Guiding Principles for Non-Standard Electives

Non-standard electives provide an important curricular adjunct to the standard array of clinical electives that the program offers. Resident scholarly productivity in a variety of arenas and flexibility in arranging novel educational experiences are components that distinguish the UCSF internal medicine residency from most other programs. As per ABIM policy, up to 3 months can be devoted to electives outside of core internal medicine. The Department of Medicine (DOM) is extremely proud of this work and is committed to supporting resident scholarly projects, other projects, capstone experiences, and non-internal medicine electives to contribute to professional and academic development. Given recent changes in required reporting of GME funds for resident salaries, all non-standard elective time must be structured in a way that meets both educational and regulatory requirements. Based on this, we are formalizing and personalizing the process of crafting these experiences.

In order to meet the regulatory requirements and ensure appropriate funding, all non-standard electives must be coordinated with residency leadership. The resident and APD/PD (see below) should work together to design the schedule and establish the funding source for the experience.

The following procedures have been developed to help program leadership, administration and residents plan their months of inquiry.

PROCEDURES

1. Residents should coordinate with the following residency leaders to plan their time at least two months in advance of the non-standard elective:
   a. SFGH Primary Care: Sharad Jain
   b. UC Primary Care: Kathy Julian
   c. Categorical PRIME: Jeff Kohlweg
   d. Categorical non-PRIME: Sumant Ranji or Beth Harleman

2. When planning the time, the program leadership advisor should use the site specific requirements (appendix A) in devising the elective schedule.

3. The non-standardized elective form should be jointly filled out by the resident and program leadership (appendix B).

4. Residents will maintain their continuity clinic and didactic time during the elective month.

5. The completed form should be submitted to the Residency office to Vivian Robinson along with a monthly calendar (appendix C).

6. The Associate Chair for Education will review the form and approve/disapprove or ask for clarifying information.

7. For VA research, an additional step of approval of the VA Associate Chief of Staff for Education or designee is required.

8. Once approved, the Residency Scheduler will input the schedule and notify the resident of the final schedule.

9. The research form will be filed in the Residency office.
APPENDIX A

SITE SPECIFIC REQUIREMENTS

1. VA

For the VA, the mentor must be VA based and the project must relate in some manner to veteran patients or the Veterans Health Administration systems of care. The resident must be physically at the VA to manage the project or have approval of the VA based mentor to be off site as needed for project purposes. Residents must attend their continuity clinic; scheduling of additional clinical time is at the discretion of the VA faculty mentor and resident.

2. UCSF

On each of the 3 days of the week during which there is no continuity clinic or didactics, a minimum of a half day of clinical activities must be scheduled. Clinical activities can include additional continuity clinics, subspecialty clinic time, capstone experiences with clinical teams, and quality/patient safety work. The remainder of the time will be spent pursuing the specified non-standard activity, which will be supervised over the course of the month by the UCSF or Mt. Zion-based faculty mentor.

3. SFGH

On each of the 3 days of the week during which there is no continuity clinic or didactics, a minimum of a half day of clinical activities must be scheduled. Clinical activities can include additional continuity clinics, subspecialty clinic time, capstone experiences with clinical teams, and quality/patient safety work. The remainder of the time will be spent pursuing the specified non-standard activity, which will be supervised over the course of the month by the SFGH-based faculty member.

4. Other:

Please note there are other non-standard experiences with separate funding sources, such as Rheumatology-based research and work with individual investigators that may have a different set of requirements. Any questions should be directed to the faculty listed above or to the Associate Chair for Education.
APPENDIX B

NON-STANDARD ELECTIVE PROPOSAL

The American Board of Internal Medicine allows up to three non-standard electives during the three years of residency. Non-standard electives include designer electives (clinical and non-clinical) not listed in the elective brochure and electives to pursue scholarly work. To ensure that residents construct an experience that will not only provide a valuable educational experience but also be compliant with regulatory and funding requirements, residents must submit a proposal for approval. The information must be listed and approvals obtained before beginning the elective. Residents must continue their continuity clinic throughout the elective and abide by the planned schedule.

Resident: _______________________________ Level: _______________________________

Proposed Activity: _______________________________

______________________________

______________________________

______________________________

Proposed month(s) of experience: _______________________________

Proposed vacation during experience: ____________ Total number of weeks: _______________

(Dates)

FUNDING: (To be filled out by staff)

Off-site Experience, Non UC-Salary Support: _______________________________

(Please describe)

On-site Non-Standard "Clinical" Elective (Designer):

Number of months funded by hospital: _______________ Site: _______________

On-site Research Only "Non-Clinical" Elective:

Number of months funded by hospital: _______________ Site: _______________

Number of months funded by sponsor: _______________
EDUCATIONAL OBJECTIVES:
The educational goals of this rotation are:

1. 

2. 

3. 

EDUCATIONAL METHODS: (Brief outline how your time will be structured, and how you will obtain the educational objectives, e.g. specific assigned readings, conferences, supervised clinical or research experience.)

(Attach additional pages if necessary)

OUTCOME OR PRODUCT (must be completed by the end of the academic year):

☐ Noon presentation to Housestaff

☐ Poster required at Department Research Symposium in May. Please initial that you understand poster requirement _____

☐ Other formal presentation of research

   Describe: ________________________________________________________________

☐ Written material

   Describe: ________________________________________________________________

☐ Manuscript suitable for publication
Faculty Sponsor: _______________________________ (please print)

As the faculty sponsor for the elective, I agree to supervise the above resident, and ensure that the resident:

A) meets the educational goals as described above,
B) completes his/her outcome of experience,
C) is formally evaluated by me.

________________________________________
Signature

VA Approval (if VA research):

I have reviewed the above and I fully support and approve the resident’s proposed elective experience.

________________________________________
Signature

Program Director Approval:

I have reviewed the above and I fully support and approve the resident’s proposed elective experience.

________________________________________
Signature

Associate Chair Approval:

I have reviewed the above and I fully support and approve the resident’s proposed elective experience.

________________________________________
Signature
Please note that 50% of the weekday time is clinical (excluding didactic time).
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Instructions: Indicate the month of your proposed research and the appropriate dates. Then add what you will be doing on each half day (research/gen med clinic/other clinic you have arranged). Please note that 50% of the weekday time needs to be clinical (excluding didactic time).