

**GENERAL INFORMATION
CLERKSHIP TRACK SYSTEM
CLASS OF 2025**

The Fourth Year Clerkship Track System governs the order in which students take their required clerkships and electives during their fourth year. Each student will be assigned to a specific track of clerkship sequence by means of a lottery process.

I. THE FOURTH YEAR CALENDAR

The fourth year consists of twelve 4-week quarters (referred to as period 8B, 8C, 9A, 9B, 9C, 10A, etc.). The early summer quarter consists of two 4-week periods (8B and 8C); the summer, fall and winter quarters consists of three 4-week periods; the spring quarter consists of one 4-week period (12A) and one two-week period (12B). Fourth year courses will begin on Monday, May 6, 2024. Courses end on Friday, May 9, 2025. Graduation date will be determined by the university next fall; it is tentatively set for either May 10th or 17th, 2025.

There are two vacation breaks built into the fourth year calendar. Between the 9A/July period and 9B/August period, there is a one-week summer break. Between the fall and winter quarters, there is a two-week winter break. Because graduation is in early-mid May, there is no spring break in this year's calendar.

II. THE FOURTH YEAR CURRICULUM

The fourth year consists of 12 weeks of required core clerkships, one 4-week required course, one 2-week Transition to Residency bootcamp and 32 weeks of available elective time.

The **Patient-Centered Medicine 4 (PCM4)** is a course that is self-paced with largely asynchronous curricula focusing on education and skills needed as you make that transition to internship. Course design was intentional to allow fourth-year students flexibility to schedule interviews during this month to avoid impacting clinical rotations. Broad topics for this course fall into the categories of medical knowledge and clinical skills essential for an intern, understanding value-based health care delivery, and maintaining your own personal and financial wellness.

The **Emergency Medicine** clerkship is intended to introduce students to emergency medicine and educate them as to how an emergency department operates, as well as acquire skills of critical judgment for the care of undifferentiated and seriously ill patients within the context of all organ systems and multidisciplinary content areas.

The goal of the required **Sub-Internships** is to enhance the skills and attitudes needed to effectively care for hospitalized and critically ill patients. The Sub-Internships consist of one 4-week floor experience (**Sub-I Wards**) and one 4-week intensive care unit experience (**Sub-I ICU**). Each subinternship offers its own curriculum, objectives, and grading.

Transition to Residency (TTR) is a required two-week course designed to provide an intensive clinical and skills-based experience for all graduates. Part of this course will be general curricula, and part will consist of specialty-specific content. This experience is offered three different periods

(11A/Jan, 11B/Feb, 12A/April but students are encouraged to choose their session based on the type of residency they will enter:

- Adult medicine specialties should choose the TTR in Tracks: 11A or 11B for best experience
- Pediatric-focused specialties should choose the TTR in Tracks: 11A or 11B for best experience
- Surgical specialties should choose the TTR in Tracks: 11B or 12A for best experience

We recognize that there may be situations where one's track may not align. Please reach out to Dr. Ozark to help trouble-shoot.

III. TRACK SYSTEM FEATURES

To assure flexibility and balance in course load, no track places all three core requirements (EM, Sub-I ICU, and Sub-I Wards) before or after winter break. Instead, they are spread across the year.

The required PCM4 takes place either in the November/10B or December/10C. This allows for more flexibility with interview schedules than a taking a clinical course during that busy time of year. PCM4 months may be swapped as long as there is not a required rotation in the desired month.

Finally, core clerkships will end by April (period 12A) of the fourth year, allowing for students to finish medical school with a final two-week elective or discretionary time in period 12B and for faculty to submit core grades before graduation.

IV. THE TRACK SYSTEM

The track system allows for enrollment to be dispersed across courses.

Each track includes four required courses as follows:

- ◆ Two four-week Sub-Internship blocks: one ICU block and one Ward block.
- ◆ One four-week block in Emergency Medicine.
- ◆ One four-week Patient-Centered Medicine 4 course in the November or December block.
- ◆ One two-week Transition to Residency bootcamp course in the January, February or April block.

The remainder of the fourth year is devoted to electives (32 weeks). **At least 22 weeks of elective credit** is required to fulfill Loyola's minimum graduation requirement. **If you completed a 2-week elective in third year, you will need to accrue only 20 weeks* of elective credit in fourth year.** The additional weeks built into the fourth year calendar can be used for additional elective experiences or may be taken as discretionary time off (for residency interviews, study for Step 2, remediation, etc.).

A. ASSIGNMENT OF STUDENTS TO A TRACK

*If you have earned credit from part-time electives during your M1-M3 years, this may further reduce the number of weeks of elective credit you need to earn during fourth year.

Tracks will be assigned by lottery. Members of the class eligible for the lottery have been assigned a computer-generated lottery number. Students are asked to rank order the 11 tracks (with #1 as high and #11 as low) on the **Fourth Year Track Ranking Form in myLUMEN** (see “Clerkship Track System” on the left hand menu on myLUMEN). The deadline for submittal of your track form is **Wednesday, November 29th at 11:59 PM.**

If you have any trouble with the ranking form or questions about it, please contact Agape Lamberis at aglamberis@luc.edu.

B. TRACK CHANGE POLICY

Unless given explicit written permission by a Student Affairs Dean, students must maintain at least one Sub-I in the first half of the year (May-December). All clerkship or site/service changes must be completed at a minimum of 45 days in advance of the course start date.

C. TRACK CHANGE PROCEDURE

1. Trading with other students:

A student may exchange a **complete clerkship track** with another student by mutual agreement.

A student may trade a **specific core clerkship** (EM, Sub-I ICU or Sub-I Wards) with another student by mutual agreement *as long as one Subinternship (ICU or Wards) in the first half of the year is maintained on each student’s schedule*. Trades must be made for the same Sub-I (Wards for Wards and ICU for ICU).

Exchanges of tracks or clerkships must be reported to Registration and Records for approval and official entry on the students’ schedules. Students should email Agape at aglamberis@luc.edu with their agreed upon track or clerkship trade.

Please be aware that any trades made after the time that the subinternship site and service assignments are announced will have an effect on both your site and service assignment.

Students rescheduling a subinternship block must retain one intensive care and one ward block!

2. Rescheduling without a classmate to trade with:

Any change in the emergency medicine, subinternship, PCM-4 and TTR assignment within a track, which does not involve a trade with another student, must be initiated by petition to the Office of Registration and Records. If good cause exists for the change **and enrollment numbers permit**, the change will be accepted for official entry on to the student’s schedule. Students will be sent a Google form to submit their non-change request sometime

in January. If a change is not available at that time, students will be placed on a waitlist. While we will do our best to accommodate most change requests, changes are not guaranteed. Again, no clerkship changes are permitted without written approval from the Office of Registration & Records.

After the Sub-I site/service assignments are made, all subinternship changes must also be approved by the Sub-I coordinator in the Educational Affairs office (Vivian Ortiz).

3. All schedule changes must go through Registration & Records:

Under no circumstances are students permitted to make clerkship track changes directly with the departments concerned or with the supervisors of clerkship services at various hospitals. Faculty and staff have been alerted to refer such inquiries to the Office of Registration and Records for adjudication.

4. Changing your Sub-I site/service assignment:

Students wishing to change their subinternship site/service assignment, without altering the month of the subinternship, should contact the subinternship coordinator, Vivian Ortiz (vortiz4@luc.edu).

Please note that once the Sub-I site/service lottery is completed, if a particular service is not filled by a student on the required Sub-I, that service will be offered as an elective or to a visiting student.

V. REQUIRED CLERKSHIP HOSPITAL AND SERVICE ASSIGNMENTS

Core clerkships must be taken at one of the sites and services specified by the department for the clerkship. **Core clerkships may not be taken at sites or services not approved by the department.** There is no wild card option for site/service assignments during fourth year.

A. SUBINTERNSHIP ASSIGNMENTS

Subinterns will be assigned by lottery* to the available Sub-I services. The due date for your site/service preference submission will be announced in the near future. The Sub-I coordinator in Educational Affairs is responsible for completing the site/service assignments.

**The subinternship site/service assignment will use the reverse order of the lottery number given to you for the clerkship track system (i.e. the individual who has first choice of the clerkship tracks will have last choice of the site/service assignment.*

Drs. Margaret Tsien and Brenda Bailey are the Ward Subinternship course directors; Drs. Emily Gilbert and Paul Hutchison are the ICU Subinternship course directors. The coordinator for both the ICU and Ward subinternships is Vivian Ortiz. Her office has the final word on selections and changes after assignments have been made. See the LUMEN Sub-I sites for

further details.

B. EMERGENCY MEDICINE ASSIGNMENTS

Students will be assigned to the LUMC Emergency Department as well as HVA, MacNeal, or Gottlieb for their required clerkship. The clerkship will require rotation on different shifts during the 24 hour day, in addition to other required learning activities. The clerkship director for Emergency Medicine is Dr. Jason Palmatier; the assistant clerkship director is Dr. Claudine Feliciano; and the course coordinator is Renata Barylłowicz. See the LUMEN EM site for further details.

VI. ELECTIVES

Electives are usually four weeks in length and may have prerequisites, which are listed in the individual elective course descriptions, found in the online [Elective Catalog](#). The [Catalog Preface](#) contains policies about elective registration. Students may register for electives through submission of an elective application according to a registration timetable and elective policy guidelines. (*The track lottery number does not apply to elective registration.*)

Registration for *intramural electives* (i.e. electives at Loyola) is on a rolling calendar. Intramural elective registration opens several months in advance of the start date of the elective; please consult the Timetable for Elective Registration for opening registration dates for each period.

Registration for *extramural electives* (i.e. away electives at another institution/medical school) varies by school; students should consult the school's website, [VSLO](#), and/or the [AAMC Extramural Elective Compendium](#) for dates.

In your fourth year, at least 12 weeks of your elective credit must come from **clinical electives** (as opposed to non-clinical electives, such as research or a course like Quality Improvement or Virtual Pathology).

The intention of the elective curriculum during your fourth year is to provide a **broad base** of experience to round out your undergraduate medical education. *It is not meant to consist of an immersive experience in any one specialty.* Thus, you are limited to **12 weeks of elective credit in a particular specialty. Students are permitted to register for up to 12 weeks of electives within one specialty, but no more than four to eight weeks is recommended. Likewise, students may apply for up to 12 weeks of elective credit to be earned extramurally as a visiting student at another medical school program.**

Full detail and description of the policies that govern the elective curriculum are contained in the Stritch Elective Catalog Preface and Appendices found on the web. Students are responsible for

knowing and adhering to the school's policies. The timetable for elective registration can be found online within the elective catalog under scheduling references.

More information regarding intramural elective registration will be emailed to you in late December prior to the opening registration date for the first fourth year elective period.

The **Stritch Elective Catalog** is located online, and includes elective policies, the registration process, registration forms and course listings and descriptions. The elective course catalog web address is: <https://www.luc.edu/stritch/regrec/electivecatalog/coursecatalog/>

The **specialty elective guide** is part of the online elective catalog. It provides students who have a career interest in a particular field with recommended electives to prepare educationally for postgraduate training in that specialty. Its address is: <https://www.luc.edu/stritch/regrec/electivecatalog/specialityelectiveguide/>

You can easily reach the elective catalog website by going to the SSOM Office of Registration & Records [home page](#), clicking on the arrow next to Elective Catalog towards the upper left, and selecting Course Catalog.