

M4 Senior Year Class 2020 Senior Manual



USA HEALTH COLLEGE OF MEDICINE

Prepared by the Office of Student Affairs

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*To make comments, suggestions, or get more information, call the Mastin Student Affairs office
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BLOCK	WEEK 1	WEEK 2	WEEK 3	WEEK 4
1	JUL 1, 2019 – JUL 5	JUL 8 - JUL 12	JUL 15 - JUL 19	JUL 22– JUL 26
	M4's do not get any Holidays off			
2	JUL 29 - AUG 2	AUG 5 - AUG 9	AUG 12 - AUG 16	AUG 19 – AUG 23
3	AUG 26 – AUG 30	SEP 2 - SEP 6	SEP 9 - SEP 13	SEP 16 - SEP 20
4	SEP 23 – SEP 27	SEP 30 - OCT 4	OCT 7 - OCT 11	OCT 14 - OCT 18
5	OCT 21 – OCT 25	OCT 28 – NOV 1	NOV 4 - NOV 8	NOV 11 - NOV 15
		<i>Both USMLE Step 2ck & cs MUST be taken by 11-1</i>		
6	NOV 18 – NOV 22	NOV 25 – NOV 29	DEC 2 - DEC 6	DEC 9 - DEC 13
3 Week Break	DEC 16 – DEC 20	DEC 23 – DEC 27	DEC 30 – JAN 3	NO M4 rotations during 3 wk Break
7	JAN 6, 2020 - JAN 10	JAN 13 - JAN 17	JAN 20 - JAN 24	JAN 27 – JAN 31
8	FEB 3 - FEB 7	FEB 10 - FEB 14	FEB 17 - FEB 21	FEB 24 – FEB 28
9	MAR 2 - MAR 6	MAR 9 - MAR 13	MAR 16 - MAR 20	MAR 23 - MAR 27
	IDY-481-ELECTIVE	Transition to Residency	Match Day is March 20	Mandatory For all M4s
10	MAR 30 - APR 3	APR 6 - APR 10	APR 13 - APR 17	APR 20 - APR 24

Write the M-4 OASIS Course Code in the space below the block dates to help plan your senior year.

BREAK 2 weeks: June 17, 2019 – June 28, 2019: 2 weeks off to study and or take USMLE Step 2ck & Step 2cs

BLOCKS 4,5 & 6 : (They are heavy Interview Blocks for most Disciplines – plan to use a VAC 100 in at least 1 of those Blocks)

BREAK 3 weeks: December 16, 2019 –Jan. 3, 2020 – (3 weeks for Holidays & Interviews- NO M4 Rotations can be scheduled)

BLOCK 9: IDY-481- Transition to Residency MANDATORY Elective for all M4s- location Strada Center

Match Day 2020: **Class of 2020 is Friday, March 20, 2020 All students MUST be in Mobile the morning of March 16**

BREAK 2 weeks: April 27, 2020 – May 8, 2020- Spring Break for M4s to finalize all M4 grades – Exit Interviews, etc.

Honors Convocation Ceremony is Friday, May 8, 2020 at 7:00 pm & Graduation Saturday, May 9, 2020

ACADEMIC STANDARDS

Professionalism is one of the core competencies within our curriculum. It requires that the students strive for excellence in the following areas:

- **Altruism:** A student physician is obligated to attend to the best interest of patients, rather than self-interest.
- **Accountability:** Student physicians are accountable to their patients, to society on issues of public health, and to their profession.
- **Excellence:** Student physicians are obligated to make a commitment to life-long learning.
- **Duty:** A student physician should be available and responsive when "on call," accepting a commitment to service within the profession and the community.
- **Honor and integrity:** Student physicians should be committed to being fair, truthful and straightforward in their interactions with patients and the profession.
- **Respect for others:** A student physician should demonstrate respect for patients and their families, other physicians and team members, medical students, residents and fellows.

These values should provide guidance for promoting professional behavior and for making difficult ethical decisions. These principals are especially important in the senior year of medical school as students prepare for the transition from medical students to residents. More responsibility falls on the shoulders of the students to design a curriculum that fulfills their individual needs. Along with this new freedom to design one's own curriculum comes the responsibility to follow the processes as outlined in this Senior Student Manual. Please read it carefully and refer to it often as questions arise. It is a very comprehensive guide.

Goals and Objectives: The fourth year curriculum has been designed to aid in the advancement of the student's professional education. Each student is asked to consult with his/her Advisor in designing a curriculum which is tailored to the student's interests and career goals. The Advisor functions to encourage each student to use the fourth year:

- (1) To broaden his/her general clinical skills, knowledge and responsibility for patient care.
- (2) To explore potential areas of interest to aid in residency selection.
- (3) To pursue Basic Science electives in research and teaching as appropriate.
- (4) To improve any areas of deficiency.

SENIOR YEAR – GENERAL INFORMATION

Promotion into the Senior Year:

Students must successfully complete all junior clerkships before beginning the senior year. Students who fail a single junior clerkship are required to take the course over at the beginning of their senior year; two failures in the junior year may result in dismissal from the College of Medicine. Also, students who have not completed all junior clerkships as a result of leave of absence or USMLE problems take their clerkship(s) at the beginning of the senior year.

Senior Photograph

The Office of Student Affairs schedules individual senior year photography sessions for the entire class at the end of January of the M3 junior year. This picture will be the one used for the student's senior Class Composite, Eras, OASIS and VSLO. The students are not allowed to use a different personal photo for the senior Class Composite, ERAS, OASIS and VSLO. Proper attire is required.

Legal Name

The University of South Alabama - College of Medicine - Student Affairs Office must use a student's legal name on all documents, forms, files, ID badges & software applications at all times.

If a student goes by their legal "middle name" we will be able to use it on the hospital ID badges if we place the student's first name initial in front of the middle name. (Contact Karen Braswell with ID badge concerns) At no time can we place a "nickname" on an ID badge or on any medical school form or file. If a student has a name change during medical school they must complete required paperwork through the Office of Student Records with Frank Lucas.

Couples

M4 students that are married and or dating will not be able to schedule their M4 rotations during the same Block except for the following courses: IDY-470, IDY-481, INT-410, PHM-480 & VAC-100.

Starting and Ending Times

Most electives officially begin at 8:00 am on the first Monday of the scheduled block, and end at 5:00 pm on the last Friday of that period unless otherwise stated in the course catalog. In some cases, the supervisor may delegate this responsibility to the Resident on the service.

Vacation and Holidays – Time Off

ALL BLOCKS BEGIN ON MONDAY AND END ON FRIDAY. For fourth year senior students, "official university holidays" such as July 4, Thanksgiving and Mardi Gras Day are given at the discretion of each course director. The student must communicate with the director before the holiday and adhere to his/her requests. Time off for M4s during holidays is at the discretion of the supervisor/course director of the elective, or may be delegated to the responsible Resident on the service. The student is expected to assume in many respects the role of a physician, and in so doing to recognize the needs of patients and the need of the service for coverage, regardless of weekends and holidays. Senior students can assign vacation time to any block date of their choice except block 9, keeping in mind that vacation should be used during interview season. Students cannot participate in any clinical experience during the two (2) week Holiday break in December unless they are completing a career exploration project. Students are not covered by medical liability and or malpractice insurance during that time.

Time off rules

M4 medical students are allowed to miss a total of five (5) days off during a four (4) week rotation ONLY for taking USMLE Step 2CS/CK and for residency interviews. The five (5) days off cannot be taken during an AI (Acting Internship) rotation. The five (5) days off cannot be taken all in a row causing the student to miss an entire week. Students must contact the Course Director/s no later than 30 days in advance with any time off request. If a student does not adhere to these guidelines the course director may insist that the student drop their rotation and place vacation in that block.

Vacation Time / Doubling Up During Senior Year:

1. Leave of absence taken during the third year and academic remediation for inadequate performances during the third year shall be made up by utilizing vacation time at the beginning of the senior year. There is **no guarantee** of any vacation time during the senior year. Students will be advised to place vacation in interview season blocks and to work closely with attendings to schedule time away for interviews. See NRMP section below for more information.
2. "Doubling up" of senior rotations will be permitted one time only (1 block) per student and only in the event that all eight available weeks of senior vacation have been depleted by leaves of absence/academic remediation. Doubling up cannot be used to protect vacation time. Doubling up can only occur using Elective courses-NOT Required Courses. Students shall be advised that the 80-hour work week limitation applies to the doubled up rotations. All students who attempt to "Double up" courses must have their forms (Add/Drop) signed by all course directors involved, their faculty advisor and by the Associate Dean of Student Affairs before the form is brought to Karen Braswell in Mastin #202.

Waiver of Rules: In special circumstances it may be possible to waive or modify some of the above rules. Exceptions must be approved in writing **in advance** by the Associate Dean of Student Affairs.

ACADEMIC REQUIREMENTS

Faculty Advisor's

Planning The Senior Year - Faculty Advisor's: The University of South Alabama College of Medicine is concerned with the entire experience of its students, including their academic, professional, and personal experience. The faculty advising process at USA attempts to demonstrate this concern in concrete ways. The faculty advisor will serve as a liaison between the student, the USA clinical departments and the Mobile area medical community and make important contributions in the shaping of the student as a practitioner. The advisor will provide consultation regarding curriculum choices and residency/specialty selection.

Faculty Advisors can be located in the Career Planning Manual under each department.

The senior advisor should be selected from the list of faculty submitted from each department. These faculty members have been identified as particularly knowledgeable persons who are willing to serve in this capacity. It is desirable, but not absolutely necessary, that the advisor be in the field of major interest(s). Ideally he/she should be someone familiar with the student's clinical performance. **It is the student's responsibility to meet regularly with the selected advisor. A student cannot add any M4 courses to their schedule until they have obtained a Faculty Advisor. The signed faculty advisor form must be returned to Karen Braswell in Mastin #202 by March 21, 2019.**

The faculty advisor's responsibilities are to:

1. Provide guidance and assistance in achieving academic objectives and, in some cases, recommend remediation, efforts. Provide feedback concerning the student's Personal Statement and Curriculum Vitae.
2. Review the advisee's performance in past courses/rotations, as well as the student's senior year schedule and approve the courses. The advisor will meet with the advisee to discuss his/her academic progress.
3. Approve by signature the advisee's senior course schedule and drop/add schedule changes.
4. Provide guidance and assistance in developing career goals and, specifically, work with the student and the Office of Medical Education & Student Affairs in the preparation of a list of appropriate residency programs for which the advisee is competitive.
5. Be available for personal advising and counseling, and/or to direct the student to appropriate resources.
6. Be a liaison between the student and the College in those cases where a faculty advocate is needed.
7. If requested, write a letter of recommendation (LOR) to accompany advisee's residency application.

NOTE: It is the student's responsibility to provide a copy of their transcript (printed from PAWS), class rank, Step 1 score, and copies of any clinical evaluations which have been completed to their advisor at the initial meeting. The student should update their advisor of any change/s in their academic standing throughout the year.

Graduation Requirements

The minimum senior year requirement for graduation is satisfactory completion of 32 credit hours. In general, one week of full-time clinical responsibility is equivalent to one credit hour. The catalog lists the number of credit hours for each course. If the student elects to arrange to take an off-campus elective course, the number of credit hours will be determined based on the following: one week full-time equals one credit hour, or partial credit for part time study. Please understand that we calculate the number of credit hours after determination of the actual number of hours the student will be working. The individuals teaching the courses do not determine the number of credit hours.

1. Complete at least 32 credit hours of courses in the Senior year and pass all courses taken in the senior year.
2. Obtain a passing score on USMLE Step 1 exam.
3. Obtain a passing score on both USMLE Step 2 CK and Step 2 CS exams. Students who fail Step 2 CS may petition the Dean of the College of Medicine for an exception to this provision.
4. Complete an ACLS course, with documentation on file in the Office of Student Records.
5. Grades from all senior course work must be received in the Office of Student Records.
6. Obtain clearance of all holds and/or fines from the student's record.
7. Complete an Exit Interview with the Office of Student Records. This meeting will cover issues pertaining to residency, licensure, USMLE Step 3, applications for fellowships, and other necessary information needed once the student has left the University.
8. Complete an Exit Interviews with the Associate Director of Financial Aid.

Honors Convocation and Graduation are the culmination of the joint efforts of the students and the faculty. Students who are eligible to graduate and participate in Honors Convocation and Graduation **are expected to be present at both ceremonies** unless prior approval has been granted by the Associate Dean of Student Affairs. Students who have not completed the requirements for graduation will not be permitted to participate in the Honors Convocation or the Graduation ceremonies.

COURSES

REQUIRED ROTATIONS:

Acting Internship: One four week Acting Internship course is required.

Specialties: One four week Specialties course is required.

Basic Sciences: One four week Basic Science course is required.

Transition in to Residency: IDY-481 required to be taken in Block 9.

M4 Rotations: In addition to the 4 courses /16 credits of required rotations, there are 4 courses/16 credits of additional rotations that are required for graduation. Students must have the required 32 credits to graduate.

Special Electives "444" Special Elective "444" courses (Independent Study) are designed to offer students and faculty an opportunity to develop electives which are not currently offered in the M4 Oasis Electives Course Catalog and can only be established with a USA faculty member. Steps for course "444" approval are: The student must first contact the Associate Dean of Student Affairs by email and present the course of interest. The student will need to attach a written proposal delineating specific objectives and list the responsible USA faculty.

Maximum Number of Courses Per Department: Although University of South Alabama elective courses are designed to be four weeks in length, faculty members often agree to lengthen or shorten courses for seniors. These courses require special permission and an Exception Form must be filled out. The following rules apply:

1. The student is allowed the max of 4 courses at 4 credits each from the same department – including: Audition Electives and Special Electives. For example - when the student looks at the schedule the student should have **NO MORE than 4 courses that start with the same department code, i.e. MED, OPD, SUR, OGY, etc.**

M4 COURSES and Requirements for the Class 2020:

Transition to Residency: All M4s MUST complete & pass in Block 9

IDY-481 Transition to Residency

Basic Sciences: MUST complete and pass 1

BSC-407 Teaching Assistantship Anatomy- (Blocks 7 & 8 only)

BSC-440 Teaching in Medicine

BSC-480 Reflection on Basic Science

BSC-481 Clinical Anatomy- (Block 10 only)

PHM-480 Clinical Pharmacology & Therapeutics- (Block 1 only)

Acting Internship: MUST complete and pass 1

EMM-450 Acting Internship Emergency Medicine

EMM-453 Acting Internship Pediatric Emergency Med

FMP-450 Acting Internship Family Medicine

MED-450 Acting Internship Medicine

MED-452 Acting Internship Critical Care Medicine

NRY-450 Acting Internship Neurology

OGY-450 Acting Internship Obstetrics

OGY-451 Acting Internship Gynecology Oncology

OGY-461 Acting Internship High-Risk Obstetrics

OPD-450 Acting Internship Orthopaedic Surgery

PCH-450 Acting Internship Psychiatry

PED-450 Acting Internship Pediatrics

PED-451 Acting Internship Pediatric Critical Care

PED-452 Acting Internship Neonatology - Pediatrics

SUR-450 Acting Internship General Surgery

SUR-452 Acting Internship Surgery Critical Care

SUR-454 Acting Internship GI & Laparoscopic Gastrointestinal

SUR-455 Acting Internship Colorectal Surgery

Electives: M4 Electives available in the M4 year but not required

ANY-401 Anesthesiology Elective/In House

EMM-411 Emergency Medicine Response

FMP-430 Population Medicine

IDY-470 Health & Wellness Elective (online)

IDY-481 Wilderness in Medicine

INT-410 Elective to Rwanda- (form must be signed by Dr. Peevy) (Block 8)

OGY-480 Ultrasound

PAT-483 Laboratory Medicine for the Practicing Physician

RAY-480 Basic Radiology

RAY-483 Pediatric Radiology

RAY-484 Radiology Clerkship II

Specialties: MUST complete and pass 1

EMM-460 Emergency Medicine

FMP-461 Family Medicine Office Rotation

MED-460 Pulmonary Medicine

MED-462 Renal Medicine –Nephrology-Kidney

MED-463 Cardiology Consultation Service

MED-464 Infectious Disease

MED-465 Gastroenterology

MED-468 Cardiology Inpatient Service

MED-470 Mercy LIFE-Geriatrics

NRY-460 Clinical Outpatient Neurology

NSY-480 Neurological Surgery

OGY-460 Reproductive Endocrinology

OGY-465 Gynecologic Surgery

PAT-482 Surgical Pathology

PCH-460 Psychiatry Ambulatory

PED-460 Pediatric Cardiology

PED-461 Pediatric Hematology/Oncology

PED-462 Pediatric Subspecialty Clinic

PED-464 Pediatric Ambulatory Care

PED-465 Pediatric Gastroenterology & Nutrition

PED-470 Pediatric Infectious Diseases

PED-472 Pediatric Endocrinology

PED-473 The Adolescent Patient

RAY-460 Intervention Radiology Clerkship

RAY-481 Radiology Clerkship I

SUR-451 Burn Surgical Subspecialty

SUR-458 Surgical Oncology: Breast & Endocrine

SUR-465 Plastic and Reconstructive Surgery

SUR-481 Ophthalmology - Dr. Semple- (limited blocks to Ophthalmology students only)

Off Campus Away Audition Electives

During M4 senior year the student may choose to participate in senior year work “off-campus.” This opportunity allows the student to evaluate the practice of medicine at other schools or abroad, as well as a chance to evaluate these programs as potential sites for residency training. The student is allowed to take up to (3) different four week block Audition Electives at approved institutions. The student is NOT allowed to rotate at an institution/office where a parent/family member is employed. The student is not allowed to start any part of their M4 senior year before the actual Block 1 start date. NOTE: All questions concerning away Audition Electives should be handled with Karen Braswell in Mastin #202.

VSLO: (Visiting Student Learning Opportunities) Most schools can only be processed online through the VSLO program. To learn more about VSLO, please visit their web site. <https://www.aamc.org/services/visitingstudent/> Updates to the schools can be checked daily through their web-site. Students will pay fees based on the number of electives they apply to, regardless of the number of dates selected for each. The first three (3) electives are covered by a base fee of \$40 USD. Each elective thereafter is \$15 each.

Elective rotations not listed in the senior Course Catalog in OASIS are called Audition Electives “400”. Simply follow the steps outlined below in the order listed. Negotiations with the people at the off-campus site should begin as early as possible. This is particularly true, of course, if the elective is in another country. The student is limited to three (3) Audition Electives the entire M4 senior year.

Students are responsible to:

1) Determine that a given school, hospital, or program does accept senior level students for short term training. The AAMC Extramural Audition Electives Compendium can be found at:

<https://services.aamc.org/eec/students/index.cfm>

This resource contains essential information regarding elective opportunities, e.g., school contact and Website addresses, etc. at Liaison Committee on Medical Education (LCME) - accredited medical schools in the U.S. Some other resources (brochures/fliers) are also available in the student room in Mastin 202.

2) Obtain course name, number, and faculty member in charge, address, email, telephone, course objectives, description, and exact dates of anticipated rotation. Most schools do not have the same block dates that we have; some will work with the student to allow them to take the extramural audition elective during our block/s. This is the most desired option as once the student begins to split blocks, it affects the student’s entire senior schedule. For those that will not change dates, the student may have to “sandwich” the extramural audition elective between vacation blocks.

3) Students may also use the telephone in the Office of Medical Education & Student Affairs at Mastin 202 to contact the program’s electives coordinator for more course information. Several things should be accomplished during this phone contact. First, of course, is determining the availability of the course at the time the student desires to take the course. The student should be flexible, if possible, both in the choice of an elective and the dates the student can attend. The student may request an application, if it is not available online at the site-location website. The student can inquire about provisions for housing, meals, laundry, etc. These are usually not provided. The student should obtain the specific name and address of the person to whom the student should mail the application and the complete check off list for their school.

4) Complete their application form paying particular attention to any special requests such as health certificate (immunization requirements), our school official seal, registration fees, criminal background checks, etc.

- 5) Complete our “green” faculty approval form (AUDITION ELECTIVE APPROVAL FORM) and have the form Signed by the appropriate chairman (e.g., a Medicine Audition Elective must be approved by our Department of Medicine chairman) and the student’s faculty advisor. These forms are always located in the student room in Mastin 202 or online and are due to Karen Braswell NO LATER than 30 days before the rotation begins.
- 6) Call and make an appointment with Karen Braswell in Mastin 202 once the student has all the papers completed. Take the audition elective application (Number 4 above) with the student’s portion completed and signed and the completed and signed “green” audition elective approval form and all other items needed to the meeting in the Office of Medical Education & Student Affairs, Mastin 202. If all requirements have been met, she will complete the form and mail it for the student. Be sure that the school is accepting applications at that time and not at a later date. Most schools will not process early forms sent to them. Our office does NOT accept other visiting student’s applications until after June 1st once all of our student’s schedules have been set. The “green” AUDITION ELECTIVE APPROVAL FORM will be placed in the student’s file and the student OASIS schedule will be updated with the information. When the student’s evaluation has been received, we will attach the green audition elective approval form to the back of the student’s evaluation and send it to student records.
- 7) When the student receives confirmation (email or written), inform the Mastin Office of Student Affairs (sometimes, this office is sent a copy, but often, all correspondence is directly with the student). Forward the acceptance email to kbraswell@southalabama.edu This is essential if the required Medical Malpractice coverage exceeds the coverage at USA COM. If the away institution does require more than the Mil/3 Mil coverage – they should have a contact at their institution for students to obtain more. If the student does not receive confirmation of participation in the rotation in a reasonable period of time, the student should contact the electives coordinator at that school, again, either by email or telephone.
- 8) The student should at all times provide the Office of Student Records with a current up-to-date address and/or phone number (in addition to a current cell phone number) where the student can be reached while they are away. The M4 Oasis software does not update the student’s main contact information in the Office of Student Records. You must complete this process with the Associate Registrar.
- 9) Evaluation Forms for Audition Away Electives IMPORTANT! Steps to take BEFORE the students leaves for the Audition Rotation. Pick up a Senior Performance Evaluation grade form and postage paid envelope before the student leaves on an Audition Elective and hand carry it to the extramural elective Course Director. At the end of the rotation, the student should ask the Physician assigned to them to complete the form and mail the evaluation to our office in the postage paid envelope. The student must be evaluated by a Physician. It is the student’s responsibility to make sure the grade arrives in the Office of Student Affairs in Mastin 202 within 2 weeks after the rotation has ended. The student will not receive credit if an evaluation is not received in a timely manner.
- 10) If the student elects not to take an Audition Elective for which they have received confirmation, be sure to cancel it with that school (if verbal, make a notation of whom the student talk has spoken with and on what date). The student represents the University of South Alabama and it is unprofessional to not show up or cancel at a late date for a rotation the student has scheduled.
- 11) The dates in OASIS for the Audition Elective must match up to the dates the student is participating in the audition elective. The Evaluation Form must also match up exactly to the dates listed in OASIS for the student or it will be rejected.

Audition Away Electives: NOTE: avoid a real issue that can cost the student credit hours.

If the AUDITION ELECTIVE APPROVAL FORM with all of the necessary signatures is NOT SUBMITTED to the Office of Student Affairs 30 days PRIOR to the beginning of the elective, the student will not be covered by professional liability (malpractice) insurance during that elective and in addition, THE STUDENT WILL NOT RECEIVE CREDIT FOR THE ROTATION. If the student comes to the Office of Medical Education & Student Affairs **AFTER** they have completed an off-campus elective to turn in the paperwork, the student will **NOT RECEIVE** any credit for those 4 weeks. It will be as if the student never attended the rotation. **No exceptions will be made.** This statement is emphasized because there have been seniors in past years who have run afoul of this requirement for one or more of the following reasons:

- A) Some have forgotten to complete the Audition Elective form before they left for the away elective.
- B) Some students have wrongly assumed that paperwork submitted by the student and/or the Office of Student Affairs to another medical school or the military (attesting that the student is in good standing) meets the requirements. Schools that use VSLO will list their requirements there. However, for those schools that do not use VSLO, it is the responsibility of the student to be certain that all paperwork satisfies the Audition Elective requirements.
- C) Some students have left a VSLO form or our Audition Away Elective APPROVAL FORM in a faculty member or Chairman's office with the request that the form be signed and sent to the Office of Student Affairs. The form may or may not make it to our office. All students should keep up with their paperwork and follow through. Oasis will have updated information for the student located on their schedule once all paperwork is turned in.
- D) Students have said, "Well, I put it on the chairman's secretary desk," or, "I handed it to her;" however, when the student's file is pulled, the document is simply not there. No matter how much we believe the student and no matter how much the student believes that it is our fault, if the paperwork isn't in the student's file, it doesn't exist and never did exist and the course is NOT approved.

To avoid this problem, go on-line and check the schedule in OASIS. If the form has been turned, the information regarding the Audition Elective will be posted on the student's schedule beneath the course title. Although it is important that we know where the student can be reached at all times during the senior year, this is particularly true during extramural rotations.

Karen Braswell, Supervisor, College of Medicine, Clinical Education, Mastin 202 is the contact person in Office of Student Affairs for all away rotations. She is there to assist the students in applying for all away audition rotations. Contact: kbraswell@southalabama.edu or 251-471-7145.

ACTING INTERNSHIP - 4TH YEAR ELECTIVES: OPTIONS FOR ACTING INTERNSHIP

An in-house designated Acting Internship from the list is required for all M4 students. There is also room for expanded options for the second Acting Internship rotation. This includes Audition Electives deemed by the USA COM department chair as compliant with the following minimum standards and signed off by the department chair and the student's M4 advisor.

ACTING INTERNSHIP: MINIMUM STANDARDS

These standards represent the minimum requirements for a 4th year medical student elective to be designated as an Acting Internship (AI). These standards are applicable to the present departmental Acting Internships.

- 1) The Acting Intern will be the primary provider of care for hospital patients of the Service, operating at the level of a PGY-1 Resident, with appropriate supervision by housestaff and attending physicians.
- 2) The AI will be integrated into the same work schedule of the Service as that of PGY-1 Residents to include the

taking of night and weekend call or of assigned shifts, attendance at conferences, and attendance at outpatient clinics.

- 3) The AI will perform a comprehensive history and physical examination on each patient assigned to him/her.
- 4) The AI will maintain the medical record in a fashion identical to that of a PGY-1 Resident with the counter-signed admission History and Physical and daily progress notes entered in the electronic medical record.
- 5) The AI will perform, under direct supervision, patient procedures that are expected of a PGY-1 Resident.
- 6) The AI will be responsible for arranging for the orderly discharge of his/her patients to include discharge instructions, prescription of home medications (counter-signed by a licensed physician), and arrangements for post-hospital follow-up.
- 7) The AI will prepare and complete a written and/or dictated Discharge Summary that, when counter-signed will be part of the permanent medical record.

International Away Elective (INT-400)

(Students need 6 months in advance for approval)

South Alabama faculty have numerous connections with physicians locally, nationally and abroad who would be willing to let the student participate in an off-campus experience with them. Sources of information on out-of-country or Public Health Service electives are also available as follows:

If the student is planning to apply for an INT-400 –The student should contact the COM Student Affairs Associate Registrar BEFORE contacting the International Education office on campus. The student must confirm with the Associate Registrar that the foreign course INT 400 is already placed in banner. OASIS and Banner are not the same and cannot transfer information to one another. The course is NOT approved until all forms are in to the Office of Student Affairs in Mastin #202 six months in advance. The Office of International Studies at USA must be contacted six months in advance (251-460-7053) and its procedures followed. All students planning an Away program abroad must contact USA OIE for review details and procedures.

The Office of International Studies at USA must be contacted at 251-460-7053 and its procedures followed six (6) months in advance of the date the student plans to leave.

Please be advised of the following policy pertaining to review and approval of activities and programs related to USA students traveling abroad.

All international activities - study, internships, research, service learning, etc., abroad and USA sponsored programs abroad - involving student travel outside the continental United States must be reviewed and approved in advance through the USA Office of International Education (OIE) and Office of Academic Affairs. Such review will include but not be limited to compliance with USA business policy and procedures, accreditation, safety and security aspects, administrative support and other issues related to international travel and specific destinations. OIE has specific procedures in place that have been reviewed by USA University Counsel, Office of Risk Management, USA Business Affairs, Office of Research Compliance and Assurance, and Academic Affairs for individual as well as group education abroad activities. For individual student advising (case by case) related to study, research, internships, etc. abroad please refer to OIE for advising and documentation support.

COURSE EVALUATION AND GRADING

Grading: PASS/FAIL

Each elective rotation will provide an evaluation mechanism which is adequate to insure an accurate assessment of the student's progress. It is the responsibility of both the student and the Course Director on the first day of the elective to initiate discussion of the evaluation process. The Course Director is advised to keep the student informed of his/her

progress throughout the rotation. Courses are graded Pass or Fail. An evaluation of the student's performance in an on-campus elective is submitted to the Mastin Office of Student Affairs after the student has completed a rotation. **Before the student leaves for an Audition Elective, it is the student's responsibility to pick up a blank evaluation form and postage paid envelope from Student Affairs in Mastin 202 and take it to the off-campus Course Director and be sure it is returned to the Supervisor in the Office of Student Affairs – Mastin #202.**

M4 Course Evaluations: Students are required to complete an online course evaluation for each of their M4 courses including any away audition rotations through the OASIS system.

SCHEDULE CHANGE (ADD/DROP)

SCHEDULE CHANGES (Drop/Add)-During the Senior Year.

To drop or add an elective rotation, the following procedure is to be followed. Electives can be added only on a "space available" basis. Check the availability in OASIS before completing the drop/add form. Changes in the student's schedule can be processed unless those changes would drop the student below 32 weeks or the student has waited too late to process paperwork. Drop/adds for some acting internships ("Al's") should be completed no later than 8 weeks in advance of the rotation to enable scheduling in the departments. If the student completes the drop/add paperwork at least 30 days prior to the start date of the course and if the dates exactly match the block dates, the student is only required to sign the form and obtain their faculty advisor's signature. If the student wishes to make a change **after the 30 day period**, it will be at the discretion of the course director(s) and will require signatures of all course directors involved and the student's faculty advisor's signature. Simply complete the form and obtain signatures then turn it in to the Office of Student Affairs in the Mastin Building room #202. The drop/add forms will be date stamped upon receipt by that office. The forms are located in the student room area of Mastin 202 or online under Current Students M4 Class.

1. If the student wishes to add an elective, first log into OASIS to determine if availability exists. Pick up a form (Drop/Add form) from the Office of Student Affairs in Mastin 202 or print one online at: (Located under M4 Senior Class)
2. Consult with the faculty advisor and obtain his/her signature.
3. Return the form with the necessary signatures to the Mastin Office of Student Affairs at least 30/60 days before the start date of the rotation.

The student should note that a significant time interval may exist between steps 1 and 3. It is conceivable that more than one senior could be seeking a single vacant slot in an elective. The first student to submit a completed "Add/Drop form" to the Mastin office will get the elective slot. It should be clear that the longer the student takes to begin and complete the change process, the greater the chance for conflict. Occasionally a student will want to take a course that is filled. The office cannot take the word of a student to add them to a full course and paperwork **MUST** follow every change to a student's schedule. Students should not ask a Course Director to make an exception for them to be added to a full course. This is not fair to other students already scheduled for the course. If the rotation could actually accommodate more students, the positions would have been open from the beginning. If a course director wants to add openings in his or her course, we will send an email to the entire Senior class telling them that a new position/ more slots have been opened in that course and give them a deadline to apply for the new position. All of the requests received will be treated equally and chosen by lottery.

OASIS

OASIS and PAWS are not connected and students must follow the directions given to them by the Associate Registrar in the Office of Student Records each semester in order to register in PAWS.

Faculty Advisor Forms/Before the Oasis Lottery opens The first step is for a rising M4 student to obtain a Faculty Advisor and return their signed Form to **Karen Braswell in Mastin #202 no later than March 21, 2019**. There are a few courses that are also available to ADD with the ADD/DROP Form for Blocks 1 & 2 if you have a Faculty Advisor from that department and have chosen that specialty. **These signed forms are due by March 20, 2019 to Karen Braswell before the Oasis Lottery opens. ANY 401, EMM 450, EMM 460, FMP-courses, NRY 450, OPD 450, PCH 450, RAY 481, SUR 481-** Ophthalmology -Dr. Semple is only for Ophthalmology students. Please note that all **OGY courses must be ADDED with signed ADD/DROP form and cannot be obtained in the OASIS lottery. INT-410 International Elective to Rwanda is in Block 8 and must be added with a signed form by Dr. Peevy.** A course director and faculty advisor **MUST** sign the early ADD form. Students should read all course descriptions posted in Oasis on how to add the courses they are interested in.

OASIS Lottery Information for the Class of 2020

April 1, 2019 –April 26, 2019

NOTE: Senior level courses may not be taken until all junior level courses have been completed. The Student Handbook provides that a student in good academic standing who "fails" (as defined by the clerkship standards) the NBME mini-board will receive a "U" and will be required to remediate and re-take and pass the mini-board. The highest grade which can then be assigned is a "P." If this applies to the student during or after the OASIS lottery, whatever senior level course/s the student may have scheduled in OASIS for the M4 year will automatically be dropped from the student's senior schedule without a DROP/ADD form and the student will need to contact Karen Braswell about reconstructing their M4 senior schedule. The student will be able to start entering selections for the 2019-2020 academic year during the time frame listed below. The system will begin accepting preferences on: **Monday, April 1, 2019 at 9:00am for Stage 1. It is NOT a first come first served lottery.** The lottery will not run student's choices until the lottery system is closed. (See dates below.)

Oasis Basics

To log into OASIS, go to the URL from any computer: <http://usouthal.oasisscheduling.com/index.html> and enter the username which is the University issued student identification number (J#). Also enter the username in the space below to indicate the student would like a password emailed to them (as if the student has forgotten theirs or have not been assigned one yet). The student will receive a new password by email which will enable them to log into OASIS. If the student would like to change their password (recommended), the student should locate that under the "Account" tab in OASIS. There is also an OASIS link on the Student Affairs web-site under Senior Class.

How the lottery works: The lottery system can be described as generating a randomized listing of all the students in a given class, assigning each student one rotation from their prioritized list and then repeating until all selections have been tried. A round is defined as each time the list of all student names is processed. Before each round the list of students is randomized. During each round, OASIS adds courses from the student's prioritized selections list, beginning with the first student whose name appears on the randomized list. If that student's top choice for a rotation is available, OASIS will assign that student to that rotation and move on to the second student whose name appears on the randomized list. If the student's top choice for a rotation cannot be accommodated, OASIS will attempt to place the student in his or her second choice for a rotation before moving on to the next student whose name appears on the randomized list. At the end of each round every student will either have one course added to his or her schedule or all of his or her selections have been tried. Each course can only be placed on the schedule once. After a course is placed on the student's schedule (e.g.: MED 450 in Block 1), OASIS will ignore any alternate dates remaining on the student's selections list (e.g.: MED 450 in Block 4).

WHAT THE STUDENT NEEDS TO DO: Once the selection process begins, the student will login to OASIS, and choose the 2019-2020 academic year. The student will see "Open" to the right of the year. The student should list selections in order of preference. - Click Add Course - Choose the Department - Click Search (Do not limit the search at all) - Click Add - Check the available Block time periods the student would like to schedule the rotation - Click Add Selected Course - Return to schedule - Be sure the order of choices is correct because that is the order the lottery will look at the selections and try to process them. That's all there is to it. The student can add rotations to their selections list and also change the order of their selections list. OASIS will always place new additions at the end of the list so make sure the student has the priority list (on the left) in the order they want the selections made.

How to maximize results: The main thing is to plan ahead and make contingency plans. The student may be assigned their first selection but the student should always put down backups. For example, if getting a surgery AI at the beginning of the senior year is very important, the student's first selections should be ranked higher than taking another requirement if the student does not have a preference as to when they complete their specialties requirement. If a student is assigned what they want, all the alternatives listed subsequently are ignored, so it doesn't hurt to put down alternatives. After all rotations and audition electives are scheduled, if there are changes to the schedule the student would like to pursue, the student will be able to make changes during **Drop/Add stage**. We are sure we will have a successful senior scheduling process and the student will be able to have online access to view their senior schedule at anytime. The student will be able to view course availability throughout the academic year if they wish to change their schedule. Drop/Add forms are due no later than 30 days before the affected block begins unless stated in OASIS.

(PLEASE NOTE: No changes can be made to any of the Stage/Lottery results. Schedule changes with drops and adds will only take place during Stage 6 Drop/Add Stage (4/22/19 to 4/26/19) – Do not place something you do not want in a certain Block during the Lottery stages as it will need to stay there until Stage 7 - April 22, 2019.

Stage 1- ACTING INTERNSHIP 1 Required (April 1 – April 3, 2019): Opening on April 1 at 9:00am. During this stage, the student will select the desired course and blocks for their **required AI only**. Alternatively, a student can pick an AI they really want and place it as many times as they want at the top of their choices. Submissions for Stage 1 must be received **by 12:00 noon on April 3rd**. While the lottery is running the student will not have access to OASIS. The student should have the results from Stage 1 on **April 3rd by 3:00pm** once they log into OASIS.

Stage 2- BASIC SCIENCES 1 Required (April 4 – April 5, 2019): Opening on April 4 at 9:00am. During this stage, the student will select the desired course and block for their **required Basic Sciences course**. Submissions for Stage 2 must be **received by 12:00 noon April 5th**. **IMPORTANT NOTE:** The student will only be assigned 1 course in this stage. The OASIS system will distinguish between a BASIC SCIENCES (1) and will only assign 1 BASIC SCIENCES course. While the lottery is running the student will not have access to OASIS. The student should have the results from Stage 2 after 3:00pm on **April 5th** once they log into OASIS.

Stage 3- SPECIALTIES –1 Required (April 8 – April 10, 2019): Opening on April 8 at 9:00am. During this stage, the student will select the desired course and block for their **required Specialties course**. Submissions for Stage 3 must be **received by 12:00 noon April 10th**. **IMPORTANT NOTE:** The student will only be assigned 1 course in this stage. The OASIS system will distinguish between SPECIALTIES (1) and will only assign 1 SPECIALTIES course. Submission for Stage 3 must be **received by 12:00 noon on April 10th**. The student should have the results from Stage 3 on **April 10th** after 3:00pm once they log into OASIS.

Stage 4 ALL REQUIRED COURSES COMBINED (April 10 – April 11, 2019) Opening on April 10th at 12:30pm. During Stage 4 of the lottery, the student will have the ability to sign up for all required courses if they were not able to secure

them during Stages 1-3. Submission for Stage 4 must be **received by 12:00 noon on April 11th**. The student should have the results from Stage 4 on **April 11th** after 3:00pm once they log into OASIS.

Stage 5 ALL REQUIRED & ELECTIVES (April 12 – April 15, 2019) Opening on April 12th at 9:00am. During Stage 5 of the lottery, the student will have the ability to sign up for **all courses**. The entire OASIS Course Catalog is open to students except OGY, vacations & Audition Electives. OASIS will randomly assign electives in the same manner it assigns requests for required rotations. Limitations will be lifted and if a student would like more AI's or other courses than required, they can now rank them. If the student did not receive all of the electives they intended to add to their schedule during Stage 5 they will need to participate in the Manual DROP/ADD in Stage 7 which operates on a first come–first serve system. Submission for Stage 5 must be **received by 12:00 noon on April 15th**. The student should have the results from Stage 5 on **April 15th** after 3:00pm once they log into OASIS.

Stage 6 VACATIONS & AWAY AUDITION ELECTIVES (April 16 – April 19, 2019) Opening on April 16th at 9:00am. During Stage 6, the student can schedule a maximum of 3 Audition Electives (400). Most seniors will have 2 blocks (8 weeks) of vacation. This stage is not really a lottery like the other stages. If the **block is currently empty on the student's schedule** they WILL receive what the vacation they place there for that Block. **All students MUST place their VAC100 into this stage of the lottery.** If the student is still waiting on approval for an Audition Elective but feels sure they will receive an Audition Elective from an institution for that Block, they should place that type of Audition Elective (i.e. MED 400) on their schedule. All Audition Electives are not approved until all paper work is received in Mastin #202 and this will be noted on the student's final schedule in OASIS. Submission for Stage 6 must be **received in OASIS by 12:00noon on April 19th**. The student should be able to view their entire schedule after 3:00pm on **April 19th**. This is last stage of the computerized OASIS Lottery. ALL BLOCKS should have a course or vacation scheduled. **There should not be ANY empty Blocks at this point. If the student's schedule has empty blocks after Stage 6, then the student must participate in Stage 7.**

Stage 7- MANUAL DROP/ADD: (April 22 –April 26, 2019) Beginning on April 22nd at 8:00 a.m. Manual DROP/ADD will open. The changes will be made by Karen in the Mastin office on a **1st come – 1st serve system – not online by OASIS**. There will be a sign in sheet in the students room for the first day early morning rush. During this stage the student should have a signed Drop/Add form filled out and ready. The forms are located in the Mastin student room area or print one online from the website under Current Students M4 Senior Class. No faxed forms will be accepted – original signatures are always required on the form. The student can fill out as many as two drop and add requests per form. OASIS Course availability will change often during this stage as students are adding and dropping courses daily. It is the student's responsibility to keep up with course availability online before they turn in forms. If we log into OASIS to make the change to a course that is already FULL- the drop/add form for the student will not be processed. **Only the student's signature and the Faculty Advisor's signature will be required on the Drop/Add form at this time.** Later in the year other signatures from the course director's may also be required if the student makes a change on late notice. Submissions for DROP/ADD must be **received by 12:00 noon on April 26th in the Mastin office**. Once Stage 7 ends, there should not be any empty Blocks on the student's schedule at this time and all requirements MUST be met and all Blocks filled.

After May 6, 2019 The Visiting Students applications applying to rotate at University of South Alabama COM will be processed and added to the available M4 courses.

May 31, 2019 – All M4 senior students' schedules will be set and the **Block 1 course rosters will be sent out to all department directors** to inform them of the students to expect during Block 1.

Add/Drop: Students will be able to Add and Drop M4 courses throughout their M4 year. Students must use an Add/Drop form for all changes to their M4 schedule and follow the rules listed at the top of the page for signatures.

NRMP AND INTERVIEW SEASON

It is a uniform policy of all medical schools in the country not to release any Dean's Letter (MSPE) before October 1 of a student's senior year. Since the Dean's Letter is an important evaluative tool used by the residency directors in their determination of candidacy for a position, many programs do not initiate candidate interviews until after October 1. It is extremely important that when students develop their academic plans and elective schedules for the senior year that two situations should be remembered:

1. Residency program interviews will typically occur during the months of October, November, December and January. NOTE: Block 5 & 6 (Oct. & Nov.) tends to be a very heavy interview month for most disciplines.
Reminder: Time off rules: M4 medical students are allowed to miss a total of five (5) days off during a four (4) week rotation ONLY for taking USMLE Step 2CS/CK and/or attending interviews. The five (5) days off cannot be taken during an AI (Acting Internship) rotation. The five (5) days off cannot be taken all in a row causing the student to miss an entire week. Students must contact the Course Director/s no later than 30 days in advance with any time off request. If a student does not adhere to these guidelines the course director may insist that the student drop their rotation and place vacation in that block.
2. It is advised that a senior student pay special attention to any scheduled rotations during the period of time that they might be interviewing for a residency program. It must be appreciated that while a student's need to participate in residency interviews and Step 2 exams is important for their future career, course directors view participation in clinical activities as equally important. Course directors expect full participation in any course and may not view positively a student's desire to seek an excused absence from participation in a rotation. The majority of the senior courses are set for Monday – Friday and cannot be taken/ made up during the weekend or nights. Therefore, students should give special attention to their October - January (Interview Season) schedule. An Acting Internship course cannot be split over two blocks. Students should contact appropriate faculty and discuss the requirements related to participation and remediation for any missing days while enrolled in a course. They should have a clear understanding of what is expected during that course.
3. Interview season is an expensive time for medical students. Cost varies by specialty and number of interviews. If you are in need of any additional financial assistance please contact Sharon Bull in Student Affairs at 251-460-7918.

USA College of Medicine M4 year General Objectives

By the end of the year M4 senior students will be able to:

MEDICAL KNOWLEDGE

- 1) Demonstrate medical knowledge integrated with clinical reasoning for the provision of patient care under supervision in the areas of health promotion, disease prevention and treatment.
- 2) Satisfy the capstone cognitive requirements for transition to residency including those related to leadership, medical jurisprudence, medical ethics, medical economics, health care financing, personal finance, translational research and wellness.
- 3) Explain the importance of integrating basic science concepts into clinical care including health promotion, disease prevention and treatment.

PATIENT CARE

- 4) Apply clinical skills essential for the provision of patient care under supervision in the areas of health promotion, disease prevention and treatment.

5) Demonstrate clinical skills necessary for entering residency.

PRACTICE BASED LEARNING

6) Develop a career pathway leading into graduate medical education.

7) Execute an individualized course of study linked to the chosen career pathway created with the assistance of an advisor.

8) Self-reflect on the rationale for a career pathway selection considering career motivation, goals and expectations related to graduate medical education.

9) Describe the factors involved in the decision linked to choose a location to complete a graduate medical education program.

INTERPERSONAL AND COMMUNICATION SKILLS

10) Establish collaborative and constructive professional relationships with patients.

11) Demonstrate effective utilization of the electronic medical record in patient care and disease management.

12) Discuss patient assessments and management plans effectively in oral and written formats.

PROFESSIONALISM

13) Maintain professional behavior with patients, families, peers, faculty, other professionals and staff.

14) Reflect on exemplary professional behavior and potential professionalism lapses of self or others.

SYSTEMS BASED PRACTICE

15) Describe methods to effectively partner clinically and professionally with Interprofessional team members.

16) Describe the essential tools utilized in quality improvement.

17) Explain the elements of consultation etiquette for both the consultant and the consultee.

The Ombudsperson

The position of the Ombudsperson has been established to help resolve conflicts. His/her role is to mediate between the conflicting parties and strive for reconciliation. Either party can approach the Ombudsperson to seek assistance. To achieve neutrality, the Ombudsperson is chosen by the Dean of the College of Medicine from faculty unrelated to the department in which the incident occurred.

Current Ombudsmen listed below:

Dr. Ron Balczon (campus) - rbalczon@southalabama.edu 251-460-6776

Dr. Lynn Batten (Children's & Women's) - LBatten@health.southalabama.edu 251-434-3494

Dr. Kelly Roveda (University Hospital) - kroveda@health.southalabama.edu 251-471-7790

Dr. Jon Simmons (University Hospital) - jdsimmons@health.southalabama.edu 251-471-7971

Health and Wellness Counselor:

Dr. Marjorie Scaffa mscaffa@southalabama.edu 251-460-6961 / 251-460-7051



Important Senior Year M4 Links and Contacts:

CiM - Careers in Medicine (*Karen Braswell*)

<https://www.aamc.org/cim/>

NRMP – National Resident Matching Program (*Karen Braswell*)

<http://www.nrmp.org/intro-to-main-residency-match/>

OASIS – M4 Scheduling Software (*Karen Braswell*)

<https://usouthal.oasisscheduling.com/index.html>

VSLO – Visiting Student Learning Opportunities- Away Rotations (*Karen Braswell*)

<https://www.aamc.org/services/visitingstudent/>

ERAS – Applying for Residencies (*Frank Lucas*)

<https://www.aamc.org/students/medstudents/eras/>

USMLE United States Medical Licensing Examination – Step 2 CK – CS (*Frank Lucas*)

<http://www.usmle.org/>

San Francisco Match for Ophthalmology and Plastic Surgery (*Frank Lucas*)

<https://www.sfmatch.org/>

<https://www.sfmatch.org/MatchCalendar.aspx>

Student Affairs Staff and Contact information:

<http://southalabama.edu/colleges/com/currentstudents/studentaffairs.html>

Current Students COM website:

<https://www.southalabama.edu/colleges/com/currentstudents/>