



New York Medical College

School of Medicine

TITLE: Policy and Guidelines for NYMC-SOM Students on Extramural Electives		
EFFECTIVE DATE: June 11, 2012	REVIEWED DATE: June 15, 2015	REVISED DATE: June 19, 2015

I. POLICY

New York Medical College School of Medicine screens all students' extramural elective choices at all LCME/CACMS-accredited and non-accredited institutions to carefully assess the potential risks to student health and safety and to patient safety in its review of an elective experience. In particular, screening of extramural electives involves review of:

- Potential risks to the health and safety of patients, students, and the community at large; (e.g. infectious disease)
- The availability of emergency care such as the Emergency Department or Urgent care Centers; particularly in the event of a needle stick/ occupational exposure, or if the student should become ill during the elective requiring emergent care;
- The possibility of natural disasters, political instability, and exposure to disease; particularly with global health experiences;
- The need for additional preparation prior to, support during, and follow up after the elective; such as vaccinations or other health care requirements;
- The level and quality of supervision;
- Any potential challenges to the code of medical ethics adopted by the home school. Students at all times should know who their reporting supervisors are and how to get in touch with him/her in the event of an emergency.

The School of Medicine acknowledges that most **LCME/CACMS-accredited programs**, by virtue of their accreditation status, will meet the standards listed above.

Elective experiences proposed by students at **non-LCME/CACMS-accredited programs**, students must submit documentation to ensure that the standards listed above are adequately addressed.

For students proposing electives at **international programs**, the proposal must adhere to the NYMC-SOM Policies and Procedures for International Electives. In addition, evacuation insurance from the student must be provided as well as confirmed travel safety from the U.S. Department of State. Students must also meet any additional requirements, such as pre-experience coursework, cultural sensitivity and/or language training, and required immunizations.

It is the responsibility of the student to familiarize themselves with the Visiting Student Policy for the host institution.

The performance assessments of students completing elective coursework are monitored by the Office of the registrar. Ongoing monitoring of all extramural elective experiences are the responsibility of the Office of Medical Education.



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II. PURPOSE: The purpose of this policy and guideline is to provide a framework for the oversight of extramural electives for students at the NYMC-SOM.

III. SCOPE:

- Medical Students

IV. DEFINITIONS: None

V. POLICY AUTHOR(S)

- Offices of Student Affairs and Medical Education

VI. RELATED POLICIES: None

VII. PROCEDURE(S):

A. Applications:

- In order to apply to an extramural elective, student must be full-time matriculated students in good academic standing with successful completion of all of their clinical core clerkships and promoted to year four of training.
- Students in good academic standing will be provided with 50 authorization tokens for VSAS by March 1st of their third year. The majority of extramural electives will be obtained through VSAS.
- The VSAS application **must** include a *curriculum vitae*; transcript; completed health status form (with all immunizations, tuberculosis screening, and other aspects up-to- date); and completion of all questions in the Verification Field, such as anticipated graduation date, certification for infection control precautions, basic life support, respiratory mask fit-testing, HIPAA certification, adequate medical malpractice insurance coverage, provided by NYMC-SOM (\$1 million per occurrence/\$3 million per aggregate), adequate personal health insurance in-effect, criminal background check date, dates for clinical core clerkships, and achievement of a Pass score on USMLE Step I.
- Your NYMC-SOM transcripts will be uploaded by the registrar to VSAS. For non-VSAS applications, you may ask the Registrar to send a transcript directly to the program.
- Some institutions will require a faculty letter and/or pertinent clerkship evaluation information sent on your behalf. Please send an email to MSASStaff, notifying which letter(s) are to be uploaded and, in the case of clerkship evaluations, giving your permission for us to forward this data on your behalf.
- Malpractice Insurance Certificate: This is verified by the school on VSAS but some schools may request a copy. Please email MSASStaff@nymc.edu and we will provide you with a copy of the document for you to upload.



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- Criminal Background Check: This was performed prior to matriculation and for most programs this is acceptable. However, some applications may require this to have been completed within the past year and in which case you will be responsible for getting another check completed and submitted on your own.
 - Some programs may require additional documentation or materials as a prerequisite to clinical participation.
- B. General Procedures while on elective
- Students MUST know where to report should they obtain a needle stick or blood/body fluid exposure or other emergent/urgent situations.
 - Students MUST carry their NYMC-SOM ID badge with them at all times as well as their health insurance card.
 - In emergent situations, students can always reach a Students Affairs Dean through a 24/7 hotline, MSADEANS911@nymc.edu. For non-emergent communication students should call the Office of Students Affairs at 914-594-4498 or e-mail, MSADeans or MSASTaff@nymc.edu
- C. Professionalism
- Students are expected to remain professional at all times. Students are expected to abide by the Academic Integrity and Professionalism Code regardless of location.
 - Students will need a short white coat and name tag and basic medical equipment. We expect students to maintain a demeanor and appearance commensurate with the professional status of a student physician caring for patients.
 - Students will be expected to fulfill all obligations as specified to them by the Institution.
 - Once a rotation has been scheduled any changes must be done at least 30 days prior to the start of the rotation.
- D. Grading of Extramural Coursework:
- For all electives the student must submit an "ADD" form into his/her e-portfolio. There must be appropriate contact information so evaluations can be sent via e-mail. All evaluations are to be sent to evals@nymc.edu.
 - Students who do not receive a grade of satisfactory during an elective are required to remediate his/ her elective.
 - Some programs prefer to utilize their own institutional evaluation forms. These forms will be accepted but a grade adjustment may have to be made to comply with our grading system. In order to receive academic credit, we must receive a signed evaluation form by an authorized ATTENDING evaluator from the elective site, indicating you have satisfactorily completed all of the requirements of the elective.



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Please remember that you are representing New York Medical College School of Medicine on these extramural rotations and we expect that to be done with the utmost in professional behavior. We hope that you find these experiences a wonderful compliment to your medical education.

VIII. REFERENCES

LCME Standard 11.3: Oversight of Extramural Electives: If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student's and the school's review of the experience prior to its approval:

- Potential risks to the health and safety of patients, students, and the community; o
The availability of emergency care;
- The possibility of natural disasters, political instability, and exposure to disease; o
The need for additional preparation prior to, support during, and follow-up after
the elective;
- The level and quality of supervision; and
- Any potential challenges to the code of medical ethics adopted by the home
school.

IX. TYPE OF POLICY:

- Medical Students

X. APPROVALS:

- Office of Student Affairs
- Office of Medical Education

XI. POLICY MANAGEMENT

- Responsible Executive: Dean of the School of Medicine
- Responsible Officer: Senior Associate Dean for Student Affairs
- Responsible Office: Office of Student Affairs

ACCEPTED AND AGREED TO:



D. Douglas Miller, M.D., C.M., M.B.A.

June 19, 2015
Date