

Phase IV

Guidebook

Class of 2024

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Office of Student Life

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Information will be sent via your cuanschutz.edu email address. It is required that you check it daily. You are responsible for reading it and responding when appropriate.

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Overview of Fourth Year/How to Use this Guide:

Think of fourth year as a chance to add both breadth and depth to your education. It is the one part of medical school that is completely individualized. We want you to be fully prepared for your chosen internship, but fourth year is your last opportunity to learn about particular conditions that you may not see as a resident. It is also a time to complete graduation requirements and prepare for the next step in your training. There are a lot of competing priorities, so careful planning is crucial to get the most out of fourth year.

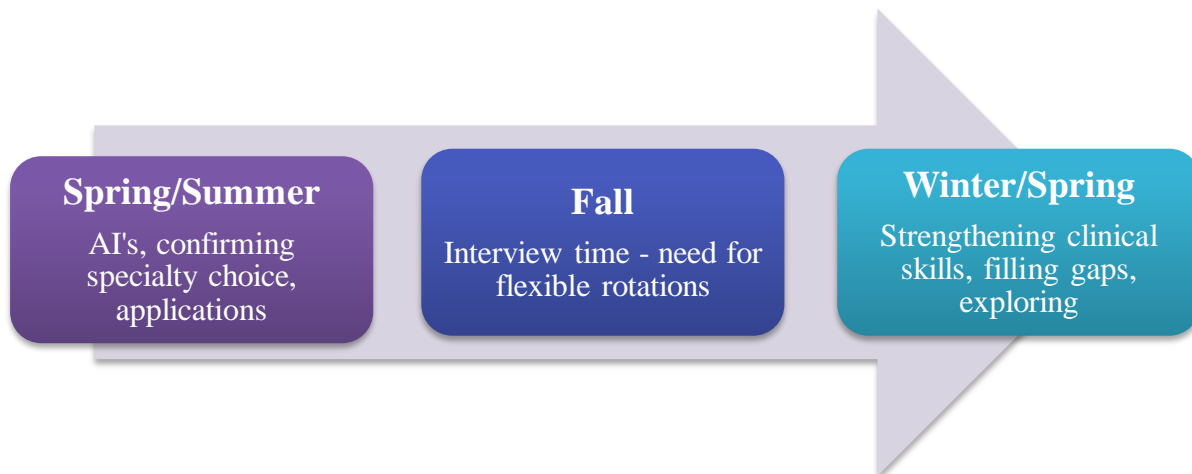
In addition to fulfilling the requirements for the CUSOM MD Program, there are at least four additional goals for fourth year:

- Select a specialty, apply for residency, interview, and match
- Strengthen skills needed for your chosen career
- Fill gaps in your education and ensure that you are competent in all core areas before graduation
- Explore areas of medicine that interest you, or that you may not have time to explore in residency

You can think of the fourth year as being divided into three phases:

Because of the complexity and individualized nature of fourth year, students are expected to take an active role in planning and meeting all of the requirements. This can often lead to questions. This guide provides a summary of the year and the expectations of students. It should serve as a resource and reference as you progress through the year. It complements the MD Policies and Procedures, as well as the course catalog, which includes the options for course work. An updated version of the course catalog is always available on the elective's website (2023-2024 offerings will be posted in early November):

http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/electives/Pages/Phase-IV-Electives.aspx



Requirements for Phase IV

The general requirements for completing Phase IV are:

- **Complete 42 weeks (84 credits) of senior (8000 level) courses.**
 - **4 weeks (8 credits) of required Transition to Residency Course in May 2023**
 - **38 weeks (76 credits) of additional rotations**
 - **Must include at least 4 weeks (8 credits) in one of the SOM approved core acting internships**
 - **The rest of the credits are made up of various electives, research credits, additional AIs, or away rotations**
- **Sit for USMLE Step 2 Clinical Knowledge Exam by the August 1 deadline.**
- **Complete the requirements of Mentored Scholarly Activity (or Research Track or approved alternative).**
- **Comply with SOM policies: No more than 16 weeks of away electives and no more than 12 weeks of research electives.**

Requirements for Graduation

The requirements for advancement, retention, and graduation are described in sections 3.7 and 3.8 of the [MD Policies and Procedures](#).

- Complete all requirements for the program within the specified time limit of six years of academic enrollment.
- Achieve passing scores on National Board exams by the specified dates.
- Maintain a satisfactory level of performance in all School of Medicine course work.
- Discharge all financial obligations to the University prior to graduation.

You Are Here: *What you need to accomplish during Phase IV*

Below is a checklist for the MD Program and graduation requirements. You can use this checklist to make sure you are on track. Requirements for advancement and graduation are found in sections 3.7 and 3.8 of the [MD Policies and Procedures](#).

	Check	Requirement
Overall		Maintain status as a full-time student for a minimum of four academic years, including payment of tuition for each of the semesters during those academic years.
		Complete the program in no more than six years of academic enrollment.
End of Phase II		Successfully complete Phase I & II required courses and achieve passing grades in both required courses and electives.
		<i>Confirm that passing grades are posted on your transcript.</i>
Phase III		Complete the one-week ICC 7001 course in April.
		Complete a formative CAPE assessment Fall Semester of Phase III.
		Complete the one-week ICC 7002 course in January.
		Successfully complete Phase III required clinical blocks and/or clerkships. <i>Confirm that passing grades are posted on your transcript.</i>
		Complete the two-week ICC 7003 course at the end of Phase III.
Phase IV		Complete the 7-week Advanced Science Courses (ASCs).
		Successfully complete the Clinical Practice Exam (CPE) during the ASCs.
		Achieve a passing score on USMLE Step 1 within the specified time frame.
		Complete 42 weeks (84 credits) of 8000 level courses. Restrictions and special instructions apply.
		Complete at least one SOM-approved core acting internships.
		Sit for USMLE Step 2 CK by August 1.
		Achieve a passing score on USMLE Step 2 CK (clinical knowledge) within the specified timeframe and guidelines.
		Meet and review MSPE letter with one of the Deans.
		Apply for residency through ERAS/Urology/Military Match/San Francisco Match
		Successfully complete the requirements for Mentored Scholarly Activity (or Research Track or approved alternative).

	Complete the four week Transition to Residency in May

Phase IV Academic Calendar for AY 2023-24

Class of 2024 - Phase IV - Hybrid 2023-2024				
Holidays and weekends are not guaranteed time off				
Fall Semester 2022 - Class of 2024 Phase IV				
Advanced Sci Courses	7-Nov-22	23-Dec-22		
	26-Dec-22	30-Dec-22	Winter Break	
	2-Jan-23	6-Jan-23	Winter Break	
	9-Jan-23	13-Jan-23	Winter Break	
Spring Semester 2023 - Class of 2024 Phase IV				
USMLE Prep Time	9-Jan-23	6-Mar-23		
	13-Mar-23	17-Mar-23		
Alpine Basecamp (March 13-24, 2023)	20-Mar-23	24-Mar-23		
Phase 4 Coursework	1 27-Mar-23	31-Mar-23		Overlap block with class of 2023
	2 3-Apr-23	7-Apr-23		
	3 10-Apr-23	14-Apr-23		
	4 17-Apr-23	21-Apr-23		
	5 24-Apr-23	28-Apr-23		
	6 1-May-23	5-May-23		
	7 8-May-23	12-May-23		
	8 15-May-23	19-May-23		
	9 22-May-23	26-May-23		
	10 29-May-23	2-Jun-23	Holiday, May 29 - Memorial Day	
	11 5-Jun-23	9-Jun-23		
	12 12-Jun-23	16-Jun-23		
Summer Semester 2023 - Class of 2024 Phase IV				
	13 19-Jun-23	23-Jun-23		
	14 26-Jun-23	30-Jun-23		
	15 3-Jul-23	7-Jul-23	Holiday, July 4 - Independence Day	
	16 10-Jul-23	14-Jul-23		
	17 17-Jul-23	21-Jul-23		
	18 24-Jul-23	28-Jul-23		
	19 31-Jul-23	4-Aug-23		
	20 7-Aug-23	11-Aug-23		
	21 14-Aug-23	18-Aug-23		
	22 21-Aug-23	25-Aug-23		
	23 28-Aug-23	1-Sep-23		
	24 4-Sep-23	8-Sep-23	Holiday, Sept. 4 - Labor Day	
Fall Semester 2023- Class of 2024 Phase IV				
	25 11-Sep-23	15-Sep-23		
	26 18-Sep-23	22-Sep-23		
	27 25-Sep-23	29-Sep-23		
	28 2-Oct-23	6-Oct-23		
	29 9-Oct-23	13-Oct-23		
	30 16-Oct-23	20-Oct-23		
	31 23-Oct-23	27-Oct-23		
	32 30-Oct-23	3-Nov-23		
	33 6-Nov-23	10-Nov-23		
	34 13-Nov-23	17-Nov-23		
	35 20-Nov-23	24-Nov-23	Holiday, November 23 & 24 - Thanksgiving	
	36 27-Nov-23	1-Dec-23		
	37 4-Dec-23	8-Dec-23		
	38 11-Dec-23	15-Dec-23		
	42 18-Dec-23	22-Dec-23	Winter Break	
	43 25-Dec-23	29-Dec-23	Winter Break	
	44 1-Jan-24	5-Jan-24	Winter Break	
Spring Semester 2024 - Class of 2024 Phase IV				
	45 8-Jan-24	12-Jan-24		Overlap block with Class of 2025
	46 15-Jan-24	19-Jan-24	Holiday, Monday, January 15 - Martin Luther King Day	
	47 22-Jan-24	26-Jan-24		
	48 29-Jan-24	2-Feb-24		
	49 5-Feb-24	9-Feb-24		Overlap block with Class of 2025
	50 12-Feb-24	16-Feb-24		
	51 19-Feb-24	23-Feb-24	Holiday, Monday, February 19 - Presidents' Day	
	52 26-Feb-24	1-Mar-24		
	53 4-Mar-24	8-Mar-24		Overlap block with Class of 2025
	54 11-Mar-24	15-Mar-24		
Match Week	55 18-Mar-24	22-Mar-24		
	56 25-Mar-24	29-Mar-24		
	1-Apr-24	5-Apr-24	Vacation Week	
	8-Apr-24	12-Apr-24		
Transition to Residency	15-Apr-24	19-Apr-24		
	22-Apr-24	26-Apr-24		
	29-Apr-24	3-May-24	Course ends on Friday, May 3	
CUAMC 2024 Commencement, TBD; Tentative Date - 5/24/2024				



Dates and Deadlines

PLEASE NOTE THAT ALL DATES IN THIS SECTION ARE SUBJECT TO CHANGE - UPDATES WILL BE SENT TO YOUR CUANSCHUTZ EMAIL

Registering for electives and externships

Nov, 2022	VSLO Opens Access granted when the Phase IV Brainstorming Worksheet and Pre-Away Attestation Form have been submitted in Canvas.
Nov/Dec 2022	Oasis Opens for lottery
March 1, 2023	Scholars Year Applications Due

MSPE Preparation

April - August	Schedule MSPE Review
Late Sep, 2023	MSPE Letters uploaded into residency match systems

ERAS/Military/San Francisco Match (Many dates tentative)

June 1, 2023	Start Applying to San Francisco Match (Ophthalmology & Plastic Surgery)
June, 2023	ERAS opens
Summer 2023	Start applying to MODS (military match)
Sept, 2023	Start Applying to residency programs in ERAS
Sept. 28, 2023	Residency programs start receiving applications
Sept 2023	NRMP Registration Opens
Nov. 30, 2023	NRMP Registration Deadline
Early-Dec. 2023	Navy/Army/Air Force Match Released
Early-Jan. 2024	San Francisco Match Released
Jan. 15, 2024	NRMP Rank order list begins
Mid-Jan. 2024	Urology Match Released
Feb. 25, 2024	NRMP Rank Order List Deadline (tentative)
March 2024	Supplemental Offer and Acceptance Program (SOAP)
Mid-March 2024	Match Day

Graduation

March – April 2024	Paperwork due for personal hooders
March 2024	Mandatory Loan Repayment Session & Optional Home Buying Session
March – April 2024	Graduation regalia order
April – May 2024	Senior Composite Photo Appointment scheduling & sittings
May 2024	AOA Banquet
May 2024	Graduation Rehearsal
May 25, 2024	Honors Convocation
May 24, 2024	Graduation

Financial Aid

Oct. 1, 2023	Renew 22/23 FAFSA (www.studentaid.gov)
April - May 2023	Accept Summer 2023 financial aid funds (2023 Academic Year in UCD Access)
June 5-9, 2023	Financial Aid disbursement - Summer 2023
July 2023	Accept Fall & Spring financial aid funds (2024 Academic Year in UCD Access)
*August 7-11, 2023	Financial Aid disbursement - Fall 2023
*January 8-12th, 2024	Financial Aid disbursement - Spring 2024
Spring 2024	Required: Loan Repayment Session
Spring 2024	Optional: Individual Loan Repayment Planning Sessions & Special Interest Sessions

Miscellaneous

August, 2023	AOA Applications
Nov. 1, 2023	Complete influenza vaccination documentation

December Graduation

Dec. 2023	December Graduation
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Suggested Timeline of Activities for the Fourth Year

<p style="text-align: center;">End of Phase 3/ ASC</p>	<p style="text-align: center;">Fall/Winter 2022</p>	<ul style="list-style-type: none"> • Meet with advisors in potential specialties and the Office of Student Affairs about your career options. You may also want to contact other faculty members whom you believe will give you good advice. • Schedule Step 1 & 2 CK exam • Plan a fourth-year schedule that is consistent with your career goals; review this schedule with your advisor/mentor • Organize and gather information that you may need for externships or residency programs: Immunizations, HIPAA certification, background checks, transcripts, USMLE transcripts, letters of recommendations, etc. • For information on specialties, career planning, and preparing a competitive application refer to Careers in Medicine, https://www.aamc.org/cim/ • Update Curriculum Vitae (CV) • Schedule required Summative Clinical Practice Exam with CAPE (IDPT7102). • Think about physicians who might be good writers of letters of recommendation / upcoming rotations from which you will request letters. You will need three-four letters minimum.
<p style="text-align: center;">Start of Phase IV</p>	<p style="text-align: center;">Spring 2023</p>	<ul style="list-style-type: none"> • Mid-May: ERAS 2022 Applicant Manuals will be available on the ERAS web site. • Research programs, application requirements, and deadlines online. • Required 4-weeks – Basecamp (Starts April 24, 2023 & ends May 19, 2023) • Visit the FREIDA (www.ama-assn.org) website to research residency programs. • Begin to inquire, research websites, and contact other hospitals/medical schools regarding residency programs and away elective sites – especially ones in early match programs and competitive programs. VSLO (Visiting Student Learning Opportunities) is an Association of American Medical Colleges application for fourth-year clinical away electives. • If you are thinking about doing an early match program, find out about application deadlines by visiting https://www.sfmach.org or www.aunet.org. Keep in mind that deadlines are ultimately determined by each program. • OSU sends you information about the MSPE process.

Phase IV	May	<ul style="list-style-type: none"> • MSPE Process: <ul style="list-style-type: none"> ○ Complete your MSPE Noteworthy Characteristics Survey ASAP ○ OSL will reach out to you when your letter is ready for review. ○ The process runs all summer, with all letters completed by the end of August. • Letters of Recommendation – At least one typically comes from acting internships. Many will have “Departmental Letters” • Schedule an appointment to have your senior composite picture taken if you don’t take one with OSL.
Phase IV	June	<p>Prepare your personal statement. Your departmental advisor can provide guidance. Have three to four people review your Personal Statement (plan on multiple drafts).</p>
Phase IV	July - September	<ul style="list-style-type: none"> • Letters of recommendation can start to be uploaded during Phase III • ERAS, San Francisco, and MODS letters will need to be uploaded to the relevant portal by the letter writer.
Phase IV	August	<ul style="list-style-type: none"> • MSPE APPOINTMENTS END IN EARLY AUGUST • Quartiles are generated and AOA applications take place • Registration for the National Resident Matching Program (NRMP) is an online process which begins in August. You will need to complete the form, pay, and agree to the Terms and Conditions. The NRMP website is: http://www.nrmp.org/. • Non-ERAS: If you’re applying to a non-ERAS program, follow directions and application procedures established by the program. Please note: In order to participate in SOAP, you must have registered with the NRMP. Be sure to reach out to OSL to ensure your documents are uploaded accordingly. • Review your transcript when prompted to do so by email. • If you are couples matching, we recommend meeting with OSL to provide additional guidance

Phase IV	September	<ul style="list-style-type: none"> • Complete your supplemental application if needed for your specialty. It will be due in mid-September. • ERAS opens to program directors on September 28th. Plan to have your application completed prior to this date. • Proofread your application multiple times. You may submit parts of your ERAS application without waiting until all items are available, but please note that once applications are submitted, you can no longer make changes. • You will apply to the programs by designating them in ERAS. Apply to programs that range in competitiveness from “stretch” to “backup.” • Early Match specialty applications should be completed and submitted. • Prepare for residency interviews. Think about appropriate clothing for a professional appearance, as well as the weather where you will be interviewing. Consider participating in the mock interview session organized by the Office of Student Life and the Advisory College Program. • Most residency programs ask for photos and you can use your senior composite picture. • Proofread your MSPE final draft in early September. • OSL will upload your MSPE letter and transcript to ERAS
Phase IV	October	<ul style="list-style-type: none"> • Regular match specialties applications should be completed and submitted. • Start scheduling interviews, make travel arrangements.
Phase IV	November	<ul style="list-style-type: none"> • Continue scheduling interviews. • Start interviewing (continue through January for regular match).
Phase IV	December	<ul style="list-style-type: none"> • Interview • Military match results are announced in mid-December • May graduates apply for your diploma. Email notification will be sent by Student Affairs.
Phase IV	January	<ul style="list-style-type: none"> • Continue interviewing • Finalize and submit Rank Order Lists for early match programs. • Urology match results announced • Ophthalmology match results announced
Phase IV	February	<ul style="list-style-type: none"> • Graduation Check: Make sure that everything shows on your transcript, and you have completed (or scheduled) everything you will need to graduate. (Note that Spring grades will not be entered until closer to graduation) • Finalize and submit Rank Order List for regular match (NRMP) programs

Phase IV	March	<ul style="list-style-type: none"> • Order graduation regalia (cap and gown) for both you and your personal hooder. This should be done before or Basecamps (IDPT 8060) in early March-April. • Match Day: Mid-March 2023. • Residency programs require a lot of paperwork. They will send out contracts and multiple forms (health insurance, tax forms, etc.) immediately following the match. If you plan to travel after the match, talk to your program re: timely completion of paperwork. Please bring your paperwork to Student Life if you need it notarized.
Phase IV	April	<ul style="list-style-type: none"> • Individual Loan Counseling • Explore options for housing for residency • Short break after Match to prep for residency • Required 4-week Transition to Residency Course
Phase IV	May	<ul style="list-style-type: none"> • Time off to Prep for Residency • Senior Skits • Honors Convocation • Cap and Gown Pick-up • Graduation rehearsals: Week of graduation (Required) • Graduation- May 24, 2024! (Attendance is required)

Fourth Year Courses

Remember that fourth year is divided into three important phases:



Spring and Summer Semesters (March-August)

This is prime time for acting internships and rotations to help in determining specialty choice and obtaining letters of recommendation. Due to the lottery system for acting internships, you may not get the rotation in the exact month that you would prefer, so remember to be flexible in thinking about your fourth-year schedule.

Fall Semester (September-December)

Starting as early as mid-October, students will begin receiving interview requests. A flexible schedule comprised of **research and longitudinal courses** will enable students to do interviews while also meeting school requirements.

Spring Semester (January-May)

Most interviews are completed by the end of January; therefore, the spring semester allows students to take rotations that will **strengthen their clinical skills, fill gaps in their education, and to explore areas of interest** that they won't experience in residency. There are several popular electives that are only offered during this semester. Students can put themselves on the waiting lists for these courses in Oasis if they are not assigned to them via the lottery.

Types of Fourth Year Courses

There are several different types of courses available to students in fourth year. When designing your schedule, make sure to pay attention to the specific requirements for each course, as well as overall restrictions, including limits on the total amount of research or away coursework.

Acting Internships – Four-week rotations devoted to the care of hospitalized patients. Students assume primary patient care responsibilities and must take call similar to the interns on the team. Although the SOM offers numerous Acting Internships and Advanced Career Electives, students are required to complete an Acting Internship in at least one “core” specialty

(Medicine, Family Medicine, Pediatrics, OBGYN, General Surgery, Orthopedics; including ICU rotations within these specialties) where courses are specifically designed to provide certain core, required elements. Students can also complete other, “Sub-Specialty / Acting Internships” that do not meet the requirements of the approved, core Acting Internships. However, these Sub-Specialty / Acting Internships or Advanced Career Electives do not count toward requirement to complete a “core” Acting Internship.

Clinical Rotations – Two or four-week rotations in which students work in a clinical setting but may not have as high a degree of responsibility as in an acting internship. These rotations are a good way to confirm specialty choices and to fill gaps in your clinical education.

Two-week clinical rotations are not available for all courses and are only offered at certain times of year (See course catalog for specific information). These rotations must be scheduled manually with the help of the Student Life (email som.schedule@ucdenver.edu).

Didactic courses – There are a few didactic courses that focus on strengthening skills – reading EKGs, drug choices, procedures, etc.. These rotations usually do not involve direct patient care.

Longitudinal courses – There are several longitudinal courses which students complete over an entire semester while simultaneously completing other electives, doing research, or interviewing. Examples in this category include: Physician as Educator, Advanced Foundations of Doctoring, etc..

Research courses – There are several options for getting credit for research. **The maximum total number of weeks of research courses allowed is 12 (24 credits).** For all research courses, you must submit the electronic approval form in Oasis **at least six weeks prior to the start of the rotation.** Mentor approval is required and must be uploaded to Oasis.

- **MSA Research Electives** – There are two different four-week electives that can be taken to complete your MSA project: IDPT 8091 and IDPT 8093 You can take just 8091 or both 8091 and 8093
- **Research Track Electives** – These courses are similar to the MSA courses and are only for research track students (IDPT 8601 and IDPT 8602)
- **Department-Specific Research Electives** – Most departments have specific electives that you can take if you want to do research above and beyond what you need to do for your MSA. Students who complete 12 weeks of research usually use eight weeks of MSA research and then an additional four weeks in a departmental research course.

Away rotations – These are four-week rotations at other institutions. ***For AY 2023-2024, we are expecting that away rotations will be functioning “as normal” and without any restrictions due to Covid – however, this could change as circumstances change.** Students may complete virtual away rotations at other institutions and should contact the Director of Phase IV curriculum and Office of Student Life before completing these virtual rotations to see if they are eligible for CUSOM credit.

Students usually identify away rotations through VSLO. Some institutions do not use VSLO, and students must apply to these schools and facilities directly. In either situation, the electronic approval form must be completed in Oasis. ***Note: students must complete the Away Rotation**

module and be approved (not on the waitlist) in a CU “Away Elective” course in the appropriate CU department before going on the away rotation to receive CU credit and be covered by CU malpractice insurance. Failure to secure this approval before starting the away rotation is a professionalism violation.

- If the facility is on the list of approved institutions (see Appendix D), the form must be completed **at least six weeks prior to the start of the rotation.**
- **If the institution is not on the approved list, the form should be completed as soon as possible (a minimum of six weeks - but preferably at least two months - before the rotation begins) and the student should contact Student Life immediately so that an affiliation agreement can be established prior to the start of the rotation (som.schedule@ucdenver.edu).**
- **If CUSOM cannot establish an affiliation agreement, you will not be able to participate in the away rotation.**
- The maximum number of weeks at other institutions is 16 (32 credits).

Reasons to do audition electives

- Allows you to meet faculty and residents, learn about programs first-hand, and find out if a program is a good fit for you and your career goals.
- For highly competitive residency programs, you make yourself known to the program. If the program is a reach for you and you may not get an interview based on your application alone, an away rotation may allow you to make a good impression and get an interview.
- If you need/want to be in a specific geographic area, making yourself known to the programs may help and may also allow you to better determine where you want to be for residency.

Some potential negatives

- You can't do audition electives at all the programs that you are considering, so you need to consider this before accepting offers.
- You must perform at your best; you can make a negative impression just as easily as you can make a positive impression.
- There are costs associated with transportation and lodging while on electives away.
- It is hard to plan away rotations when you are uncertain about your specialty choice.

Some advice

- Ask your specialty advisor for their thoughts on away rotations, as every specialty is different.
- Carefully consider if you want to do an acting internship or a clinical elective at another site. Acting Internships have high stakes - you really must be at your best - but they could have more potential benefit. Clinical electives still allow you to get a feel for the residency, but with slightly less risk.
- Apply early and stay organized with all your application materials, such as HIPAA certification, immunization records, background check, transcript, USMLE transcript, and photograph
- Away rotations may not correspond exactly to our course/block schedule, and you may need to plan an extra week (or two) so that they don't overlap with other courses on your schedule in Oasis.

International rotations – *For AY 2022-2023, international rotations may be possible, but OSL will keep you updated as the situation changes.

There are a limited number of international experiences in fourth year. For students not in the Global Health Track, the only course that can be taken to receive credit is IDPT8035 International Experiences. There is a stringent process for vetting all proposed international experiences which includes completing an application through the University of Colorado Office of Global Education. You must start the application process for international courses **at least 90 days in advance of the elective’s start date.**

Developing Your Initial Fourth-Year Schedule

- Initial fourth-year scheduling is done through a lottery in Oasis. The lottery will open in November, and you will receive more detailed information prior to that time.
- Student Life reconciles your fourth-year schedule in Oasis with the Registrar to assure that you have an accurate transcript.
- **Students must enroll in at least one course each semester to receive financial aid and to meet graduation requirements for May.**

All students must complete the brainstorming worksheet and meet with an advisor to be eligible to submit choices for the lottery. This involves reflecting on your interests, passions, strengths, experiences, achievements, and areas for further development given your career and personal goals. It also involves sharing your reflections with a faculty career advisor. These advisors are specific faculty in each department who are willing to help you think about your chosen career plans. Moreover, specialty advisors are a key resource for information about the skills and competencies needed to enter residency. Some specialties have created national lists of suggested experiences for fourth year – ask your specialty advisor if your field has one.

Complete the Brainstorming Worksheet in Appendix A.
<u>Schedule a time to meet</u> with a departmental advisor in your preferred specialty. (See Appendix B for a current listing.) Consider speaking with more than one specialty advisor when considering more than one specialty.
<u>Take your personal statement, CV, and a copy of your transcript and/or clerkship evaluations</u> to your meeting with a specialty advisor.
<u>Be prepared to discuss a realistic plan</u> – which programs are better suited for you, your competitiveness for the specialty and specific programs, and what you might do to strengthen your application for each program.
<u>Meet and discuss</u> your completed form. Have the advisor sign the form.
Upload the signed form in Canvas on the Student Life Site.

Additional resources:

- Your advisory college faculty mentor or other fourth-year student advisors.
- [“The Intricacies of Fourth Year” is a student-created fourth-year planning guide specific to the University of Colorado and is available on the electives website](#)

- Careers in Medicine has several pages with helpful information on planning your fourth year:
<https://www.aamc.org/cim/>

Modifying Your Schedule during the Year

First, plan your schedule so that you build in the flexibility that you need at the time when you need it. In other words, take research or longitudinal courses, during the interview season for your specialty or when you have a planned major life event (e.g., a wedding).

Second, be aware that CUSOM courses and the start and end dates for all courses are **fixed** for the academic year. This means that requests for new courses or modified course dates are not allowed. This is important in the case of away rotations because the start/end dates of courses at other institutions may not align with those at CUSOM. Find out the start/end dates at other institutions EARLY and plan your schedule accordingly.

Third, interview season is not an exception to the policy. Again, plan ahead: Take courses that allow you the flexibility that you need during this time.

All Fourth-Year classes are effectively “locked” against adds/drops starting 42 days before the course starts. Any adds/drops of a course within that 42-day window require OSL Dean approval. **This means you should plan to make any adds/drops as early as possible.**

What is the Phase IV Add/Drop Policy?

The policy states that 28 days **prior** to the start of a course, students are considered enrolled. Once enrolled, students can only drop due to extenuating circumstances and need to get approval from the deans of Student Life to add or drop a course. For the policy and other important details, go to this link:

https://medschool.cuanschutz.edu/docs/librariesprovider31/education-docs/global-health-track/9-2021-22-policies-and-procedures-hybrid-legacy.pdf?sfvrsn=7971c9ba_0

Remember this policy when signing up for courses. Pay attention to your schedule in Oasis and make sure it is always accurate.

Attendance, Absences, and Make-Up Work

As in the third year, attendance on clinical rotations is required. Absences are generally not permitted, but unique circumstance may be considered. Specific Attendance Expectations:

- **four-week courses: > 2 days, must make up work.**
- **two-week electives: > 1 day, must make up work**

Apart from absences, students will receive at least 1 day off per week in accordance with duty hour policy (4 days for 4-week rotations, 2 days for 2-week rotations).

Absences exceeding these limits for any reason require that a student to make up the missed time. The Course Director will work with the student regarding make-up time/work, issues for credit, etc. Interview days (including those for CU residency program) are considered voluntary absences and count towards the attendance limits. Refer to the [MD Policies and Procedures 1.4.3 and 3.6](#).

Students must notify the Office of Student Life of all absences from Phase IV rotations and electives. Remember this absence policy when scheduling rotations during interview season as you will have to make up days that are missed for interviews!

Fulfill Your Scholarly Requirement

All students must complete a scholarly project, either as part of the Mentored Scholarly Activity, or through the successful completion of the MSTP program or the CUSOM Research Track.

Mentored Scholarly Activity Project

The MSA project is aimed at fostering self-directed, life-long learning. Students do an in-depth scholarly project in an academic area of interest related to medicine or health care with the mentorship of a faculty member. The intent and goals of the MSA can be found at Phase IV Website: <https://medschool.cuanschutz.edu/education/current-students/curriculum/longitudinal-curriculum/mentored-scholarly-activity>

MSA Dates and Deadlines

Deadline	Work to be completed
Dec. 2023	Submit first draft of MSA paper via Canvas. Draft paper to be reviewed by mentor and appropriate Associate Director.
Feb. 2024	Submit final 10-25 MSA paper. First authored paper published in a peer-reviewed journal may substitute.
Late Feb. 2024	Develop a poster describing your scholarly work for the MSA capstone event.
	Present your work at your assigned poster session during the MSA capstone event.
	Evaluate peer presentations at the MSA Capstone event.

What constitutes my MSA Project?

There are three parts to the MSA final product, and the specific details about formatting, required elements, and other specifics can be found here:

<https://medschool.cuanschutz.edu/education/current-students/curriculum/longitudinal-curriculum/mentored-scholarly-activity>

Paper summarizing your project

10-25 pages depending on your thematic area, or a published paper in a peer reviewed journal. Most projects will have a paper length of 10 pages. Projects that use a critical analysis methodology (like in the Humanities) may be longer.

Poster

For most projects, the poster will summarize your paper. For MSA projects in the arts – the poster will include a brief description of your project and the dates/location of your presentation.

Presentation

For most MSA projects, the presentation is of your poster, including a brief project summary and answering questions. For MSA projects in the arts, the presentation will be the actual exhibit or performance followed or preceded by a summary of the work and answering questions.

How do I know if I successfully completed this requirement?

The MSA is graded pass/fail, and your MSA final product is evaluated with regard to whether it is below, meets, or exceeds expectations. Both faculty and students will evaluate your presentation and poster on the following criteria:

- Selection of an appropriate problem statement/question/hypothesis/aim
- Selection of an appropriate methodology to answer the problem/ statement/question/hypothesis/aim
- Background literature search and critical review
- Application of appropriate methodology
- Clarity of poster
- Clarity of presentation

Can I get elective credit to complete my MSA project?

Yes, there are electives you can take to provide you with course credit and time to complete your MSA project. These are IDPT 8091 and IDPT 8093. How do you sign up for the elective?

1. Put yourself on the waiting list in Oasis and complete the required electronic form at least 42 days prior to the beginning of the block. The MSA Director will approve you from the waiting list.
2. If you are still on the waiting list in Oasis 42 days before the course begins, contact the MSA Coordinator: to som.msa@cuanschutz.edu
3. **You may only take IDPT 8091 and 8093 one time each. Please sign up for IDPT 8091 prior to enrolling in IDPT 8093.**

***Note if you are a student who traveled in your phase I/II for a global health MSA and plan on traveling again in Phase IV, please email som.msa@cuanschutz.edu to get additional details on registration.

Research Track

In addition to the MSA, students can meet their scholarly requirement by successfully completing the Research Track. Designed to allow students to experience being a researcher, students in this track work closely with a faculty member to develop a research project, collect data, analyze, and interpret that data, and disseminate the information in both written and oral form at a national level. This experience promotes the pursuit of research as part of a medical

career. More details about the Research Track can be found here:
<https://medschool.cuanschutz.edu/education/current-students/curriculum/longitudinal-curriculum/tracks/research-program>

Research Track Dates and Deadlines

Deadline	Work to be completed
Dec. 2023	Submit a first-authored manuscript.
Feb. 2024	Submit a first-authored manuscript to a national or international scientific journal.
Feb. 2024	Submit and present a first-authored abstract to a national scientific meeting.
Feb. 2024	Participate in the MSA Capstone activity, including an oral presentation and poster of your research project.

Further Restrictions and Details on Requirements

Manuscript Submission to National or International Journal

The submitted manuscript must be approved by the mentor prior to submission. Submitted manuscript must be submitted to coloradoresearchtrack@cuanschutz.edu.

Abstract Submission & Presentation at a National Scientific Meeting

Submissions to meetings which are primarily for students or other trainees (residents, post-docs, undergraduates, etc.) do not meet this criterion. Meetings which have small sections reserved for student submissions are acceptable, however, students must submit to the general portion of the meeting, not the student component. A copy of the abstract, the name, location and dates of the meeting, and evidence of submission must be provided to the Research Track.

Students may provide the dates when an abstract submission is open to the Research Track - instead of evidence of submission - for meetings which are scheduled for late in Phase IV and have not yet opened their abstract submission process by December 6th. Students are not eligible to attend national meetings during ICCs, Basecamps, the week of the match, or graduation exercises. Please be thoughtful in planning which meeting to attend. Meetings which occur between Nov. 1 and Jan. 31 of each year may conflict with residency interviews.

Participation at the MSA Capstone Event

Present your work at your assigned poster session during the MSA capstone event in March (for Research Track students this experience is not evaluative, but instead represents participation in your class senior activities). In addition to preparing and presenting a research poster, you are required to give an oral presentation of your work and to participate in evaluating peer presentations as assigned.

Planning Ahead for Required Travel

As early as possible in the travel planning process, contact the Research Track coordinator (coloradoresearchtrack@cuanschutz.edu). University rules change frequently, and early involvement of the Research Track coordinator will help avoid problems associated with not

following University rules. The **Phase IV travel check list** provides initial, but not necessarily the latest administrative requirements. For check off list go here:

https://medschool.cuanschutz.edu/docs/librariesprovider31/education-docs/research-track/syllabus-research-track-2021-2022-7-21.pdf?Status=Temp&sfvrsn=bfdbfba_2

Elective Credit and Stipends to Complete Research Track Project

There are certain electives you can take to provide you with course credit and time to complete your Research Track project, and the associated paper and abstract. These are IDPT 8601 and IDPT 8602. Both are four-week research electives. You may take IDPT 8601 once and IDPT 8602 twice. You will receive a stipend for the completion of IDPT 8601 and for the first rotation of IDPT 8602; no stipend is provided for the second rotation of IDPT 8602. Please put yourself on the waiting lists for these courses in Oasis and complete the electronic forms more than six weeks in advance.

How are grades assigned in Research Track?

There are two major components to a student's Phase IV grade in the Research Track.

Component #1: Each student will receive a grade (Pass/Fail) at the end of each semester based on their progress through the course requirements. This grade is assigned to IDPT 8095, the semester long required Research Track course.

Component #2: Students taking elective courses IDPT 8601 and IDPT 8602 are graded on the following scale: Honors/High Pass/Pass/Fail. Specific rubrics for elective grading are available at the following link:

https://medschool.cuanschutz.edu/docs/librariesprovider31/education-docs/research-track/syllabus-research-track-2021-2022-7-21.pdf?Status=Temp&sfvrsn=bfdbfba_2

Can a Research Track student switch to completing a MSA project?

If a student is unable to continue with the Research Track, the student must meet with the Research Track Director to review issues and only at that time will a decision be made as to whether or not the student is to continue with the program. If it is decided that the student is to drop the research track program, the student must immediately contact the MSA director to start a plan for a new MSA project. Students that transfer from the research track are not eligible to use the project from the research track to meet MSA requirements. No approval for transfers from the Research Track to the MSA program will occur after November 30 of Phase IV.

Requirements for Graduation Include:

- ✓ Complete all requirements for the program within the specified time limits, usually no longer than six years of academic enrollment.
- ✓ Achieve a passing score on National Board exams by the specified dates.
- ✓ Maintain a satisfactory level of performance in School of Medicine coursework.
- ✓ Discharge all financial obligations to the University prior to graduation.
- ✓ For full details see the [MD Policies and Procedures Section 3.8](#).

Sit for USMLE Step 2 CK

The University Of Colorado School Of Medicine requires that all students sit for USMLE Step 2 CK (Clinical Knowledge) prior to August 1. **Students who have not met this requirement will not be allowed to enroll in classes in the Spring Semester.**

Delaying Step 2:

In extenuating circumstances, the deans of Student Life may grant a one-month extension. After that, a student's failure to sit for the exams is reported to the Student Promotions Committee and the student may not take additional clerkships until s/he has passed the exams.

Step 2 CK Details:

The application process for Step 2 CK requires you to select a three-month period, such as September - November or October - December during which you plan to take the exam.

Step 2 Fees (2022):

Step 2 CK: \$645
Step 2 CS: Currently suspended

Fee for rescheduling your testing appointment, depending upon how much notice you provide.

Additional Details:

See the website for Practice Materials and the Bulletin of Information for details. The USMLE website is found here: <http://www.usmle.org/>



PHASE IV MONEY MATTERS:

Class of 2024,

We hope this section helps you navigate the complexities of financial matters specific to your final year at the University of Colorado School of Medicine. If you have questions or concerns about your financial aid, please call or email. The information included in this section is accurate as of **August 2022** and is subject to change without notification.

A friendly reminder: when in doubt or if you are even just a little curious about something related to financial aid or student debt, please ask! I want you to receive the most accurate information possible.

My office is located in the Office of Student Life in Fitzsimons Building. Students can schedule an appointment via the following [link](#). If you need assistance outside of the listed hours, please email me and I will work to accommodate your schedule.

Sincerely,
Deedee Colussy
Financial Aid Program Manager
CU School of Medicine
deedee.colussy@cuanschutz.edu | 303.724.9117 (Direct Phone)

Living Expense Refunds:

For your convenience the disbursement dates are posted in UCD Access. Remember the date posted online and in your **loan disclosure statement(s) is approximately seven days before the new semester begins**. This is **not** the date you will receive the funds in your direct deposit account. Students should expect to receive their living expense deposit the *first, full week of classes each new semester*. Students must be in good standing with the School of Medicine and all necessary financial aid information and/or paperwork must be completed in a timely manner. Missing or incomplete requests will delay your living expense refund, and your account is subject to late fees if it is not paid by the due date established by the Bursar's Office (bursar@udenver.edu or 303.315.1800).

Common issues for a delay in refunds

1. Missing FAFSA application and/or additional documentation. You can view your current award and application status in UCD Access in the Student Center.
 - a. www.ucdenver.edu/ucdaccess
 - b. You will need to submit the 23-24 FAFSA for the fall 2023 and spring 2024 semesters. This information is available now at www.studentaid.gov.
 - c. Your "To Do List" details unresolved items.
2. Financial aid award(s) have not been accepted. Student loans must be accepted by the student in UCD Access to initiate the processing the funds. You are notified via email when an award offer is available for you to accept.
 - a. Note: institutional loans (Perkins, Loans to Disadvantaged Students, CU Medical School Loan, etc.) can take longer to process. Be sure to contact Debt Management at 303.315.1830 if you have questions about these loans. If you accept an institutional loan, watch for an email message from ECSI (it is often found in your junk/spam folder) for directions to complete the entrance counseling and promissory note online.
3. Enrollment: You are expected to be a full-time student each semester. If you are not enrolled or your registration is delayed this will prevent your financial aid funds from disbursing.

Direct deposit provides you the quickest access to living expense funds. Sign up for direct deposit in the "Deposit" hyperlink of UCD Access' Student Center page. If you have any issues, please contact the Bursar's Office for assistance.

When you receive your refund deposit it is imperative to plan your finances carefully to last you until your next deposit. If you do not have a personal budget or need to revise your plan, you can obtain a comprehensive worksheet from the AAMC – FIRST website below. www.mint.com can be utilized for free to set and track your spending plan, financial goals, and bill due dates.

A suggested method to manage your living expense refund is to have your entire CU deposit sent to your savings account, and then schedule a monthly transfer for your living allowance (\$2400* - or less - for the 2023-2024 academic year) to avoid overspending. * The living allowance for the 23-24 year will be finalized in summer 2023.

Residency Interviews and Relocation Expenses:

The financial aid package for your fall and spring semesters of your M4 year will include funds to assist interview related expenses (applications, airfare, clothing, accommodations, etc.). During the 2021-2022 year, \$1200 was provided in the standard student budget to cover application expenses and virtual interviews; this amount will be reevaluated prior to the 2023-24 school year to determine necessary adjustments. If you need additional funds to cover these types of expenses, *please contact me to discuss your circumstances and possible options*. You may need to consider borrowing a Residency and Relocation (R/R) loan after speaking with me. These loans are considered private financing, and you would apply with a lender of your choice. The lender will determine your creditworthiness and set the loan repayment terms and conditions. These loans are not like the federally guaranteed loans you have access to through my office. R/R loans do not qualify for income calculated repayment (IBR, RePAYE, or PAY-E) or forgiveness like your federal student loan debt.

It is advisable to check your credit report before applying for a R/R loan, because they are private loans and do require the applicant have a good credit rating and/or a cosigner with a good credit rating.

It has becoming more difficult to obtain private student loans regardless of how strong your credit rating is. Numerous lenders have stopped making private student loans altogether, and most others are increasing credit requirements, raising interest rates and fees, and/or otherwise restricting to whom they will lend.

We have a section of our student loan webpage dedicated to R/R loans, please carefully review the provided information to ensure you're making the best consumer decision possible about this type of borrowing. The listing of lenders is not intended to be a comprehensive list, nor is it a recommendation of one lender over another. To view our current information please visit our [student loan page](#) and select the 'Residency and Relocation Loans' arrow.

Unusual Circumstances

Occasionally, a medical student experiences unforeseen computer/technology, health, family and/or automobile expenses. It is advisable for students to contact me to discuss their situation prior to submitting a request for an increase to better understand the required documentation along with possible funding sources. Health related appeals will require Explanation of Benefit (EOB) statements from your insurance company; credit card receipts do not detail the necessary information. Car related expenses can only be considered for major repairs, but not maintenance (oil changes, mileage service, etc.). Maintenance expenses (along with insurance and registration) are covered by the personal transportation allowance within the cost-of-living budget. Approved increases will be processed as reimbursement after the charges are incurred.

Finding Essential Information

1. UCD Access: ucdenver.edu/ucdaccess
2. Finances for Medical students: students-residents.aamc.org/financial-aid/
 - a. MedLoans® Organizer and Calculator, Budgeting, Credit, Student Loan Repayment and Finances for Residents

3. Credit Report: annualcreditreport.com
 - a. This website allows you to obtain your three, free credit reports. This site does not give you your credit score; this is a summary of your credit history. It is advisable to review one of the three reports every four months to have an ongoing look at your credit history. Carefully review your report for errors or inaccuracies. If you find an error or incorrect information you need to follow the dispute directions detailed in the report.
 - b. Your federal Graduate PLUS loan(s) require adverse-free credit history for you to receive this type of funding. Generally: delinquencies, bankruptcies, court judgements against you, or other negatively perceived information about your ability to repay a debt could prevent your ability to borrow this loan. Students who are not approved for this type of loan will likely experience a shortfall of funds to pay for their schooling and/or living expenses.

Spring 2023

Spring 2023, you will be required to attend a loan repayment strategy session to better understand the options available to manage your debt after graduation. You will have the opportunity, if you wish, to meet for an hour to discuss your loan repayment strategy, as it relates to your future career plans and financial matters after Match Day. Individual loan repayment counseling will be available to schedule after you have completed the required homework and gathered the necessary information.

Optional sessions will be hosted throughout the remainder of your spring semester prior to graduation. Topics covered in these optional sessions include: financing a home purchase, financial and estate planning. * Watch for additional information during the spring of 2023.

**Subject to change based upon student interest and availability of subject matter expert presenters.*

Office of Student Life and UME Staff

TBD

Phase IV Scheduling
VSLO for CU Students
Phase IV Grades
Affiliation Agreements
MSPE Coordination
GHHS/AOA
ERAS/MODS/SF Match/Urology

REGINA KIREVA

regina.kireva@cuanschultz.edu

Letters of Good Standing
My Record Tracker (immunizations)
Academic Verification
Licensing verification
Scholarship verification
Tracking absences
Clinical Requirements
Reimbursements
Student Interest Groups



DEBORAH JACKSON

deborah.jackson@cuanschultz.edu

Scheduling Phase I-III
ICC/MSA/Research Track Registration
Grade issues
Grade Changes
Transcript assistance
ERAS/MODS/SF Match/Urology



TBD

Electives Coordinator

DEEDEE COLUSSY

deedee.colussy@cuanschultz.edu

Financial Aid Support



Dr. CHAD STICKRATH

chad.stickrath@cuanschultz.edu

Director of Phase IV Curriculum



Fourth year Brainstorming Worksheet

Student Name: _____

Advisor Signature: _____

Date of Meeting: _____

Specialty Choice

What specialty do you think you will match in? _____

How certain are you (from 0-100%)? _____

Are there any other fields you are still considering? _____

Reflecting back...

What have been your strengths (things that come easily to you)?

What feedback have you received that might highlight potential areas for strengthening prior to residency?

What are your interests outside of clinical medicine (i.e., research, global health, medical education, etc.) and what have you done to strengthen those interests?

Where are you in your progress on your MSA?

Thinking forward...

What makes you the most nervous about your first day of internship?

What 4th-year electives and experiences are relevant to your chosen field (remember to use specialty specific resources)?

Are there experiences or skills that you would like to gain that you may not have time to do in residency (i.e., international experiences, rotations in completely different fields)?

What are your personal goals for 4th year?

Getting into the nitty gritty of scheduling

Use the grid below to document your initial thoughts for a 4th year schedule. Given the nature of the lottery for acting internships you may not get the rotation at the exact month that you would like. Your schedule will likely change throughout the year. There are strict add/drop policies so make sure you are on top of when these deadlines are as you adjust your schedule. Remember that you need 76 credits (in addition to your required ASCs and Transition to Residency Courses) in your 4th year in order to graduate. One week of coursework/rotation = 2 credits.

Spring and Summer Semester (Sections 1 through 16 – prime time for acting internships and rotations to help in determining specialty choice or receiving letters of recommendation)

Dates	Rotation	Reason for rotation and comments	# weeks
Summer Longitudinal			
Block 1 (3/27-4/21)			
Block 2 (4/24-5/19)			
Block 3 (5/22-6/16)			
Block 4 (6/19-7/14)			
Block 5 (7/17-8/11)			
Block 6 (8/14-9/8)			

Fall Semester (Sections 17 through 30 –course work schedule must be more flexible to accommodate interviews. This is a good time to complete research or longitudinal courses.

Dates	Rotation	Reason for rotation and comments	# weeks
Fall Longitudinal			
Block 7 (9/11-10/6)			
Block 8 (9/9-11/3)			
Block 9 (11/6-12/1)			
Block 10 (2 weeks only: 12/4-12/15)			

Spring Semester (Sections 32 through 49 – take rotations that will strengthen your clinical skills, fill gaps in your education or explore areas of interest that you won't experience in residency.

Dates	Rotation	Reason for rotation and comments	# weeks
Spring Longitudinal			
Block 11 (1/8-2/2)			
Block 12 (2/5-3/1)			
Block 13 (3/4-3/29)			

*** A copy of this form must be signed by either a faculty advisor or a Student Life dean and turned in to the Office of Student Life on Canvas before the student will be allowed to begin scheduling

Appendix B: List of Specialty Advisors by Department

DEPARTMENT	CONTACT	EMAIL
Anesthesiology	Mario Villasenor	mario.villasenor@cuanschutz.edu
Dermatology	Aditi Murthy	Aditi.murthy@cuanschutz.edu
Emergency Medicine	Mike Overbeck	Michael.overbeck@ucdenver.edu
	Manuel Montano	Manuel.Montano@dhha.org
Family Medicine	Roberto Silva	Roberto.Silva@ucdenver.edu
	Jill VanWyk	jill.vanwyk@cuanschutz.edu
	Cleveland Piggott	CLEVELAND.PIGGOTT@UCDENVER.EDU
	Mark Deutchman	mark.deutchman@ucdenver.edu
	Melissa Johnson	MELISSA.N.JOHNSON@UCDENVER.EDU
General Surgery	Kshama Jaiswal	Kshama.Jaiswal@CUAnschutz.edu
Plastic & Reconstructive Surgery	Chris Kaoutzanis	CHRISTODOULOS.KAOUTZANIS@CUANSCHUTZ.EDU
Internal Medicine	Sarah Wachtel	sarah.wachtel@cuanschutz.edu
Internal Med-Peds	Eleanor Floyd	Eleanor.Floyd@childrenscolorado.org ; ELEANOR.FLOYD@CUANSCHUTZ.EDU
Neurology	Jeanne Feuerstein	jeanne.feuerstein@cuanschutz.edu
Neurosurgery	Samy Youssef	samy.youssef@cuanschutz.edu
Ophthalmology	Michael Puente	MICHAEL.PUENTE@CUANSCHUTZ.EDU
Ob/GYN	Jil Liss	JILL.LISS@CUANSCHUTZ.EDU
Orthopaedic Surgery	Frank Scott	frank.scott@ucdenver.edu
Otolaryngology	Andy Johnson	ANDREW.P.JOHNSON@CUANSCHUTZ.EDU
		brian.cervenka@cuanschutz.edu
Pathology	Nicole Draper	Nicole.Draper@CUAnschutz.edu
Pediatrics	Jennifer Soep	jennifer.soep@ucdenver.edu
PM&R	Adele Meron	adele.meron@ucdenver.edu
Preventive Medicine	Vladka Kovar	VLADKA.KOVAROVA@UCDENVER.EDU
Psychiatry	Joseph Sakai	joseph.sakai@ucdenver.edu
Radiation Oncology	Tyler Robin	tyler.robin@cuanschutz.edu
Radiology	Kimi Kondo (Interventional)	kimi.kondo@ucdenver.edu
	Zachary Trenbeth (Diagnostic)	zachary.trenbeath@cuanschutz.edu
Urology	Janet Kukreja	janet.kukreja@cuanschutz.edu

Appendix C: Scheduling an “away rotation” or externship

1. Visiting Student Learning Opportunities (VSLO or VSAS) was created by the Association of American Medical Colleges (AAMC) to make it easier for students to apply for fourth-year clinical away electives. Approximately 120 host institutions use VSLO to review visiting student applications. CUSOM is also a host institution in VSLO, which means that we accept students from other institutions.
2. If the school you want to visit does not participate in VSLO, you may apply directly to the host school **or** use the Extramural Electives Compendium (EEC) (<http://services.aamc.org/eec/students/>). The EEC is a searchable database containing information about the scheduling of elective opportunities at AAMC-member medical schools in the United States.
3. Once you are approved for a rotation by an institution in VSLO and have accepted specific dates, **you must enroll in the appropriate CUSOM elective course. CUSOM departmental approval must be obtained at least one month in advance** of starting the externship. Approval will only be granted once you have completed the electronic form in Oasis.
4. All away rotations require an affiliation agreement. We have already established agreements with the institutions listed in Appendix D. **If your chosen site is not on the list, complete the electronic form in Oasis as much in advance of your rotation as possible and contact Student Life immediately so that an affiliation agreement can be initiated.** Note that if an affiliation agreement cannot be established, you will not be able to participate in the rotation
5. Enrolling in the CUSOM course also assures that you will be covered by malpractice insurance for your away rotation. Make sure to remember this step, as being approved in VSLO is **NOT** the same as enrolling in the course in Oasis and **you will not receive credit or have malpractice coverage unless you enroll in Oasis.**
6. When you have finished the clerkship, it is your responsibility to ensure that an evaluation is sent to the University of Colorado departmental course director and coordinator responsible for your away rotation. You will not get credit for the course until and unless we receive this verification.
7. **All away electives are only eligible for pass/fail grading** even if the institution at which you rotate at assigns a grade of honors.
8. **KEEP IN MIND THAT FOR AY 2023-2024, we are expecting that there will be NO restrictions or limitations. However, there may be modifications to the timeframe or availability of away rotations based on the national Covid-19 situation. OSL will keep you informed on any updates or information as we get it.**

Appendix D: List of Currently Approved Away Rotation Sites

Please note that this list is subject to change and is frequently updated. Contact Student Life if you have questions or concerns (som.schedule@ucdenver.edu) or if you are interested in an away rotation that is not on the list. We can work with you to get it approved!

Institution Name	City	State
Albany Medical College	Albany	NY
Albert Einstein College of Medicine	Bronx	NY
Albuquerque Area Indian Health Service (AAIHS)	Albuquerque	NM
Banner Health	Phoenix	AZ
Baptist Memorial Hospital (University of TN)	Memphis	TN
Baylor COM	Houston	TX
Billings Clinic	Billings, MT	MT
Boston Medical Center	Boston	MA
Boston University	Boston	MA
Brooke Army Medical Center	San Antonio	TX
Brown University Warren Alpert Medical School	Providence	RI
Carl R Darnall Army Medical Center	Fort Hood	TX
Carilion Healthcare Corporation	Roanoke	VA
Carolinas Medical Center (Under UNC Health Care)	Charlotte	SC
Cedars-Sinai Medical Center	Los Angeles	CA
Indian Health Services - Navajo Nation (multiple sites)	Window Rock	AZ
Cook County Health and Hospital System	Chicago	IL
Cornell Medical School (Weill Cornell Medical College)	Ithaca	NY
Creighton University SOM - Omaha Campus	Omaha	NE
Duke University SOM	Durham	NC
First Choice Community Healthcare	Albuquerque	NM
Emory University	Atlanta	GA
Geisinger Medical Center	Danville	PA
George Washington University School of Medicine & Health Sciences	Washington	DC
Greenville Health System/USCSOM	Greenville	SC
Gulf Coast Veterans Health Care System	Biloxi	MS
Harbor UCLA Medical Center (See: UCLA)	Torrance	CA
Hawaii Health Systems Corporation	Honolulu	HI
Hennepin County Medical Center	Minneapolis	MN
Highland Hospital Alameda Health System	Oakland	CA
Himalayan Health Exchange, Inc.	Hempstead	NY
John Peter Smith Health (JPS Health)	Fort Worth	TX
Johns Hopkins University SOM	Baltimore	MD

Kaweah Delta Health Care	Visalia	CA
Lakeland Health	St. Joseph	MI
Loyola University of Chicago Stritch SOM	Maywood	IL
Madigan Army Medical Center	Tacoma	WA
Maine Medical Center	Portland	MN
Mayo Clinic	Rochester	MN
Mayo Clinic Arizona	Scottsdale	AZ
Medical College of Georgia -- (Augusta University)	Augusta	GA
Medical College of Wisconsin	Milwaukee	WI
Medical University of South Carolina	Charleston	SC
Medstar Union Memorial Hospital	Baltimore	MD
MetroHealth Medical Center	Cleveland	OH
Michigan State University	East Lansing	MI
MultiCare Health System	Tacoma	WA
NAIHS		
Naval Hospital Jacksonville	Jacksonville	FL
Naval Medical Center PORTSMOUTH	Portsmouth	VA
Naval Medical Center of San Diego		
New York University SOM	New York	NY
NIH Clinical Center	Bethesda	MD
Northwestern University Feinberg SOM		
Ochsner Health	New Orleans	LA
O'Connor Family Medicine Residency	San Jose	CA
Ohio State University College of Medicine	Columbus	OH
Oregon Health Sciences University	Portland	OR
Orlando Health	Orlando	FL
Pennsylvania State U COM	Hershey	PA
Pennsylvania State University	Hershey	PA
Regions Hospital	St . Paul	MN
Riverside University Health System	Moreno Valley	CA
Saint Charles Health Systems, Inc.	Bend	OR
San Antonio Medical Center Air Force (BAMC)	San Antonio	TX
San Antonio Military Medical Center (BAMC)	San Antonio	TX
Santa Barbara Cottage Hospital	Santa Barbara	CA
Scripps Mercy/Scripps Green Hospital	San Diego	CA
Sidney Kimmel Medical College at Thomas Jefferson University	Philadelphia	PA
Southern Illinois School of Medicine	Springfield	IL
SSM Health Care Corporation	see agreement	MO-OK- WI
St. Joseph Medical Center	Stockton	CA
St. Joseph Mercy Ann Arbor & Livingston	Ypsilanti	MI
St. Luke's University Hospital Network	Bethlehem	PA
St Vincent de Paul Family Health Center, UCSD	San Diego	CA
Stanford University	Stanford	CA
Summa Akron City Hospital	Akron	OH

SUNY Upstate Medical University	Syracuse	NY
Swedish Cherry Hill Family Medicine	Seattle	WA
Temple University Lewis Katz Medical School (St. Luke's Univ Hospital Network)	Bethlehem	PA
Texas A&M HSC COM - Bryan TX	Bryan	TX
Texas A&M - Temple TX	Temple	TX
Tripler Army Medical Center	Honolulu	HI
Tufts University SOM	Boston	MA
Tulane University	New Orleans	LA
UCSF Benioff Children's Hospital Oakland	Oakland	CA
University of Alabama	Birmingham	AL
University of Arizona COM	Phoenix	AZ
University of California - San Francisco	San Francisco	CA
University of California Davis SOM	Sacramento	CA
University of California - Irvine	Irvine	CA
University of California Los Angeles Greffen SOM	Los Angeles	CA
University of California Sacramento	Sacramento	CA
University of California San Diego Health Sciences	LaJolla	CA
University of California San Francisco	San Francisco	CA
University of California San Francisco - Fresno	Fresno	CA
University of California San Francisco Highland Hospital	San Francisco	CA
University of Connecticut School of Medicine	Farmington	CT
University of Illinois Chicago	Chicago	IL
University of Iowa Carver College of Medicine	Iowa City	IA
University of Kansas Medical Center (all campuses)	Kansas City	MO
University of Kentucky College of Medicine	Lexington	KY
University of Maryland	Baltimore	MD
University of Massachusetts Memorial Medical Center	Woster	MA
University of Miami Miller SOM	Coral Gables	FL
University of Michigan	Ann Arbor	MI
University of Minnesota	Minneapolis	MN
University of Missouri	Kansas City	MO
University of Nebraska Medical Center	Omaha	NE
University of Nevada SOM	Reno	NV
University of New Mexico	Albuquerque	NM
University of North Carolina SOM	Chapel Hill	NC
University of Pennsylvania Perelman SOM	Philadelphia	PA
University of Pittsburgh	Pittsburgh	PA
University of Rochester SOM	Rochester	NY
University of Southern California Keck SOM	Los Angeles	CA
University of Tennessee (Baptist Memorial)	Memphis	TN
University of Texas at Austin Dell Medical School	Austin	TX
University of Texas Rio Grande Valley School of Medicine	Harlingen	TX
University of Texas -- San Antonio	San Antonio	TX
University of Texas - Southwestern Medical Center	Dallas	TX

University of Utah School of Medicine	Salt Lake City	UT
University of Vermont Medical Center	Burlington	VT
University of Virginia SOM	Charlottesville	
University of Washington	Seattle	WA
University of Wisconsin School of Medicine and Public Health	Madison	WI
Vanderbilt University SOM	Nashville	TN
Wake Forest Health Sciences	Winston-Salem	NC
Washington University SOM	St. Louis	MO
Walter Reed Military Medical Center	Bethesda	MD
Weill Cornell Medical College	New York	NY
West Park Hospital, Cody WY	Cody	WY
William Beaumont Army Medical Center	El Paso	TX
Yale University SOM	New Haven	CT
Zuckerberg San Francisco General Hospital (UCSF)	San Francisco	CA
Zucker/Hofstra SOM - Southside Hospital - Northwell Health		