WUSOM Electives Policies and procedures

**Introduction:**

This document contains all approved fourth year electives offered by the Windsor University School of Medicine, at Windsor affiliated and non affiliated but approved hospitals. A maximum of 24 weeks of elective time are available of which 12 weeks are required to fulfill the selective curriculum graduation requirement and another 12 weeks are required to fulfill the elective curriculum graduation requirement .

Information concerning elective opportunities available through other medical schools and institutions can be obtained from several sources including the clinical department at US information office in Monee. IL, the Office of Student Affairs and from faculty members in areas of your interest.

The elective curriculum offers students opportunities to select the courses most suitable to their needs and interests. At WUSOM we recommend electives and selectives based on the following reasons:

* to gain broader experience and knowledge in clinical medicine
* to strengthen medical education in an area of special interest
* to test one's interest in a possible area of specialization
* to complete research projects or take advantage of opportunities for other special training

For these and other reasons including our own wish as a faculty and administration to present the diversity and excitement within medicine and medical education, we are pleased to present these selections with the hope that they will foster your education and be beneficial to you.

**Electives Available:**

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| **Medical Specialties:**  Cardiology, Nephrology, Neurology, Geriatrics, Hematology & Oncology, Infectious Disease, Pain Management , Emergency Medicine, Radiology, Dermatology, Pulmonology, Urgent Care, Gastroenterology, Pathology, Psychiatry, Anesthesiology, Public Health, Family Medicine, Rural Medicine, General Psychiatry, Child and Adolescent Psychiatry, Addiction Medicine, Palliative Medicine, Nutrition, Genetic Counseling , Pediatrics and subspecialties, Occupational Health, Physical Medicine & Rehabilitation (PMNR), Allergy/Immunology |
| **Surgical Specialties:**  General Surgery, Otolaryngology, Ophthalmology, OBGYN , Orthopedics, Urology, Neurosurgery, Trauma Surgery, Vascular Surgery, Cardiothoracic surgery, Plastic surgery, Burns, and Ambulatory Surgery |
| **Research in any of the above specialties** |

**Scheduling of Electives:**

Clinical coordinator of WUSOM clinical department at Monee office schedules the electives based on availability at the affiliated hospitals. Please find the current Windsor Affiliated Hospitals below:

1. Jackson Park Hospital, Chicago, IL
2. Holy Cross Hospital, Chicago, IL
3. Westlake Hospital, Chicago, IL
4. Access Community Health Network, Chicago, IL
5. Norwegian Hospital, Chicago, IL
6. Genesys Regional Medical Center, Blanc, MI
7. Memorial Hermann Hospital, Houston, TX
8. Georgia Regional Hospital, Atlanta, GA
9. Griffin Memorial Hospital, Norman, OK

If a student wishes to do an elective outside of Windsor University SOM’s clinical affiliates he needs to get an elective affiliation form signed by his preceptor or Hospital who accepts the student to rotate through their system. This affiliation form, preceptor, and institution has to be approved by the clinical department prior to starting the rotation. WUSOM expects the students to do their electives preferably in ACGME accredited hospitals. Once the elective rotation is completed a student has to submit the required documentation such as

* Student evaluation of clinical rotation
* Student evaluation of preceptor

Final preceptor evaluation form of the student should be sent directly to the Windsor information office at Monee, IL. It is the student’s responsibility to make sure the faculty sends in the signed evaluation form in a timely manner to receive credit. The policy is prepared to inform the students enrolled in various electives. The Clinical department reserves the right to change the requirements for promotion or graduation, arrangement, scheduling, credit, or content of the course. At this point students are responsible to pay the required tuition fee to school and to the affiliated institution to be in good standing and get the final credit for the elective rotation. WUSOM clinical department reserves the right to dismiss any student at anytime and refuse to readmit should it be deemed to be required in the interest of the student or of the University to do so. Information regarding any changes to the above policy is available from the clinical department of WUSOM.

**Preceptor’s Responsibilities**

1. Provide a physical location with adequate clinical space and, ideally, computer and

internet access. Provide or help to arrange a variety of patient encounters necessary

for a primary care–focused learning experience for the student.

1. Provide an adequate number of hours (clinic hours should be comparable to the

preceptor’s standard, full-time work-week) for the student to perform clinical activities

in the practice site. During this time the preceptor or a designated alternate must be

available for supervision, consultation and teaching.

1. Supervise, demonstrate, teach and observe the student in clinical activities in order to

develop the student’s skills and to ensure proper patient care.

1. Review and countersign student charting (or have designee do so).
2. Delegate gradually increasing levels of responsibility to the student for clinical

assessment and management as the student’s skills develop.

1. Notify the program promptly should any problems arise. It is the program’s intention

to have a completely open faculty-colleague relationship with the preceptor faculty.

1. Should problems arise, early notification of the clinical office (708-235-

1940 or sandeep@windsor.edu) will result in early problem-solving without

diminishing the training experience for the student and without putting an onerous

burden of responsibility on the preceptor.

1. Schedule time (the program recommends at least one hour per month for

preceptorships and more frequently for clerkships) to review objectives with the

student in order to identify areas of concern and provide specific experiences for the

student to resolve any potential problem areas, *i.e.*, appropriate readings,

supplemental experiences or observation and completion of student evaluations.

1. Allow the student to utilize the problem-oriented medical record system notation

including problem lists, medication lists and flow sheets in record-keeping.

1. Participate in the evaluation of the student’s clinical skills and medical knowledgebase

through the following mechanisms.

* + Provide direct supervision, observation and teaching in the clinical setting.
  + Offer encouragement and support of student oral case presentations.
  + Discuss issues with faculty as appropriate to evaluate the student’s progress and to assist the student’s learning process. (If a site visit is scheduled, set aside 30

minutes to facilitate this.)

* + Review and countersign student charts, progress notes and history and physical write-ups on patients seen.
  + For clerkships, sign off on the student’s patient encounter checklist (if applicable).
  + Complete the Final Evaluation, which assesses student performance over the entire rotation, review with the student and submit to the program for final grading purposes.

1. Support the student in completing the patient log reflecting age, sex and diagnosis of

all patients seen by the student.

1. Support the student in completing online examinations and Board Review Questions

as assigned. When appropriate, this support may be provided in the form of dedicated

computer time in the office.

1. Oversee the student’s compliance with HIPAA-related privacy expectations.
2. Facilitate relations between this medical student and the office staff in the practice site, as well as other health professionals in the medical community.

**The Program’s Responsibilities**

1. Orient the preceptors and students to the structure of the clinical rotation through

preliminary site visits and student counseling.

1. Serve as a resource in developing the medical student role in a specific practice setting. The program is prepared to facilitate the introduction of the medical student to the community in general and the medical community specifically.
2. Provide malpractice coverage for the student during all clerkships.
3. Maintain regular contact with the student in order to anticipate any problems before

they arise and provide the student with a supportive network outside the clinical site.

1. Provide ongoing educational opportunities, final exam testing experiences and board

review activities.

1. Maintain an open dialogue with preceptors and students about the progress of each

clerkship.

1. Provide evaluation tools to the preceptor and student to facilitate assessment and

future planning in the preceptor site.

1. Provide information regarding the process of registration and licensure at the

completion of the program.

**Students’ Responsibilities to the Preceptor, Site and Patients**

1. Students will telephone the precepting clinician two weeks in advance of beginning

the clinical assignment to verify the arrangements.

1. Students will maintain office hours that have been negotiated with the preceptor and

communicated with office personnel. Students should realize that the scheduling of

patients and the scheduling of the preceptor’s time are an important consideration. Be

sensitive to the pressures on the preceptor.

1. Have discussions with and update the preceptor regularly on progress toward meeting the program’s objectives and assignments. Schedule meeting(s) as appropriate with the preceptor for completion and discussion of evaluation form(s).
2. Inform the preceptor regularly of student needs. This includes identifying where the

student ‘is’ and ‘ought to be’ in specific clinical requirements and clinical skills.

1. Show sensitivity to the wishes of the patients and their willingness to share

confidences or to have a student be partially responsible for their care.

1. Be aware of and apply HIPAA regulations regarding the privacy of patients’

confidential information (see http://www.hhs.gov/ocr/hipaa).

1. Be aware of the way in which the preceptor deals with his or her patients. The

student may not wish to adopt the same attitudes and behavior toward the patient;

however, if it appears to be an area of potential conflict, it should be discussed before

a major problem develops.

1. Complete charting each day before going home.
2. Some preceptors will assign reading lists, exams or projects specific to the site. Complete

these preceptor assignments along with the program’s assignments.

1. Be appreciative of the office staff.
2. Provide the very best care you can for the patients, which includes saying, ‘I don’t

know, I’ll find out’ or ‘I want the doctor to check this.’ At the same time, each

student should assert his or her proven skills to the fullest.

1. If conflicts arise, we expect students to attempt to discuss them and resolve them with the preceptor or staff to the best of their ability.

**Requirements of elective or selective clinical rotations:**

To receive the credit for the elective following requirements have to be met:

1. Student has to submit a Windsor elective affiliation agreement signed by his preceptor or Hospital
2. Student should submit student evaluation of rotation and preceptor at the end of the rotation
3. Final evaluation of the student by the preceptor should be submitted at the end of the rotation
4. Any report or publication that has resulted (published or in press) during this rotation
5. Complete report by the student regarding:

* Site
* Preceptor
* Dates of rotation
* Goal and objectives
* Roles and responsibilities of the student
* Patient logs
* Procedure logs
* Skills acquired
* Literature reviewed
* Completed certifications if any (For eg. ACLS)

All the documents regarding research should be sent to the following address to receive credit 6212 W. Monee-Manhattan Road, Monee, IL 60449 or faxed to [708-235-1942](tel:708-235-1942) or emailed to [sara@windsor.edu](mailto:sara@windsor.edu) or Heidi@windsor.edu

Neurology

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| **Department Contact** | Heidi Turner |
| **Location** | 6212 W Monee-Manhattan Rd, Monee, IL 60449 |
| **Phone** | (708)235-1940 |
| **Email** | Heidi@windsor.edu |
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| **Department** | Neurology |
| **Course** | Neurology |
| **Number of students** | 2 |
| **Site** | Holycross/Westlake/Memorial Herman/Jackson Park |
| **Supervisor** | Dr. Rupani/Dr. Ruttman/Dr. Wilkinson/Dr. |
| **Duration** | 4 weeks |
| **Periods offered** | Year around |
| **Prerequisite** | Available to fourth year students who have successfully completed all the core rotations |
| **Special Note** | On the first day of rotation student reports the clinic secretary for schedule and orientation |
| **Description** | Elective provides exposure to all aspects of Neurology consultation:  Epilepsy, Stroke, Movement disorders, evaluation and management  Students are expected to attend daily rounds, department conferences, and didactic lectures through biweekly webinars provided by residents and faculty |
| **Method of evaluation** | Evaluation of the student will be based on:   1. Windsor Elective Examination (End of the rotation) 2. Attendance and professionalism 3. Case Presentation and Participation during the daily rounds 4. Review of clinical documentation skills 5. Self-motivation in relevant evidence based literature review |

Nephrology

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| **Department Contact** | Heidi Turner |
| **Location** | 6212 W Monee-Manhattan Rd, Monee, IL 60449 |
| **Phone** | (708)235-1940 |
| **Email** | Heidi@windsor.edu |
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| **Department** | Internal Medicine |
| **Course** | Nephrology |
| **Number of students** | 2-4 |
| **Site** | Holycross/Westlake/Memorial Herman/Jackson Park |
| **Supervisor** | Dr. Rupani/Dr. Ruttman/Dr. Wilkinson/Dr. |
| **Duration** | 4 weeks |
| **Periods offered** | Year around |
| **Prerequisite** | Available to fourth year students who have successfully completed all the core rotations |
| **Special Note** | On the first day of rotation student reports the clinic secretary for schedule and orientation |
| **Description** | Elective provides exposure to all aspects of Nephrology consultation:  Electrolyte, Water, Acid-base, and mineral disorders  Hypertension, Hemo and peritoneal dialysis, CAPD  Refractory hypertension, nephrolithiasis, CKD, and other glomerulo and tubulointerstitial diseases  Students are expected to attend daily rounds, department conferences, and didactic lectures through biweekly webinars provided by residents and faculty |
| **Method of evaluation** | Evaluation of the student will be based on:   1. Attendance and professionalism 2. Case Presentation and Participation during the daily rounds 3. Review of clinical documentation skills 4. Self-motivation in relevant evidence based literature review |

For other selective and elective rotation requirements contact clinical department at Monee office.