



Tilman J. Fertitta Family
College of Medicine

UNIVERSITY OF **HOUSTON**



**ADVANCED CLERKSHIP AND ELECTIVES
STUDENT RESOURCE MANUAL**

2024 - 2025 EDITION

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1. UH Fertitta Family College of Medicine

1.1. Welcome

Welcome Faculty: The University of Houston College of Medicine would like to thank our volunteer faculty and affiliated resident physicians, as well as our regular faculty, for teaching our students during the advanced clerkship and electives or phase 3 of medical school. This critical time is when many students decide or confirm their specialty choice, improve their clinical and reasoning skills, solidify foundations taught during basic sciences and core rotations, and prepare for internship and residency. Your participation is integral to training and nurturing our future physicians. This handbook serves as a resource to inform you about the College of Medicine's goals, objectives, and policies that pertain to the culture of excellence in the education of Fertitta College of Medicine medical students.

Welcome Students: You are now entering your final phase of medical school, the time you will expand your clinical skills, reasoning, and diagnostic capacity, and lay the foundation for a successful internship and residency. During this phase you will have more flexibility as well as more responsibility for your own education, and your success will be dependent on your professionalism, responsiveness, and hard work. How much you learn and how well prepared you are for residency will depend on you.

As a part of our ACE requirements for accreditation, all faculty and resident physicians involved in teaching during ACE as well as all ACE students are asked to attest to the receipt of this document annually.

1.2. Medical Education Program Objectives

[Click here](#) to view the College of Medicine Program Objectives.



MANDATORY REQUIREMENT

ATTESTATION: Please click the following link for the Student and Faculty Resource Manual Attestation: <https://forms.office.com/r/Fe5Nyr56SA?origin=lprLink>



2. Advanced Clerkship & Electives (ACE) Contact Information

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3. Advanced Clerkship & Electives (ACE)

GRADUATION REQUIREMENTS

1. Complete the 4 required courses – 2 clerkships and 2 selectives
2. Complete a minimum of 24 weeks (6 months) of electives
3. Pass USMLE Step 1*



Students must attempt step 1 prior to starting ACE. If a failing score is received, the student may finish their current rotation, but may not start another until they have PASSED step 1.

4. Pass USMLE Step 2
5. Longitudinal Primary Care (LPC) per the course syllabus
6. Household-centered Care (HCC) per the course syllabus
7. Transition to Residency Course

Refer to [Grading Policy](#) for details on timing of Step 1 and Step 2

SCHEDULING TIMELINE

- September
 - Advisor assigned (by OSA)
- October
 - Meet with advisor
 - Forms sent to fill out preferred courses
 - Review preferences with advisor and get signature
- November
 - Meet with advisor if not before, and finalize preferences on courses and schedule
 - Zoom meeting on med-hub explaining how to enter courses
- December
 - Submit schedule request signed by advisor to the ACE team by the published deadline
 - Students enter courses in MedHub for lottery after approved by ACE team
 - Submit by 11:59 pm before the scheduled lottery as per instructions.
- January
 - ACE team reviews and will send schedules after winter break.
 - Schedules released
- March
 - ACE Phase starts

4. Advanced Clerkships & Selectives (ACE)

ADVANCED CLERKSHIPS

4. Requirements of all Advanced Clerkships:

- Complete all onboarding/attestation forms prior to start of the rotation in Clinician Nexus
- Mid-Clerkship Feedback Form
- Log of Required Clinical Experiences
- Completion of Post-Clerkship Evaluation



NOTE: First-day instructions and syllabus will be emailed no later than one week before the start of the rotation.

4.1 Rural Health Rotation

Locations:

SITE	PRECEPTOR(S)	SPECIALTY	WEBSITE
Bay City	Barry Liberoni, M.D.	GIM	https://www.doctorliberoni.com/
Bay City/Wharton	Farhana Ambreen, M.D. Ayeni Olubukola, M.D.	Family Medicine; OBGYN	https://vibrancetx.org/
Cleveland	Jasmine Sulaiman, M.D.	Family Medicine	https://www.hcset.com/
Edna	Deke Eberhard, M.D.	Family Medicine	https://www.jchd.org/getpage.php?name=medical_clinic
La Grange	Roger Cagle, M.D. Kyle Hudson, M.D. Tess Bruett, M.D.	Family Medicine Family Medicine Pediatrics	https://tejashealthcare.org/home
Weimar	Jorge Duchicela, M.D. Estela Mota, M.D.	Family Medicine Family Medicine	https://ydclinic.com/
Winnie	Michael Lyons, D.O.	Family Medicine	https://coastalgatewayhc.org/index.html

Additional Requirements for Rural Health Rotation:

- 3 short writing assignments - Must be submitted per deadlines provided in syllabus

4.2 Emergency Medicine Rotation

Locations:

HCA Houston Healthcare

- North Cypress
- Kingwood
- Clear Lake

Doctor's Hospital Renaissance (DHR) McAllen

Additional Requirements for Emergency Medicine Rotation:

- 14-16 shifts
- EM Shelf Exam

ACE will send you the following via MedHub:

- Mid clerkship feedback form
- Case log
- Attestation of observed H&P
- You will be scheduled for your EM shelf exam through the ACE team.

4. Advanced Clerkships & Selectives

SELECTIVES

4.3 Sub-Internships:

Specialties/Locations:

- Medical: HCA Kingwood, DHR
- Surgical: HCA Kingwood, DHR
- Pediatric: TCH Katy
- Ob/GYN: St. Joseph/HMH
- Family Medicine: DHR, Others with approval
- Psychiatry: DHR

Additional Requirements for Sub-Internships:

- See Syllabi for requirements

4.4 ICU

Specialties/Locations:

- Medical - HCA Kingwood, DHR, HCA Clear Lake
- Surgical - HCA Kingwood, DHR
- NICU (Neonatal) - TCH Woodlands, Woman's Hospital of Texas/HCA
- Pediatrics - TCH West (Katy)

Additional Requirements for ICU

- Completion of Society of Critical Care Medicine Modules
- See Syllabi for other requirements

GRADING

4.5 Grading for Required Advanced Clerkships and Selectives

Grading Policy (link expected early Jan.)

- Phase 3 is Honors/Pass/Fail
- Grades for clinical rotations include a preceptor evaluation (may be more than one)
- **Completion of all required activities is necessary to pass all advanced clerkships**
- Final grades will be based on the average of the clinical assessments that are received
- Each course syllabus lists components of grading which may not all be included in the med-hub clinical evaluation form
- Evaluators are de-identified

5. Electives

5. Overview & Requirements

- Minimum 24 weeks – Recommended 28 weeks
- No more than 12 weeks of non-clinical electives (including research and “non-clinical” electives in the catalog)
- No more than 8 weeks of research (must be pre-approved and signed off with a deliverable) *



Research Elective Requirements

- Student is responsible for identifying supervisor
- Must be approved in advance by Electives director
- This cannot be last minute and there must be clear time commitments for the student (40 hours a week minimum with attestation from student and PI)
- Research request form must be first signed by student and faculty supervisor.
- Research costs are the responsibility of the PI
- Must be pre-approved and form must be submitted as per syllabus, typically 2 months in advance
- [Research Request Form](#)

- No more than 12 weeks "away"
- No more than 12 weeks in a single specialty
- Must be an approved elective (you can't just create one)
- Faculty for electives must be on Adjunct Faculty (or full-time).
- If you do not sign up in time, or change last-minute, you may not get what you want.
- Exceptions for the “only 3” rules may be made in some cases if a student takes an additional elective (beyond the required 6 months with permission of the Electives director)
- For Global Health electives, the student must be in good academic standing, must take the College of Medicine preparation course, and fulfill all preparation requirements as per the syllabus.
- Four-week electives may not be reduced to two weeks. Some courses have an option for both, but they are separate courses.
- **Completion of Post-elective Evaluation is required.**
- First-day instructions and syllabus will be emailed no later than one week before the start of the rotation.
- Students will need to request the elective in the [Clinician Nexus](#) platform. The student will not be automatically enrolled in the elective (like the Advanced Clerkships).
- Students will need to complete all onboarding procedures/attestation forms to include the [AAMC Immunization Record](#).
- Parking costs are the student's responsibility.

5. Electives

5.1 Home Electives

- This includes all HCA electives, St. Joseph Medical Center, MD Anderson, private offices with UH volunteer faculty precepting (in Houston area), Doctors Hospital (DHR) in McAllen/Edinburgh or as delineated in the catalog.
- All St. Joseph/Methodist electives require the Merlin application and additional on-boarding must be COMPLETED 2 months or more in advance.
- All HCA electives require being up to date in Clinician Nexus and registration 1 month in advance with HCA.
- All DHR electives require additional on boarding which must be COMPLETED 1 month in advance.
- All MD Anderson electives require additional paperwork which must be COMPLETED 2 months or more in advance. The Anesthesia department starts all rotations on the first Monday of the month not always in line with Fertitta College of Medicine block dates.
- All electives require the up-to-date BLS, ACLS, immunizations, background checks, and selected drug screens as per the institution.
- It is the student's responsibility to complete all on-boarding activities. If they are not completed, the student will not be able to attend the rotation and will not receive credit for the course. **This may jeopardize graduation.**
- Electives catalog notes the type of elective (non-clinical vs clinical).

HCA ONBOARDING REQUIREMENTS FOR ELECTIVES

Once the request for an elective at HCA has been approved by the ACE team, the student must request the elective in [Clinician Nexus](#).

The following onboarding steps must be complete in Clinician Nexus:

- Attestation of Understanding and Agreement on Restrictions for Scholarly Activities
- Background Check via [PreCheck](#) (only needed once during the ACE Phase)
- Confidentiality and Security Agreement
- Drug Screen via [PreCheck](#) (only needed once during the ACE Phase)
- HCA Media Consent and Release
- [Immunization Records \(AAMC\)](#)
- Professional Headshot

6. Absences, Duty Hours & Professionalism

5.2 Away Electives

[Elective request form](#)

Visiting Student Learning Opportunities (VSLO):

- Online system to connect students and rotation opportunities at participating institutions
- Access to VSLO and applications are managed through Student Affairs
- For Electives the student must sign up and must pay for the costs
- **WARNING:** we cannot schedule another rotation when you apply for VSLO as your “back up”. It is YOUR responsibility to contact the institution(s) you apply to and if you are not accepted – to get another rotation or take that as time off.

5.3 Grading for Electives

- Clinical Electives are graded as Honors/Pass Fail
- Non-clinical Electives are graded as Pass/Fail
- To pass an elective the student must meet expectations in all areas of professionalism
- Clinical rotations are graded by Preceptor Evaluation (may be more than one)
- Final grades will be based on the average of assessments that are received
- Each course syllabus lists components of grading which may not all be included in the med-hub clinical evaluation form
- Evaluators are de-identified

6. Absences, Duty Hours & Professionalism

6.1 Absence Policy for ACE

1. Absences: No more than 2 days off for any rotation which is 4 weeks or 1 day for a 2-week rotation of excused absences as per the [Attendance and Absence Policy](#). For asynchronous courses which have limited attendance, the course director may specify the only days permitted for excused absences. This includes interview season.

Note: This does NOT mean you should take this number of days off, but any more days will mean you may not be able to receive credit for the rotation. This is the maximum number of days off allowed for you to pass a rotation (some rotations do not have potential “make up” days and thus you will need to either not receive credit or make up days during another block)

1. Student must submit absence request documentation as instructed
2. Conferences require advance approval prior to the rotation at least 1 month in advance
3. UH-approved holidays are days off for students but may require make-up on some rotations.
4. EM is scheduled in shifts, so a missed shift (due to illness or emergency) may require a make-up shift

6.2 Duty Hours

- Up to 80 hours per week
- 1 day off in 7 averaged over 2 weeks
- Max duty period of 24-hours plus 3-hours for hand-overs, education (but no new patient care)
- Must have 8 hours, should have 10 hours between work shifts
- UH holidays are observed during ACE, however, the Course Director may require a make up day. These count toward (not in addition to) excused absences

Learning Environment Policies & Resources

- Students are expected to follow the Fertitta College of Medicine’s [Academic and Conduct Policies](#)

6.3 Professionalism

- Attire: Scrubs are permitted as per the rotation. For electives, students should ask their attending preferred dress (scrubs or business casual). Refer to [policy](#).
- Transportation to sites is expected. In the case of car problems, the student is expected to arrange transportation and have finances to support.
- Parking costs are not covered at elective or required sites. Students may park and take the metro at some sites to save money, or apply for the parking scholarship with U of H, however, this must be arranged by the student.
- Housing costs are only covered for rural and DHR sites. Transportation costs to the site are covered for rural rotations as per the syllabus (include here). Transportation to and from DHR and other sites is the responsibility of the student.
- Unexcused absences are a violation of professionalism and may lower the grade from pass to fail and honors to pass. Violations of professionalism may be noted by preceptors and may be in the MSPE.

7. Schedule Guidelines & Add/Drop

Add/Drop Procedure – form

In case of a change in schedule with an addition or cancellation of a course, students must fill out an [add/drop form](#) and email it to the ACE team by the date indicated on the schedule (typically 2 months prior). In the case of extenuating circumstances, please contact the ACE team as soon as possible.

8. ACE Catalog Links

<https://uofh.sharepoint.com/sites/COM-Student/ACE>



9. ACE Newsletter

You are responsible for reviewing the monthly ACE newsletter for pertinent information regarding the ACE program. The ACE Team will provide timely news including new rotations that may impact your schedule.

10. Tips for Success Reminders

10.1 Tips for Success

- Schedule time off for exam preparation and interviews
- Try something new and different
- Don't ask for an LOR if you are not working hard. If you plan to work hard, then ask early.
- **Ask for feedback**
- Remind preceptors to complete evaluations
- Keep in touch with the ACE team
- **Fill out your post-rotation evaluations**
- Check your emails daily and respond promptly
- Use scheduling tools to keep track of deadlines. Failure to meet deadlines could result in loss of opportunities and failure to graduate.

10.2 Financial Aid Reminders

To obtain financial aid disbursement a student must:

- Complete a minimum of 8 weeks of rotations in the both the Fall and Spring Terms
- Complete a minimum of 4 weeks of rotations in the Summer Term

ALWAYS ask the financial aid office any questions as these rules may change

10.3 Advisor Reminders

While the ACE team is happy to give advice and suggestions, students are required to discuss any proposed changes with their advisor and must have add/drop forms signed by their advisor. If a student changes specialty preference, he/she should contact Student Affairs to be assigned a new advisor in that specialty.

11. Other Details

11.1 Travel Advisory Related to Rotations in the Rio Grande Valley

Please be advised that the state of Tamaulipas, which is the Mexican state that borders the US by the DHR “home” rotation site, is on the US State Department's "Do Not Travel To" List due to the high risk of crime and kidnapping. It is important to understand that if you were to travel to Tamaulipas (or any other place on the Do Not Travel To list) UH and the COM would not have the ability to help or intervene and, because of the state department's classification of the area, your insurance plans likely would not provide any coverage for you as that is an area of known high risk. It is our strongest possible recommendation to you not to travel across the border while you are on rotation there.

11.2 Information Concerning Extramural Electives

Students may request the development of new electives to meet their educational needs; however, please be advised that, if approved, this will take a **minimum of four months** to be created.



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