# T3/T4 Rotation Scheduling FAQs

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Am I required to attend the entire T3 orientation?</td>
<td>3</td>
</tr>
<tr>
<td>What are my T3 and T4 requirements?</td>
<td>4</td>
</tr>
<tr>
<td>What is the “donut”?</td>
<td>5</td>
</tr>
<tr>
<td>When do I schedule my donut?</td>
<td>5</td>
</tr>
<tr>
<td>Where can I review my own schedule and grades?</td>
<td>5</td>
</tr>
<tr>
<td>Can I modify my donut?</td>
<td>6</td>
</tr>
<tr>
<td>But I really really want to go off the donut to take an elective.</td>
<td>7</td>
</tr>
<tr>
<td>But Dr. X tells me I must go off the donut and complete electives to match</td>
<td>7</td>
</tr>
<tr>
<td>I had to “go off” the donut. Now what?</td>
<td>8</td>
</tr>
<tr>
<td>What are my other requirements?</td>
<td>9</td>
</tr>
<tr>
<td>Why can’t I take my rotations exactly when I want to?</td>
<td>9</td>
</tr>
<tr>
<td>What is a sub-i?</td>
<td>10</td>
</tr>
<tr>
<td>When do I complete a sub-i?</td>
<td>11</td>
</tr>
<tr>
<td>How do I register for my sub-i?</td>
<td>11</td>
</tr>
<tr>
<td>What fulfills my outpatient surgery requirement?</td>
<td>11</td>
</tr>
<tr>
<td>How do I pick a clerkship or rotation site?</td>
<td>12</td>
</tr>
<tr>
<td>Is there housing for out-of-town sites?</td>
<td>15</td>
</tr>
<tr>
<td>When do I schedule my other rotations?</td>
<td>15</td>
</tr>
<tr>
<td>Can I change my schedule after I’m registered for my other rotations?</td>
<td>16</td>
</tr>
<tr>
<td>Can I be pulled out of a rotation involuntarily?</td>
<td>17</td>
</tr>
<tr>
<td>Is the Community Health clerkship required for everyone?</td>
<td>17</td>
</tr>
</tbody>
</table>
Family Medicine is a 6-week rotation. What do I do with the other two weeks in the 8-week block? ............... 18

What’s the deal with electives? .......................................................................................................................... 18

What kind of electives do I need to complete? ................................................................................................. 19

How much do rotation grades matter? ................................................................................................................ 19

And speaking of dean’s letters. . . ...................................................................................................................... 20

How are core and required rotations graded? ..................................................................................................... 20

How are electives graded? .................................................................................................................................. 21

What is a research elective and how is it graded?............................................................................................... 21

Do I need to complete an away rotation? ............................................................................................................ 22

When can I complete an away rotation? .............................................................................................................. 22

Do away rotations match Tulane’s block schedule? .......................................................................................... 23

How do I register for an away rotation? ............................................................................................................. 23

Who can give me more information about away rotations? ......................................................................... 24

Do duty hour limitations apply to medical students? ........................................................................................ 25

What if I think I’m being mistreated on a rotation? ......................................................................................... 25

What do I do if I’m stuck by a needle during a clerkship or rotation? ................................................................. 26

What’s an interdisciplinary seminar and how do I complete it? ......................................................................... 26

What’s the deal with vacation? ......................................................................................................................... 26

Can I take a brief vacation or leave town during the donut? .............................................................................. 27

How do I plan timing for residency interviews? ............................................................................................... 28
**Am I required to attend the entire T3 orientation?**

Yes. No exceptions. Plan wisely.

Even if you are part of a program (such as the MD/MPH program) that may delay core clerkships until June or if you plan to take additional time to study for Step 1 in May or June, you are required to attend T3 orientation.

Every time you enter a new phase of your training (such as the move from classroom to clinical, from student to resident, from resident to physician) or join a new institution, you will be required to attend training. In addition, medical systems and information change on a regular basis, so orientation is key to remaining current in your field and in your institution. Orientation is part of your profession and your professionalism. Take it seriously.

Watch your Tulane email for more details about your orientation requirements, which will include electronic access for Tulane Hospital, electronic access for UMC, mask fit, PPD placements, and more. You will be expected to complete part of your training in person and part through online modules. The schedules are firm and you are expected to complete all parts of orientation when scheduled, even if you are already familiar with certain electronic systems or facilities.

Students who do not complete all parts of orientation satisfactorily and promptly will not be allowed to begin T3 clerkships in the first block. If you do not successfully complete orientation when you are originally scheduled, you will be placed on leave of absence for the first block (or longer if you do not complete orientation activities during the first block). Your first two months of your T3 year will count as your total vacation time for your T3 and T4 year, and/or your graduation date may be delayed as a result.
What are my T3 and T4 requirements?

You must complete core, required, and elective rotations:

<table>
<thead>
<tr>
<th>Year</th>
<th>Dept</th>
<th>Course #</th>
<th>Course</th>
<th>Duration</th>
<th>Category</th>
</tr>
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<tbody>
<tr>
<td>T3</td>
<td>F</td>
<td>3000</td>
<td>Family Medicine</td>
<td>6 wks</td>
<td>donut: core</td>
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<tr>
<td></td>
<td>SURG</td>
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<td>Surgery</td>
<td>8 wks</td>
<td>donut: core</td>
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<tr>
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<tr>
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<tr>
<td></td>
<td>MED</td>
<td>3000</td>
<td>Medicine</td>
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<td>donut: core</td>
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<tr>
<td>T4</td>
<td>MED</td>
<td>3410</td>
<td>IM specialty clinic (ambulatory medicine)</td>
<td>4 wks</td>
<td>required</td>
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<td>4 wks</td>
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<td>Electives^3</td>
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<td>Vacation</td>
<td>8 wks</td>
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<td></td>
<td>Interdisciplinary seminars (5)</td>
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<td>Required</td>
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<td></td>
<td></td>
<td></td>
<td>Passing Step 1, Step 2 CS, Step 2 CK scores</td>
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<td>Required</td>
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In general, students should use their T3 year to complete core clerkships, explore interests within the required core, and build a fund of clinical knowledge and experience. During the T4 year, students pursue interesting electives and build their experiences to match in the specialty of their choice.

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^1 The pediatrics sub-i is PEDS 4500, 4501 or 4502, rather than 3500.

^2 The following students are exempt from the Community Health clerkship: students who matriculated in SOM with the graduating Class of 2015 or earlier and students in the MD/MPH program at Tulane. These students complete 28 weeks of electives rather than 24 weeks of electives.

^3 Students who are exempt from the Community Health clerkship must complete 28 weeks of electives rather than 24 weeks of electives.
What is the “donut”?  
The “donut” is a shorthand way of referring to 7 core clerkships that must be completed in a specified order during your T3 year, before you are allowed to complete any other required or elective rotations. Students request a starting point on the donut, and then follow the “donut” schedule until all core clerkships are complete.

For example, if a student requests to begin the donut on obstetrics/gynecology, the student will complete obstetrics/gynecology, then medicine, then family medicine, then surgery, then pediatrics, then psychiatry/neurology (psych and neuro are both 4 weeks, so students will complete one of the rotations for the first 4 weeks of the block, and the other rotation for the second 4 weeks. You will be assigned to the order of psych/neuro when you are assigned your donut).

If a student requests to begin the donut on family medicine, the student will begin with family medicine, then surgery, then pediatrics, etc.

When do I schedule my donut?  
T3s will log in to eMedley and begin requesting their preferred “donut” order in mid- to late-February. Final donut assignments should be made by early-March. As always, watch your Tulane email for important scheduling announcements and deadlines. Donut rotations (core clerkships) start at the beginning of May.

Where can I review my own schedule and grades?  
Review your transcript on Gibson Online each semester to review your grades and completed requirements as you progress through medical school. Track your progress by familiarizing yourself with your requirements and regularly reviewing your Gibson Online transcript to note what requirements you have completed and what requirements you still need to complete.

In Gibson Online, view your unofficial advising transcript for the rotations you’ve completed and grades you’ve earned.

You can view your year-long schedule in eMedley after your donut schedule is official and published!

You can view your schedule each semester (as opposed to the whole year) in Gibson Online, and you should compare your Gibson Online schedule against your eMedley schedule for accuracy. In Gibson
Online, under “My Courses and Grades,” select the appropriate term from the drop-down menu then select the “View Concise Schedule” button to **review a particular semester’s registration, including start and end dates.**

In the “View Concise Schedule” feature, your fall registration (May through December for T3s, July through December for T4s) is generally available for viewing on Gibson Online by April. Your spring registration (January through June for T3s, January through April for T4s) is generally available for viewing on Gibson Online by mid-November.

Review your schedule periodically in both eMedley and Gibson Online: at the start of each semester, shortly before the next block, any time you plan to request a schedule change, any time you receive notification from the Office of Admissions and Student Affairs that your schedule has been changed.

Also note gaps in your schedule and resolve those gaps as soon as you can rather than waiting until the last minute. Remember that it is your responsibility to know your requirements and know your schedule.

**Can I modify my donut?**

The purpose of the donut is to guide students through required clerkships, minimize scheduling challenges, provide a clinical foundation on which other requirements and rotations will build, and help ensure that students have completed all core clerkships by the time residency interviews begin. In addition, eMedley uses an algorithm to match students as effectively as possible with their preferred starting point on the donut. Therefore, requests to modify your donut should be infrequent and should be made only after careful consideration.

Some circumstances are legitimate, justifiable reasons for requesting to **delay the start of the donut:** For example, some students may need more time to study for Step 1. Some MD/MPH students may be enrolled in spring public health classes in May and may not be able to begin their donut in May. These students should request to begin their donut later; however, remember that any changes or delays to your schedule may create challenges for scheduling the remainder of your rotations.

Other requests to delay or otherwise “go off” the donut are reviewed by Dr. Kahn on a case-by-case basis and should be limited to significant personal or medical events. Complete the “Donut Exception Advising Form” ([https://medicine.tulane.edu/sites/g/files/rdw761/f/pictures/Donut%20exception%20advising%20form%20fillable%202017%2009-22.pdf](https://medicine.tulane.edu/sites/g/files/rdw761/f/pictures/Donut%20exception%20advising%20form%20fillable%202017%2009-22.pdf)) then schedule a face-to-face meeting with Dr. Kahn by calling 504.988.5331. Bring the completed, signed form with you when you meet with Dr. Kahn. **Requests to take electives before all core clerkships are complete are typically not honored.**

Students may be able to **switch part of the donut** with another student; however, the burden is on the students to arrange with another student to switch that particular rotation. Students must switch both parts of their donut with each other.

For example, if Gilligan wants to switch a slice of his donut, he can switch with Ginger if she agrees. However, Gilligan and Ginger must swap out the two affected slices of the donut (Ginger must complete surgery when Gilligan was originally scheduled and give Gilligan her slot in family in exchange. Gilligan
The rest of Gilligan’s and Ginger’s donuts will follow the donut schedule each was originally assigned.

The Office of Admissions and Student Affairs must be notified of and approve any changes to the clerkship schedule.

Any core clerkship schedule changes must be requested at least 30 days before the start of the clerkship.

But I really really want to go off the donut to take an elective.

We appreciate your enthusiasm for exploring electives. And we admire your interest in, for example, exploring the specialty in which you hope to match. But you must stay on the donut.

The donut has been designed strategically to help you be as competitive and as prepared for the Match as possible.

1. Most residency programs want to see a student’s performance in all core clerkships. Going off the donut means you may not be able to complete all of your core clerkships by the time your MSPE (your “Dean’s Letter”) is composed—generally beginning in late July of your T4 year through early September. Unfinished core clerkships are likely to pose more of a disadvantage in the residency interview process than not having multiple electives in your specialty.

2. Most United States and Canadian medical schools do not begin fourth-year electives until July; Tulane’s timing gives Tulane students a two-month head start on electives over other medical school students. At worst, Tulane students will be on par with students from other medical schools in terms of completing electives. Realistically, even after you complete your donut, you’ll still have the opportunity before interview season to complete more electives than your competition will have completed.

3. The donut ensures that you are completing the core clerkships on which your USMLE exams will be based. Going off the donut and delaying your core clerkships puts you at a potential disadvantage for when you will be fully prepared to take your board exams.

But Dr. X tells me I must go off the donut and complete electives to match.

We are delighted you are seeking career advice and academic guidance from specialists and faculty in your preferred field—you should definitely be seeking out mentors who are intimately aware of the match process for your particular specialty. And Dr. X has your best interests at heart. But the core scheduling process is a tried-and-true method of completing core clerkships and is based on carefully considered principles of medical education and the process of applying for residency training.

You must stay on the donut.

See the sections above for why you do not need to go off the donut to explore interests or create a competitive residency application. You must stay on the donut unless you have significant personal or medical circumstances and have received approval from Dr. Kahn.
I had to “go off” the donut. Now what?

The traditional timeline for Tulane SOM students is to complete Step 1 in April, begin the donut path in May at the start of your T3 year, complete all required T3 clerkships back-to-back with no breaks, and finish the final required T3 clerkship in April at the end of your T3 year.

This traditional timeline is a time-tested approach to completing medical school curriculum and preparing for entry into the medical profession. While we encourage all students to follow this timeline, we recognize that life happens and that some students may need to follow an alternate path.

- Some students may not be able to follow a traditional donut path because they are in the MD/MPH program and cannot begin core clerkships in May.
- Some students decide they need additional time to study for Step 1 and opt to begin the donut later than their peers.
- Some students face a personal, family, or medical emergency that requires them to delay the start of their T3 clerkships or that requires them to withdraw from a clerkship during their T3 year.

These are all legitimate reasons to seek an exception to the traditional timeline: students are successful whether they choose the traditional timeline and or whether they must go “off the donut” for legitimate reasons. Nevertheless, the request to go off the donut is not one to be made lightly, and students should be aware of the consequences of “going off” the donut so they can plan their T4 year appropriately.

Clerkship Completion

Students are required to complete all clerkships by October of their T4 year. Students who delay the start of the donut, or who take time off during the donut, will have to complete required clerkships during their T4 year. Delaying or going off the donut may limit your T4 flexibility: you will need to devote some of your T4 fall time to completing a core clerkship rather than a sub-internship, elective in your preferred specialty, or away rotation.

Away Rotations

Students are required by Tulane to complete all core clerkships before they are eligible to complete an away rotation. Most away rotations prefer, if not require, that visiting students have all core clerkships completed. Delaying or going off the donut may delay the earliest date you can begin an away rotation.

Step 2 Preparation

Step 2 tests the fund of knowledge you are expected to acquire in T3 clerkships. Delaying or going off the donut may affect your preparation for Step 2.

Prerequisites and Specialty Exploration

Some departments, such as Medicine, require the clerkships as prerequisites for electives. All the clerkships expose you to possible career specialties. Delaying or going off the donut may delay the earliest date you can complete an elective or sub-internship, and it may disadvantage you in your career exploration.
**Vacation Time**

Students in the MD/MPH program may earn credit in May of their T3 year for the public health elective month, an elective based on the 15 hours of public health core curriculum and approved by the SOM Curriculum Committee. All other students who opt to delay the donut for Step 1 study time or who require personal time off of the donut must use vacation time. This vacation time will be part of the 8 total weeks of vacation time you are allowed during your T3 & T4 year combined. In some cases, you may be able to be placed into a required 4-week or 2-week rotation, space permitting. Space may not always be available in a required rotation. Students who must go off the donut will not, however, be able to choose their preferred required rotation, nor will they be able to complete an elective instead of a clerkship. Delaying the start of or going off the donut may reduce your total vacation time. In extreme cases (i.e., requiring more than 8 weeks of time off of the donut), this will extend your time to graduation.

**What are my other requirements?**

After students complete the donut (their “core” clerkships), they must complete additional required rotations and a minimum number of elective rotations. See the table in the section “What are my T3 and T4 requirements?” above for a complete list of all clinical graduation requirements.

**Why can’t I take my rotations exactly when I want to?**

T4s schedule their rotations according to a lottery system.

Space in many rotations (core, required, and elective) is limited by faculty director preferences and by site availability: this is a condition to be expected both in education and in the health care industry.

Some rotations reach their capacity quickly during the T4 scheduling process, which limits students’ ability to complete the rotation according to their ideal schedule.

In the case that a rotation fills beyond capacity, students may be pulled from a rotation and rescheduled in a month with lower enrollment.

In addition, some rotations such as ambulatory medicine and community health will have “minimum enrollment” numbers. If a rotation does not meet the minimum enrollment number with students who’ve requested that particular block, the Office of Admissions and Student Affairs will enroll students in blocks with lower enrollment in order to meet the minimum enrollment number and attempt to keep enrollment uniformly divided among all blocks. **Furthermore, students are not able to drop or switch out of required rotations after their individual scheduling sessions** unless under extreme extenuating circumstances and with departmental approval. Students are encouraged to be flexible and to consider front-loading or back-loading required rotations.

- During May and June, away sites are unlikely to offer spots to visiting students: therefore, scheduling required rotation in May and June will help you keep July, August, and September free for away rotations if you feel you must complete aways for a successful match.
- The spring semester will have no impact on your ERAS application, so March and April are good times to schedule required rotations so that you can leave your fall free for required rotations and key electives.
And as in life, students are encouraged to accept that they may inevitably be required to complete rotations at times they don’t think are ideal and that there’s no single “perfect” schedule.

Enrollment and adding/dropping flexibility become particularly important to students during interview season. Plan interview season carefully in your schedule.

**What is a sub-i?**

See TMedWeb for a detailed description of a sub-internship, which provides the student with experience and preparation for inpatient medical care, similar to that of a first-year house officer. Students may complete sub-internships in the following Tulane departments:

- Family medicine
- Medicine
- Neurology
- OB/Gyn
- Pediatrics
- Psychiatry
- Surgery
- Urology

Tulane students may complete away sub-internships in all of the fields listed above, plus orthopaedics.

Some departments do not offer team-based, inpatient medical care (for example, emergency medicine, dermatology, pathology, radiation, radiation/oncology) and **do not, therefore, offer sub-internships.**

*If students wish to complete an away sub-internship,* they must follow the basic rules of completing an away rotation, including submitting an approved extramural clerkship approval packet at least 30 days before their sub-internship is scheduled to begin. In addition, to complete a sub-internship at an away site, students must follow additional rules:

- The school offering the away rotation must explicitly title the rotation a sub-internship. (One method is to search in VSAS for “sub-internships.”)
- The sub-internship must be in a specialty Tulane deems eligible. For example, some sites offer emergency medicine, dermatology, radiation, etc. sub-internships; however, because these specialties do not meet Tulane’s standards for a sub-internship, these rotations will not fulfill your Tulane sub-internship requirement. You may still opt to complete them as an away elective.
- You must request on the extramural clerkship application that you are requesting sub-internship credit:

<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
<th><strong>Rotation Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name:</td>
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</tr>
<tr>
<td>Tulane ID #:</td>
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<td>Email:</td>
<td>Name of rotation:</td>
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<tr>
<td>Phone:</td>
<td>Tulane’s equivalent department:</td>
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<tr>
<td>Signature:</td>
<td>Are you requesting sub-internship credit for this rotation?</td>
</tr>
</tbody>
</table>

See the section in this document called “How do I register for an away rotation?” for more information.
When do I complete a sub-i?

You should not complete a sub-internship during interview season.

When you complete your sub-internship depends on what you plan to match in. Discuss with your specialty-specific faculty mentor, clerkship coordinators, or Dr. Kahn how a sub-internship fits into the application process for your intended field. Early and ongoing discussions and research about your intended fields are critical to ease your mind about the timing of your fourth year.

Regardless of what you match in or when you complete your sub-internship, comments from your sub-internship evaluation never appear in your MSPE (your “dean’s letter”).

For some fields, such as medicine, comments from your sub-internship evaluation will appear in your “chairman’s letter” (which is not the same as the MSPE and which not all fields require: discuss your field’s application practices and requirements with your faculty mentors). Therefore, if a student intends to go into internal medicine, the Medicine Department prioritizes that student for a sub-internship in May, June, July, August, and sometimes September. This gives the department enough time to collect adequate information for the student’s chairman’s letter before ERAS opens in September.

In other fields, such as radiation/oncology, dermatology, and pathology, performance in the sub-internship is not critical for how students are evaluated in the match process. Students interested in these fields should prioritize completing electives in their fields in the fall; students interested in these fields can wait to complete a sub-internship in spring, after interview season is over.

How do I register for my sub-i?

Students should discuss availability, scheduling, and sub-specialty options with the department in which they wish to complete their sub-i. All departments control enrollment (including how they prioritize student requests and when they assign sub-internship spots).

Students must have written permission from those departments (email is acceptable) before Student Affairs will add the sub-internship to their schedule.

What fulfills my outpatient surgery requirement?

The Office of Admissions and Student Affairs schedules students for available spots in outpatient surgery. The Surgery Department assigns the registered students to particular specialties.

Space permitting, students may choose a specialty in which to complete their outpatient surgery requirement (SURG 3120). Students may fulfill their SURG3120 requirement with ophthalmology, urology, orthopedics, plastic surgery, hand surgery, breast surgery, otolaryngology, and potentially others. However, you may not retroactively request that a rotation count as your outpatient surgery requirement. For example, if you complete a rotation in urology and have registered for a urology rotation (rather than having registered for an outpatient surgery rotation), you may not request during or after your urology rotation that it count as your outpatient surgery requirement instead of a urology elective.
In general, the Surgery Department notifies students six weeks before the SURG3120 block begins which specialties are available and generally places students on a first-come, first-served basis. So as always, monitor and respond to your Tulane email account regularly.

Remember to be flexible: You have enough elective time that you don’t need to rely on your outpatient surgery requirement for exposure to your preferred specialty. It’s critical to complete the requirement; it’s lagniappe to complete it in the specialty you prefer.

**How do I pick a clerkship or rotation site?**

Whether you are completing a “donut” clerkship or another required or elective rotation, most often the department will schedule you at a rotation site.

Each department assigns students differently, and at different times before a rotation begins. Students should check with the department about available sites and how and when site assignments are made.

Particularly for the core clerkships, some departments may expect you to travel to Baton Rouge or rural environments regardless of whether you have a car. For example, Family Medicine has very few sites in New Orleans. Discuss preferences with the department, but remember that part of professionalism is being flexible and adjusting to circumstances you may not view as ideal.

You might begin discussions with the department in the block before you are scheduled to rotate. Some departments may be able and willing to accommodate requests earlier than that. If you do not have a preference for a site, you can wait until the department contacts you to choose or accept your site.

The following table is a helpful guide to how departments generally place students in clerkships ("donut" rotations). Remember, though, to check and respond to your Tulane email daily for the most up-to-date information about site placement, departmental communications, etc.

<table>
<thead>
<tr>
<th>Department</th>
<th>Coordinator</th>
<th>Site Placement Notes</th>
</tr>
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<tbody>
<tr>
<td>Family Medicine</td>
<td>Adam Peltz</td>
<td>Students must be prepared for the possibility of an out-of-town placement (with housing provided) or a commutable one.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:apeltz1@tulane.edu">apeltz1@tulane.edu</a></td>
<td>Site placement will be available at least one week before the start of the block. See department for more information.</td>
</tr>
<tr>
<td></td>
<td>504.988.4705</td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>Leigh-Ann Sallis</td>
<td>Site placement will be available at least one week before the start of the block. See department for more information.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lsallis@tulane.edu">lsallis@tulane.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>504.988.7892</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Coordinator</td>
<td>Site Placement Notes</td>
</tr>
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</tr>
<tr>
<td>Neurology</td>
<td>Zenobia Colon</td>
<td>Please hold all inquiries about NEUR site placements until one month before your block. The department will send you a list of available sites at least 4 weeks in advance. At that time, you can rank the sites and submit any inquiries. We do not start planning site placements until 2 to 3 ½ weeks before the start of each block. Site placement will be available the week before the start of the block. See department for more information.</td>
</tr>
<tr>
<td>Obstetrics-Gynecology</td>
<td>Tracy Carrero</td>
<td>The department will email students about a month before the clerkship start date to inquire about student preferences for the rotation (the email includes general info about what's available that block). About a week later, the department will distribute the site placement list.</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Lauren Rossi</td>
<td>About 4 weeks before the block starts, the department will email students to indicate site placement options. It is extremely important that students read this email and respond accordingly. Students should be prepared for the possibility of an out-of-town site placement with housing provided. Students with family or health issues may request an out-of-town site placement exemption by responding to the email with details for exemption. Site placement will be available at least one week before the start of the block. See department for more information.</td>
</tr>
</tbody>
</table>
There are multiple clinical sites for this clerkship. Most of them are inpatient psychiatric units. We have some specialty psychiatry experiences, and if you have interest in rotating at one or more of these sites, please let Nyja Horton (nhorton1@tulane.edu) know AT LEAST 2 MONTHS PRIOR TO YOUR ROTATION. We will do our best to place you accordingly:

2. Forensic psychiatry at East Louisiana Mental Health in Jackson, LA: Inpatient psychiatry units managing patients with civil and criminal commitments
3. Addiction Psychiatry at River Oaks Hospital
4. Consult and Liaison Psychiatry: Consultation services in the ER and on the multiple medical floors at TMC

IF YOU HAVE A HARDSHIP, PLEASE LET NYJA KNOW AT LEAST 2 MONTHS PRIOR TO YOUR CLERKSHIP.
Otherwise placement is based on a lottery system. Site placement will be available at least one week before the start of the block.

Site placement will be available at least one month before the start of the block. If you’re interested in a Baton Rouge/Thibodaux/Northshore placement, or, if you have a specific site request, please contact the student program coordinator at least 2 months in advance. All requests are considered, but not guaranteed.

Elective and required rotations (as opposed to clerkships) may be scheduled differently than the clerkship in the same department. Check eMedley’s eCurriculum site for the approval process or inquire directly with the department for their site placement process for elective and T4 required rotations:
<table>
<thead>
<tr>
<th>Department</th>
<th>Coordinator First Name</th>
<th>Coordinator Last Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathology</td>
<td>Beatrice</td>
<td>Delucca</td>
<td><a href="mailto:bdelucc@tulane.edu">bdelucc@tulane.edu</a></td>
<td>504.988.2436</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Lauren</td>
<td>Rossi</td>
<td><a href="mailto:lrossi@tulane.edu">lrossi@tulane.edu</a></td>
<td>504.988.3161</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Nyja</td>
<td>Horton</td>
<td><a href="mailto:nhorton1@tulane.edu">nhorton1@tulane.edu</a></td>
<td>504.988.5406</td>
</tr>
<tr>
<td>Radiology</td>
<td>Donald</td>
<td>Olivares</td>
<td><a href="mailto:olivares@tulane.edu">olivares@tulane.edu</a></td>
<td>504.988.2976</td>
</tr>
<tr>
<td>Surgery</td>
<td>Maria</td>
<td>Ragas</td>
<td><a href="mailto:marabie@tulane.edu">marabie@tulane.edu</a></td>
<td>504.988.3909</td>
</tr>
<tr>
<td>Teaching Kitchen</td>
<td>Leah</td>
<td>Sarris</td>
<td><a href="mailto:lsarris@tulane.edu">lsarris@tulane.edu</a></td>
<td>504.988.9108</td>
</tr>
<tr>
<td>Urology</td>
<td>Demi</td>
<td>Robert</td>
<td><a href="mailto:drobert@tulane.edu">drobert@tulane.edu</a></td>
<td>504.988.2794</td>
</tr>
</tbody>
</table>

**Is there housing for out-of-town sites?**

Students who are completing *electives* at out-of-town sites are required to find and fund their own housing.

Students who need housing while doing *required T3 clerkships* at hospitals outside of the Greater New Orleans Area may be eligible for SOM-provided housing. Department coordinators can give students information about housing: assignments for housing and expectations for picking up and returning keys and domestic supplies (if available) may differ by location. Students must meet the following criteria to be eligible for housing paid for by the Dean’s Office:

- If a student’s commute to the rotation is more than 1 hour 15 minutes, or more than 60 miles.
- If a student has to leave before 5:30 AM and the commute to the rotation is more than 1 hour, or more than 60 miles.

Students will not be reimbursed for the costs of housing in or travel to any sites (such as Covington or Mandeville) that do not meet these criteria. Students who are assigned to Baton Rouge for individual clerkships (such as at Our Lady of the Lake Hospital) will be provided housing.

Please note that housing arrangements may change. Also note that two students will be placed in each bedroom for each location paid for by the Dean’s Office.

Departments such as Family Medicine who place their students in distant locations may have additional housing options for students: check with the department for details. Students are reminded that they are expected to behave professionally, leave their housing arrangements broom clean and in good condition, and leave all provided supplies (such as bedding, kitchen utensils, etc.) at the end of the rotation.

**When do I schedule my other rotations?**

As always, check your Tulane email daily for important administrative announcements. Starting in mid-January through mid-February, rising T4s will schedule their T4 year (from May through April). Starting in late February, rising T3s will rank their donut preferences.
Scheduling for both T3s and T4s is done systematically, in an organized fashion, on a tight schedule.

Remember that T3s will simply be asked to log in to eMedley and “preference” their donut schedule. eMedley will use its proprietary algorithm to assign students donut schedules based on availability and demand. The starting point on the donut determines the order of core clerkships. Remember that students are not allowed to modify or go off the donut.

T4 students will be assigned scheduling times by lottery number and will be expected to attend their scheduling appointment fully prepared and promptly. Students will receive communication, tools, and guidance ahead of time to help plan schedules and organize their requests.

Scheduling appointments are key opportunities for academic counseling to make sure graduation requirements are either scheduled or planned. However, scheduling appointments are not designed to be career counseling sessions. Before students arrive for their scheduling appointments, they should have reviewed all scheduling communication, reviewed Gibson Online transcripts to determine their completed and remaining requirements, received permission as necessary from departments for electives and sub-internships, and planned their schedules with alternative options, should some of their preferences be full or unavailable.

During their January/February scheduling session, T4s must schedule all required rotations, including Community Health, Internal Medicine Specialty Clinic (“Ambulatory”), Emergency, Radiology, and Outpatient Surgery. It is highly recommended that you have permission for your sub-internship during your scheduling session as well. After students’ individual scheduling sessions, they will not be allowed to drop or move their required rotations unless under extreme extenuating circumstances and with permission from the department. So schedule carefully with your required rotations in mind. For example, if you wish to complete an away rotation before you submit your ERAS applications, allow plenty of open space in your fall schedule to allow flexibility in completing an away rotation, and schedule your required rotations during the May and June (when institutions generally do not accept visiting students) and spring, including March and April.

Can I change my schedule after I’m registered for my other rotations?

**T3 students:**

*Students may not swap a core clerkship (a “donut rotation”) with another student less than 30 days before the start of the rotation.*

*Students are strongly discouraged from changing and are generally not allowed to change their donut schedule.* See the section “Can I modify my donut?” for more details.

**T4 students:**

Remember that some rotations are limited in available sites and supervisors, and that some departments need to make site assignments well in advance of the start of the rotation. Therefore, schedule changes may not always be possible.
Students will not be allowed to drop or rearrange required rotations after they have scheduled them during their individual scheduling sessions unless under extreme extenuating circumstances and with permission from the department.

Students who wish to change electives more than 30 days before a rotation begins may change their elective rotation schedules if spots are available in their preferred rotation. See the “List of Student Rotations” (circulated as a separate PDF file) for information about how to receive permission for specific rotations. For all sub-internships and research and most electives, the Office of Admissions and Student Affairs requires written documentation (such as an email) from the department before you can be registered for these rotations.

Students who wish to change their schedules less than 30 days before a rotation is scheduled to begin MUST submit a schedule change form, signed by both the department whose rotation is being dropped and the department whose rotation is being added. You may find the schedule change form on TMedWeb (Under the “Students” button at the top of the page, select “institutional forms,” then select the “Schedule Change Form” link). Even if a rotation such as musculoskeletal medicine or an online elective did not initially require permission to register, departmental permission is required to drop or add these rotations less than 30 days before the block begins.

Requests to change registration a week or less before a rotation begins, or retroactively, will be denied.

Can I be pulled out of a rotation involuntarily?
In some cases, the Office of Admissions and Student Affairs may need to adjust registration and remove a student from a rotation that is overbooked, or to put a student into a rotation that is underbooked, to accommodate a department that has had a change in site/faculty availability, or to make room for another student. Such changes will be minimized and students will be given as much notice as possible to request another rotation during that time slot. Please be flexible, understanding, and professional.

Students may also be pulled from clerkships or rotations for academic deficiencies or behavioral or professionalism concerns.

Is the Community Health clerkship required for everyone?
The following students are not required to complete the Community Health clerkship:
• Students who began their SOM curriculum as a member of the Class of 2015 or earlier; and
• Students in the MD/MPH program at Tulane.

These students are exempt from the Community Health clerkship requirement and will complete 28 weeks of electives rather than 24 weeks.

All other students are required to complete the Community Health clerkship (this includes students in the TAP-TP, MD/MBA, PSP programs, and students who earned their MPH in a program OTHER THAN the MD/MPH combined degree program).
Family Medicine is a 6-week rotation. What do I do with the other two weeks in the 8-week block?

Family Medicine blocks always begin at the start of an 8-wk block and end 2 weeks before the end of the 8-wk block. i.e., a student cannot opt to begin FAMY3000 2 weeks into an 8-wk block.

A few weeks before your FAMY3000 block is scheduled to begin, you will receive an email from SOMSchedule@tulane.edu with more information about how to request vacation, an elective, or a required rotation during this 2-week block. This email will include directions about how to request a schedule change/addition. As always, pay careful attention to your email: requests are filled on a first-come, first-served basis AFTER the email is sent.

During the two weeks after FAMY3000 is over, you can
- Use the final two weeks of the eight-week block as vacation: these will count as two weeks of your total eight weeks of vacation during your T3 and T4 year combined. Vacation will appear as a gap on your eMedley and Gibson Online schedules—you will not see “vacation” during that time.
- Complete an elective in a specialty you might be interested in pursuing: watch your inbox for the informational email from SOMSchedule@tulane.edu.
- Pursue a 2-week required rotation (EMER4020, RADS3020, RADS3020, SURG3120): space is often not available in required rotations because of T4 demand. Watch your inbox for the informational email from SOMSchedule@tulane.edu.
- With prior approval from the Family Medicine Department, students might also complete an additional two weeks at their same clerkship site and earn two weeks of elective credit.

Not all options may be available to you, depending on demand from T4s, so remember that you must be flexible and have more than one plan.

What’s the deal with electives?

Students are required to complete clinical elective rotations:
- Students who are required to complete the Community Health rotation must complete 24 weeks of electives.
- Students who are not required to complete the Community Health rotation (students in Tulane’s MD/MPH program or students who began SOM with the Class of 2015 or earlier) must complete 28 weeks of electives.

Electives are scheduled in 2-week or 4-week intervals (no clinical electives are shorter than 2 weeks). Your required rotations (sub-internship, EMER4020, RADS3020, SURG3120, MED4409, MED3410) do not count towards your required number of electives.

Students can review eMedley’s eCurriculum site for more information about electives, including contact information and the permission process.

The Office of Admissions and Student Affairs, rather than a department, schedules a very few electives (pending availability) such as anesthesiology, emergency medicine, and radiology. In addition, Student Affairs schedules for the Lilly elective, orthopedic surgery, musculoskeletal medicine (formerly “PM&R”), palliative care, quality improvement, “Making Medicines,” and the online medical Spanish electives. All
other electives in all other departments require written departmental approval before the elective can be added to your registration.

Students can use elective time to explore career interests. Some students schedule both vacation and elective time strategically when they have personal obligations (such as weddings or other family events) or during interview season, which is generally November through January.

What kind of electives do I need to complete?
The kind of electives you need to complete depends on your anticipated medical specialty. You should research your preferred specialty by exploring online resources, attending interest group meetings, and meeting with faculty in your preferred field. Your research, along with your personal preferences for scheduling flexibility and calendar considerations, will help determine which electives you will choose.

Remember to consider some unique elective offerings:

Online electives, such as palliative care, quality improvement, online medical Spanish, and “Making Medicines” not only expose you to valuable information, but their online format might give you the freedom to travel or complete other personal obligations while also fulfilling elective requirements. Not all of these electives are offered year round.

Please note that there is an additional fee for online Medical Spanish that you must pay directly to Canopy (the company providing the online content). This fee is subject to change and is not controlled or negotiated by Tulane. Current rates and access are subject to change. As of January 2017, rates were approximately $345 for a year of access to the course content. You can complete all three levels of Medical Spanish during your year-long access.

The Lilly elective gives you the opportunity to experience the pharmaceutical industry with dedicated industry mentors. In addition, it pays for travel and housing in Indianapolis. Watch your Tulane email for application and scheduling details. The Lilly elective accepts applications on a quarterly basis and requires a personal statement detailing an interest in a specific area of the pharmaceutical industry.

The Teaching Kitchen is an elective unique to Tulane that gives medical students hands-on experience in food preparation, kitchen operations, and culinary medicine.

How much do rotation grades matter?
Students are always encouraged to perform their best during rotations, but only you can decide how much individual grades matter to you.

Core clerkship (“donut”) grades, along with T1 and T2 performance, are used to calculate class quartile.

Class rank is calculated in quartiles. Class rank is neither published for the public nor is it printed on student transcripts. Class rank is used only for Alpha Omega Alpha (AOA, the medical honor society) consideration and for use in your Medical Student Performance Evaluation (MSPE, commonly referred to as your “dean’s letter”).
In addition, individual grades and a performance narrative for your core clerkship (“donut”) rotations are recorded in your MSPE. MSPE comparative data reflect a student’s graduating class, rather than matriculating class. However, if you take leave of absence after your MSPE has been drafted and uploaded to ERAS, your original MSPE may be used. If you delay a core clerkship until your T4 year, you must complete the clerkship before October of your T4 year. If you complete a T3 clerkship in May/June of your T4 year, the grade and comments will be reflected in your MSPE. If you complete a clerkship in either July/Aug or Sept/Oct of your T4 year, the grade and comments will not be reflected in your MSPE.

Remember that residency programs consider multiple characteristics of each candidate in addition to your grades: your USMLE scores, your CV, your interview skills, your letters of recommendation, your ERAS application, and the information contained in your MSPE (which is not a letter of recommendation but a comprehensive and formulaic evaluation of your performance in medical school).

Also remember that faculty have put careful thought into determining your clerkship and rotation grades and are likely confident that their evaluation of your performance is accurate.

Nevertheless, if you believe that your grade is inaccurate or does not reflect your performance in a rotation (core, required, or otherwise), you may appeal your grade. The first step in resolving a grade concern is always for the student to speak directly with the course director. For more information about the process to appeal grades, review the Tulane Handbook for Medical Students, available online.

And speaking of dean’s letters...

Not only do your clerkship (“donut” rotation) grades appear in your dean’s letter, but so do the narrative comments about your performance in each of the required clerkships. Remember that your dean’s letter (your Medical Student Performance Evaluation) is not a letter of recommendation but a summary letter of evaluation. AAMC describes the MSPE’s purpose as “not to advocate for the student, but rather to provide an honest and objective summary of the student’s [performance].” Therefore, expect that your letter might contain not only positive details, but also challenges that you’ve overcome or weaknesses that you strengthened over the course of a rotation.

You will receive an automatic email as soon as your clerkship evaluation is available for you to read, which should be shortly after your clerkship ends. Review your evaluative comments as soon as they are available through E-Value.

If your evaluation contains comments that you believe are factually inaccurate, address those inaccuracies as soon as possible with the clerkship director. Do not wait until you read the draft of your final dean’s letter to address inaccuracies: the sooner you address inaccuracies, the more likely the clerkship director is to remember your performance, consider your request, and consider revising the clerkship comments. Only the clerkship director can decide to revise comments: the Office of Admissions and Student Affairs does not revise clerkship comments, nor does the office provide you with a copy of the comments before your final dean’s letter is available for review.

How are core and required rotations graded?

All core (“donut”) and required rotations four weeks and longer are assigned a grade of H, HP, P, C, or F. Your clerkship director or departmental contact should explain to you how your rotation will be graded.
See also your student handbook for more general details about Tulane School of Medicine’s grading system.

Each clerkship may weight components differently from other clerkships. Review your clerkship materials, and clarify any questions with the departmental program coordinator or the clerkship director. Also clarify with your program coordinator and clerkship director who will be responsible for assigning your final grade—the responsible person will also likely differ from clerkship to clerkship.

**How are electives graded?**

All two-week electives are graded on a pass/fail basis.

Most four-week electives are assigned grades of H, HP, P, CP, and F. Exceptions include DeBakey scholar research, musculoskeletal medicine (formerly “PM&R”), the MD/MPH rotation, the public health rotation, and the tropical medicine rotation for MD/MPH&TM students, which are all graded pass/fail.

Students should keep this grading system in mind as they’re planning for particular residencies (for example, a 4-week elective might give you an “honors” in a specialty you’re interested in, whereas a 2-week elective will be pass or fail).

Check with the department if you have any questions about how your 4-week elective will be graded.

**What is a research elective and how is it graded?**

Medical students are not required to complete research. However, students who wish to participate in an extended research experience may do so and receive elective credit.

A research elective is a four-week rotation that allows a student to explore a specific interest. Students are allowed to earn credit for only a single four-week research elective. Two-week research electives are not allowed. Research electives must begin at the start of a four-week block (*i.e.*, it cannot begin and end in the middle of two four-week blocks). More than one research elective is not allowed unless approved by Dr. Kahn. The only exception is for PSP students, who may earn credit for two 4-week research electives (for a total of eight weeks of credit).

To complete a research elective, you must find a principal investigator (PI) who is willing to work with you. Some departments (such as medicine and surgery) require additional approvals and paperwork: check with the departmental coordinator for departmental processes and requirements. Some departments also have deadlines by which you must receive permission for the research elective. For example, the Surgery Department requires that you receive approval at least 30 days before you begin research and will not give you credit for a research elective that is not approved before this deadline.

_You must have written permission from the department before the Office of Admissions and Student Affairs can add a research elective to your registration._

Discuss with the PI the terms of your elective and any required “deliverables.” Research electives will vary in terms of how much work is required, how much supervision is available, etc.
Research electives are assigned grades of H, HP, P, C/P, or F.

**Do I need to complete an away rotation?**

Students are not required to complete away rotations. However, students interested in some residency specialties might wish to complete away rotations to get to know the specialty and the program, and to let the program see them in action.4

Students interested in the following highly competitive residency programs may feel a need to explore away rotations:

- Dermatology
- Emergency Medicine
- Neurosurgery
- Ophthalmology
- Orthopedics
- Otolaryngology (ENT)
- Plastic surgery
- Radiation-oncology
- Urology

Students should research their intended specialty: The list above may not be comprehensive, and residency programs may vary.

Also note that “away” rotations are not designated as such on a student’s transcript. Away rotations appear as electives in the field. For example, an away rotation in surgery will simply appear as “surgery” on a student’s transcript, rather than “surgery: UCSF.”

**When can I complete an away rotation?**

_Students must complete their donut before they are allowed to complete away rotations._

Many sites do not begin accepting visiting students until July. Research your options through VSAS.

In general, students like to complete away rotations before October when their ERAS applications are due:

- By this time, students must have completed their core clerkships so will meet the requirements of the away rotation.
- These months allow students a chance to explore programs and “audition” for programs where they might like to match. Sparse data exists, however, on the value of an “audition” rotation, and some data suggests that a “dirty laundry effect” prevents students from ranking and/or matching at their “audition” elective.

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4 Manage your expectations about away rotations, do some research, and seek advice from mentors who are involved in residency programs in your preferred specialty. Higgins et al studied “audition” electives and their impact on match success and concluded that “For certain competitive specialties, virtually all students auditioned. Overall, students who did not audition were just as successful as or more successful than students who did audition.” [http://www.ncbi.nlm.nih.gov/pubmed/27301380](http://www.ncbi.nlm.nih.gov/pubmed/27301380)
However, students should investigate for themselves the details of each away rotation, such as how to apply, what documentation is required, when visiting students are allowed to complete rotations, etc.

Students apply for most away rotations through VSAS.

*It is your responsibility to secure a rotation evaluation from the clerkship director at your away rotation and have the director submit the evaluation to Tulane.* The evaluation form is available on TMedWeb. You will not receive a grade for your away rotation until Tulane has received the evaluation form.

If you wish to complete an away rotation in the fall before you submit your ERAS application, allow flexibility in your fall schedule.

One challenge of completing away rotations is that you may receive short notice that you have been accepted. Allow flexibility in your schedule to accommodate short notice. Do not schedule required rotations during the fall months when you may need flexibility to add an away rotation on short notice.

In addition, it is preferable that you leave a month *blank* if you intend to apply for away rotations, rather than schedule an elective that you will most likely drop. Such “tentative” scheduling burdens the system by creating additional work and confusion, and may prevent other legitimately interested students from being able to register for the rotation.

You may wish to schedule all of your required rotations in the spring, including March and April if spots are available, so that you can have the maximum amount of flexibility to complete away rotations. *Remember that you will not be allowed to drop or move required rotations after you have scheduled them.*

**Do away rotations match Tulane’s block schedule?**

No. Each medical school may have a different schedule: Sometimes your away blocks will coordinate with Tulane’s blocks, and other times they won’t. You may need to use vacation time to make up the difference in scheduling.

Away rotations will appear on your transcript according to Tulane’s block schedule, rather than according to the actual dates of the away rotation. Students may not be concurrently enrolled in two rotations at the same time, so as a result, you may not be able to complete rotations in the two weeks before or after an away rotation if the away dates don’t align with Tulane’s.

In addition, remember to allow for travel time: you should not expect to adjust start and end dates for a Tulane rotation to accommodate travel to or from an away rotation.

**How do I register for an away rotation?**

In addition to applying through VSAS (or other means), you must receive departmental approval BEFORE you complete your away rotation. You must submit an approved “extramural clerkship application”
form to the Office of Admissions and Student Affairs at least 30 days before the start of your away rotation, or you will not receive credit for your rotation.

1. Begin the approval process well before your away rotation begins.
2. Print “EXTRAMURAL CLERKSHIP: POLICIES AND APPLICATION FOR APPROVAL” from the https://medicine.tulane.edu/sites/g/files/rdw761/f/pictures/EXTRAMURAL%20CLERKSHIP%20form%202016%20Nov.pdf Complete your portion of the form and take the form to the chair of the appropriate Tulane department (for example, if you want to complete an away surgery rotation, Tulane’s Surgery Department must approve the rotation. If you want to complete an away rotation in neurology, the Neurology Department must approve the rotation). If you are an emergency medicine ONLY, you may complete the form, email it to Dr. Avegno and copy SOMSchedule@tulane.edu, and request that she review it for approval. Her email approval will suffice. Rotations in all other departments must be approved with a signed form.
3. Follow the directions on the form carefully: you will need to combine into a single PDF the approved form, a description of the rotation, and an acceptance letter or email or VSAS screenshot. Upload the entire packet to your eMedley eKeeper, and email SOMSchedule@tulane.edu that your forms are uploaded.
4. Katrina D’Aquin will process your request, including submitting it to Drs. Kahn and Krane for their approval. Allow 2 – 3 weeks after you upload the form to receive confirmation from SOMSchedule@tulane.edu that the rotation has been either denied or added to your schedule.

Who can give me more information about away rotations?
Students’ primary reason for completing away rotations is likely to be about building a competitive residency application. Because each specialty differs, and because career choice is an individual, complex decision, students are strongly encouraged to explore career options and seek out several sources of career advice.

Resources for exploring residency options are varied:
• Students should be familiar with the resources in Careers in Medicine (https://www.aamc.org/cim/) for general information about training for medical specialties, and for self-assessment tools.
• Dr. Katrina D’Aquin has created Career Corners in the Hutch and Murphy student lounges.
• Specialty-specific advisors are committed to mentoring students through the specialty choice and matching process. See more information at https://medicine.tulane.edu/student-affairs/student-resources/career-development/specialty-areas.
• Students are always welcome to meet with Dr. D’Aquin, Dr. Chakraborti, and Dr. Kahn for career and academic advice.
• Students are strongly encouraged to get involved with Tulane’s various clinical specialty interest groups (https://tmedweb.tulane.edu/clubs/clinical/) that hold meetings, host speakers, and organize Match panels. Don’t be shy about joining these groups, taking a leadership role, and organizing events you want to happen!
• Students are also encouraged to meet with clerkship directors and to explore specialties on their own.
Do duty hour limitations apply to medical students?

Absolutely. Students on clinical rotations follow the same duty hour rules as residents, as described by the ACGME. Students cannot work more than 80 hours per week and must have one day off every seven days. Any deviation from this policy must be reported to Dr. Kahn.

In general, medical students do not take in-house call, with the exception of sub-internships. However, in-house call is at the discretion of the clerkship. If in-house call is required, sleeping quarters must be provided. Students are not expected to take call from home.

What if I think I’m being mistreated on a rotation?

You should expect your rotations to be challenging, and you should expect to feel nervous and maybe even intimidated as you begin your clinical rotations. However, you should not feel harassed or belittled. Remember, too, that you may receive constructive feedback that is unpleasant to hear: Learning about your weaknesses is part of the educational and professional process. Receiving unflattering feedback is not necessarily mistreatment or abuse. But you should receive that feedback in a way that provides a safe and comfortable learning environment, and that nurtures attitudes and behaviors that create a mutual respect between teacher and learner.

You should be prepared to complete any education-related assignment. You should not feel obligated to complete assignments that don’t have an educational basis. For example, you can choose to bring your residents coffee or help them run personal errands, but you should not be obligated to perform these activities, which have no educational basis. You should, however, feel obligated to complete tasks (such as calling another hospital or facility for patient records) that are designed to help educate you about facilities, processes, and patient care.

Tulane University’s Office of Institutional Equity has detailed policies, guides, and reporting mechanisms available on its website (Select the “Reporting” link for quick links to policies and forms: https://tulane.edu/equity/) to report harassment or discrimination.

In addition to Tulane’s university harassment/discrimination policies and procedures, Tulane University School of Medicine recognizes that a safe and comfortable learning environment is essential in the training of physicians.

If a student feels that he or she is being mistreated, the student is welcome to pursue concerns with any member of the Office of Admissions and Student Affairs staff, including Senior Associate Dean Marc Kahn and Director of Student Health and Wellness, Dr. Karen Weissbecker.

If the student wishes to report the mistreatment anonymously, Tulane SOM has created an anonymous reporting procedure:

1. At the conclusion of each course or clinical rotation, the final student survey will include a question about mistreatment. This survey is anonymous. However, if a student wants to be identified, there will be a way to fill out the survey in an identified fashion.

2. The TMedWeb site will include a similar survey that can be filled out anonymously at any time. (Select the “Help and Resources” link from the “Student Guide” tab.)
All incidents will be investigated fully. Adjudication will follow policies and procedures set forth by Tulane University.

**What do I do if I’m stuck by a needle during a clerkship or rotation?**

Your health and wellness is a top priority as you complete your medical education. Tulane has a defined plan and contact information for helping students who may be stuck by a needle during their academic activities. *During T1 orientation, you received a needlestick card that you are required to wear on your ID badge.* This card provides you with procedures and contact information so that you have handy access and information in a moment of crisis.

The procedure outlined on the needlestick card applies to all students during all rotations. Whether you are completing your rotation in New Orleans or in a rural setting or at an away rotation, you should follow the procedure on your needlestick card, which you should always wear on your ID badge.

It is your responsibility to pick up the needlestick card, read and understand it when you first receive it, wear it at all times on your ID badge, and pick up a replacement needlestick card immediately if you misplace your original card. The Office of Admissions and Student Affairs has replacement needlestick cards.

**What’s an interdisciplinary seminar and how do I complete it?**

The *Interdisciplinary Seminar Series* (IDS) is designed to bring students and faculty together to discuss topics that may not be represented, or covered in depth, in the standard curriculum. To provide well-rounded educational opportunities, these topics are presented in interactive learning sessions by the seminar leader(s). Formats may include case-based or problem-based learning, team-based learning, standardized patients or other role-playing of clinical scenarios, or small group discussions, etc.

The Office of Medical Education (OME) handles all scheduling and tracking of the seminars, which are often brief lectures (a few hours or less) and are offered periodically throughout the year. Check your email for information from OME about offerings and registration procedures.

You have two years (T3 and T4) to complete five interdisciplinary seminars. You will not be allowed to graduate without fulfilling this requirement.

For questions, contact the Office of Medical Education (504.988.6600 or ids@tulane.edu).

**What’s the deal with vacation?**

Students have 8 weeks total of vacation during the T3/T4 years. In addition, if students complete their rotations efficiently, they will finish medical school by the end of April, in time for graduation.
Remember that your personal preference, your interview schedule, unexpected illnesses or personal issues, and rotation enrollment will all have a bearing on your rotation schedule and when you are able to complete requirements. Be flexible and always have a back-up plan.

Because interview season is stressful, busy, and unpredictable, students are encouraged to save as much vacation time as they can for November through January, when they will be busiest with residency interviews.

You can use vacation in two-week increments.

Request your vacation time through the Office of Admissions and Student Affairs when you are scheduling rotations. Vacation time will not be designated on eMedley or Gibson Online. Instead, it will simply appear as a gap in time when no rotations are scheduled.

Students are responsible for tracking their own vacation time and making sure that they are meeting all of their graduation requirements.

Can I take a brief vacation or leave town during the donut?

Professionalism is exhibited, in part, through reliability and dependability; therefore, understand that your attendance at rotations and how you handle missing your professional obligations are key elements on which your professionalism is judged.

Any student who must be absent from any rotation for any reason for any number of days must submit a chit request.

In a two-month rotation, a student can request chits through the Office of Student Affairs for up to three excused absences. This does not mean that all students get three extra days off. These chits are to be used only for extenuating circumstances such as major family events, illness, death, etc.

For emergencies or crises, or for confidential concerns, you may contact Dr. Kahn or Dr. Weissbecker directly, and they will counsel you on how to proceed.

In addition to requesting a chit, students are also expected to discuss their absences professionally with their department (including the coordinator, the attending, and the faculty director) as soon as students know about their potential absence. Departments may be able to accommodate your requests, but you will be responsible for any material you miss while away.

Some departments will allow you to make up additional time under extenuating circumstances in a later block; other departments will simply require you to repeat the entire rotation. Always check with your department about their ability to accommodate and the consequences of absences, preferably well before you will be absent.
How do I plan timing for residency interviews?

Residency interviews are a critical part of your path to becoming a physician: so is completing your medical school curriculum effectively and professionally. Consider your schedule strategically and realistically.

If you know you will be applying for a competitive residency that will require many interviews, consider your potential interview schedule as you plan your rotation schedule:

- Front load your required rotations (such as ambulatory, community health, etc.) or schedule them for the spring (including March and April) so that you are not completing them in November through January during the peak interview season.
- Plan to save all of your vacation for interview months. Professionals use vacation time to accomplish important tasks and life events that need dedicated time, including interviewing for a new job. Save as much vacation time as possible to use during interview season so that you can concentrate exclusively on traveling to and from your interviews and performing at your peak!
- Expect to complete rotations in March and April, even though you will probably want to rest on your laurels after Match Day.
- Understand that you can schedule interviews strategically: this may mean short-term inconvenience for you and your travel plans, but it may save you the headache and heartache of trying to negotiate multiple absences with rotation directors.