General Information

Fourth year students at McGovern Medical School are required to complete the following in order to graduate:

- **Advanced Patient Care**: students will choose from offered selectives to fulfill this requirement
- **Required Critical Care**: sites will be arranged by the Course Coordinator after initial scheduling
  - TSKI 4001 – Technical Skills (ACLS training is part of RCC 4000)
- **Ambulatory Medicine**: either FAMD 4000, INTM 4000 or PED 4000
- **Transition to Residency**: March 2020 – all student **must** be present for this required period
  - JURI 4001 – Jurisprudence
- **7 Electives**: restrictions listed below
  - Can do no more than 4 electives in one specialty
  - Can do no more than 2 blocks of research unless an MD/PhD student or are in the Academic Career Focus Track
- **USMLE Step 2 CK and CS**: required to take before graduation but not required to earn a passing score
- **USMLE Step 1**: if not passed on the first attempt, must be taken again (not required to pass second attempt to graduate)

Each MS4 course is offered as a **four-week** block. Block dates are listed below.

<table>
<thead>
<tr>
<th>Block</th>
<th>Dates of Rotation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/6/2019 - 5/31/2019</td>
<td>No away rotations allowed this block due to this being CCCE Exam Month</td>
</tr>
<tr>
<td>3</td>
<td>7/1/2019 - 7/26/2019</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8/26/2019 - 9/20/2019</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9/23/2019 - 10/18/2019</td>
<td></td>
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<tr>
<td>7</td>
<td>10/21/2019 - 11/15/2019</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>11/18/2019 - 12/13/2019</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>12/16/2019 - 1/10/2020</td>
<td>No required courses offered this block (i.e. no RCC, APC, or Ambulatory)</td>
</tr>
<tr>
<td>10</td>
<td>1/13/2020 - 2/7/2020</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>2/10/2020 - 3/6/2020</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>3/9/2020 - 3/20/2020</td>
<td>Transition to Residency</td>
</tr>
<tr>
<td>13</td>
<td>3/23/2020 - 4/17/2020</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>4/20/2020 - 5/1/2020</td>
<td>2 week mini-block (no RCC, APC or Ambulatory offered this block)</td>
</tr>
</tbody>
</table>
Planning the Career Focus Track Year

Students are encouraged to engage faculty advisors while preparing their elective schedule. Students should keep long-term goals in mind when choosing electives to allow exposure to clinical settings they may not encounter during residency training. Electives should be used effectively to prepare for future professional goals and to expose you to clinical areas you might not encounter in your residency training program. Remember to use your experiences during third year to identify clinical interests as the various departments of duty can help inform your choice of residency program as well as provide recommendation letters.

How to Arrange Special Projects and Away Electives

Note: Two-week away rotation electives are **not** approved for credit. Away rotations **must** be four weeks in length.

The same care should be exercised in the selection of extramural electives. Again, the appropriate clinical department would be most helpful in recommending the kinds and locations of extramural electives that make the most sense for you.

Elective information for other U.S. Medical Schools is located at: https://www.aamc.org/students/medstudents/vsas/

Away electives at U.S. medical schools do NOT require the specific approval of the Office of Admissions and Student Affairs. Away electives at hospitals, with private physicians, or outside the U.S. **do** REQUIRE approval from OASA. Students must submit a Special Project Form to receive permission. On the Special Project Form the preceptor must submit a description of the experience, including the criteria for evaluation of the student's performance. (NOTE: This form is also used to obtain approval for special project electives arranged with UT-HMS faculty.)

Special Project electives and AWAB, AWAC and AWAD electives for which you **have not** submitted a properly filled out Special Project Form prior to the start of the elective **will not** receive elective credit. Special Project Forms should be submitted at least sixty (60) days in advance of the start of the elective. A copy of the approved form, signed by the Associate Dean for Student Affairs, will be placed in your mailbox. Approval may be withheld pending your submission of further information, so make sure that the proposal is approved before you start your month.

Regardless of extramural experience a student chooses, only three elective block periods may be taken extramurally without special permission from the Associate or Assistant Dean for Admissions and Student Affairs.

Malpractice Insurance

Malpractice insurance requirements have been met by students of McGovern Medical School, and malpractice insurance is in effect on approved extramural electives. Students are covered under The University of Texas System Professional Medical Liability Self-Insurance Plan with standard limits for medical students set at $25,000 per claim and $75,000 as the annual aggregate. Some institutions may require more malpractice coverage than our standard limits. In that case, it is possible to purchase increased limits to meet needs of up to $2,000,000 per claim and $5,000,000 aggregate. For more information, contact Nicole Dubuque in OASA.
Policies Regarding Time Off

Holidays: July 4, Labor Day, Thanksgiving Day and Friday following Thanksgiving, Christmas Eve and Christmas Day, January 1, Match Day and Memorial Day.

The School's policy regarding time off for interviewing for residency programs (not for general use!) allows a maximum of five days from an elective, a maximum of three days from a mini-elective and a maximum of two days from a required course to be granted at the discretion of the course director. Students wishing to be excused for any days must obtain approval from both OASA and the course director in advance. Students missing any days should be prepared to make up time and work missed.

How to Use this Catalog

Sign-up Permission

If a course requires Course Director approval, that will be noted below the course title in the elective course description (see example below).

![APC 4120: OTOLARYNGOLOGY - HEAD & NECK SURGERY](#)

This indication means you must see the Course Director for approval and secure his/her signature during the initial sign-up process in the third year.

Academic Schedule

All MMS students must complete the following coursework in their final Career Focus Track year:

4 Required Selective Courses

- APC – Advanced Patient Care
- RCC 4000 – Required Critical Care
  - TSKI 4001 – ACLS training is linked to RCC 4000
- Required Ambulatory: choose from FAMD 4000, INTM 4000 or PED 4000
- RTR 4000 – Required Transition to Residency (March)
  - JURI 4001 – Jurisprudence is conducted during RTR 4000

7 Required Elective Courses

- Limit of 4 electives in same specialty (research electives count in limit)
- Limit of 2 blocks of research unless an MD/PhD student or are in the Academic Career Focus Track
- Away and Special Projects: (* requires submission of Special Project Form)
  - AWAA – LCME Accredited Medical School (US and Canada)
  - AWAB* – Military, non-LCME programs, and Teaching Hospitals
  - AWAC* – Private Physician
  - AWAD* – Foreign
  - SPEC* 4000 – Clinical Special Project
  - SPEC* 4001 – Research Special Project

How to Add/Drop Courses

Registration for add/drops will be done via the myUTH system.
Open Enrollment begins: 4/8/2019

All course changes (ADD and DROP) require department approval prior to making any changes. A permission number, obtained from the department’s education coordinator, is required in the myUTH shopping cart in order to ADD a course. DROPs are student specific and do not require a permission number; once you have been approved to DROP a course you may simply login to myUTH and remove the course from your schedule.

You will find a list of department education coordinators at https://med.uth.edu/admissions/student-affairs/department-contacts-for-ms4-required-courses-and-electives/.

How to Arrange a Special Project
A Special Project is one you arrange with a UTHealth faculty member. Following the title section for most departmental sections in this catalog you will find a list of special topics and the faculty to contact if you wish to arrange a special project or ad hoc elective. You are not, however, limited only to the faculty and topics listed. You must complete the required Special Project Form available on the OASA website. The completed form must be submitted to OASA 60 days prior to the start of the elective.

Follow these procedures to receive elective credit for such an elective:

1. Call or visit the faculty member to discuss your interests and goals, discuss the topic, find out how he/she would work with you and what you will be required to complete the project by the end of the elective block.
2. Have the faculty member complete and sign the Special Project Form.
3. Submit the form to the Student Affairs Office at least 60 days prior to the date you are scheduled to begin the project.
4. The project will be reviewed for its appropriateness. Once approved, you will be notified via email so the elective can be added to your schedule. If the project is not approved, you will also be notified via email.