### **HOLIDAY POLICY**

All M3 and M4 clerks are excused from their Clerkship responsibilities at all sites on all University holidays. When a University holiday is followed by a weekend (such as is the case with Thanksgiving), weekend time off is determined by individual clerkship directors. This policy also applies to students taking RWJMS-sponsored electives. Students on away electives should conform to the holiday policy of the sponsoring institution. **Students on subinternships are governed by the holiday schedule of the sponsoring residency program.**

### **FOURTH-YEAR REGISTRATION PROCEDURES**

- 1 Registration for the required fourth year clerkships will be accomplished at the same time as elective registration. You will receive a Fourth Year Registration Form and instructions at the 4th year Planning Meeting
2. Registration will be **in-person** at your Fourth Year Scheduling Appointment in the Registrar's Office. Your Fourth Year Scheduling Appointment will be randomly assigned to you. Please notify the Office of the Registrar if you must cancel your appointment and schedule a later one.
- 3 Bring your completed Fourth Year Registration Form to your advisor for approval. This form must be signed by your advisor prior to submission to the Assistant Registrar for final scheduling. Students on Academic warning require the approval of the Associate Dean for Academic and Student Affairs to change their elective schedule.
- 4 You will be assigned a random appointment date and time to meet with the Assistant Registrar to schedule your fourth year.
- 5 Required courses and electives will be available on a first-come, first-served basis. Please come prepared with second or third elective choices.
- 6 You will need to know where to go and what to do on the first day of your elective. Therefore, **YOU MUST CONFIRM YOUR SCHEDULE WITH THE ELECTIVE CONTACT PERSON FOR EACH ELECTIVE AT LEAST ONE WEEK BEFORE THE START DATE.** The Registrar **does not** have this information.

## **FOURTH YEAR REGISTRATION CALENDAR**

**TBA**

Class of 2012 receives scheduling information.

**TBA**

Obtain Advisor's signature and approval of schedule.

**TBA**

Fourth year scheduling begins.

**TBA**

Fourth year scheduling ends.  
All signed elective schedules in final form must be in the Office of the Registrar.

## **ELECTIVES OUTSIDE THE UMDNJ-ROBERT WOOD JOHNSON MEDICAL SCHOOL SYSTEM**

Download and fill out the visiting student application form from the outside medical school. Submit to our Registrar. Many schools participate through the online Visiting Student Application System (VSAS) through the AAMC. To see which schools participate in this electronic application process visit <https://www.aamc.org/students/medstudents/vsas/>. Our Registrar's Office will verify that you are a student in good academic standing and will supply all other necessary documentation with the exception of the health form. Make sure the application is complete before you mail it. A student on **Academic Warning** requires signed permission from the Associate Dean for Student Affairs and a letter from the Student Affairs Office stating that she/he is a student at this school and has permission to apply for the elective.

If the elective application was not done through the VSAS process, the student notifies the Registrar upon receipt of approval from the outside program at least 30 days prior to the beginning of the elective. The student secures the approval signature from the Registrar and the Associate Dean for Student Affairs for a change of schedule. When the confirmation of an outside elective is received by the Registrar, it will be placed in the student's "elective file." If the student receives confirmation of the proposed elective directly from the sponsoring school or hospital, it is the student's responsibility to see that a copy of this confirmation is filed with the Registrar. **No student may attend an outside elective without a confirmation letter on file in the Registrar's Office.** A liability waiver must be on file before the student may take an outside elective. **Any "away elective" begun without a confirmation letter on file in the Registrar's Office will not earn credit toward graduation. It is the student's responsibility to ensure that all documents are on file in the Registrar's Office.**

## **MALPRACTICE COVERAGE**

You are covered for malpractice by the self-insurance program of the State of New Jersey while you are on approved clinical rotations at other institutions. HOWEVER, you are covered only if you have all of the appropriate paperwork completed and filed in the Registrar's Office before you start the elective. **IT IS ESSENTIAL** that you do not begin an elective without first ensuring that all of the necessary paperwork has been completed and approvals received and filed. If you participate in a clinical program without first having all approvals, **YOU ARE AT RISK** of being personally liable in the event of any legal action taken in which you are named and the State of New Jersey may not cover you. This also puts the school at risk.

Additionally, you will not receive elective credit for electives done without prior approval.

## **EVALUATIONS**

*Evaluation of Student by Course Directors* - You will be given *Evaluation of Student* forms to bring with you to all of your electives. The elective sponsor will be required to return these evaluation forms to the Registrar within 10 days following the completion of the elective. All one (1) week electives are to be graded on a "Pass/Fail" grading scheme. If the institution at which you take your elective does not fill out the RWJMS Evaluation form and does NOT have a 5-point grading scheme comparable to ours, the grade will be revised to a "Pass/Fail."

*Evaluation of Electives by Students* - Evaluations of your completed electives are required by the Office of Student Affairs to assist in planning future elective programs and to help next year's class in selecting electives. Electives can be evaluated via Angel Learning System.

Log onto <http://my.umdj.edu> and click on RWJMS Clerkship and Elective Evaluations. Evaluations should be completed within 2 weeks of the completion of each rotation.

### **WITHDRAWALS AND CHANGES**

Changes in electives, subinternships or required rotations may be made until four weeks prior to the beginning of the rotation. Any other request must be approved by the Associate Dean for Student Affairs. In addition, after this date, changes may be made only with the written approval of the director of the rotation from which the student is withdrawing. All changes are subject to the availability of space. If notice is not received prior to the beginning of the elective, credit will be withheld. **Withdrawal from a rotation after it has begun may occur only with the written permission of a Dean for Student Affairs.**

The faculty recognizes that special programs which do not conform to its general policies may be needed. Students who need special consideration should first contact the Office of the Registrar. The faculty will give such programs careful consideration.

## WHAT TO DO WHEN

### ....YOU WISH TO TAKE AN ELECTIVE OUTSIDE UMDNJ-RWJMS (AND AFFILIATES)

1. Obtain and complete forms or applications from outside institution. Send to the Office of the Registrar for necessary certifications and forwarding.
2. If you do not receive a copy of a letter confirming your elective within a reasonable time, you should contact the outside elective sponsor to send this letter to the Registrar. You may not attend an outside elective without this letter in your file.
3. A student must secure an approval signature from the Associate Dean for Student Affairs for a change of an outside elective schedule.

### ....YOU HAVE TO CANCEL AN OUTSIDE ELECTIVE

1. Give at least one month's notice.
2. Write sponsor of canceled elective with copy to Assistant Registrar.

### ....YOU HAVE TO CHANGE AN ELECTIVE WITHIN UMDNJ-RWJMS OR AFFILIATES

1. Allow at least one month.
2. If on **Academic Warning**, get approval from Associate Dean for Student Affairs.
3. Changing electives requires careful consideration and planning. It cannot be done efficiently by email or telephone. All changes must be done in-person with the Registrar's Office 4. A Completed "Change of Elective" form must be given to the Assistant Registrar for any elective changes.

### ....YOU PLAN TO TAKE USMLE STEP 2 Clinical Knowledge and USMLE Step 2 Clinical Skills (REQUIRED)

Apply on-line at <http://www.nbme.org/students/index.html>

### ....YOU ARE SICK

Please notify your elective sponsor and the Office of Student Affairs **immediately** if you are unable to attend any portion of your elective because of illness. In some circumstances, a doctor's note may be required.

### ....YOU WISH TO TAKE AN ELECTIVE AT UMDNJ-RWJMS-New Brunswick or UMDNJ-NJMS

Your Registrar's Office will arrange these for you.

### ....YOU NEED A LETTER CERTIFYING ACADEMIC STANDING & MALPRACTICE COVERAGE

Notify the Registrar of elective date, name of sponsor, etc. and an appropriate letter will be written on your behalf.

UMDNJ-RWJMS Registrar's Office  
401 Haddon Avenue Camden, New Jersey 08103 856-757-7859 Hours: 8:30 am to 4:30 pm  
Monday – Friday

**Camden**  
**Fourth Year Dates for 2011-12**

Block #	Dates (4 weeks)	Neurology (3 weeks)
#1	07/05/11 – 07/29/11 Holiday – Independence Day July 4, 2011	07/05/11 – 07/22/11
#2	08/01/11 – 08/26/11	08/01/11 – 08/19/11
#3	08/29/11 – 09/23/11 Holiday – Labor Day September 5, 2011	08/29/11 – 09/16/11 Holiday – Labor Day September 5, 2011
#4	09/26/11 – 10/21/11	
#5	10/24/11 – 11/18/11	10/24/11 – 11/11/11
#6	11/21/11 – 12/16/11 Holiday – Thanksgiving November 24-25, 2011	11/21/11 – 12/9/11 Holiday – Thanksgiving November 24-25, 2011
Vacation	<b>December 19 – 30, 2011</b>	
#7	01/03/12 – 01/27/12 Holiday – New Year's January 2, 2012 Holiday – MLK B'Day January 16, 2012	01/03/12 – 01/27/12 Holiday – New Year's January 2, 2012 Holiday – MLK B'Day January 16, 2012
#8	01/30/12 – 02/24/12	01/30/12 – 02/17/12
#9	02/27/12 – 03/23/12	
#10	03/26/12 - 04/20/12 Holiday – Good Friday April 6, 2012	03/26/12 – 04/13/12
#11	04/23/12 - 05/18/12	

Match Date: March 16, 2012  
Convocation Date: May 21, 2012 (*tentative*)  
Graduation Date: May 23, 2012