



Medical Education Program Policy

Policy Name:	Oversight of Extramural Electives				
Policy Domain:	Curriculum Management	Refers to LCME Element(s):	11.3		
Approval Authority:	CEPC	Adopted:	August 2024	Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** PLFSOM medical students in their fourth year are permitted to take an elective under the auspices of another medical school, institution, or organization with the approval of the associate dean for student affairs.
2. **Reason for Policy:** This policy is intended to codify our established practices, consistent with LCME accreditation element 11.3 (April 2024 edition), regarding the process for a student to take an extramural elective.
3. **Who Should Read this Policy:** All PLFSOM medical students, education program leaders including the dean, vice president for academic affairs, all academic officers of the Office of Medical Education and the Office of Student Affairs, all course and clerkship directors, and all members of the following standing committees: the Committee on Curriculum and Educational a Policy (CEPC), the Committee on Student Grading and Promotion (GPC), the Sub-Committee on Evaluation and Education Programs, and the Committee on Student Affairs.
4. **Resources:** Officers and staff of the Office of Student Affairs and officers and staff of the Office of Medical Education support this policy.
5. **Definitions:** The Visiting Student Learning Opportunities (VSLO) program is a service provided by AAMC that allows member institutions to post elective opportunities and allows students to apply for electives posted by other participating institutions.
6. **The Policy:**
 - a. PLFSOM medical students in their fourth year may apply for away rotations through one of the following pathways:
 - a. Apply through the VSLO program after approval by the associate dean for student affairs or their designee.
 - b. Apply to the Office of Global Health MS4 Global Health Program through the application procedure posted at <https://ttuhscep.edu/oghs/global-health/ms4-program/applicationprocedure.aspx>
 - c. Apply for an elective under the auspices of another institution or organization with the approval of the associate dean for student affairs.
 - b. In order to receive credit for an away rotation, students must follow the one of the pathways outlined in section 6.a.
 - a. Note that all 4th year electives receive either 2 or 4 credits based on the length of the elective.
 - i. Electives < 2 weeks in length will not receive any credit.
 - ii. Electives 2 weeks in length will receive 2 credits.

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



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- iii. Electives 4 weeks in length will receive 4 credits
- iv. If an elective is > 2 weeks but < 4 weeks in length, then 2 credits will be awarded.
- b. The start and end dates of away rotations may not line up with the PLFSOM blocks as outlined on the academic calendar. If this occurs, students are expected to use their flexible time between an away rotation and their next scheduled rotation. It is not permitted for a student to leave a rotation early or start a rotation late due to accommodate an extramural rotation.
- c. Note that some away rotations will require an affiliation agreement that may take 3 months or longer to be approved by both institutions.
- c. The host institution/program must provide the following information, as appropriate, to the student and the medical school prior to the rotation for the review and approval of the associate dean for student affairs or their designee:
 - a. Potential risks to the health and safety of patients, students, and the community
 - b. The availability of emergency care
 - c. The possibility of natural disasters, political instability, and exposure to disease
 - d. The need for additional preparation prior to, support during, and follow-up after the elective
 - e. The level and quality of supervision
 - f. Any potential challenges to the code of medical ethics adopted by the home school
- d. The host institution/program is responsible for providing a performance assessment and grade for the student engaged in an extramural elective at their site.
 - a. Students are provided with a paper and electronic copy of a final assessment. They deliver this to the coordinator at the extramural site with instructions for the coordinator to complete the electronic form or return the completed paper final assessment by fax or email to the unit manager of the clerkship phase.
 - b. The final assessment returned by the extramural coordinator is the official grade for the rotation.
 - c. The official grading scale is honors/pass/fail.
 - d. The timeline for receipt of the final assessment/grade is subject to the Timely Course, Clerkship and Curriculum Requirement Grade Release policy found at: <https://ttuhscep.edu/som/ome/CEPC/policies.aspx>
- e. Evaluation of the extramural elective
 - a. At the completion of the extramural elective, the student is expected to complete an evaluation form regarding their experience through the curriculum management system in the same way that they evaluate electives at their home institution.
 - b. Results of extramural evaluations will be distributed according to the Course Evaluation & Reporting Policy found at <https://ttuhscep.edu/som/ome/CEPC/policies.aspx>

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