

<p>THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI, NEW YORK</p> <p>STANDARD: POLICY</p>	<p>SUBJECT NO.</p>
<p>DEPARTMENT: Internal Medicine Residency</p> <p>SUBJECT: Elective Policy</p>	

1. **Mount Sinai Clinical Electives:** You will be provided with a list of clinical electives, and you will need to submit your top 3 choices to be scheduled by the scheduling coordinator. There is no need to contact the elective coordinators yourselves; the Residency Office will be contacting them for each and every clinical elective. Every elective offered has a set of goals and expectations of the rotation that you should understand upon starting the elective. Evaluations of each resident will be completed by the physicians that are immediately supervising that resident (for example, on consult services, that evaluator will be the consult attending).
 - a. Supervisor should be a member of the medical faculty.
 - b. If no preferences are chosen, then elective time will be filled by the scheduling coordinator. The resident can petition to change the assignment; however, any changes must be submitted **at least 2 blocks in advance**.
 - c. Improvement in the evaluation system will allow for evaluations to be completed within 14 days of completion of the elective (attending of resident; resident of attending; resident of the elective itself).

2. **Mount Sinai Research Electives:** We encourage every resident to pursue independent research projects; however, all research electives must be supervised by a member of the medical/research faculty. A research elective form must be filled out prior to the start of the elective, specifying the research project and the faculty mentor (who must fill out a formal evaluation at the end of the rotation).
 - a. Supervisor should be a member of the medical/research faculty.
 - b. All research electives need to be specified by the beginning of the academic year, with goals and objectives clearly indicated. We understand that often it takes time to identify the project; however, it should be established that a planned project for an elective be elucidated **at least 2 blocks in advance** of starting that elective, with a written summary of the project and identification of the mentor submitted to the elective coordinator. This is feasible since the timing of the elective will have been identified in the schedules by the spring of the prior academic year. If no defined project is identified, then the research elective cannot be pursued, and an alternative elective chosen.
 - c. Improvement in the evaluation system will allow for evaluations to be completed within 14

days of completion of the elective (attending of resident; resident of attending; resident of the research elective).

3. **Mount Sinai Quality Improvement Electives:** Many residents are interested in pursuing projects in quality improvement. The same standards for the research electives must be applied to these rotations.
 - a. Supervisor should be a member of the medical/QI faculty
 - b. All quality improvement electives need to be specified by the beginning of the academic year, with goals and objectives clearly indicated. We again understand that it often takes time to identify the project; however, it should be established that a planned project for an elective be elucidated **at least 2 blocks in advance** of starting that elective, with a written summary of the project and identification of the mentor submitted to the elective coordinator. This is feasible since the timing of the elective will have been identified in the schedules by the spring of the prior academic year. If no defined project is identified, then the research elective cannot be pursued, and an alternative elective must be chosen.
 - c. Improvement in the evaluation system will allow for evaluations to be completed within 14 days of completion of the elective (attending of resident; resident of attending; resident of the research elective).

4. **Global Health/Off Site Electives (Clinical and Research):** Many of our residents have pursued amazing opportunities both locally and internationally, off-site. At the same time, many have travelled elsewhere on non-sick call elective without any evidence of significant work done. This cannot continue in the present system. All time spent outside of Mount Sinai and its affiliates needs to be documented. Goals and objectives of every off site and international rotation must be specified and evaluations of the residents, their supervisors, and the rotation itself must be completed in real time.
 - a. Supervisor must be specified in advance
 - b. All off-site and electives need to be specified by the beginning of the academic year, with goals and objectives clearly indicated. We again understand that it often takes time to identify the project; however, it should be established that a planned project for an elective be elucidated **at least 4 blocks in advance** of starting that elective. Again, this should be feasible since the timing of the elective will have been identified in the schedules by the spring of the prior academic year. In addition, there are a large number of paper forms, accreditation forms, and administrative hurdles that need to be completed before the elective can be accepted, even at the current time (3 months minimum). If no defined project is identified, then the research elective cannot be pursued, and an alternative elective must be chosen.
 - c. If research is performed at an outside institution, a written proposal of the work must be submitted at the time of the request must be submitted, and a summary of the work

performed during any off-site research elective is expected at the end of the rotation.

- d. Evaluations must be documented—these should occur within 28 days of completing the off-site or international elective. They will need to be filled out manually and entered into the electronic evaluation system.

The electives will be evaluated systematically by the Program Leadership at our newly established Curriculum Committee. Any elective that does not fulfill its goals and objectives will be reassessed for its relevance in our overall educational goals for our residency program.