**Requirements**

**Third Year**
- Clinical Foundations: 1 week
- Radiology: Longitudinal, taught throughout each core clerkship
- Longitudinal Preceptorship: Longitudinal
- Doctoring 3: Longitudinal

**Track A Clerkships** (24 Weeks)
- Surgery Clerkship: 12 weeks
- Pediatrics Clerkship: 6 weeks
- Obstetrics & Gynecology Clerkship: 6 weeks

**Track B Clerkships** (24 weeks)
- Inpatient Medicine Clerkship: 8 weeks
- Psychiatry Clerkship: 5 weeks
- Neurology Clerkship: 3 weeks
- Family Medicine Clerkship: 4 weeks
- Ambulatory Medicine: 4 weeks

*Women’s and Child’s Health Block*  
*Psychiatry/Neurology Block*  
*Ambulatory Family Medicine and Internal Medicine Block*

All required clerkships must be taken at UCLA or an affiliated hospital.

**Unscheduled Time**
- Winter Break: 2 weeks
- Spring Break: 2 weeks

**Fourth Year**
- College Foundations: 1 week
- Elective Clerkships: 30 weeks (6 weeks may be non-clinical, e.g. research, 24 must be clinical)
- Completion the requirements from one of the following colleges
  - Acute Care College
  - Applied Anatomy College
  - Medical Specialties College
  - Primary Care College
  - Urban Underserved College–Drew/UCLA Medical Education Program (Drew/UCLA students only)
  - MD/MPH and MD/MBA College (only students accepted to one of the joint degree programs)

**Unscheduled Time**
- Winter Break: 2 weeks  (December 22nd - January 8th)
- Vacation/Interviewing: 12 weeks
- End of Year: 2 weeks forced vacation  
  (weeks 45 & 46, May 15, 2005-May 28, 2006)
REGISTRATION FEES
You are required to pay for each semester or summer session for which you are enrolled in one of more courses.

THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)
HIPAA requires that the University train all workforce members about the University's HIPAA Policies and those specific HIPAA—required procedures that may affect the work you do for the University. All UCLA Medical Enterprise workforce and trainees are required to review and complete the appropriate HIPAA self-test. The HIPAA must be completed if you are enrolled as a student. Other hospitals may require you to complete their hospital's HIPAA test.

HEALTH CLEARANCE
You must have your completed immunization records and health clearance on file in the Student Affairs before you are allowed to see patients. The Student Affairs Office will provide you with one copy of your immunization records and health clearance for you to make copies and provide to different hospitals when requested. Please keep your copy in a safe place as it will be needed throughout the year and when applying for “away electives.”

CLINICAL PERFORMANCE EXAMINATION (CPX)
At the end of your third year, you are required to complete a Clinical Performance Examination (CPX) which consists of eight clinical cases portrayed by standardized patients. Each case requires a focused work up and is followed by a written exercise. Performance is observed by a clinical faculty member and taped. Individual feedback is provided for purposes of improving history taking, physical examination, counseling, and patient/doctor relationship skills. Poor performance will require remediation.

UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) STEP 1, STEP 2 CLINICAL KNOWLEDGE (CK), AND STEP 2 CLINICAL SKILLS (CS)
Revised June 23, 2005

USMLE Step 1
- Step 1 must be taken before Clinical Foundations.
- You must pass Step 1 in order to advance to your fourth year.
- Failure of Step 1 may require removal from the clinical curriculum or you may not be allowed to start the next rotation. The Senior Associate Dean for Student Affairs will meet with each student to plan the best course of action on a one-to-one basis. For example, a student may be permitted to continue clinical coursework as it may help to improve the student's ultimate success in passing Step 1.

USMLE Step 2 Clinical Knowledge (CK)
- You must register and have an examination date scheduled by January of your 4th year.
- You must take Step 2, March 8, 2006. You must sit for Step 2 by January 10, 2006. If you do not sit for Step 2 CK by the deadline, you will not receive credit for any course work you completed after the deadline and before the examination. No retroactive credit will be granted.

Step 2 Clinical Skills (CS) Exam
- By January 1, 2006, you must register and have an examination date scheduled.
- You must take Step 2 CS by April 7, 2006.
Note: You will be most prepared for the Step 2 CS exam immediately after your third year and the CPX. You are encouraged to take it sooner rather than later in the fourth year.

- You must pass Step1, Step 2 CK, and Step 2 CS to graduate.
- You have three opportunities to pass each exam.
- Failure of Step 1, Step 2 CK, or Step 2 CS twice will require coursework remediation before a third attempt is made.
- Failure of Step 1, Step 2 CK, or Step 2 CS three times will result in dismal from medical school.

**PAGERS**

As a medical student, you are required to carry a UCLA issued pager during your entire third and fourth years. Outside pagers are not accepted. The cost of a UCLA pager and air time is $120/ year. This cost includes the pager, airtime, use of the 800 phone number, etc. You do not own the pager. When you graduate, you are required to return the pager to the Student Affairs Office to receive your diploma. Lost pagers are the responsibility of the individual student as is true for residents and faculty. The cost of a new pager if it is lost is $200. The initial "rental" of pagers will take place at a set time during Clinical Foundations in the third year and you will be responsible for renewing your contract before the start of fourth year. The Student Affairs staff orchestrates the distribution. Either a check or money order made payable to the Regents of the UC, or cash is required at the time of distribution. If you are receiving Financial Aid, this expense has been added to the budget. For further information, please contact Dayna Moore at (310) 206-0958.

**PDA's**

All third and fourth year students are required to have UCLA PDA's. Students are expected to synchronize their PDA with their home computers a minimum of once a week preferably at the end of the week in order to send Patient Log data and receive important updates from UCLA AvantGo server. It is, however, recommended that you synchronize each day or every other day so that the information in your PDA is backed up. Ports are also available in the Med West building and the IMF for synchronizing.

**E-MAILS**

All third and fourth year students are required to read their e-mails daily.

**ASSOCIATION OF AMERICAN MEDICAL COLLEGES (AAMC) GRADUATION QUESTIONNAIRE (GQ)**

The Association of American Medical Colleges requests each medical student in the country to complete the AAMC Graduation Questionnaire. In January-February, Alisa Rivera will send you the information necessary to complete the questionnaire.
**ELECTIVE CLERKSHIPS**

You are responsible for 30 weeks of elective clerkships.

To graduate, you must complete a total of seventy-eight weeks of coursework. You will have forty-eight weeks completed by taking all of your required clerkships.

- **Graduation Requirements:**
  - 48 weeks Required Clerkships
  - 30 weeks Elective Clerkships
  - **Total:** 78 weeks required for graduation

Within the 30 weeks of electives, you must complete **24 weeks of clinical coursework**. Research electives and In-Depth elective (100-level) courses DO NOT count as clinical courses. Therefore, a maximum of six of these weeks may be research and/or 100-level electives (e.g., if you receive credit for four weeks of research, you may only receive credit for two weeks of 100-level electives).

Seventy-two weeks of your coursework must be clinical experiences in order to meet California State Licensing requirements.

- **Licensure Requirements:**
  - 48 weeks Required Clerkships
  - 24 clinical weeks Elective Clerkships
  - **Total:** 72 weeks of clinical coursework required for licensure

You must complete nine weeks of subinternships (300 level or 400 level electives). Of the nine weeks, at least three weeks must be 300 level coursework and three weeks must be 400 level coursework.

- 3 weeks of 300 level coursework
  - AND
  - 3 weeks of 400 level coursework

You can receive a maximum of 12 weeks of credit for electives taken away from UCLA or its affiliated hospitals. Please note that most schools may only offer you four-week electives. All electives in this Handbook of Courses are UCLA courses and are **not** considered away electives.

**In-Depth Non-Clinical (100 level)** electives explore the basic sciences as well as the clinical aspects of an organ system and its disease states or focus on a particular field of study. Although In-Depth electives may not list required clerkships as prerequisites, you may have more clinical understanding if you have completed some of the required clerkships prior to the elective. You may receive credit for six weeks of In-Depth electives and/or research electives (e.g., if you receive credit for four weeks of research, you may only receive credit for two weeks of In-Depth electives). **In-Depth Non Clinical electives do not have a significant amount of patient contact, therefore they are not "clinical" and may not count toward California licensing.**

**Advanced Clinical Clerkship (200 level)** electives allow you to utilize and build upon the fundamental information and skills acquired during required specialty clerkships of the third year in a practical approach, rather than relying largely on textbooks and theoretical skills alone. They are structured to provide you with deeper insight into complex medical problems and stress development of the intellectual process by which you make decisions, as well as teaching you how to acquire the data on which decision making is based.

**Subinternship (300 & 400 level)** electives are inpatient, emergency, or outpatient clerkships that give you increased responsibility for decisions made for the total care of the patient. In general, you will be expected to function more nearly as an intern than as a fourth-year student. You are required to take 9 weeks of Subinternship clerkships to meet graduation requirements. Three of these must be Subinternship/Inpatient experiences (400 level clerkships).
Subinternship (300 level course numbers)

A 300 level clerkship must meet the following criteria to be classified as a Subinternship:

- Clerkships offered by a UCLA faculty member with support by UCLA faculty.
- You will work-up at least five new patients per week (at least 15 per rotation).
- You will actively participate in the ongoing care of the patient.
- The clerkship will involve the treatment of significantly ill/complex patient cases in diverse patient populations.
- You will have substantial or primary patient care responsibilities.
- The clerkship requires at least Inpatient Internal Medicine, Ambulatory Medicine and Surgery core rotations as minimum prerequisites.
- The Subinternship requirement for graduation can only be met by the official 300 and 400 level courses listed in the Handbook; comparable clerkships at other schools may not be substituted.
- The clerkship must be at least three consecutive weeks.

Subinternship Inpatient (400 level course numbers)

A 400 level clerkship must meet all of the 300 level criteria mentioned above as well as the following criteria to be classified as a Subinternship:

- Electives are subinternships (as defined above) that occur in the inpatient setting only.
- Students must function at the equivalent of an intern, with night-call and clinic/ER responsibilities. Night call and duty hours should be equal to that of the housestaff (PGY1).
- Subinternship Inpatient elective will be in the inpatient setting and outpatient will generally be less than 20%.

Research Electives (600 level course numbers)

UCLA Research

- Up to six weeks of research and/or In-Depth Electives (100 level courses) may be applied toward the 30 week elective requirement. For example, if you receive credit for four weeks of research, you may only receive credit for two weeks of an In-Depth elective.
- The course chair or preceptor for the elective must be a UCLA faculty member.
- Academic credit will not be given for research electives for which you are paid or while on a leave of absence.
- Research experiences eligible for academic credit include school-approved programs, e.g., MSTP, M.D./Ph.D., and NMF. However, Short Term Training Program work, Pathology Fellowship, Howard Hughes positions, etc., are excluded.
- Academic credit will not be given for any research conducted prior to the end of your second year or while on a leave of absence.
- UCLA vs. AWAY credit: Research electives taken at any of the UCLA hospital campuses and sponsored by a UCLA faculty member will be given "UCLA" elective credit, while those research experiences taken away from the UCLA hospital campuses will count towards the 12 weeks allowed for AWAY electives.
- Research electives cannot be applied toward the 24 weeks of elective clinical experiences.
- Final approval for research will rest with the Director for Student Research.

Non-UCLA Research

- Non-UCLA research is permitted only under the sponsorship of a UCLA faculty member from the corresponding department in which you will be participating, e.g., Radiology research at UCSF must be sponsored by a UCLA faculty member in Radiology.
- Both the non-UCLA and UCLA sponsor will participate in the evaluation of the elective.
Away Electives or Non-UCLA Electives (700 level course numbers)
- AWAY Electives are established clinical clerkships offered at other medical schools outside the UCLA system.
- Twelve of the 30 weeks of elective weeks may be used for AWAY Electives.
- AWAY Electives may not count toward the nine weeks of 300 or 400 level subinternships required for graduation.
- Final approval for Away Electives will rest with the Senior Associate Dean for Student Affairs, Dr. Neil Parker (UCLA & UCR/UCLA students) and Dr. Patrick Aguilera (Drew/UCLA students).
- Arrangements must be made in advance to complete Doctoring 3.

Special Clinical Electives (800 level course numbers) are electives designed by you, sponsored by a UCLA faculty member, and approved by Dr. Neil Parker, the Senior Associated Dean of Student Affairs. Any deviation of an elective listed in the Handbook of Courses is considered a Special Elective.
- Final approval for Special Electives will rest with the chair of the Senior Associate Dean for Student Affairs, Dr. Neil Parker.
- UCLA vs. AWAY credit -- Special electives taken at UCLA or the affiliated hospitals and sponsored by a UCLA faculty member will be given UCLA elective credit.
- Non-UCLA Special Electives are permitted only under the sponsorship of a UCLA faculty member from the corresponding department in which you will be participating, e.g., Radiology research at UCSF must be sponsored by a UCLA faculty member in Radiology.
- Special Electives taken away from the UCLA hospital campuses will count as part of the 12 weeks allowed for AWAY electives.
- Special Electives may not count toward the six weeks of 300 or 400 level subinternships required for graduation.

Non Transcript Credit (900 level course numbers)
Transcript Credit electives appear on students' schedules and transcripts, but they do not count towards the 30 week of electives needed to graduation.

PREREQUISITES
You are responsible for completing designated course prerequisites prior to the commencement of each elective. You may place yourself at a disadvantage if you begin an elective without completing the required prerequisites.

COLLEGE PROGRAM
As a fourth year student, you are required to enroll and complete the requirements of one of the following colleges: Acute Care, Applied Anatomy, Medical Science or Primary Care. Drew/UCLA students are members of the Urban Underserved College and students in the MD/MBA or MD/MPH joint degree programs are members of the Health Systems Management College.

Acute Care College - Typical careers in the Acute Care College are anesthesiology; emergency medicine; adult critical care (cardiology, pulmonary medicine and hospitalist); and Pediatric Critical Care (cardiology and neonatology). The Acute Care College’s mission is threefold: to foster time-based decision making, to broaden the clinical correlation of physiology, anatomy and pharmacology to acute care, and to probe the ethical and psychosocial aspects of crisis management.

Applied Anatomy College – Typical careers in the Applied Anatomy College are surgery and surgery subspecialties (i.e. general, gynecology, head & neck, neurosurgery, oncology, ophthalmology, orthopaedics, plastics, thoracic, urology and vascular); radiology, radiation oncology, and pathology. The faculty and students of the Applied Anatomy College are committed to the development of knowledge and skills that will support the choice of a career in those specialties in which expertise in anatomy is critical to competency. Through organized activities, including personal advising and counseling, the college will create a meaningful adjunctive program for the fourth-year medical school for its students.
Medical Specialty College – The mission of the Medical Science College is to develop an individualized educational pathway for those students who: have remained actively engaged in research; enjoyed their STTP summer research project but have not had a chance to continue; are attracted to subspecialty careers in which research will play a part or are considering some type of academic career involving research and teaching. Members of this college include all specialties.

Primary Care College -- Members of the Primary Care college include those with interests in general internal medicine, general pediatrics, family medicine, obstetrics/gynecology, and psychiatry. The Primary Care College's mission is to nurture the development of students who are considering a career in primary care as well as those who want a solid foundation in generalist medicine. Primary care is the provision of integrated, accessible health care services by clinicians who are accountable for addressing a large majority of personal health care needs, developing a sustained partnership with patients, and practicing in the context of family and community.

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