

**GENERAL INFORMATION  
CLERKSHIP TRACK SYSTEM  
CLASS OF 2012**

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The Fourth Year Clerkship Track System governs the order in which students take their required clerkships and electives during their fourth year. Each student will be assigned to a specific track of clerkship sequence by means of a lottery process.

**I. THE FOURTH YEAR CALENDAR**

The fourth year consists of three 12-week quarters (summer, fall and winter) and one 10-week quarter (spring). Each 12-week quarter is broken into three month-long blocks (referred to as period 9A, 9B, 9C, 10A, etc.); the spring quarter consists of two 4-week periods (12A and 12B) and one two-week period (12C). Fourth year courses will begin on Tuesday, July 5, 2011. Courses end on Friday, June 1, 2012.

There are two vacation breaks built into the fourth year calendar. Between the summer and fall quarters, there is one week designated as vacation time. Winter break, between the fall and winter quarters, is comprised of two weeks of vacation.

**II. THE FOURTH YEAR CURRICULUM**

The fourth year consists of **12 weeks of required core clerkships** and a **minimum of 26 weeks of elective courses**. Specifically, one 4-week Emergency Medicine clerkship and two 4-week Subinternships comprise the required core clerkships. The goal of the subinternship experience is to enhance the skills and attitudes needed to effectively care for hospitalized and critically ill patients. The subinternships consist of one 4-week floor experience (Sub-I Wards) and one 4-week intensive care unit experience (Sub-I ICU). Each subinternship offers its own curriculum, objectives, and grading.

**III. TRACK SYSTEM FEATURES**

To assure flexibility and balance in course load, no track places all three core requirements (EM, Sub-I ICU, and Sub-I Wards) before or after winter break. Instead, they are spread across the year.

Because elective clerkships are extremely important for students' educational breadth and career decisions, each track tries to place at least half of the available elective blocks before the end of December (four or five electives). We encourage students to register for more than the minimum amount of elective time.

Additionally, in response to the scheduling conflict issues that arise for students during the fourth year, the track system has been set up to offer the maximum number of elective blocks in December and January, key residency interview months. This allows students to exercise some choice and discretion on how best to plan their fourth year program and other competing career activities.

Finally, core clerkships will end by April (period 12A) of the fourth year, allowing students to finish medical school with electives or discretionary time and faculty to submit core grades before graduation.

#### **IV. THE TRACK**

The track system allows for enrollment to be dispersed across courses. The sequence of required and elective clerkships is randomized in each track.

Each track includes three core-required clerkships as follows:

- ◆ Two four-week subinternship blocks. Students must take one ICU block and one ward medicine block.
- ◆ One four-week block in emergency medicine

The remainder of the fourth year is devoted to electives (34 weeks). **At least 26 weeks of elective credit** is required to fulfill Loyola's minimum graduation requirement. The additional 8 weeks available in the fourth year is recommended for additional elective experiences or may be used as discretionary time (for residency interviews, study for Step 2, remediation, etc.). Electives are usually four weeks in length and may have prerequisites, which are listed in the individual elective course descriptions, found in the online [Elective Catalog](#). The [Catalog Preface](#) contains policies about elective registration.

##### **A. ASSIGNMENT OF STUDENTS TO A TRACK**

Tracks will be assigned by lottery. Members of the class eligible for the lottery have been assigned a computer generated lottery number. A class list with those numbers is enclosed. Students are asked to rank order the 18 tracks (with #1 as high and #18 as low) on the **Fourth Year Track Ranking Form** in myLUMEN (see myINFORMATION>Clerkship Track System). The deadline for submittal of your track form is **Friday, January 28<sup>th</sup>, at 4PM**.

If you have any trouble with the ranking form or questions about it, please contact Julie Steinecker at [jsteinecker@lumc.edu](mailto:jsteinecker@lumc.edu).

##### **B. TRACK CHANGES**

1. A student may **exchange a complete clerkship track** with another student by mutual agreement. Exchanges must be reported by both students to the Office of Registration and Records for official entry on the students' schedules. Track exchange forms are available in the Registration and Records Office. (Alternatively, both students may email [jsteinecker@lumc.edu](mailto:jsteinecker@lumc.edu) with their agreed upon track trade.)
2. A student may **trade a specific core clerkship** (EM, Sub-I ICU or Sub-I Wards) within his/her track with another student by mutual agreement. Trades should be arranged before the service/site lottery is drawn or no later than six weeks before the start date of the involved time block. Exchanges must be reported to the Office of Registration and Records for official entry on the students' schedules. Clerkship trade forms are available in the Registration and Records Office. (Alternatively, both students may email [jsteinecker@lumc.edu](mailto:jsteinecker@lumc.edu) with their agreed upon clerkship trade.)

Please be aware that any trades made after the time that the subinternship site and

service assignments are announced will have an effect on both your site and service assignment.

Students rescheduling a subinternship block must retain one intensive care and one ward block!

- 3. Any change in the emergency medicine or subinternship block assignment within a track, which does not involve a trade with another student**, must be initiated by petition to the Office of Registration and Records. If good cause exists for the change and enrollment numbers permit, the change will be accepted for official entry on to the student's schedule. "Petition to Reschedule a Required Clerkship" forms are available in the Registration and Records office or on the Registration & Records website ([stritch.luc.edu/depts/regrec/forms.cfm](http://stritch.luc.edu/depts/regrec/forms.cfm)).

After the Sub-I site/service assignments are made, all subinternship changes must also be approved by the Department of Medicine (see section for departmental approval on the Petition form).

- 4. Under no circumstances are students permitted to make clerkship track changes directly with the departments** concerned or with the supervisors of clerkship services at various hospitals. Faculty and staff have been alerted to refer such inquiries to the Office of Registration and Records for adjudication.
- 5. Students wishing to change their subinternship site/service assignment, without altering the month** of the subinternship, should contact Debi Kurcab in the Department of Medicine ([dkurcab@lumc.edu](mailto:dkurcab@lumc.edu)).

## **V. REQUIRED CLERKSHIP HOSPITAL AND SERVICE ASSIGNMENTS**

Core clerkships must be taken at one of the sites and services specified by the department for the clerkship. Core clerkships may not be taken at sites or services not approved by the department.

### **A. SUBINTERNSHIP ASSIGNMENTS**

Subinterns will be assigned by lottery\* to the available Sub-I floor services. A form will be emailed to you for you to rank order your subinternship site/service preferences. **The due date for the site/service preference form will be announced in the near future.** The Department of Medicine will be responsible for completing the site/service assignments.

\*The subinternship site/service assignment will use the **reverse order** of the lottery number given to you for the clerkship track system (i.e. the individual who has first choice of the clerkship tracks will have last choice of the site/service assignment).

There is no wild card option for site/service assignments.

Dr. Matthew Fitz is the subinternship course director for all rotations regardless of specialty. The service assignment lottery for the subinternship blocks will be conducted by Dr. Fitz's office. His office has the final word on selections and changes after assignments have been made.

## **B. EMERGENCY MEDICINE ASSIGNMENTS**

Students will be assigned to the LUMC Emergency Department for their required clerkship. The clerkship may require rotation on different shifts during the 24 hour day. The process for assigning students to shift time and length will be announced. The clerkship director will be announced.

## **VI. ELECTIVES**

Electives, selected by content and site, are usually 4 weeks in length and are registered by the student through submission of an elective application according to a registration timetable and elective policy guidelines. (The track lottery number does not apply to elective registration.)

Registrations for *intramural* electives begin about five months in advance of the start date of the elective; please consult the Timetable for Elective Registration for opening registration dates for each period.

Registration for *extramural* electives varies by school; students should consult the school's website and/or the [AAMC Extramural Elective Compendium](#) for dates.

**Students are permitted to register for up to 12 weeks of electives within one specialty, but no more than four to eight weeks is recommended. Likewise, students may apply for up to 12 weeks of elective credit to be earned extramurally as a visiting student at another medical school program.**

Full detail and description of the policies that govern the elective curriculum are contained in the Stritch Elective Catalog Preface and Appendices found on the web. Students are responsible for knowing and adhering to the school's policies. The timetable for elective registration can be found online within the elective catalog under scheduling references.

More information regarding intramural elective registration will be emailed to you in late February prior to the opening registration date for the first fourth year elective period.

### **Elective Catalog & Specialty Elective Guide**

The [Stritch Elective Catalog](#) is located online, and includes elective policies, the registration process, registration forms and course listings and descriptions. The elective course catalog web address is: <http://stritch.luc.edu/depts/regrec/catalog/index.htm>

The **specialty elective guide** is part of the online elective catalog. It provides students who have a career interest in a particular field with recommended electives to prepare educationally for postgraduate training in that specialty. Its address is: <http://stritch.luc.edu/depts/regrec/catalog/specialties.htm>

If you are on campus you can easily reach the elective catalog website by going to the Stritch home page, clicking on Current Students on the left-hand menu, and selecting Elective Catalog.