CLINICAL CURRICULUM OVERVIEW

General Information

The following is an overview of the Clinical Curriculum, its requirements, prerequisites, and procedures. Jefferson Medical College reserves the right to modify information and/or requirements as listed in this booklet. Students will be notified if any changes are made regarding course requirements/policies. Determination of location and sequencing of all rotations is reserved to the college. Affiliate site availability and enrollment numbers may change after the publication of these materials. **Official entry into the Clinical Curriculum is contingent upon obtaining a passing score in Step 1 of the United States Medical Licensing Examination.**

The clinical curriculum program starts in July and consists of 100 weeks, of which:

84 weeks are required clerkships,
4 weeks of vacation are mandatory (2 weeks during each Winter Holiday period),
2 weeks vacation in June between the third and fourth years,
2 weeks vacation immediately prior to graduation, and
8 weeks of vacation during 4th Year to be scheduled to fit the needs of the student.

The basic units of the calendar are six-week and four-week blocks.

Please note the following policy regarding "approved absences" as stated in the Jefferson Medical College Student Handbook:

"Students in the fourth year who plan to take extended leaves to visit postgraduate programs are urged to use their vacation time for this purpose. If additional time is needed for residency interviews, a student may request additional days of excuse absence during the fourth-year clerkships, but in no instance shall such absences exceed three days per six-week clerkship, two days per four-week clerkship period, or one day in a two-week clerkship period. All such excused absences must have the approval of the department course director or his or her designee (at TJUH or affiliate) for the clinical rotation or basic science course in which the student is enrolled. The course/clerkship director may require a student to make up missed time. Absences greater than this will result in the student being given an Incomplete (I). Any exceptions to the above policy must be approved by the Office of Student Affairs and Career Counseling in consultation with the Office of Undergraduate Medical Education. Students in the third year have no days off with the exception of official college holidays. If a special need for time away from third-year clerkships arises, this must be requested and approved by the clerkship director at Jefferson in advance, except in the case of illness, and by faculty and residents at the clinical site; the Office of Student Affairs and Career Counseling must also be notified."

**Phase I Requirements** – Prior to beginning 4th Year, each 3rd Year student must complete the following:

During the first 48 weeks, the sequence of courses will vary, but by the end of the 48 weeks (corresponding to the end of the eighth six-week block of the third year) all students must have completed:

- Six weeks of Family Medicine (FMED 350)
- Twelve consecutive weeks of Surgery/Surgical Specialties/Medical Selectives (consisting of:
  - six weeks of General Surgery (SURG 350), and
  - two three-week rotations of Surgical Specialties and Medical Selectives
- Twelve consecutive weeks consisting of eight weeks of Internal Medicine (MED 350) and four weeks of Neurology (NEUR 350),
- Six weeks of Pediatrics (PED 350)
- Six weeks of Psychiatry and Human Behavior (PSYH 350)
Six weeks of Obstetrics/Gynecology (OBGY 350)

All Phase I rotations, with the exception of the Neurology and Selective rotations, have a comprehensive written examination at the conclusion of the teaching block. Examination grades earned will be posted as a separate entry on the transcript.

Rising Fourth-year students have priority for ALL rotations.

Phase II Requirements - Prior to graduation, each student must also complete the following in the 4th Year:

- Four weeks of Gateway to Internship (MED 499) in Block 18.
- Four weeks of Emergency Medicine/Advanced Clinical Skills (EMGR 400).
- Four weeks of Inpatient Subinternship in one of the following:
  - Family Medicine (FMED 402) or,
  - Internal Medicine (MED 401) or,
  - General Surgery (SURG 450) or,
  - Surgical Pathology (PATH 402) or,
  - Pediatrics (PED 402) or,
  - Obstetrics/Gynecology (OBGY 401).
- Four weeks of an Outpatient Subinternship in one of the following:
  - Family Medicine (FMED 401 or FMED 406, except Non-Jefferson "Section 99"),
  - Interdepartmental (IDPT 401),
  - Internal Medicine (MED 402),
  - Obstetrics/Gynecology (OBGY 402)
  - Pediatrics (PED 401), or
  - Psychiatry and Human Behavior (PSYH 405, 408).

*(Students in a military program should note that the required in-patient and outpatient sub-internship clerkships must be taken at Jefferson or its affiliates. Military clerkships will not fulfill these requirements, although they may be used as part of the sixteen-week elective requirement.)*

- Four weeks of required Medicine rotation in one of the following clerkships and locations:

  - Med 411 Nutrition Jefferson
  - Med 426 Research Jefferson
  - Med 431 Hematology Jefferson/Lankenau/Christiana
  - Med 433 Hematology/Oncology Methodist/Einstein
  - Med 434 Hematologic Malig/Bone Marrow Transplant Jefferson
  - Med 441 Nephrology/Hypertension Jefferson/Lankenau/Methodist/Einstein/Christiana
  - Med 457 Clinical Cardiology Jefferson/Lankenau/Methodist/Einstein/Christiana
  - Med 467 Pulmonary Jefferson/Lankenau/Methodist/Einstein/Christiana
  - Med 469 Critical Care Christiana
  - Med 473 Infectious Disease Jefferson/Lankenau/Einstein/Christiana
  - Med 478 Hepatology Jefferson/Einstein
  - Med 479 Gastro/Hepatology Jefferson/Lankenau/Methodist/Einstein
  - Med 481 Geriatric Medicine Einstein
  - Med 489 Rheumatology Jefferson/Lankenau/Einstein
  - Med 490 Women's Health Jefferson
• Sixteen weeks of electives (4 electives - four weeks each in length). No more than two electives may be scheduled in a single subspecialty. For example, you may schedule two cardiology electives, but not three.

Prerequisites

• The completion of Phase I is a prerequisite for scheduling all Phase II requirements,

Additionally:

• Pathology 404 – must have completed PATH 401
• Radiology 403, 406 & 407 – must have completed RAD 401.

General Information Concerning the Scheduling Process

• The major objective is to give each student the highest order of courses and locations preferred, while also meeting Jefferson and affiliated hospital requirements. Determination of final location and sequencing of all rotations is reserved to the College.

• If the student's first preference is not available, due to enrollment limitations or other factors, the process will move to the next highest selection depending on the preference selected by the student on the schedule request screen.

• If a student fails to provide alternate choices of time periods and locations, and the first choice is not available, the student will be assigned when and/or where space is available.

• Third-year students will be given a schedule which allows for the completion of Phase I requirements by the end of Teaching Block 8. Depending on course demand and enrollment requirements and limitations, this may result in a schedule (time and/or location) other than that requested using the student's scheduling preference indications.

• When all schedules have been processed, each student will be provided a class schedule indicating the assigned teaching blocks, courses, and locations. Schedules will be available to be viewed on Banner Web.

• Students with questions regarding their schedule may call the University Office of the Registrar at (215) 503-8734 to arrange an appointment with Sheryl High, Associate Registrar, Medical College. Appointments are normally scheduled Monday through Friday, 9:00 a.m. - 4:00 p.m. Questions may also be submitted via e-mail to Sheryl.High@jefferson.edu.

• On-line registration is scheduled to open in mid-February. Details concerning on-line registration will be e-mailed in early February. Final schedules are expected to be available to be viewed on Banner Web (https://banner.jefferson.edu) approximately April 15, 2014.

• Students participating in special programs, such as the Physician Shortage Area Program, and the Urban Underserved Program, or who have a specific military obligation, must also notify the University Office of the Registrar via e-mail at university.registrar@jefferson.edu. Failure to indicate participation in these programs may result in an incorrect schedule that you must rearrange upon receipt.
• If necessary, notify the University Office of the Registrar via e-mail at university.registrar@jefferson.edu if you have any special extenuating circumstances which you think may limit your scheduling flexibility (military commitment, marriage date, etc.). These circumstances must be sent to the University Office of the Registrar as soon as possible, but no later than Monday, February 3rd. You may send this information at any time. You ABSOLUTELY SHOULD NOT WAIT until the online registration period opens. In order to expedite processing, an early submission of this information is greatly appreciated and MUST be completed by the deadline date above in order to submit your on-line requests. Every attempt is made to accommodate special circumstances, however no guarantee can be made that the scheduling process will be able to accommodate the circumstances listed.

• Vacation requests for 4th Year students will be accommodated to the best of our ability. It may be necessary to schedule required rotations during a requested vacation period in order to satisfy academic requirements. 4th Year students usually have two four-week blocks for vacation, as well as two weeks between Blocks 15 and 16. Specific requests for vacation must be sent to the University Office of the Registrar as soon as possible, but no later than Monday, February 3rd. You may send this information at any time. You ABSOLUTELY SHOULD NOT WAIT until the online registration period opens. In order to expedite processing, an early submission of this information is greatly appreciated and MUST be completed by the deadline date above in order to submit your on-line requests. We request that this notification also be sent via e-mail to university.registrar@jefferson.edu.

3rd year students have a two week vacation period between Blocks 4 and 5. No elective vacation time is included in the 3rd year curriculum.

REGISTRATION INSTRUCTIONS
(Applies to both the Class of 2015 and 2016)

Prior to completing the online registration process, all students are advised to:

• Review Clinical Curriculum Requirements
• Review the Master Course List
• Use the "Clinical Curriculum Planner" to plan a schedule.

• Determine the teaching blocks and locations offered for each course using the Master Course List.

• Teaching Blocks 1 through 8 are six-week rotations. Teaching Blocks 10 through 21 are four-week rotations.

• Review the Clinical Curriculum Planner when selecting courses in order to avoid scheduling an overlapping six-week and a four-week rotation.

• Every effort is made to accommodate student priorities/preferences; however, other factors such as course and location minimum and maximum enrollment figures, number of student requests, etc., will affect the final scheduling results. Indicating a preference does not guarantee placement at that time and/or location. Students may be placed at a time and/or location not listed on their request form.

• The College reserves the right to add, delete or modify courses, affiliate locations, and/or enrollment figures listed in the Master Course List. To the best of our ability all changes will be reflected on the Master Course List posted to Pulse in your Class Organization site.
• The 3rd Year twelve-week continuous rotations start in blocks 1, 3, 5, or 7.

• **Medicine/Neurology 350** - The affiliated institution listed in the Medicine 350 description indicates where the student wishes to spend the portion of the rotation away from Thomas Jefferson University Hospital. All Medicine 350 students will spend four weeks at an affiliate hospital, four weeks at Thomas Jefferson University Hospital and four weeks of Neurology 350 at either the affiliate location or at Thomas Jefferson University Hospital.

• **Surgery 350** - During the Surgery 350 rotation, students will spend six continuous weeks in General Surgery and two consecutive three-week periods in the Surgical Specialties or Selective. Students may have either the General Surgery or Surgical Specialties/Selective combination as the first six weeks of the twelve-week period. You must complete at least one surgical selective. You may request two surgical selectives or one surgical selective and one medical selective. You may not schedule two medical selectives.

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**“By Arrangement” and “Away” Electives – IMPORTANT INFORMATION**

All 4th Year rotations in the following departments are “By Arrangement.” You cannot request rotations in these departments on-line. You MUST arrange assignment by the deadline date of February 3rd.

- Anesthesiology
- Biochemistry
- Health Policy
- Microbiology
- Neurosurgery
- OB/GYN
- Physiology
- Radiation Oncology
- Rehab Medicine
- Surgery
- Urology

Other departments have a mixture of “by arrangement” and lottery selection courses. Please refer to the Master Course Listing for specific information by department.

**IMPORTANT NOTE:** ALL BY ARRANGEMENT ROTATIONS MUST BE APPROVED AND SUBMITTED TO THE REGISTRAR’S OFFICE NO LATER THAN, MONDAY, FEBRUARY 3RD !!!

All requested "Courses By Arrangement," "away" elective rotations and vacation requests must be sent to the University Office of the Registrar as soon as possible, but no later than Monday, February 3rd. You may send this information at any time. You ABSOLUTELY SHOULD NOT WAIT until the online registration period opens. In order to expedite processing, an early submission of this information is greatly appreciated and MUST be completed by the deadline date above in order to submit your on-line requests. We request that this notification be sent via e-mail to university.registrar@jefferson.edu.

When submitting “Away By Arrangement” information via email, you must provide specific rotation information. Just sending “Block 10 – Pediatrics Elective” does not provide sufficient information. You need to send us “Block 10 – PED 473 Away Elective.” We realize plans change. You can always submit modified requests later. We require the specific information in order to appropriately code the system so that your on-line request process may be completed smoothly.
Finalized approval for all away elective rotations must be in the Office of the Registrar ONE MONTH BEFORE THE TEACHING BLOCK STARTS. Failure to finalize arrangements may result in denial of course acceptance.

All courses listed on the Master Course List as "By Arrangement" require written approval from the JMC clinical department and be received by Monday, February 3rd.

4th Year “AWAY” Elective Rotations at Non-Jefferson Affiliated Institutions

Your “away” plans must be sent to the Registrar’s Office no later than February 3rd

- All electives MUST be four weeks in length.
- Only electives may be taken at non-affiliated hospitals. Required rotations must be completed at Thomas Jefferson University Hospital or its affiliates as listed in the Master Course Schedule. The 4th Year Medicine requirement may only be completed as indicated under the Phase II requirements listing above.
- Necessary approval forms are available in the University Office of the Registrar.
- Obtain written approval of the corresponding Jefferson department chairman or designee. For example, an elective in Surgery arranged at a non-Jefferson affiliate in California must be approved by the Department of Surgery at Jefferson.
- Submit the finalized approval forms as soon as possible, but no later than ONE MONTH before the block starts. Failure to finalize arrangements by the deadline date(s) may result in denial of course acceptance.
- Students wishing to change the location of their away rotations must complete a drop form for the original away location and complete a add form and secure appropriate clinical department approval for the new location. Students who switch locations without appropriate approval will receive no credit for the rotation.
- Individual teaching block due dates for finalizing "By Arrangement/Away Rotation" arrangements are listed in a following section.

A separate letter of authorization from the “away location” hospital may be sent to the University Office of the Registrar to be substituted for that institution’s approval. The letter of authorization must be received in the University Office of the Registrar no later than ONE MONTH prior to the beginning of the block involved. Please note that you must obtain approval from the JMC clinical department for all “Away Rotations” in addition to securing the away institution’s authorization.

FOURTH-YEAR (CLASS OF 2015)

- Teaching Blocks 8 and 21 are not available to fourth-year students since they are after your graduation date.
• Students selecting Surgery to fulfill the Inpatient Subinternship requirement should use the SURG 450 course number. Students selecting a General Surgery Elective should use the SURG 452 course number designation. Both rotations are by Surgery Departmental Approval Only.

• All inpatient and outpatient subinternship clerkships must be scheduled for Thomas Jefferson University Hospital or its affiliates as listed in the Master Course List. Military clerkships cannot be used to fulfill these requirements.

• The 4th Year Medicine requirement may only be completed as indicated under the Phase II requirements listing above.

• The Department of Family Medicine strongly recommends students electing FMED 401 at Wilmington have access to a car.

• Vacation requests will be accommodated to the best of our ability. It may be necessary to schedule required rotations during a requested vacation period in order to satisfy academic requirements. No vacation may be scheduled for Block 18, the mandatory Gateway to Internship rotation teaching block.

THIRD-YEAR (CLASS OF 2016)

• Internal Medicine/Neurology (MED 350/NEUR 350): Students are required to take twelve consecutive weeks. Starting blocks are 1, 3, 5, and 7. When you receive your schedule, MED 350/NEUR 350 will be listed as three four-week blocks. Students spend four weeks at an affiliate location and four weeks at Jefferson for the Medicine segment, and four weeks of Neurology at either the affiliate location or at Jefferson. Changes to time and/or location for the Medicine 350 rotation can only be done as an even exchange with another student.

• General Surgery (SURG 350) and Selectives: These rotations are part of a continuous twelve-week block and will be scheduled consecutively beginning in blocks 1, 3, 5, and 7. Some students will be scheduled for General Surgery in the first six weeks and others the Selectives. At the end of the first six-week period students will move to the opposite portion of the rotation. General Surgery and the Surgical/Medical Selectives cannot be split and taken at different times of the year.

• Students in the Physician Area Shortage Program are required (guaranteed location only) their choice of one of the following 3rd year clerkship assignments:

  Family Medicine – Latrobe or York
  Medicine – York
  Ob/Gyn – York
  General Surgery – York

• All Phase I course requirements must be completed by the end of Teaching Block 8.

DROP/ADD PROCEDURES

Details concerning the schedule adjustment process will be issued prior to the release of rotation schedules on approximately April 15th. Course changes may be made up to six weeks before a teaching block begins. See Drop/Add deadlines in the following section. These changes include dropping a course and adding another, switching locations, switching with another student, or any single drop/add.

Questions concerning the adjustment process should be directed to the University Office of the Registrar at (215) 503-8734.