ELECTIVE CLERKSHIPS GUIDE
January 2017
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Introduction

Dear Students,

We understand that scheduling elective clerkships can seem like a daunting task. In an effort to make the process easier for you, the Office of Clinical Student Affairs (OCSA) has created this guide. It is comprehensive, and will be updated frequently, as sites will occasionally change offerings. Here, you will be able to find the following information on each site affiliated with American University of the Caribbean School of Medicine (AUC):

- Contact info
- Information on the clinical site
- Procedures to schedule electives
- Site-based requirements
- Lists of clerkships offered and ACGME-accreditation

You can always contact an OCSA advisor should you have additional questions, or are unable to find information by writing to advisors@aucmed.edu.

Unaffiliated sites

On occasion, students will choose to complete elective clerkships at sites that are unaffiliated with AUC. This is acceptable with a few caveats.

- AUC students may complete only 2 electives for a total of eight (8) weeks of elective clerkships per unaffiliated site.

The process to research and obtain electives at unaffiliated sites is as follows:

- First, student must contact the site and ask if they accept AUC medical students for rotations. Sometimes websites are not up-to-date, so it is important to speak with someone in academic affairs. Make sure to obtain the name of the person you spoke with, their title and contact info.
- If the site accepts AUC students, student should ask if the site accepts students for the rotations and dates being requested.
- Student must check if the elective clerkship is ACGME-accredited.
- Student must also determine if the clinical site requires an affiliation agreement. If so, one must be drafted and sent to AUC's legal department. This process may take a couple of months or more, so student should plan accordingly. (Keep in mind that affiliation agreements may or may not be acceptable by either the site or AUC.)
- If the above are "yes," then student may submit the complete application package to OCSA (student is responsible for finding out exactly what documentation is required by the student and AUC, which may be all or any of the following items: application from the site, any fees required, CV if required, letter of intent if required, health docs, etc.). All must be in an envelope, completed, and sent to the OCSA Coral Gables office. Once in receipt, OCSA will complete AUC’s portion of the application (malpractice insurance, blank evaluation forms, letter of good standing, transcript) and mail to the site on student’s behalf.

(Student should be aware that sometimes sites will charge students for rotations. Students are responsible for determining if there is a cost for the rotation prior to requesting it. AUC will...)
reimburse tuition up to $1,200 ($300/week). Students will be responsible for paying the fee, and then submitting a request for reimbursement to advisors@aucmed.edu. Only after both the payment receipt and the completed clerkship evaluation are received by AUC, the request for reimbursement will be sent to Accounts Payable for refund. Only rotation fees are reimbursable, application, badge, parking, etc., are not.

Limits
A total of 30 weeks of elective rotations may be taken. Each elective clerkship should be at least 4 weeks in duration. Only one 2-week elective is permitted per student during the clinical years. The maximum length of time that a student may take any elective clerkship in any one subject area is eight weeks. The maximum number of non-internal medicine related electives is 8 weeks. Internal medicine electives include family medicine, neurology, emergency medicine, radiology, ophthalmology, behavioral medicine, sports medicine, critical care, dermatology, PM&R, as well as all the traditional internal medicine subspecialties.

VSAS (Visiting Student Application Services)
Please keep in mind that only Liaison Committee on Medical Education (LCME)-schools are able to make use of VSAS, therefore AUC students are ineligible to apply through that system. Students interested in such sites should contact the sites’ Academic Affairs offices and find out if there is an alternative way to apply. Some sites will only accept students from LCME schools, and usually sites which require the VSAS process are such sites.

ACGME-Accreditation
ACGME stands for the Accreditation Council for Graduate Medical Education, and is the body that accredits residency programs in the USA and Puerto Rico. Because AUC students are considered international medical graduates (IMGs), many state licensing boards have different criteria for our students to fulfill in order to become licensed in those states. One of the criteria is for the elective clerkships to be completed at a site that sponsors or is a participating institution in an ACGME-accredited residency program in that specific specialty. It is not sufficient for an internal medicine program to sponsor a subspecialty (for example, radiology). If the site has a family medicine (FM) program, some states may allow the rotation to be considered for credit toward licensure due to their acceptance of the rotation being conducted under the auspices of the FM umbrella (“Bluebook”). Some states do not. AUC’s only interest in limiting the number of non-ACGME rotations students can complete is so that our graduates are able to become licensed in all 50 states. The ACGME-accreditation information for each site can be found at the acgme.org website. For our affiliated sites, the research has been done for you, and the ACGME-listing for the clerkships offered can be found in this guide. (Please be advised that this information may change, students should check the ACGME site [www.acgme.org] prior to scheduling any elective clerkship.)

Unapproved States: Pennsylvania and New Jersey
Per statute, AUC students are ineligible to complete elective or core clerkships in the states of Pennsylvania or New Jersey. Students, however, are able to engage in residencies and fellowships; and may obtain licensure in these states.

Texas
The Texas Legislature enacted a law prohibiting the state approval body from enabling all international medical schools, among others, from independently engaging and entering into an affiliation agreement with a Texas teaching hospital.
AUC students remain able to complete select elective rotations in Texas if they are a “visiting student” at a Texas medical school. This requires applying and gaining acceptance to an individual Texas-based medical school as a visiting student. (Students may not engage in elective clerkships at individual hospitals or sites, and any and all applications must originate through the education affairs offices of a Texas medical school. Otherwise, AUC students may not complete any clerkships in the state of Texas.

**Important Note on Elective Clerkships**
Please keep in mind that all sites – whether affiliated with AUC or not – reserve the right to accept or deny any student for an elective clerkship based on availability, cutoff USMLE Step 1 score, or other criteria. Sites reserve the right to limit the number of clerkships offered at any given time. No site is guaranteed for any clerkship and the Academic Affairs Department at individual clinical clerkship sites have the final word on acceptance or denial of placements.

If you have been denied a placement in an elective clerkship and feel that an error was made, please forward your information to the OCSA for review. They will assist you in managing the situation. Further support is available from the Associate Dean of Student Affairs. It is in your best interest not to appeal to the site directly in these cases, and imperative that you demonstrate the professionalism of a physician-in-training when scheduling elective rotations.

**Cancelling an Elective Rotation**
If a student changes the confirmed elective schedule for any reason with less than 45 days’ notice before the scheduled start date, he or she will be charged an administrative fee of $500 per week for the total number of weeks cancelled. This fee will be in addition to any penalty fee charged by the hospital and includes elective clerkships at both affiliated and non-affiliated sites.

If a student is administratively removed, placed on suspension, dismissed from AUC, or unable to attend the rotation for any reason with less than 45 days’ notice before the commencement of a rotation, the student will be charged the aforementioned administrative fees. Students removed, suspended, or dismissed while rotating are also subject to the financial aid guidelines as set forth in the student finance section. Please note that some hospitals require 60 days’ notice before the scheduled start date.
Selecting Your Fourth-Year Elective Clerkships

Important considerations when choosing elective rotations

1) Identify your specialty (or specialties) of interest, and the areas/regions you desire to live in as you start your medical career. Familiarize yourself with the licensing requirements for the particular area in question, in order to ensure that elective selections will both meet these requirement, as well as make you a desirable candidate.

2) Consider the respective site’s feelings on IMGs. You should focus on sites that have a positive and effective relationship and history with IMGs because this will ensure that you will have the most productive learning experience. AUC students have had success in gaining residency spots at many of the nation’s hospitals; these hospitals would be a great place to start your search for electives, because you know that they have a history of offering AUC students residency positions. Please refer to the AUC Match list for more information on these hospitals (http://aucmed.edu/alumni/residency-placement/2015-residency-placements.aspx). (*Please keep in mind many of our students match in the states of Pennsylvania and New Jersey. AUC students are able to gain residency and fellowship positions in those states, as well as licensure, however, due to state legislature, AUC students are unable to complete clinical clerkships in those states.)

3) Consider ACGME accreditation. It is not a requirement for every state, but it can protect your interest in the long run, as you can qualify for licensure in a greater number of states.

4) Complete an elective in Family Medicine. This will not only help you to build a good foundation for any future specialty, but also can broaden the options available to you come time to apply for residency. Additionally, Texas and California medical licensing boards require four weeks of Family Medicine clerkships for medical licensure. (“Primary Care” elective does not count toward a Family Medicine requirement.)

5) Identify areas of weakness and/or skills you may require and in which you are lacking. An elective rotation may be your opportunity to revamp and redeem certain aspects of your application that may not be exemplary.

6) Subspecialties are important. Many residency programs will like to see that you have experience that directly correlates to the specialty that you desire. This may also be your opportunity to gain a greater understanding for what that particular residency entails.

7) A sub-internship (abbreviated “sub-I”), or acting internship fourth-year clerkship, where the student will perform the role of an intern or first year medical graduate, under the supervision of senior house staff and attending physicians. The rotation is generally pursued in the field appropriate to career interest. For example, a sub-I can be taken in Internal Medicine, Surgery, Pediatrics, Psychiatry, etc. Many medical students’ select sub-Is at institutions
where they wish to apply for residency; such rotations are "auditions" for the student to demonstrate his or her commitment to the outside program.

8) Consider your future patients. For example, if you have an interest in Primary Care, maybe consider a Cardiology elective.

9) Consider your own clinical interests. If you have had interests that extend beyond those that have fit into your core schedule of rotations, this may very well be your opportunity to explore those very interests.

10) Be PROACTIVE and Professional. This is naturally a competitive atmosphere, so thinking about some of the considerations on this list, will help you to be more organized and timely in securing the elective rotation of your choice.

** It is important to complete an elective clerkship in a specialty of choice, if at all possible, prior to, or as close to, Electronic Residency Application Service® (ERAS) residency application time, so that you can have a letter of recommendation in your specialty of choice prior to residency interviews.

Here are some recommended electives based upon specialty interest. These are not required electives, but instead are elective choices that may enhance the knowledge base needed for the particular specialty of interest. Please note that the electives, otherwise stated, are listed in no particular order and can be taken in any order of preference.

When considering to which specialty to apply, it is important to check the USMLE Step 1 and Step 2 CK cutoff scores as a starting point.

† You will also find in the list below the performance range on the USMLE examinations for IMGs matched in that particular specialty. An important component of securing a match is being well informed on the performance standards for the specialty in question. This will allow you to choose residency programs in which you have the greatest chance of being matched.

(Source: 2014 NRMP Data Warehouse and ECFMG)

ANESTHESIOLOGY
Recommended rotations for students interested in a career in Anesthesiology:
I. One to two sub-internships/electives in field
II. Three or more electives
  a. Cardiology
  b. Pulmonary Medicine
  c. Critical Care Medicine (Intensive Care)
  d. General Medicine
  e. Emergency
  f. Surgery
  g. Endocrine
  h. Nephrology - Renal Medicine
**EMERGENCY MEDICINE**
Recommended rotations for students interested in a career in Emergency Medicine:
- a. Internal medicine (general elective)
- b. General Surgery or Trauma Surgery
- c. Critical Care Medicine
- d. Pediatrics
- e. Cardiology
- f. Gynecology
- g. Orthopedics

II. Strong Considerations
- a. Anesthesiology
- b. Plastic Surgery/Hand Surgery
- c. Radiology
- d. Neurosurgery

**FAMILY MEDICINE**
Recommended rotations for students interested in a career in Family Medicine:
- a. Radiology
- b. Emergency Medicine
- c. Women’s Health (OB or Office-based gynecology)
- d. Orthopedics (esp. office-based orthopedics or sports medicine)
- e. Dermatology
- f. Cardiology
- h. Physical Medicine and Rehabilitation
- i. Adolescent Medicine
- j. Infectious Diseases

**INTERNAL MEDICINE**
Recommended rotations for students interested in a career in Medicine:
I. Sub-internship in inpatient or ambulatory
II. Two or more traditional medical subspecialties
- a. Cardiology
- b. Infectious Diseases
- c. Geriatrics
- d. Nephrology
III. Two to three electives
- a. Dermatology
- b. Emergency Medicine
- c. Adult Neurology

†USMLE Step 1 mean - 234
†USMLE Step 2 CK mean - 239

†USMLE Step 1 mean - 225
†USMLE Step 2 CK mean - 235

†USMLE Step 1 mean - 206
†USMLE Step 2 CK mean - 213

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d. Diagnostic Radiology

e. Intensive Care Unit

f. Psychiatry

g. Orthopedics (esp. office-based orthopedics or sports medicine)
h. Gynecology (esp. office-based gynecology)
i. Surgical subspecialty rotations (ENT, ophthalmology, urology, etc.)
j. Physical medicine and rehabilitation

†USMLE Step 1 mean - 221
†USMLE Step 2 CK mean - 228

NEUROLOGY
Recommended rotations for students interested in a career in Neurology:
I. One or two sub-internships/electives:
   a. Neuro-radiology
   b. Neurosurgery
II. Medical Subspecialties:
   a. Cardiology
   b. Renal Medicine
   c. Rheumatology
   d. Pulmonary Medicine
   e. Intensive Care
   f. Infectious Diseases
III. Pediatric Sub-specialties (appropriate for the student interested in child neurology)
   a. Cardiology
   b. Child Development
   c. Neonatal medicine

†USMLE Step 1 mean - 216
†USMLE Step 2 CK mean - 222

OBSTETRICS/GYNECOLOGY
Recommended rotations for students interested in a career in Obstetrics/Gynecology:
I. One or two sub-internships within the field
II. Electives (in order of preference)
   a. Ambulatory Internal Medicine or Family Medicine
   b. Internal Med. Acting Internship
   c. ICU (Medicine or Surgery)
   d. Emergency Medicine
   e. Anesthesiology (especially Obstetric Anesthesiology)
   f. Cardiology
   g. Dermatology
   h. Infectious Diseases
   i. Medical Endocrinology
   j. Neonatology
   k. Nephrology
   l. Radiology (especially Ultrasonography)
   m. Surgical Pathology
PATHOLOGY
Recommended rotations for students interested in a career in Pathology:
I. Electives
   a. Medical Hematology/Oncology
   b. Additional training in General Medicine
   c. General Surgery (beyond basic requirements)
   d. Endocrinology
   e. Nephrology
   f. Dermatology
   g. Emergency Medicine
   h. Radiation Oncology
   i. Gastroenterology

†USMLE Step 1 mean - 221
†USMLE Step 2 CK mean -232

PEDIATRICS
Recommended rotations for students interested in a career in Pediatrics:
I. One to two sub-internships or electives in Pediatrics
II. Electives
   a. Pediatric allergy
   b. Pediatric anesthesiology
   c. Pediatric radiology
   d. Pediatric dermatology
   e. Pediatric orthopedics
   f. Child Neurology

†USMLE Step 1 mean - 224
†USMLE Step 2 CK mean -226

PHYSICAL MEDICINE AND REHABILITATION
Recommended rotations for students interested in a career in Physical Medicine and Rehabilitation:
I. One or two sub-internships or electives in the field
II. Electives
   a. Cardiology
   b. Geriatrics
   c. Medicine sub-internship
   d. Neurology
   e. Neurosurgery
   f. Orthopedics
   g. Plastic Surgery
   h. Psychiatry
   i. Rheumatology
   j. Urology
   k. Vascular Surgery

†USMLE Step 1 mean - 216
†USMLE Step 2 CK mean -224
†USMLE Step 1 mean - 223  
†USMLE Step 2 CK mean -231

PSYCHIATRY AND BEHAVIORAL MEDICINE  
Recommended rotations for students interested in a career in Psychiatry and Behavioral Medicine:  
I. One or two sub-internships or electives in the field (inpatient and outpatient)  
a. Addiction Psychiatry  
b. Child/Adolescent Psychiatry  
†USMLE Step 1 mean - 205  
†USMLE Step 2 CK mean -211

RADIOLOGY  
Recommended rotations for students interested in a career in Radiology:  
I. Electives  
a. Pulmonary Medicine  
b. Medical GI  
c. Orthopedics  
d. Community Hospital Radiology  
e. Oncology or Radiation Therapy  
f. General Surgery  
g. Pathology  
h. Neurology OR Neurosurgery  
†USMLE Step 1 mean - 237  
†USMLE Step 2 CK mean - 241

SURGERY  
Recommended rotations for students interested in a career in Surgery:  
I. One or two sub-internships or electives in the field (at an academic institution)  
II. Electives  
a. Cardiology  
b. Endocrinology  
c. Gastroenterology  
d. Hematology/Oncology  
e. Infectious Diseases  
f. Nephrology  
g. Pulmonary Medicine  
III. Other suggested electives  
a. Anesthesiology  
b. Radiology  
c. Critical Care  
d. Emergency Medicine  
e. Surgical Pathology  
†USMLE Step 1 mean - 227  
†USMLE Step 2 CK mean -234

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.  
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.

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Bronx Lebanon University Hospital

1650 Grand Concourse
New York, NY 10457
(718) 590-1800
www.bronx-leb.org

Student Coordinators:
Ms. Lorenza Garcia (Family Medicine Program)
Email: logarcia@bronxleb.org
Mr. Al Infante (IM electives)
Email: ainfante@bronxleb.org

Bronx Lebanon Health Care System is the largest, not-for-profit health care system serving the South and Central Bronx, with 972-beds at two hospital divisions, a comprehensive psychiatric program, two specialized long-term care facilities, and an extensive BronxCare Network of medical practices, including the Dr. Martin Luther King, Jr., Health Center.

Instructions

1) How to request elective clerkships at Bronx Lebanon University Hospital:
Clerkships are scheduled through the Office of Clinical Student Affairs. Please do not contact hospital directly.
   o Fill out an elective request form (60-90 days in advance of anticipated clerkship) online at http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of The New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year)
   o Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   o Background check

3) Electives offered to AUC students (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation
(Clerkships below are 4 weeks in duration and start the first Monday, and end the last Friday of each month.)

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
<th>ACGME NUMBER</th>
</tr>
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<tbody>
<tr>
<td>Cardiology</td>
<td>Bluebook</td>
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<tr>
<td>Emergency Medicine</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Endocrinology</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Dermatology</td>
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<tr>
<td>Gastroenterology</td>
<td>1443513237</td>
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<tr>
<td>Hematology</td>
<td>Bluebook</td>
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<tr>
<td>Infectious Disease</td>
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<td>Nephrology</td>
<td>Bluebook</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
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<table>
<thead>
<tr>
<th>Specialty</th>
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<tr>
<td>Neurology</td>
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<tr>
<td>Oncology</td>
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<tr>
<td>Pediatrics - Allergy and Immunology (Essay required. Ask advisor.)</td>
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<tr>
<td>Pediatrics - Ambulatory</td>
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<tr>
<td>Pediatrics – Behavior and Development</td>
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<td>Pediatrics - Endocrinology</td>
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<td>Pediatrics - Infectious Disease</td>
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<td>Psychiatry - Addiction</td>
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<td>Psychiatry - Child &amp; Adolescent</td>
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<tr>
<td>Pulmonary</td>
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<tr>
<td>Rheumatology</td>
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<tr>
<td>Radiology</td>
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</tr>
<tr>
<td>Surgery ICU</td>
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<tr>
<td>HIV Medicine (Special request. Ask advisor.)</td>
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<tr>
<td>Family Medicine (Six weeks. Ask advisor.)</td>
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<tr>
<td>Family Medicine – Outpatient (four weeks. Ask advisor)</td>
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</table>

*Participating Institution of the Albert Einstein College of Medicine Program*
Nassau University Medical Center (NUMC)

Address:
2201 Hempstead Turnpike
East Meadow, NY 11554
(516) 572-0123
www.numc.edu

Student Coordinator:
Michael Venten
Email: mventen@numc.edu

Nassau University Medical Center (NUMC) is a public teaching hospital affiliated with the Health Sciences Center of the State University of New York at Stony Brook. The 19-story, 530-bed tertiary care teaching hospital has served Nassau County residents since 1935. The hospital is affiliated with the North Shore-LIJ Health System. NUMC treats more than 80,000 emergency patients annually. NUMC's 80-plus outpatient specialty clinics handle more than 178,000 patient visits annually.

Instructions

1) How to request elective clerkships at Nassau University Medical Center:

   Clerkships are scheduled through the Office of Clinical Student Affairs. Please do not contact hospital directly.
   - Fill out an elective request form (60-90 days in advance of anticipated clerkship) online at http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year)
   - Flu shot (during flu season)
   - Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   - Non-Employee Form – ask Coordinators@aucmed.edu
   - LDSS Form – ask Coordinators@aucmed.edu; please note student must have either a social security number (U.S.) or a social insurance number (Canada).

3) Electives offered to AUC students (electives highlighted are ACGME-accredited. All others are sponsored under the Family Medicine Umbrella, AKA, “bluebook”)

   (please keep in mind no clerkship is guaranteed):

<table>
<thead>
<tr>
<th>ACGME-Accreditation</th>
<th>(Clerkships below are 4 weeks in duration and start the first Monday, and end the last Friday of each month.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLERKSHIP NAME</td>
<td>ACGME NUMBER</td>
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</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
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<table>
<thead>
<tr>
<th>Specialty</th>
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<tbody>
<tr>
<td>Cardiology</td>
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<tr>
<td>Emergency Medicine</td>
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<td>Endocrinology</td>
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<td>Family Medicine</td>
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<td>Gastroenterology</td>
<td>1443521090</td>
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<tr>
<td>Hematology and Oncology</td>
<td>Bluebook</td>
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<tr>
<td>Infectious Diseases</td>
<td>Bluebook</td>
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<tr>
<td>Medicine Sub-I</td>
<td>1403521254</td>
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<tr>
<td>MICU (Intensive Care Unit)</td>
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<tr>
<td>Nephrology</td>
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<td>Neurology</td>
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<tr>
<td>OB/GYN Oncology</td>
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<tr>
<td>OB/GYN Maternal Fetal Medicine</td>
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<tr>
<td>OB/GYN Sub-I (only offered for full-core students)</td>
<td>2203531174</td>
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<tr>
<td>Ophthalmology (not offered in July/August)</td>
<td>2403531091</td>
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<tr>
<td>Pediatrics Allergy/Immunology</td>
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<td>Pediatrics – Developmental/behavior</td>
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<tr>
<td>Pediatrics - Endocrinology</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Pediatrics - Infectious Disease (not offered in March, July nor Nov.)</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Pediatrics Neonatology</td>
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<tr>
<td>Pediatrics-Sub-Internship</td>
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<td>PMR</td>
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<td>Pulmonology</td>
<td>Bluebook</td>
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<tr>
<td>Interventional Radiology</td>
<td>Bluebook</td>
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<tr>
<td>Radiology (only as a special request)</td>
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<tr>
<td>Rheumatology</td>
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<tr>
<td>Psych – Consult Liaison &amp; O/P</td>
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<tr>
<td>Psych – Emergency Psychiatry</td>
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<td>Psych – Inpatient Child &amp; Adolescent</td>
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<tr>
<td>Psych – Sub-acute Inpatient</td>
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<tr>
<td>Anesthesiology</td>
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<td>Surgery - SICU (Intensive Care Unit)</td>
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<td>Surgery – Sub-I</td>
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<td>Orthopedic Surgery</td>
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<td>Plastic Surgery</td>
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<td>Trauma Surgery</td>
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<td>Neurosurgery</td>
<td>Bluebook</td>
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</table>

* Participating institution of the NSLIJHS/Hofstra North Shore-LIJ School of Medicine at Long Island Jewish Medical Center Program.
** Participating institution of the South Nassau Communities Hospital Program, full core students only.
*** Participating institution of the Winthrop-University Hospital Program.
# Special request only for students who have rotated through Psych Core.
Danbury Hospital

24 Hospital Ave.
Danbury, CT 06810
www.danburyhospital.org/

Danbury Hospital is a 371-bed regional medical center and university teaching hospital associated with Yale University School of Medicine, the University of Connecticut School of Medicine, and the University of Vermont College of Medicine.

Instructions

1) How to request elective clerkships at Danbury Hospital:
   o Elective clerkships will be scheduled first-come, first-served. ALL requests must be submitted online to the following email address: MedStudents@wchn.org
   o If rotation is available, students receive written confirmation from the site within 10 business days.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year)
   o Flu shot (during flu season)
   o Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered at site (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation
(Clerkships below are 4 weeks in duration and start the first Monday, and end the last Friday of each month.)

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
<th>ACGME NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Sub-I</td>
<td>1400811076</td>
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<tr>
<td>Anesthesiology</td>
<td>0403521105</td>
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<tr>
<td>Emergency Medicine</td>
<td>Bluebook</td>
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<tr>
<td>Gastroenterology</td>
<td>Bluebook</td>
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<tr>
<td>Hematology/Oncology</td>
<td>Bluebook</td>
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<tr>
<td>Infectious Disease</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Pulmonary</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Radiology</td>
<td>Bluebook</td>
</tr>
<tr>
<td>Internal Medicine Research</td>
<td>Bluebook</td>
</tr>
</tbody>
</table>
Special Note:
Students scheduled for fourth-year elective clerkships at Danbury Hospital (DH) will be required to reside within the DH Dormitory Residence. **There are NO exceptions to the Housing requirement.** This Dormitory Residence has been recently renovated, and it is conveniently located within the Hospital near their Medical Library, Computer Lab and Medical Student Lounge, which you will have 24/7 access to via your DH ID Badge. All of the rooms are single occupancy with a twin-sized bed (linens & towels provided), dresser, nightstand, desk, supportive chair, task lamp, mini-fridge, flat-screen TV, air-conditioning unit, closet, sink and mirrored-cabinet. There are communal bathrooms on the floor, and a free laundry facility within the adjacent building. You will be provided more information and instructions about when/how to move-in by their Medical Student Education Coordinator prior to your start-date.

**IMPORTANT NOTES ON HOUSING:**
- Married students cohabitating with their spouses must comply with housing requirements provided for married students.
- **Children are not permitted in DH Residences.** AUC Students who have or who are expecting children during their rotations should consider other rotation sites.
- **Pets of any kind are not permitted** at any student housing: including dogs, cats, reptiles, rodents, etc. Not even for the purpose of “pet sitting” or “therapy pet.”

Housing will be charged to student accounts, please contact Student Accounts at accounts@aucmed.edu for cost and other information.

**MEAL PLAN:**
- Students will have $100/week added onto their ID badge to be used at any of the Danbury Hospital dining locations (coffee shops, café, and bistro – bistro open 24/7).
- Funds will be added monthly and accumulate throughout the academic year, but must be used before the end of the student’s last Elective rotation at Danbury, as there will be no reimbursement.
- **There are NO exceptions to the Meal Plan requirement.**

**TRANSPORTATION:**
Some elective clerkships are inpatient based and you may not need a car. Other elective clerkships may have an outpatient component, and you may find it easier to provide your own transportation. Connecticut’s public transit system is not robust, so some students without cars have utilized the DH Shuttle Bus service or Uber in the past, but it is highly recommended that you have your own vehicle to get around. Danbury Hospital has two covered parking garages and students are allowed to use the Upper Levels; all parking is free.
The Brooklyn Hospital Center

121 DeKalb Avenue
Brooklyn, NY 11201
www.tbh.org
Student coordinator
Ms. Karine Camacho
Email: kcamacho@tbh.org
Phone: 718-250-6420

The Brooklyn Hospital Center is a 464-bed teaching hospital affiliated with the New York-Presbyterian Healthcare System through the hospital’s affiliation with Cornell University's Weill Cornell Medical College. The Brooklyn Hospital Center has residencies in internal medicine, OB/GYN, pediatrics, family medicine, emergency medicine and general surgery. It also sponsors fellowships in gastroenterology, hematology and oncology, and pulmonary medicine.

Instructions

3) How to request elective clerkships at Brooklyn Hospital:
   - Students should contact Brooklyn coordinator Karine Moscoso directly to request electives and availability.
   - If rotation is available, students receive written confirmation from Ms. Moscoso. Once confirmation is received, student must forward it to advisors@aucmed.edu.

4) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year)
   - Flu shot (during flu season)
   - Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered at site (please keep in mind no clerkship is guaranteed):
   - Please contact coordinator for availability. No rotation is guaranteed.
   - Dates and rotation duration can be flexible depending on site availability

ACGME-Accreditation
(Clerkships below are 4 weeks in duration and start the first Monday, and end the last Friday of each month.)

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
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<tbody>
<tr>
<td>Cardiology *</td>
<td>1413514283</td>
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<tr>
<td>Emergency Medicine</td>
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<td>Endocrinology</td>
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<td>Geriatrics</td>
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<td>Specialization</td>
<td>Code</td>
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<td>-------------------------------------</td>
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</tr>
<tr>
<td>Family Medicine</td>
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<tr>
<td>Internal Medicine Sub-I</td>
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<td>Gastroenterology</td>
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<td>Hematology/Oncology</td>
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<td>Hematology and Oncology</td>
<td>1553512135</td>
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<td>OB/GYN Sub-I</td>
<td>2203512182</td>
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<td>Surgery Sub-I</td>
<td>4403531208</td>
</tr>
</tbody>
</table>

*Participating institution of the Icahn School of Medicine at Mount Sinai cardiovascular disease program*
Flushing Hospital Medical Center

45th Avenue at Parsons Boulevard
Flushing, NY 11355
www.flushinghospital.org

Student Coordinator:
Ms. Sepia Owens-Villas
Email: svillas.FLUSHING@jhmc.org /Phone: 718-670-8830

Founded in 1884, Flushing Hospital Medical Center is a 293-bed, not-for-profit teaching hospital. It is Queens’ first hospital. It is located in one of the most ethnically diverse and prosperous populations in the U.S.

Instructions

1) How to request elective clerkships at Flushing Hospital Medical Center:
   o Students should contact Flushing Hospital Coordinator Sepia Owens-Villa directly to request electives and availability.
   o If rotation is available, students receive written confirmation from Ms. Owens-Villa. Once confirmation is received, student must forward it to advisors@aucmed.edu.
   o Students who have not completed a core clerkship at Flushing Hospital may apply to complete electives at Flushing, however, those must be TWO electives, and back-to-back.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year)
   o Flu shot (during flu season)
   o Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   o All students must be seen at the FHMC Occupational Health Service (OHS) office 7 to 10 business days before the start of their clinical rotations. You must show a doctor’s physical and proof of TB testing with documented date planted and date read or recent chest x-ray, if applicable. Proof of immunity to measles (Rubella), German measles (Rubella), mumps, chicken pox (Varicella) and Hepatitis B are also required. Blood test titer proof is preferred. It is preferred that you fax your health information to (718) 886-0563 prior to your appointment date for review.
   o To make an appointment for clearance you must call 718-670-5630 2 -3 weeks before. Please Do Not go to the OHS without calling first. On the day of your appointment at OHS you must bring your driver’s license or other state or federal non-expired photo identification.

3) Electives offered at site:
   • Please contact coordinator for availability. No rotation is guaranteed.
   • Dates and rotation duration can be flexible depending on site availability.

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
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ACGME-Accreditation

List of ACGME-accredited clerkships at Flushing Hospital:

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
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<td>Internal Medicine Sub-I</td>
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<td>Geriatrics</td>
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<tr>
<td>OB/GYN Sub-I</td>
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<tr>
<td>Pediatrics Sub-I</td>
<td>3203531261</td>
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</table>
Staten Island University Hospital

475 Seaview Avenue
Staten Island, NY 10309
www.siuh.edu

Student Coordinators:
Pediatrics Department:
Ms. April Rand
Email: arand1@northwell.edu

OB/GYN Department:
Ms. Linda Biondolillo
Email: biondolillo@northwell.edu

Internal Medicine Department:
Ms. Jeanette Fraticelli
Email: jfraticelli@northwell.edu

Emergency Department:
Jennifer Cohen
Email: jcohen15@northwell.edu

Psychiatry Department:
Cassandra Walkin
Email: CWalkin@northwell.edu

Surgery Department:
Ms. Beth Sefershayan
Email: BSefershayan@northwell.edu

Radiology Department:
Ms. Genevieve Ebbro
Email: gebbro@northwell.edu

SIUH is a two-campus, 714-bed specialized teaching hospital located in New York City's fastest-growing borough. Occupying two large campuses, plus a number of community-based health centers and labs, the hospital provides quality care to the people of Staten Island, the New York metropolitan region, and to patients from around the world. SIUH maintains an academic affiliation with the State University of New York Downstate Medical Center College of Medicine and Touro College of Osteopathic Medicine, whose medical students and residents complete a portion of their training at SIUH.
Instructions

1) How to request elective clerkships at Staten Island University Hospital:
   - Process to schedule IM rotations at Staten Island as follows:
     Student forwards email request to Student Coordinator

   Example: Schedule IM elective rotations only (list 3 electives in preference order - will be informed of availability - rotations are 4 wks and start on the first Monday of the month)
   After rotation is scheduled and confirmed, student is forwarded info packet to complete forms as indicated, student will notify school to send confirmation of rotation with required paperwork.
   All paperwork must be received 3-4 wks prior to start of rotation, or rotation will be forfeited.
   Students will follow-up with email before start of rotation as to information for first day of rotation.

2) Documentation required (make sure documents are available **60 days in advance** of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam SIUH form (no older than 1 year) - ask Coordinators@aucmed.edu
   - Flu shot (during flu season)
   - Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   - Elective orientation packet needs to be completed 4 weeks prior to elective start date - ask Coordinators@aucmed.edu

3) Electives offered at site:
   - Dates and rotation duration can be flexible depending on site availability.
   - This list is not exhaustive: Not all rotations offered at site to AUC students may be listed below. Please contact site for availability and offerings. No rotation is guaranteed.

ACGME-Accreditation

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Rochester General Hospital

1425 Portland Avenue, Box 361
Rochester, NY 14621
Phone: (585) 922-5913
www.rochestergeneral.org

Student Coordinator:
Khaleeyah Hudson
Email: Khaleeyah.Hudson@rochesterregional.org
Alternate email: GraduateMedical.Education@rochesterregional.org

Rochester General Hospital (RGH) is a 528-bed tertiary care facility and home to the fourth largest cardiac center in New York State. It has been recognized nine times as being among the nation’s 100 Top Cardiovascular Hospitals.

Instructions

1) How to request elective clerkships at Rochester General Hospital:
   - Students should contact Ms. Khaleeyah Hudson via email (no phone calls).
   - Email should list:
     - Name of your school
     - Date you will complete your core rotations
     - Name of the elective(s) in which you are interested
     - Block of interest (available at http://www.rochestergeneral.org/healthcare-professionals/residency-and-training-programs/medical-education-office/)
   - If rotation is available, students receive written confirmation from Ms. Hudson.
     Once confirmation is received, student must forward it to advisors@aucmed.edu.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   - Flu shot (during flu season)
   - Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered at site (please keep in mind no clerkship is guaranteed):

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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.

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St. Luke’s Hospital

Clinic 2M
Mt Sinai Roosevelt Hospital
1000 10th Ave.
NY, NY

Clerkship Director:
Dr. Lee Cohen
Email: pedpsych1@yahoo.com

Mount Sinai West is a full-service medical center with a 24/7 emergency department, proudly serving patients from Midtown and the West Side of Manhattan, New York City, and beyond. We have a rich history of medical innovation, and are well-renowned for numerous specialty clinical services, including orthopaedics, hand surgery, breast surgery, colorectal surgery, thoracic surgery, vascular surgery, neurology, neurosurgery, obstetrics and gynecology, and urology. We also offer special expertise in treatment of intracerebral hemorrhage, kidney stones, and the surgical treatment of epilepsy.

Instructions

1) How to request elective clerkships at St. Luke’s Hospital:
   Clerkships are scheduled through the Office of Clinical Student Affairs. Please do not contact hospital directly.
   - Fill out an elective request form (60-90 days in advance of anticipated clerkship) online at http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx
   - Contact advisors@aucmed.edu for dates

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam form (no older than 1 year) - ask Coordinators@aucmed.edu
   - Flu shot (during flu season)
   - Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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St. John’s Episcopal Hospital
327 Beach 19th Street
Far Rockaway, NY 11691
(718) 869-7248
www.ehs.org

Student Coordinator:
Ms. Elizabeth Phillander
Email: ephillan@ehs.org

St. John’s Episcopal Hospital is a full-service community hospital serving the Rockaway and the Five Towns communities. It provides general adult medical surgical services, pediatrics, obstetrics and psychiatric services. The hospital is dedicated to providing post-graduate allopathic and osteopathic medical education as well as clinical pastoral education. It is committed to serving the medically underserved and providing care with ethnic, cultural and religious sensitivities.

Instructions

3) How to request elective clerkships at St. John’s Episcopal Hospital:
   o Students should email Ms. Elizabeth Phillander for openings.
   o If rotation is available, students receive written confirmation from Ms. Phillander.
   o Once confirmation is received, student must forward it to advisors@aucmed.edu.

4) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam form (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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MontefioreMt. Vernon Hospital

12 North Seventh Avenue
Mount Vernon, NY 10550
(914) 664-8000
www.montefiorehealthsystem.org

Student Coordinator:
Ms. Gloria Buono-Daly
Email: GBUONOD@montefiore.org

Montefiore Mount Vernon Hospital (MVH) is a 176-bed, community-based teaching hospital that has been serving the medical needs of the community and region since its founding in 1891. Montefiore Mount Vernon Hospital provides inpatient, critical care and ambulatory services. The Hospital is part of Montefiore Health System, a premier academic medical center and the University Hospital System for Albert Einstein College of Medicine. MVH is a New York State-designated Stroke Center and HIV/AIDS Center, and it is home to the Beale Chronic Wound Treatment and Hyperbaric Center and the Montefiore School of Nursing.

Instructions

1) How to request a medicine sub-I elective clerkship at Montefiore Mt. Vernon Hospital:
   - Please note medical students interested in attending a medicine elective or SUB-I should email the DIO at Montefiore Mount Vernon who is also the Chairman of Medicine, Dr. Richard L. Petrillo and cc me. Dr. Petrillo’s email is rpetrill [at] Montefiore [dot] org.
   - Medical students should be specific when writing their request for an elective rotation and must include the information listed in the first two bulleted items below:
   - Specific time frame, SAMPLE LETTER for example: “I am a 3rd/4th year medical student at AUC, and I’m writing to request a 4 week medicine elective rotation at Montefiore Mount Vernon Hospital beginning Monday, January 4, 2016 through Friday, January 29, 2016.”
   - Cell phone, School ID and AAMC ID (if they have it), etc.
   - Once Dr. Petrillo has approved the medicine rotation, the medical student must notify his AUC coordinator/counselor to submit all of the required documentation to me at the earliest convenience.
   - Medical students must always use their school email. Please note that external emails not affiliated with AUC med school (i.e., aucmed.edu email account) and/or emails with incomplete information will not be reviewed or replied to.
   - Once confirmation is received, student must forward it to advisors@aucmed.edu.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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o Flu shot (during flu season)
o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
Lutheran Medical Center

150 55th Street
Brooklyn, New York 11220
718-630-7000
www.lutheranhealthcare.org

Student Coordinator:
Effie Papadopoulos
Email: epapadopoulos@lmcmc.com

Lutheran Medical Center is a full-service, 468-bed academic teaching hospital in Brooklyn that functions as the hub of Lutheran HealthCare. Offering a complete range of clinical programs, it provides a New York State designated Stroke Center, Level I Trauma Center, interventional and therapeutic cardiac catheterization laboratory, award-winning orthopedics and a Bariatric Center of Excellence to the diverse communities of Brooklyn.

Instructions

1) How to request electives at Lutheran Medical Center
   o Send request email to rotations@lmcmc.com with the following info:
     ▪ Student’s name
     ▪ School name
     ▪ Your three choices of rotation request and start dates.
     ▪ (Please note that electives are scheduled the first 2 Mondays of the month.)

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
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St. Mary’s Hospital
130 Division St.
Derby, CT 06418
www.stmh.org

Student Coordinator:
Ms. Kathie Matthews
Email: kathie.matthews@stmh.org

Saint Mary’s Hospital is a Catholic, not-for-profit, community teaching hospital that has been serving patients in Waterbury, CT and surrounding communities since 1909. St. Mary’s is a Level II trauma center, and has the only pediatric emergency care unit in the region. Advanced surgical services include the region’s only daVinci® Robotic Surgery System.

Instructions

1) How to a Surgery Sub-I elective clerkship at St. Mary’s Hospital:
   o Students must have completed all their 5 cores as a pre-requisite.
   o Please email Ms. Kathie Matthews for availability.
   o If rotation is available, students receive written confirmation from Ms. Matthews.
   o Once confirmation is received, student must forward it to advisors@aucmed.edu.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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Spring Grove Hospital Center

55 Wade Avenue
Catonsville, MD 21228
www.springgrove.com

Student Coordinators:
Ms. Theresa Gordon
Email: ada.gordon@maryland.gov

Spring Grove Hospital Center is a 425-bed complex that provides a broad spectrum of inpatient psychiatric services to adults and adolescents, as well as comprehensive residential psychiatric services to adults. The center is owned and operated by the State of Maryland, and is under the governance of the Mental Hygiene Administration of the Department of Health and Mental Hygiene. Spring Grove was founded in 1797 and is the second oldest continuously operating psychiatric hospital in the United States.

Instructions

1) How to request electives at Spring Grove Hospital Center:
   o Please contact Ms. Theresa Gordon via email.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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Participating institution of the University of Maryland Program
St. Agnes Hospital

900 Caton Ave.
Baltimore, MD 21229
www.stagnes.org

Student Coordinator:
Ms. Marge Kelly
Email: mkelly@stagnes.org

Saint Agnes Hospital is a 276-bed, full-service teaching hospital with residency programs in a number of medical and surgical specialties.

Instructions

1) How to request electives at St. Agnes Hospital:
   o Please contact Ms. Marge Kelly via email.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):
   This list is not exhaustive.

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MedStar Union Memorial Hospital

201 E. University Pkwy.
Baltimore, MD 21218
www.medstarunionmemorial.com

Student Coordinator:
Ms. Janice Robb
Email: janice.robb@medstar.net

MedStar Union Memorial Hospital is a not-for-profit, 249-bed acute care teaching hospital with a strong emphasis on cardiac care, orthopedics and sports medicine. MedStar Union Memorial is accredited by The Joint Commission and designated as a Primary Stroke Center and the Hand Trauma Center for the state of Maryland.

Instructions

1) How to request electives at MedStar Union Memorial Hospital:
   o Please complete medical student application (request from Janice Robb)
   o Submit completed application to janice.robb@medstar.net

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 3 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 3 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o 2-step PPD, T-Spot, or Quantiferon Gold test, within the last 3 months before start of the rotation.
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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MedStar Good Samaritan Hospital
5601 Loch Raven Blvd, Baltimore, MD 21239
www.medstargoodsam.com

Student Coordinator:
Ms. Janice Robb
Email: janice.robb@medstar.net

MedStar Good Samaritan is a 287-bed adult care community teaching hospital, with 206 acute care beds, 51 rehab beds and 30 subacute beds. Comprehensive services include intensive and cardiac care units, an expanding number of innovative medical and surgical capabilities, and primary care physicians and specialists who are rated tops in their fields.

Instructions

1) How to request electives at MedStar Good Samaritan Hospital:
   o Please complete medical student application (request from Janice Robb)
   o Submit completed application to janice.robb@medstar.net

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 3 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 3 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o 2-step PPD, T-Spot, or Quantiferon Gold test, within the last 3 months before start of the rotation.
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

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**MedStar Franklin Square Hospital**

*(Family Medicine ONLY)*
9101 Franklin Square Dr., Suite 209
Baltimore, MD 21237
www.medstarfranklinsquare.org

**Student Coordinator:**
Ms. Kathy Whelan
Email: kathy.whelan@medstar.net

MedStar Franklin Square is the third largest hospital in Maryland, with 347 licensed beds. One of the top 25 community teaching hospitals in the United States, Medstar Franklin Square is accredited by the Joint Commission and certified as a Primary Stroke Center.

**Instructions**

1) **How to request a family medicine elective clerkships at MedStar Franklin Square:**
   - Please provide the below documents to Ms. Kathy Whelan via email. (Only fourth year students having completed all cores can apply.):
     - Demographic form: [https://www.medstarhealth.org/physicians/Documents/DEMOGRAPHIC%20FORM.pdf](https://www.medstarhealth.org/physicians/Documents/DEMOGRAPHIC%20FORM.pdf)
     - Curriculum Vitae (including board scores)
     - Medical school transcript
     - Statement of interest in family medicine
     - Statement of interest in Franklin Square Medical Center or the State of Maryland

2) **Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):**
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   - Flu shot (during flu season)
   - Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) **Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):**
<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
<th>ACGME NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>1202312155</td>
</tr>
</tbody>
</table>
Washington Adventist Hospital

7600 Carroll Avenue
Takoma Park, MD 20912
www.washingtonadventisthospital.com/
Cynthia Plate, MD
Clerkship Director Washington Adventist Hospital
Email: cvplate@hotmail.com

Washington Adventist Hospital is a 252-licensed bed acute care facility located in Takoma Park, Maryland, United States. Washington Adventist Hospital provides a range of health services to the community such as cardiac and vascular care, maternity services, cancer care and surgical services including robotic surgery and orthopedics and emergency.

Instructions

1) **How to request an elective clerkships Washington Adventist Hospital:**
   - Please email Dr. Cynthia Plate directly regarding availability.

2) **Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):**
   - Completion of The New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu or advisors@aucmed.edu
   - ACLS/BLS or CPR card
   - A copy of your Personal Health Insurance Card – ask Studentfinance@aucmed.edu
   - Background check and 7-10 panel drug test (within the past 6 months) – ask coordinators@aucmed.edu or advisors@aucmed.edu
   - Physical Exam (no older than 1 year); Flu shot (during flu season)
   - Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   - Photo ID (Driver’s License, Social Security card, Green Card – if applicable), Copy of Passport (photo page only)
   - Curriculum Vitae (CV)
   - Photo for ID badge
   - Site-specific documents (ask Coordinators@aucmed.edu.)

3) **Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):**

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
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<tbody>
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<td>Wound Care</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
©2017 American University of the Caribbean School of Medicine. All rights reserved.
<table>
<thead>
<tr>
<th>Speciality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urology</td>
</tr>
<tr>
<td>Orthopedic Surgery</td>
</tr>
<tr>
<td>Plastic Surgery</td>
</tr>
<tr>
<td>Cardiothoracic Surgery</td>
</tr>
</tbody>
</table>
Midwest
Providence Hospital
16001 W. Nine Mile Rd
Southfield, MI 48075
www.stjohnprovidence.org

Student Coordinator:
Ms. Erin Holt
Email: Erin.Holt@stjohn.org

Providence has more than 3,400 staff members, 1,500 physicians and approximately 300 active volunteers.

Instructions

1) **How to request electives at Providence Hospital:**
   - Students can access the elective list and rotation request application by visiting: www.stjohnprovidence.org/provmedstudents/electives (please note that this list is more extensive than the one listed below). Providence provides their process and any updates to their scheduling process on this site for students to reference.
   - Core students receive precedence over scheduling for electives so Providence builds their schedules first. They open elective scheduling to visiting students on April 1st. Scheduling on April 1st is for requests regarding the next academic year (7/1/17-6/30/18).
   - Due to the large volume of requests and inquiries, they ask students to please email (preferred method) any follow-up questions and use this email address: studapps@ascensionhealth.org.
   - Rotation requests are submitted through the online form only and are processed in order they are received. They also include on the application form to please allow at least 2-4 weeks for a response.
   - Providence will be implementing a new policy for visiting students where any requests made after 1/1/17, these visiting students can only request and secure 3 elective rotations with our site.

2) **Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):**
   - Current (less than 12 months old) health/immunization records, including 2-Step PPD
   - Flu shot (during flu season)
   - Background Check

3) **Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):**
   - This list is not exhaustive.

**ACGME-Accreditation**

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
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<td>Internal Medicine Sub-I</td>
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<tr>
<td>Cardiology</td>
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<td>Gastroenterology</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
©2017 American University of the Caribbean School of Medicine. All rights reserved.
<table>
<thead>
<tr>
<th>Specialty</th>
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<tr>
<td>Hematology and Oncology</td>
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<tr>
<td>Pulmonary disease and critical care medicine</td>
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<tr>
<td>OB/GYN Sub-I</td>
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<td>Neurology</td>
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<tr>
<td>Radiology - Diagnostic</td>
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Aultman Hospital
2600 Sixth St., SW
Canton, Ohio
www.aultman.org

Student Coordinator:
Marie Hoyle
E-mail: Marie.Hoyle@aultman.com

With 808 licensed beds, 575 active physicians in more than 40 different medical specialties and a staff of more than 5,000 employees Aultman is Stark County's largest hospital and largest employer.

Instructions

1) How to schedule electives at Aultman:
   o Send an email to Ms. Marie Hoyle including:
     • USMLE Step 1 score (210 or higher score required)
     • One-page personal statement outlining professional goals
     • Alternate elective choice in case first choice is unavailable

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o IF rotation is confirmed by Ms. Hoyle, the following additional docs are required:
   o Completed application
   o Letter of good standing and malpractice insurance (ask advisors@aucmed.edu)
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu.
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam with a 2 step PPD or Quantiferon Gold blood test (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation

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<td>Coronary Critical Care</td>
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<td>Radiology - Diagnostic</td>
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<td>Family Medicine</td>
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<td>Gastroenterology</td>
<td>Bluebook</td>
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<tr>
<td>Internal Medicine Sub-I</td>
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<table>
<thead>
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<tbody>
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<td>Intensive Care</td>
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<td>Orthopedic Surgery</td>
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<td>Palliative Care</td>
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<td>Pathology</td>
<td>Bluebook</td>
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</tbody>
</table>

*Participating institution of the Canton Medical Education Foundation/Aultman Hospital/NEOMED program*
AULTMAN HOSPITAL  
DEPARTMENT OF MEDICAL EDUCATION  

Medical Student Application Form

In addition to this application, the Office of Medical Education must receive proof of malpractice coverage by your medical school as well as a letter stating that you are a medical student in good standing that has been approved for this rotation. Please report to the Office of Medical Education, located on the second floor of the Ambulatory Care Building, at 8:00am on the first day of your first Aultman Hospital rotation for orientation. For Pediatric Rotations, report to the Pediatric Conference Room (5th Floor) at 7:30am. Your orientation will be at lunchtime. PLEASE PRINT ALL RESPONSES BELOW.

<table>
<thead>
<tr>
<th>Type of Elective/Rotation requested</th>
<th>with Dr. ______________________</th>
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<tbody>
<tr>
<td>Dates of Elective/Rotation from ______ to ______</td>
<td>SS# <strong><strong><strong>-</strong>__-</strong></strong></td>
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<tr>
<td>Name in Full ______________________</td>
<td>Date ______________________</td>
</tr>
<tr>
<td>Address __________________________</td>
<td>Phone (__<strong>)</strong>__________</td>
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<tr>
<td></td>
<td>Pager (__<strong>)</strong>__________</td>
</tr>
<tr>
<td>E-Mail ____________________________</td>
<td>Gender: ___Male ___Female</td>
</tr>
</tbody>
</table>

Premedical Education:  
College or University ____________________________  
Degree ____________________________  
Date of Graduation (M/Y)__________________________

Medical Education:  
Medical School ____________________________  
Degree ____________________________  
Anticipated Date of Graduation (M/Y)________________

I, the undersigned, do agree to abide by the rules & regulations of Aultman Hospital and their applicable policies and procedures while rotating at Aultman Hospital. I hereby certify that the above information is correct.

_________________________________  __________________
Applicant’s Signature  Date

APPROVED: ____________________________  __________________
Physician Sponsor  Date

APPROVED: ____________________________  __________________
Medical Education  Date

Please Return to:  
Aultman Hospital  
Office of Medical Education  
2600 Sixth St. S.W.  
Canton, OH  44710  
Fax: 330-580-5513

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.  
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Deaconess Hospital
415 West Columbia Street
Evansville, IN 47710
http://www.deaconess.com/Home.aspx

Student Coordinator:
Kelsey Blankenberger, BS
Email: Kelsey.blankenberger@deaconess.com
812.450.2895 Phone
812.450.5052 Fax

Deaconess Hospital is a 365-bed acute care teaching hospital serving residents of Southern Indiana, Southeastern Illinois and Western Kentucky. One of the largest hospitals in the region, Deaconess employs more than 4,200 people.

Instructions

1. **How to request electives at Deaconess Hospital:**
   - Please fill out application form attached and submit to:
     - Academic Coordinator: Angie Schutte
     - Email: angie.schutte@deaconess.com
     - Phone: (812) 450-6068 - fax (812) 450-5052
     - Medical Student Coordinator:
       - Kelsey Blankenberger, BS
       - Email: Kelsey.blankenberger@deaconess.com
       - Phone: (812) 450-2895

2. **Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):**
   - Rotation Request Form
   - Signed Confidentiality/HIPAA forms (also attached)
   - Students must provide proof of 1 TB test within the past 12 months and/or 2 TB tests if rotating in the ED or surgery.
   - Proof of Malpractice from Medical School
   - Letter of Good Standing from Medical School
   - Course Rotation Evaluation from Medical School

3. **Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):**

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
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<tbody>
<tr>
<td>Family Medicine</td>
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Located on the West and Southwest sides of Chicago, Sinai Health System is comprised of Mount Sinai Hospital, Holy Cross Hospital, Sinai Children’s Hospital, Schwab Rehabilitation Hospital, Sinai Medical Group, Sinai Community Institute and Sinai Urban Health Institute. The member institutions of Sinai Health System collectively deliver a full range of high-quality outpatient and inpatient services, as well as a large number of innovative community-based health, research, and social service programs. We focus our collective depth of expertise and passion to improve the health of the 1.5 million people who live in our diverse service area. Sinai Health System, with our team of dedicated caregivers, is uniquely committed to building stronger, healthier communities.

Instructions
1) How to request elective clerkships at Sinai:
Clerkships are scheduled through the Office of Clinical Student Affairs. Please do not contact hospital directly.
   - Fill out an elective request form (60-90 days in advance of anticipated clerkship) online at [http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx](http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx)
   - Contact advisors@aucmed.edu for dates

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   - Flu shot (during flu season)
   - Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   - Copy of health insurance card

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

<table>
<thead>
<tr>
<th>ACGME-Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLERKSHIP NAME</td>
</tr>
<tr>
<td>Family Medicine</td>
</tr>
</tbody>
</table>
California

AUC Affiliated Sites:
Kern Medical Center
Kaiser Foundation Hospital (select sites)
*Please note that students may seek elective opportunities at an unaffiliated site in California per the AUC elective policy.
Kern Medical Center

1700 Mt Vernon Ave
Bakersfield, CA 93306
www.kernmedicalcenter.com
Program contact:
Abraham Escamilla
Senior Medical Student Coordinator
medicalstudents@kernmedical.com
http://www.kernmedical.com/health-professionals/medical-student-education/

Kern Medical Center is a general medical and surgical hospital in Bakersfield, CA, with 188 beds. It is also a teaching hospital. Survey data for the latest year available shows that 34,896 patients visited the hospital's emergency room. The hospital had a total of 9,377 admissions. Its physicians performed 2,437 inpatient and 2,055 outpatient surgeries.

Required Documents
AUC will provide the hospital with the following documentation:
- Malpractice Insurance
- Letter of Good Standing
- Hospital Evaluations
- Student Summary Sheet
- Photo

Student requirements
These documents are your responsibility, and must be submitted 45 DAYS BEFORE the start of your rotation to advisors@aucmed.edu.
- Application form (see link below)
- Background check (no older than 6 months) – ask advisors@aucmed.edu
- Respirator mask fitting (ask advisors@aucmed.edu)
- 7-10 panel drug test – ask advisors@aucmed.edu
- Physical Exam (no older than 1 year)
- Flu shot (during flu season)
- Immunization Documents (AUC Health form; Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
- Photo for ID badge
- Photo ID (Driver’s License, Social Security card, Green Card – if applicable)
Instructions
Application Form:
http://www.kernmedicalcenter.com/documents/MedEd/MedicalStudentApplication.pdf

Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation

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<td>Ambulatory Medicine</td>
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<td>Behavioral Medicine</td>
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<td>Surgery – Plastics</td>
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<td>Family Medicine</td>
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</tbody>
</table>

- Copy of passport (photo page only)
- ACLS/BLS or CPR card
- Curriculum Vitae (CV)
- Personal health insurance card – ask advisors@aucmed.edu

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at
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Kaiser Foundation Hospitals North

Kaiser Permanente is committed to helping shape the future of health care. We are recognized as one of America’s leading health care providers and not-for-profit health plans. Founded in 1945, Kaiser Permanente has a mission to provide high-quality, affordable health care services and to improve the health of our members and the communities we serve. We currently serve more than 10.6 million members in eight states and the District of Columbia. Care for members and patients is focused on their total health and guided by their personal physicians, specialists and team of caregivers. Our expert and caring medical teams are empowered and supported by industry-leading technology advances and tools for health promotion, disease prevention, state-of-the-art care delivery and world-class chronic disease management. Kaiser Permanente is dedicated to care innovations, clinical research, health education and the support of community health. For more information, go to: kp.org/share.

Below are the Kaiser Hospitals that are affiliated with us; some are ACGME sponsors of IM, FM, OB, Peds, Cardiovascular disease, and Otolaryngology. Please note there are other Kaiser locations besides those listed. If not listed, then they are NOT affiliated with us. Kaiser Permanente Medical Centers:

1. Kaiser Foundation Hospital, Antioch
2. Kaiser Foundation Hospital, Fremont
3. Kaiser Foundation Hospital, Fresno
4. Kaiser Foundation Hospital, Oakland
5. Kaiser Foundation Hospital, Manteca
6. Kaiser Foundation Hospital, Modesto
7. Kaiser Foundation Hospital, Redwood City
8. Kaiser Foundation Hospital, Richmond
9. Kaiser Foundation Hospital, Roseville
10. Kaiser Foundation Hospital, Sacramento
11. Kaiser Foundation Hospital, San Francisco
12. Kaiser Foundation Hospital, San Rafael
13. Kaiser Foundation Hospital, Santa Clara
14. Kaiser Foundation Hospital, Santa Rosa
15. Kaiser Foundation Hospital, San Jose
16. Kaiser Foundation Hospital, San Leandro
17. Kaiser Foundation Hospital, South Sacramento
18. Kaiser Foundation Hospital, South San Francisco
19. Kaiser Foundation Hospital, Vacaville
20. Kaiser Foundation Hospital, Vallejo
21. Kaiser Foundation Hospital, Walnut Creek

Students will have to look up each site individually and look for their Graduate Medical Office link or Student Placement link (please see below for the Fremont location) and follow their instructions: https://thrive.kaiserpermanente.org/care-near-you/northern-california/gsaa/departments/student-placement-2/
Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at [http://www.aucmed.edu/Gainful-Employment.htm](http://www.aucmed.edu/Gainful-Employment.htm).

For further assistance please contact [advisors@aucmed.edu](mailto:advisors@aucmed.edu).
Baton Rouge General Medical Center
3600 Florida Blvd.
Baton Rouge, LA 70806
http://brgeneral.org

Student Coordinator:
Ms. Chelsea Broussard
Email: Chelsea.Broussard@brgeneral.org

Baton Rouge General Medical Center is a full-service community hospital with 590 licensed beds between two campuses. As an accredited teaching hospital since 1991, Baton Rouge General is committed to exceptional medical education through our School of Nursing, School of Radiologic Technology and our Residency programs: Family Medicine, Internal Medicine, and Sports Medicine. Baton Rouge General is also affiliated with and serves as a satellite campus of Tulane University School of Medicine for students participating in the LEAD (Leadership, Education, Advocacy and Discovery) Academy program.

Instructions

- Complete elective request form at http://www.brgeneral.org/Medical-Education/medical-student-rotation-elective-form
- IMPORTANT: All rotation requests are submitted to the GME office. The GME departments will distribute the application to the appropriate residency in which the residency has the final decision.
- If approved, forward approval to advisors@aucmed.edu

Required Documentation:

AUC will provide the hospital with the following documentation:
- Malpractice Insurance
- Letter of Good Standing
- Hospital Evaluations
- Student Summary Sheet

ACGME-Accreditation

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<thead>
<tr>
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Brentwood Behavioral Health

1002 Highland Ave, Suite 200
Shreveport, LA 71101
318-221-8525
www.brentwoodbehavioral.com

Student Coordinator:
Mrs. June Stevens
Email: june.stevens18@gmail.com

Brentwood Hospital offers behavioral health and chemical dependency treatment for children, adolescents, adults and seniors. Our confidential, caring environment promotes crisis resolution, positive self-awareness, social skills and personal growth. Located in Shreveport, Louisiana, Brentwood Hospital is the largest psychiatric hospital in Louisiana. The cornerstone of our treatment rests on exceptional mental health services and clinical excellence. Our continuum of care includes inpatient, outpatient, and partial hospital psychiatric services to stabilize symptoms of depression, addiction and other behavioral health disorders.

Instructions

- Request clerkship by sending an email to Mrs. June Stevens
- If approved, forward approval to advisors@aucmed.edu

Required Documentation:

AUC will provide the hospital with the following documentation:

- Malpractice Insurance
- Letter of Good Standing
- Hospital Evaluations
- Student Summary Sheet

ACGME-Accreditation

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<tr>
<th>CLERKSHIP NAME</th>
<th>ACGME NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatry Sub-I</td>
<td>4002121274*</td>
</tr>
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*Participating institution of the Louisiana State University (Shreveport) Psychiatry Residency Program
As per Florida state statute, students of non-LCME schools can only complete elective clerkships at institutions that have an affiliation with their medical school, with no exceptions. The institutions in the state of Florida with which AUC currently has an affiliation agreement include:

- University of Florida (Gainesville and Jacksonville)
- Cleveland Clinic Florida
- Mayo Clinic Florida (Please follow instructions on website for the Florida location: [http://www.mayo.edu/msgme/visiting-medical-student-clerkships/application-process](http://www.mayo.edu/msgme/visiting-medical-student-clerkships/application-process))
- CHS – Clinical Campus
- Tallahassee Memorial Hospital
University of Florida - Gainesville

1600 SW Archer Rd
Gainesville, FL 32608
http://globalhealth.med.ufl.edu/partnerships/international-medical-student-exchange/students-applying-from-other-international-institutions/

Gainesville Campus Contact: If you are applying for a rotation at the Gainesville Campus, the following is contact information for the student coordinator:

Student Coordinator:
Name: Rita Singletary; email: ritaford@ufl.edu; phone (352)273-7977; fax (352) 273-7536.

UF Health Shands Hospital is a teaching hospital of the University of Florida in Gainesville, Florida. It is one of seven hospitals in the University of Florida Health system, and one two campuses for UF’s Health Science Center, the other being UF Health at Jacksonville.

Instructions

1) How to request an elective clerkship at UF-Shands Hospital:
   - Fourth year students from international medical schools may participate in an elective or clerkship at the University of Florida subject to course availability and clerkship director approval. Students must have completed the listed clerkships: family medicine, internal medicine, neurology, obstetrics and gynecology, pediatrics, psychiatry, and general surgery.
   - Check the site catalog for available rotations offered to International Students: https://com-education-international.sites.medinfo.ufl.edu/files/2012/07/UF-College-of-Medicine-2016-2017-catalog.pdf
   - Email Rita Ford a list of your top 4 electives choices, in descending order of preference, with your requested dates. Ms. Ford will then advise you of availability.
   - AUC students are precluded from obtaining electives during the months of December, February, April or May.
   - Student will then contact advisors@aucmed.edu for final approval and submission of school requirements (letter of good standing, malpractice insurance, etc.).
   - IMPORTANT: UF will not invoice AUC for rotations. The student is responsible for paying UF directly for the rotation ($800/week). When rotation is completed, student must submit receipts to advisors@aucmed.edu, who will process for reimbursement. Student will receive a reimbursement check for the full amount once receipts are turned in, as well as a completed evaluation.
     - You also must pay a non-reimbursable $25 processing fee. Payment is due upon approval of the rotation, and must be submitted no less than 7 days prior to the start of the rotation.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.
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- Copy of your Passport
- A certified copy of your transcripts and records of courses taken.
- A letter from your Dean verifying:
  - That you are student in good standing in the school
  - That you have completed all the basic clinical clerkships including Medicine, Pediatrics, Surgery, Obstetrics and Gynecology, Psychiatry
  - That you have adequate English language proficiency.
  - That you have adequate resources to support yourself (travel, housing, food) for the duration of the elective(s) at UF
  - Proof that you have completed a random urine drug screen during the last year for the following drugs (if available in your home country): Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene, Cannabinoid. [Drug Screening Requirements (pdf)]

Electives offered to at site (please keep in mind no clerkship is guaranteed)
Please check catalog:


- **IMPORTANT:** Sub-Internships, geriatrics, anesthesia, internship 101; as well as all rotations offered through the departments of anesthesiology, dermatology, emergency medicine, family medicine, nephrology, psychiatry and radiology are **not** available to AUC students.
University of Florida - Jacksonville

1 Office of Educational Affairs
653-1 West 8th Street, L15
Jacksonville, FL 32209
http://globalhealth.med.ufl.edu/partnerships/international-medical-student-exchange/students-applying-from-other-international-institutions/

Student Coordinator:
**Jacksonville Campus Contact:** If you are applying for a rotation at the Jacksonville location, the following is contact information for the student coordinator: Name = Dani Brown; Dani.brown@jax.ufl.edu; phone (904) 244-5128; fax (904)244-4771. The URL for the Jacksonville campus home page is: [http://www.hscj.ufl.edu/medical-student/](http://www.hscj.ufl.edu/medical-student/).

UF Health Jacksonville is a teaching hospital and medical system of the University of Florida in Jacksonville, Florida. Part of the larger University of Florida Health system, it includes the UF Health Jacksonville hospital, associated clinics, and is the Jacksonville campus of UF's Health Science Center. Together with UF Health Shands Hospital, UF Health Jacksonville (formerly Shands Jacksonville) is one of two academic hospitals in the UF Health system, and serves 19 counties in Florida and several in Georgia. The campus is home to North Florida's Level I trauma center and, in 2006, became home to one of the nation's few proton therapy treatment facilities. Through its association with the University of Florida, it offers classes and degrees through the university's College of Medicine, College of Nursing, and College of Pharmacy.

**Instructions**

1) **How to request an elective clerkship at UF Health Hospital:**
   - Please contact Dani Brown, Academic Programs and Support Services Coordinator, at least 6 weeks prior to your requested start date for additional information about the application process.
   - Students should note that not all rotations take place on the main UF Health Jacksonville campus and may require travel throughout the city. Students should refer to the Meeting Time and Place section of each course description for information regarding the location of the rotation.
   - A weekly rotation fee of $800 will be charged for non LCME or COCA students who are approved to complete rotations at the UF College of Medicine – Jacksonville. This fee is similar to the cost to UF College of Medicine students for comparable credit. Payment for the rotation must be made no later than 7 days prior to the start date for which you are approved. You will receive an email providing the link for payment at the time your application is approved. (*See IMPORTANT section below*)
   - A visiting student may not displace a University of Florida student from any elective. For this reason, no visiting student will be accepted for an elective at the UF College of Medicine until University of Florida students have confirmed their senior schedules. This process should be completed by mid-May.

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at [http://www.aucmed.edu/Gainful-Employment.htm](http://www.aucmed.edu/Gainful-Employment.htm).

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IMPORTANT: UF College of Medicine will not invoice AUC for rotations. The student is responsible for paying UF Health directly for the rotation ($800/week). When rotation is completed, student must submit receipts to his/her advisors@aucmed.edu, who will process for reimbursement. Student will receive a reimbursement check for the full amount once receipts are turned in, as well as a completed evaluation.

- You also must pay a non-reimbursable $25 processing fee. Payment is due upon approval of the rotation, and must be submitted no less than 7 days prior to the start of the rotation.

3) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):

PRE-REQUISITES:

- Copy of your Passport
- A certified copy of your transcripts and records of courses taken.
- A letter from your Dean verifying:
  - That you are student in good standing in the school
  - That you have completed all the basic clinical clerkships including Medicine, Pediatrics, Surgery, Obstetrics and Gynecology, Psychiatry
  - That you have adequate English language proficiency.
  - That you have adequate resources to support yourself (travel, housing, food) for the duration of the elective(s) at UF College of Medicine
  - Proof that you have completed a random urine drug screen during the last year for the following drugs (if available in your home country): Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene, Cannabinoid. Drug Screening Requirements (pdf)

Electives offered to at site (please keep in mind no clerkship is guaranteed)

Please check catalog:

- IMPORTANT: Sub-Internships, geriatrics, anesthesia, internship 101; as well as all rotations offered through the departments of anesthesiology, dermatology, emergency medicine, family medicine, nephrology, psychiatry and radiology are not available to AUC students.
Cleveland Clinic Florida - Weston

2950 Cleveland Clinic Blvd.
Weston, FL
www.ccf.org

Medical Student Education Coordinator:
Ms. Jill Anderson
Email: ANDERSJ4@CCF.ORG

Cleveland Clinic Florida, located in Weston, is a not-for-profit, multi-specialty, academic medical center that integrates clinical and hospital care with research and education. Cleveland Clinic Florida has more than 215 physicians with expertise in 40 specialties. The medical campus is fully integrated and includes diagnostic centers, outpatient surgery and a 24-hour emergency department located in the state-of-the-art hospital. Cleveland Clinic Florida is ranked as one of the Top 5 Hospitals in South Florida and is the highest-ranked hospital in Broward County for two years in a row according to U.S. News & World Report’s Best Hospitals 2013-2014 metro area rankings. Cleveland Clinic Florida is an integral part of Cleveland Clinic Ohio, where providing outstanding patient care is based upon the principles of cooperation, compassion and innovation. Physicians at Cleveland Clinic are experts in the treatment of complex conditions that are difficult to diagnose.

Instructions

1) How to request electives at Cleveland Clinic Florida:
   *(AUC students are limited to eight weeks at Cleveland Clinic Florida.)*
   - Please print and complete the student’s portion of the application, including all other forms:
     - Include on form: photo and CV/Resume.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   - Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   - Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   - 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   - Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu.
   - Flu shot (during flu season)
   - Immunization Documents *(Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)*
   - Curriculum Vitae (CV) - Turn in with application
   - Copy of your health insurance card - Turn in with application
   - Photograph

3) Electives *(No rotation is a guarantee, subject to site availability.)*:
### ACGME-Accreditation

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<thead>
<tr>
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<td>Orthopedic Surgery</td>
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<td>Otolaryngology</td>
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<td>Non-ACGME</td>
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<td>Vascular Disease</td>
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</table>
Tallahassee Memorial Hospital
(Family Medicine only)
1301 Hodges Drive
Tallahassee, FL 32308
www.tmh.org

Student Coordinator:
Mr. Linda Collier
E-mail: linda.collier@tmh.org

Tallahassee Memorial HealthCare is a private, not-for-profit health care system serving 17 counties in North Florida and South Georgia. TMH includes a 772-bed acute care hospital. THM is the area’s only hospital recognized by the Society of Chest Pain Centers as an Accredited Chest Pain Center with PCI and is the seventh-largest hospital in Florida with a medical staff of 570+ physicians representing 50+ different specialties.

Instructions

1) How to request a Family Medicine elective at Tallahassee Memorial Hospital:
   o Please fill out application (attached).
   o Submit to Ms. Linda Collier.

2) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):
   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   o Copy of health insurance card
   o ONCE ACCEPTED:
     o Drug screen (mouth swab) completed by Occupational Health at TMH ($25.00)
     o TMH identification badge – required, not optional ($5.00).

3) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation

<table>
<thead>
<tr>
<th>CLERKSHIP NAME</th>
<th>ACGME NUMBER</th>
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<tbody>
<tr>
<td>Family Medicine</td>
<td>1201111086</td>
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APPLICATION FOR ADVANCED MEDICINE CLERKSHIP/EXTERNSHIP
Tallahassee Memorial Family Medicine Program
TEL: 850-431-3452    FAX: 850-431-6403    EMAIL: linda.collier@tmh.org

Request for:
☐ Advanced Medicine Clerkship (4-week rotation)  ☐ Externship ☐ 2-weeks: Dates
☐ 4-weeks: Dates

Dates requested:___________________________

Student:_________________________       Date of Application:______________

Address:_________________________       City/State:________________________

Telephone:_________________________       Cell:________________________

E-Mail:_________________________

Medical School:_________________________       Graduation Date:______________

School Coordinator/Contact information:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Describe briefly your reasons for requesting this rotation at this residency, and your post graduate specialty goals:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

If approved, you would need to complete processing in order to attend the rotation. Requirements and associated fees are:
(1) Letter from School verifying enrollment and Liability coverage, and approving the rotation.
(2) Health Assessment at TMH: to include (a) MMR status (b) Varicella status (c) PPD status
    To avoid additional fees immunization and lab records need to be presented ($20.00)
(3) Drug Screen (mouth swab) completed by Occupational Health at TMH ($25.00)
(4) A criminal background check (search fees vary. FL check is $25.00)
(5) TMH Identification Badge –required not optional ($5.00).
(6) A wallet size photo when you come for the rotation.
The Center for Haitian Studies (CHS) is a duly registered non-profit, tax-exempt health and social service organization founded in 1988 for the purpose of serving the disenfranchised populations of Little Haiti/Little River in Miami, Florida. In keeping with its mission, CHS provides a wide range of services to members of the population including health education, health services free of charge to indigents, psychosocial counselling, case management, home-delivered meals, food bank, direct financial assistance and transportation.

Instructions

4) How to request elective clerkships at CHS – Clinical Campus:

   * Clerkships are scheduled through the Office of Clinical Student Affairs. Please do not contact hospital directly.

   o Fill out an elective request form (60-90 days in advance of anticipated clerkship) online at http://www.aucmed.edu/student-services/forms-and-resources/elective-request.aspx
   o Contact advisors@aucmed.edu for dates

5) Documentation required (make sure documents are available 45 days in advance of clerkship and ready to be submitted to advisors@aucmed.edu):

   o Completion of New York Infection Control Program and HIPAA – ask Coordinators@aucmed.edu
   o Background check (no older than 6 months) – ask Coordinators@aucmed.edu
   o 7-10 panel drug test (no older than 6 months) – ask Coordinators@aucmed.edu
   o Physical Exam (no older than 1 year) - ask Coordinators@aucmed.edu
   o Flu shot (during flu season)
   o Immunization Documents (Printed Lab report of Titers no older than 2 years; PPD no older than 1 year)
   o Copy of health insurance card

6) Electives offered to AUC students at site (please keep in mind no clerkship is guaranteed):

ACGME-Accreditation

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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.

*Participating Institution of Jackson Memorial Hospital
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