



**David Geffen School of Medicine at UCLA  
Clinical Elective Proposal Form/Application  
for the  
2008-09 Academic Year**

**INSTRUCTIONS**

Complete this application by providing your course profile information in the boxed areas below. **Please type or print clearly.** Refer to the SAMPLE course Profile and the *Guidelines for Clinical Elective Course Development* enclosed for guidance. If you have Word 6.0 (or a higher version) and would like to complete this application on your computer, please contact Gezelle Miller at (310) 825-3848 or gmiller@mednet.ucla.edu.

**Character Limit** = All information on this application is placed in a template with a limited amount of space. Please limit your information to the shaded areas.

**A. COURSE NUMBER:** *(assigned by the Medical Education Committee)*

**B. COURSE TITLE:** Please limit the length of the course title to 55 characters (including spaces) for computer database purposes.

*Surgical Oncology & Breast Surgery Sub-Internship*

**C. LOCATION:** Type one of the following location codes from the list below. \*When using ASSOC code, follow with the actual location in parentheses, e.g. ASSOC (Lanternman State Hospital).

*CS (Cedars-Sinai Medical Center)*

- \*ASSOC            Used for independent facilities other than the UCLA affiliated hosp. listed on the left, i.e. L.A. Free Clinic, Lanternman State Hosp, Jewish Home for the Aging, etc.
- BVA                Brentwood VA
- CHS                Center for Health Sciences (UCLA)
- CS                 Cedars-Sinai Medical Center
- HARBOR          Harbor-UCLA Medical Center
- KAISER           Kaiser Permanente facilities (Sunset/W.L.A.)
- KERN              Kern Medical Center, Bakersfield
- MARIPOSA       Mariposa, California (Private Hospital)
- MULTIPLE        Many locations in one rotation
- KDMC             King/Drew Medical Center
- NORTHRIDGE    Northridge Hospital (San Fernando Valley)
- OVH               Olive-View Medical Center
- REHAB            Rehab. & Chronic Diseases Center (UCLA)
- S.MONICA         Santa Monica-UCLA Medical Center
- SFVMP            San Fernando Valley Medical Program (SVA & OVH)
- SHRINERS        Shriners Hospital for Crippled Children, Los Angeles
- ST.MARYS        St. Mary's Medical Center, Long Beach
- VENTURA        Ventura County General Hospital
- WVA               West Los Angeles VA Medical Center

\*When using the ASSOC code, follow with the actual location in parentheses, e.g. ASSOC (Lanternman State Hospital).

**D. TYPE OF COURSE:** Please check **one** of the following categories:

**In-Depth (ID):** (Seminar type/self-study) In-Depth electives explore the basic science as well as the clinical aspects of an organ system and its disease states or focus on a particular field of study. Though required clerkships may not be necessary prerequisites for these electives, they are likely to be of great benefit to the student after clinical understanding & appreciation has been achieved through substantial exposure to the required clinical clerkships. Research experiences will not be listed as individual course offerings. Students may receive credit for six weeks of In-Depth electives and/or research electives. **In-Depth Non Clinical electives do not have a significant amount of patient contact, therefore they are not "clinical" and do not count toward California licensing.** Although research is not listed in the [Handbook of Courses](#), Fran Kissel (310-825-8020 or [fkissel@mednet.ucla.edu](mailto:fkissel@mednet.ucla.edu)), in the Student Affairs Office, will be glad to post any research announcements in the office and on the research web site (<http://www.research.medsch.ucla.edu/>).

**Advanced Clinical Clerkship:** (Primarily consult services)  
These courses should allow the student to utilize and build on the fundamental information and skills acquired during the required specialty rotations of the third year and emphasize the practical approach rather than relying largely on textbooks and theoretical skills alone. They should be structured to provide students with deeper insight into complex medical problems and should stress development of the students' intellectual process by which decisions are made and how the data for them are acquired.

Subinternship Electives: There are two types of subinternships: Subinternships and Subinternship/Inpatient. All subinternships should meet the following requirements:

- Students should work-up at least five new patients per week (at least 15 per rotation).
- Students should be actively participating in the ongoing care of the patient.
- Severity of patient illness as well as diversity of patient population are important factors for subinternship approval. Students should not be treating significantly "well" patients.
- Courses with only one focus, i.e., an orthopedic course focusing on one particular part of the body, are too specialized and would not provide a full experience to the student, and would probably not be approved at the subinternship level.
- Students must have substantial patient responsibility, and not just see patients in consultation
- Minimum prerequisites: All subinternship courses must list at least the required Inpatient Internal Medicine, Ambulatory Medicine & Surgery rotations as prerequisites.

**Subinternships** These courses are either in-patient, emergency, or out-patient experiences giving the student increased responsibility for decisions made for the total care of the patient. In general, the student would be expected to function more nearly as an intern than as a third year student. UCLA students are required to take 9 weeks of electives at this level (3 of which must come from the Subinternship\Special Inpatient category below) to meet graduation requirements.

**Subinternship\Inpatient:** There is a special category of subinternship courses in which all of the above criteria for the regular subinternship apply except that these courses must be 90% or above inpatient experience. Students are required to complete 3 weeks of the 6 required subinternship courses from this category to offset the increasing amount of ambulatory care in the required clerkships.

**E. COURSE CHAIR:** The course chair **must** have a UCLA faculty appointment, and has the ultimate responsibility for grading the student's performance.

**Scott Karlan, MD**

**COURSE CHAIR'S PHONE NUMBER:**

**310-423-8353**

**F. SUPPORTING FACULTY:** Faculty lists should be limited to those faculty members who have **major** teaching responsibility in the elective. If the course being submitted is a "multi-disciplinary" course, the supporting faculty and their respective departments should be listed.

*Allan Silberman, Jason Cohen, Catherine Dang, Scott Karlan, Jerrold Steiner, Edward Phillips, Farin Amersi*

**G. STUDENT COORDINATOR:** Give the person's name who will handle students on a day to day basis with respect to scheduling, evaluations, and dropping/adding courses. The Student Coordinator is usually an administrative support person to the course chair who will be readily available to students.

**Sheila Yancy**

**STUDENT COORDINATOR'S PHONE NUMBER:**

**310-423-3544**

**H. REPORT TO:** Give explicit information as to where, when, and to whom the students should report to on the first day of the elective rotation. If your facility is not one of the major UCLA affiliated hospitals, please give your full address.

Call the Chief Resident on Surgical Oncology service the day before to arrange time and place to meet on first day. Also, meet Sheila Yancy in Thaliens Bldg W221 at 9am on your first day to get your paperwork, badge, parking, scrubs, etc.

**I. PREREQUISITES:** List which of the Required Clinical Courses a student should have taken before he/she takes your elective. The Required Clinical Clerkships are Inpatient Internal Medicine (8 weeks), Psychiatry/Neurology (Psychiatry (5 weeks) and Neurology (3 weeks)), Family Medicine (4 weeks), Ambulatory Internal Medicine (4 weeks), Surgery (12 weeks), Obstetrics and Gynecology (6 weeks), Pediatrics (6 weeks) and Radiology (Longitudinal). Inpatient Internal Medicine and Surgery are required prerequisites for subinternship electives.

*Completed required Surgery Clerkship with at least a Pass grade. Completed core Year III Clerkships and is student in good standing at medical school.*

**J. AVAILABLE TO EXTERNS:** (Students from other schools): Circle "Yes" if you are willing to offer your course to students from other medical schools. Otherwise circle "No." If "Yes", your course will be listed in the Externship Packet that is sent out to all  UCLA students requesting course offering information. UCLA students will be enrolled

(Please check one) **YES** or **NO**

**K. STUDENTS PER PERIOD:** **Minimum**--In almost all cases, the minimum is "1" student per rotation. Courses listing minimums higher than "1" should be aware that it is often difficult to meet larger minimums which causes the cancellation of some rotations. **Maximum**--List the maximum number of students you can accommodate consistently throughout the year per rotation. Consider at which point you would be diluting the individual experience with too many students per rotation. This "maximum" will be listed in the computer to control student enrollment during the computer scheduling process.

**Minimum # of students:**

**Maximum # of students:**

**L. DURATION:** The duration may be two, three, or six weeks. Most electives will be two or three weeks in duration since most students and faculty find the 2 or 3 week time block an adequate exposure to a topic.

*3 weeks  
4-week blocks allowed  
for outside schools.*

**M. ELECTIVE BEGINS:** List the week numbers that correspond to the dates that you would like your elective to begin. When establishing starting dates for your course, refer to the enclosed Calendar of Weeks to find corresponding week numbers. List the week numbers, not the dates to indicate starting times. For example, a course that is offered every three weeks would list 2, 5, 8, 11, 14, 17, 20, 27, 30, 33, 36, 39, 42, 45, 48. If your elective will be offered at King/Drew Medical Center, write "By Arrangement" regardless of the dates or the week numbers the course will be offered (Drew students enroll in KDMC electives before the computerized enrollment occurs.)

*2, 5, 8, 11, 14, 17, 20, 27, 30, 33, 36, 39, 42, 45, 48.  
For outside schools, please contact Student Coordinator to confirm dates.*

**N. COURSE OBJECTIVES** (in order of importance): For ideas on developing your own course objectives, it may be helpful to refer to the courses listed in the current *Handbook of Clinical Courses for Fourth Year Medical Student* found on the web at [http://www.medstudent.ucla.edu/sao/clinical/pdf/4yhdbk0203/002\\_tablcont.pdf](http://www.medstudent.ucla.edu/sao/clinical/pdf/4yhdbk0203/002_tablcont.pdf), under the Student Affairs Section. Here are some examples of objectives that may be applicable to your course. You should **list no more than 10 objectives** on your Profile. Below are sample objectives.

- Gain an understanding of the following designated problems: e.g. COPD, asthma, pneumonia, and interstitial lung disease
- Describe current state-of-the-art basic science knowledge relevant to this specialty
- Demonstrate improved history and physical examination
- Apply medical evidence to decisions on treatment
- Interpret the results of tests and special procedures, e.g. "serologies, pulmonary function tests, reading X-rays, and pathology"
- Perform selected techniques or procedures, e.g. "sigmoidoscopy, lumbar puncture"
- Diagnosis and manage of complex inpatient problems, e.g. "coma, sepsis"
- Identify cost effective practices
- Demonstrate effective doctor-patient relationship
- Analyze the use of the health care team in caring for patients in the specialty

- 1. Take an accurate, focused patient history as it relates to their malignant disease, including risk factors, precipitating factors, and family history**
- 2. Ability to perform a focused breast exam**
- 3. Ability to concisely make a patient presentation at the bedside and in the clinic setting**
- 4. Knowledge of common malignant disorders, their biology, and their surgical and adjuvant therapies. These include breast, melanoma, stomach, endocrine, colon, etc.**
- 5. Knowledge of gender and age-specific preventive measures for patients at high risk for breast and other endocrine malignancies**
- 6. Knowledge of appropriate use of imaging modalities, such as ultrasound, MRI, CT scan to diagnose or follow-up on different malignancies, such as breast, pancreas, stomach, etc.**
- 7. Knowledge of appropriate bedside procedures to diagnose common benign and malignant breast disorders, including ultrasound, fine needle aspiration, core needle biopsy, stereotactic biopsy, etc.**
- 8. Knowledge of the indications and risks of minimally invasive surgery for malignant diseases**
- 9. Evidence-based knowledge of treatment recommendations for breast cancer, stomach cancer, pancreatic cancer, colon cancer, melanoma, etc.**
- 10. Knowledge of breast and axillary anatomy**

**O. DESCRIPTION:** This gives you the opportunity to define your course in more general terms, e.g. overall pace and direction of rotation. You can use the Additional Comments section for text overflow.

*This sub-internship is intended to provide the student with in-depth knowledge of surgical oncology as a multi-disciplinary specialty. The student is expected to function at the level of an intern, including pre-operative assessment of the patient in the clinic setting, participation in the operating room, and post-operative care of the patient either in the intensive care unit or on the wards.*

*The student is involved in formal bedside presentations, journal club presentations, and case presentations, which are teaching sessions that are held weekly or bi-weekly. In addition, the student is expected to gain in-depth knowledge by attending various multi-disciplinary conferences, such as Tumor Board and pathology conferences.*

**P. MAJOR PROBLEMS/DISEASES MOST COMMONLY EVALUATED BY STUDENTS:** List up to 8 problems or diseases most commonly evaluated by students. ("Evaluated" includes initial or follow-up assessments with a written record.)

- |                            |   |
|----------------------------|---|
| 1. Breast Cancer           | 5. Thyroid cancer                         |
| 2. Bening breast disorders | 6. Colon cancer                           |
| 3. Pancreatic cancer       | 7. Genetically-linked malignant disorders |
| 4. Melanoma                | 8. Sarcoma                                |

**Q. FACULTY/HEALTH PROVIDERS WITH WHOM STUDENTS HAVE CLOSE CONTACT:** Please check whether students typically have a close educational relationship (one-to-one or one-to-two ratio) during your elective with each of the categories of faculty or health providers listed.

- FULL TIME FACULTY
- CLINICAL FACULTY
- FELLOWS
- RESIDENTS
- INTERNS
- OTHER \_\_\_\_\_

**R. PERCENTAGE OF PATIENTS EVALUATED IN AN "INPATIENT" OR "OUTPATIENT" SETTING BY STUDENT:**

Estimate the percentage of patients evaluated by students in each of the two settings: inpatient and outpatient. They should total 100%. If this is an In-Depth elective and there is no patient contact, you can type "N/A" or "Not Applicable" in the space provided on the form.

**Inpatient**  %

**Outpatient**  %

**S. PERCENTAGE OF TIME SPENT EVALUATING PATIENTS IN "CONSULTATION" OR "PRIMARY CARE" ROLES:**

Estimate the percentage for the two roles: primary care and consultation. They should total 100%. If not applicable, type "N/A" in the space provided on the form.

Consultation  %      Primary Care  %

**T. NUMBER OF PATIENTS EVALUATED:**

Answer the two statements with a number value. If not applicable, type "N/A" in the space provided on the form.

Approximate number of patients evaluated each rotation by the student:

Total number of patients evaluated each month by the entire service:

**U. TYPICAL WEEKLY SCHEDULE:** Please list the activities occurring throughout the week that the student will be expected to participate in: work rounds, attending rounds, lab rounds, other rounds, clinical conferences, journal club, special seminars, and library/research. If there is no activity for a particular block of time, list "Independent Study Time" or "Free Time". No block of time should be left empty. Keep items short; listing names of individuals with whom students will be meeting or specific room number is **not** necessary.

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
AM	6:00-7:15 Work rounds 7:15-9:00 Ward Patient Care 9:00—12:00 Clinic	6:00-7:15 Work rounds 7:15-8:00 Ward Patient Care 8:00-12:00 Operating Room	7:00-8:00 Grand Rounds 8:00-12:00 Library Research	6:00-7:15 Work rounds 7:00-8:00 Educational Conference 8:00-9:00 M+M Matrix 9:15-10:15 Breast Cancer Tumor Board 10:30-12:00 Operating Room	6:00-7:15 Work rounds 7:15-9:00 Ward Patient Care 9:00—12:00 Clinic
PM	12:00-3:00 Clinic 3:00-4:00 Work Rounds	12:00-3:00 Operating room 3:00-4:00 Work Rounds	12:00-1:00 Surgical Oncology Tumor Board 1:00-5:00 Breast Clinic	12:00-4:00 Operating Room 4:00-5:00 Surgical Oncology Conference	1:00-3:00 Clinic 3:00-4:00 Work Rounds

**V. ON-CALL SCHEDULE & WEEKEND ACTIVITIES:** If no on-call, list "NONE". Keep the amount of text to a minimum.

*No on-call, however, the student is expected to participate in weekend rounds for routine patient care. At the same time, the student shall abide by ACGME work hours requirements and not exceed 80 work hours/week in the hospital; the student will have 1 full day off per week.*

**W. ADDITIONAL COMMENTS AND OTHER SPECIAL REQUIREMENTS:** This section is OPTIONAL. State briefly any other important concepts or activities that define your course, or any other requirements that students should be informed about, e.g., stipends, housing, on-call rooms, parking, meal tickets.

Return this application with the AUTHORIZATION FORM to the address below.

*Gezelle Miller*  
*Clinical Curriculum Coordinator*  
*Student Affairs Office*  
*UCLA School of Medicine*  
*Los Angeles, California, 90095-1720.*  
*Internal Mail Code: Room 12-159 CHS, 172016*  
**FAX Number: (310) 794-9574**

