

Rules of Electives: 2009-2010

1. Forms and Method of Approval:

- Obtain the **Elective Schedule Request** and the **Instruction and Agreement** forms from Medical Education or from the Residency website
- Fill out the **Elective Schedule Request** form ,completely filling in each half-day box. Incomplete forms will not be accepted by Medical Education. An elective form is required for ANY week of elective, even if it is a traded week. For any trades, a completed and signed **Change of Vacation or Elective** form must be attached to the **Elective Schedule Request** form.
- Electives must be approved by your Faculty Advisor. Submit the **Elective Schedule Request** form and the **Instruction and Agreement Form** plus any other documentation required by the **Rules of Electives** to Medical Education after having discussed your choice with your Faculty Advisor during the months prior to your elective.
- Participation of the Resident in each half day of Elective must be verified by the Resident obtaining the supervisor's signature on the **Elective Verification** form each half day
- *Failure to obtain this verification will result in the resident owing an equivalent half day of work which will be scheduled by the Chief Residents as needed by the Residency*

2. Vacations:

- Cannot be carried over from one academic year to the next.
- Vacations must be taken in one-week blocks.

3. Partial Weeks of Elective:

- Do not exist
- You cannot split a week into less than 7 day blocks.

4. FCC Requirement:

- A minimum of 3 half days of FCC Clinic must be in each week of HERE Elective. If there is a holiday during your elective you may do 2 half days of FCC.
- All Family Care Center half-days during elective time need to be approved by the Family Care Center manager. The FCC manager must sign the **Elective Schedule Request** form confirming the FCC days have been scheduled.
- The majority, if not all, FCC clinics during Electives will be in the morning.

5. Here Electives:

- Ideally be approved at least 4 weeks in advance. This would allow for meaningful scheduling of continuity patient visits into the resident schedule. Scheduling of the FCC clinic time just prior to the beginning of the Elective does not promote optimal use of the appointments.

6. Away Electives:

- Must be approved at MINIMUM 6 WEEKS in advance. A letter or email detailing the location, dates expected, supervisor and educational nature of the rotation must be submitted. Do not purchase airline tickets prior to obtaining approval from your Faculty Advisor. NOTE that pre-approval does not guarantee reimbursement from book money. This must be submitted for pre-approval by the Medical Education staff. The maximum

away elective time is 6 weeks during the entire 3 years. If transferring here as a second year, the maximum is 4 weeks.

- All electives outside of Los Angeles, Ventura and Santa Barbara counties are considered Away Electives. You cannot come back for a day or two of Family Care and consider it a “Here Elective”. You can not group your Family Care Center Clinic half days all at the beginning or end of a week , go away for part of the week and call it a Here Elective. It is an Away Elective.
- If doing an elective in an institution that has other residents, we need a letter confirming that the institution will not be counting you in their numbers for billing purposes.

7. **Reading Elective:**

- Can be taken for (1) one week in the 3 years of residency. This must be taken all in ONE week. It cannot be split up.
- This is a “HERE ELECTIVE” and must include a minimum of three (3) Family Care Clinic half-days.
- A bibliography must be typed up, reviewed with and approved by the faculty advisor with signature. It should be submitted with the **Elective Schedule Request** form and the **Instruction and Agreement Form**.
- You must arrange to meet with your faculty advisor twice during the week with one meeting required on Friday.
- You will be required to present the clinical pearls or highlights of your reading week during Didactic Conference on Tuesday afternoons. This will be scheduled with your Faculty Advisor and the Family Medicine Faculty responsible for scheduling didactic conferences.

8. **A Scholarly Project / Research Development week or examination preparation:**

- May be taken instead of the reading week. One is allowed in three years.
- The requirements are the same as for the reading week (except for examination preparation where no conference is required). The exam preparation week must be taken within 2 months prior to the examination date.

9. **Practice Management elective:**

- This can be taken for a maximum of one week during the 3 years of Residency .
- When submitting the **Elective Schedule Request** form, provide detailed information about the practice site or practices that you will be working with. As with other away electives, a letter from the physician or practice should be attached to the **Elective Schedule Request** form.
- A practice management curriculum packet is available from Medical Education that will help you address practice management issues during your week.

10. **On Being a Patient Elective and the Maternity or Paternity Elective:**

- must be discussed with and approved by Dr. Araujo and Dr. Pawson and the Chief Residents in addition to your Faculty Advisor.
- A detailed description of the rules regarding these rotations is available from Medical Education. Read it before you attempt to arrange this elective. It was also provided to you during Residency orientation.

11. **Elective Educational Activities on Weekend Days:**

- The minimum number of hours for any Elective = 40 hours/ week. and no less than 5 days/week. If the Elective educational experience includes a weekend day, the weekend day can be counted as one of the 5 days of the week. e.g. A conference that is Tuesday through Saturday. The resident physician could be off Sunday and Monday.

12. Non Submission of Elective Schedule Request and Instruction and Agreement Form:

- Residents who do not submit the above forms for approval will be assigned to see patients in FCC for 10 half-days the first week of the rotation. If your elective is not approved and you proceed with the Elective, that Elective time already taken will be considered vacation time.