

**GENERAL INFORMATION
CLERKSHIP TRACK SYSTEM
CLASS OF 2013**

The Clerkship Track System governs the order in which students take their clerkships during their third year. The track system is comprised of 32 different tracks or clerkship schedules and certain governing rules and procedures. Each student will be assigned to a specific track or clerkship sequence by means of a lottery process (see below).

CLINICAL CALENDAR

The third year begins with a **mandatory** four-day program, **June 28 – July 1**, that includes an orientation to third year (part of the first day) and a curriculum module entitled Clinical Tools for the Clerkships (the remainder of that first week). The purpose of these programs are to prepare you for a successful transition into clinical clerkships by providing you with general information, clinical skills (through workshops and lab simulation exercises), and educational overviews on EMR use, patient safety and privacy, etc.

The third year calendar operates on a semester system that allows for a midterm break of one week. The dates of the break differ depending on the clerkship track version to which a student is assigned (i.e. Schedule A or Schedule B).

Required clerkships are four, six, or eight weeks in length; the elective block is four weeks in length. Exam dates will differ for different groups of students depending on the end dates of the clerkships in which they are enrolled.

The third year clerkships begin on **Tuesday, July 5, 2011**. (Monday, July 4th is a holiday.)

THE TRACKS

Each track includes seven core clerkships and one elective totaling 48 weeks: Medicine and Surgery are 8 weeks each; Pediatrics, Ob/Gyn, Family Medicine, and Psychiatry are 6 weeks each; Neurology and the elective are four weeks in length.

The order of required clerkships in the third year is randomized, without any clerkship being prerequisite to any other. Thus, the arrangement of clerkships in each track is varied to allow distribution of students across clinical fields. To facilitate curriculum integration, as well as the variable clerkship lengths, certain clerkships are paired in each track option: Pediatrics and Ob/Gyn, Psychiatry and Family Medicine, and Neurology and the elective.

THE ELECTIVE MONTH

There is an elective month in the third year that may occur in any month. **Students who need to complete a research month are strongly recommended to select a track that places the elective in the first semester (i.e. preferentially rank tracks from Schedule B).** In addition, students who will be approved to start year three in August (in order to complete second year coursework) will need an elective month in July in order to do so and administrative support will be provided to students needing such a schedule accommodation.

Students must follow the Third Year Timetable for Elective Registration in registering for the third year elective. Third year electives must be selected from among the course offerings listed in the SSOM Elective Catalog (<http://stritch.luc.edu/depts/regrec/catalog/index.htm>). They may not be taken extramurally (i.e. away from Loyola).

Students completing research as their elective month should register for the RES-401 Research Elective.

This elective requires additional steps of review and approval through Dr. Brubaker's office. For more information, contact the Office of Research Services or see the catalog listing for RES-401.

Electives open to third year students will be noted in the course description of the elective catalog. Electives with specific prerequisites (for example, completion of the required medicine clerkship or fourth year standing) are not open to third year students.

Additional elective policies and graduation requirements are listed in the SSOM Elective Catalog in the Policies section. Also, there is a Specialty Elective Guide (<http://stritch.luc.edu/depts/regrec/catalog/specialties.htm>) in the Scheduling References section that offers suggested elective choices based on students' career direction for postgraduate training.

More information about how to register for your third year elective will be distributed to the class prior to the opening registration date for July electives (late April).

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 tracks on the **Third Year Track Ranking Form**. The deadline for submittal of your track form is **Friday, March 11th**.

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

CHANGES IN THE TRACK AFTER THE LOTTERY

Each clerkship can accommodate a maximum and minimum number of students in each clerkship rotation. Consequently, changes in clerkship sequence from that designated by the student's assigned track will be made only if enrollment levels permit or when pressing circumstances can be documented. In any event, the possibility of altering the track schedule is very limited.

It is important, therefore, that each student be aware of the limits within which changes in the clerkship track schedule can be accommodated, as indicated below:

- 1) A student may **exchange a complete clerkship track** with another student by mutual agreement. If such an agreement is reached, the exchange will be automatically approved at the time it is reported to the Office of Registration and Records. Track exchange forms are available in the Registration and Records Office. (Alternatively, both students may email jsteinecker@lumc.edu with their agreed upon track trade.) Exchanges **must be arranged before the first site assignment lottery is drawn** (see "Clinical Site" below).
- 2) A student may **exchange a specific clerkship** within his/her track with another student by mutual agreement. If such an agreement is reached, the exchange will be automatically approved at the time it is reported to the Office of Registration and Records. Clerkship trading forms are available in the Registration and Records Office. (Alternatively, both students may email jsteinecker@lumc.edu with their agreed upon clerkship trade.) **This exchange must be arranged a minimum of six weeks prior to the beginning date of the time slot involved, or prior to the time the lottery for site**

assignments is run for the clerkship involved. Changes after site assignments are made will not be allowed.

- 3) **A change in any assignment within a track that does not involve an exchange with another student must be initiated by petition to Registration & Records (see the “Petition to Reschedule a Third Year Clerkship” form: <http://stritch.luc.edu/depts/regrec/catalog/Petition3rdyr.pdf>.** If good cause exists for the change and enrollment numbers permit, the Registrar will implement the change and notify the departments involved.
- 4) Under **no** circumstances are students permitted to make individual arrangements for clerkship track changes with the departments concerned or with the supervisors of clerkship services in the various hospitals. All departments and clerkship supervisors have been notified that requests for changes in individual clerkship tracks must be referred to the Registrar.
- 5) Students requiring schedule changes for reasons such as personal needs, boards study, or time off must obtain approval from Dean Wronski or Dean Mendez.
- 6) It is preferred that the coupling of Pediatrics-Obstetrics/Gynecology and Family Medicine-Psychiatry be sustained in any rescheduling.

CLINICAL SITE ASSIGNMENTS

Required clerkships must be taken at a clinical site specified by the department as one used for the core clerkship. Third year site assignments are accomplished by a separate assignment process about four to six weeks prior to the starting date of each clerkship. Information about this site assignment process will be distributed to the class by Student Affairs in late March.

FOURTH YEAR

The clerkship track for your fourth year will be announced in the winter quarter of your third year. A track lottery will be held at that time to determine sequence of required and elective clerkships in the fourth year. Since the CCA (Central Curriculum Authority) is reviewing the fourth year curriculum, changes in the year four program are possible for your class.