

**GENERAL INFORMATION
CLERKSHIP TRACK SYSTEM
CLASS OF 2023**

The Clerkship Track System governs the order in which students take their clerkships during their third year. The track system is comprised of 48 different tracks or clerkship schedules and certain governing rules and procedures. Each student will be assigned to a specific track or clerkship sequence by means of a lottery process (see below).

CLINICAL CALENDAR

The third year begins with a **mandatory** five-day program, **June 28 – July 2**. (Please note that Monday, July 5th, has been designated as a school holiday.) This week includes an orientation to third year (part of the first day) and a curriculum module entitled Clinical Skills for Third Year (the remainder of that first week). The purpose of these programs is to prepare you for a successful transition into clinical clerkships by providing you with general information, clinical skills (through workshops and lab simulation exercises), and educational overviews on EMR use, patient safety and privacy, etc.

The third year calendar operates on a semester system that allows for a midterm break of one week. The dates of the break differ depending on the clerkship track version to which a student is assigned (i.e. Schedule A or Schedule B).

Required clerkships are four, six, or eight weeks in length; the elective block is four weeks in length. Exam dates will differ for different groups of students depending on the end dates of the clerkships in which they are enrolled.

The third year clerkships begin on **Tuesday, July 6, 2021**.

THE TRACKS

Each track includes seven core clerkships and one elective totaling 48 weeks: Medicine and Surgery are 8 weeks each; Pediatrics, Ob/Gyn, Family Medicine, and Psychiatry are 6 weeks each; Neurology and the elective are 4 weeks in length.

The order of required clerkships in the third year is randomized, without any clerkship being prerequisite to any other. Thus, the arrangement of clerkships in each track is varied to allow distribution of students across clinical fields.

Please note that for the eight tracks in Schedule A that would have their elective block in the month of May or June, the elective has been replaced by a fourth year clerkship. Students who would have their elective in May will take the Wards Sub-I at that time, and those who would have it in June will take their Emergency Medicine clerkship. Students who are on one of these tracks will thus get one of their required fourth year courses out of the way early and will have an extra elective block to use in fourth year.

THE ELECTIVE MONTH

There is an elective month in the third year that may occur in any month. **Students who need to complete a research month are strongly recommended to select a track that places the elective in the first semester (i.e. preferentially rank tracks from Schedule B).**

In addition, students who will be approved to start year three in August (in order to complete second year

coursework) will need an elective month in July in order to do so; administrative support will be provided to students needing such a schedule accommodation.

Students must follow the Third Year Timetable for Elective Registration in registering for the third year elective. Third year electives must be selected from among the course offerings listed in the SSOM Elective Catalog (<http://ssom.luc.edu/regrec/elective-catalog/introduction/>). **They may not be taken extramurally (i.e. away from Loyola).**

Students completing research as their elective month should register for the RES-401 Research Elective. This elective requires additional steps of review and approval through the Office of Research Services. For more information, contact Maria Pelc in the Office of Research Services or see the catalog listing for RES-401.

Electives open to third year students will be noted in the course description of the elective catalog. Some electives with specific prerequisites (for example, fourth year standing) are not open to third year students.

Additional elective policies and graduation requirements are listed in the SSOM Elective Catalog in the Policies section. Also, there is a Specialty Elective Guide (<http://ssom.luc.edu/regrec/elective-catalog/specialty-electives/>) in the Scheduling References section that offers suggested elective choices based on students' career direction for postgraduate training.

More information about how to register for your third year elective will be distributed to the class prior to the opening registration date for July electives.

ASSIGNMENT OF STUDENTS TO A TRACK

Tracks will be assigned by lottery. Members of the class eligible for the lottery will be assigned a computer generated lottery number which will be available on myLUMEN. Students are asked to rank order the tracks on the **Third Year Track Ranking Form**, which is on **myLumen**. See “**Clerkship Track System**” on the left-hand menu and then click on “**Third Year Track Ranking Form**.”

You can rank between 4 to 48 tracks, but it is to your advantage to rank all tracks if you have a high lottery number. (If you only rank some tracks and they are all filled by the time the track assignment gets to your lottery number, then you will be assigned to a track at random.) If you have any trouble with the ranking form or questions about it, please contact Agape Lamberis at aglamberis@luc.edu. The deadline for submittal of your track form is 5:00 PM on **Wednesday, March 3rd**.

CHANGES IN THE TRACK AFTER THE LOTTERY

Each clerkship rotation can only accommodate a strict maximum and minimum number of students. Consequently, changes in clerkship sequence from that designated by the student's assigned track will be made only if enrollment levels permit or when pressing circumstances can be documented. In any event, the possibility of altering the track schedule is very limited.

It is important, therefore, that each student be aware of the limits within which changes in the clerkship track schedule can be accommodated, as indicated below:

- 1) A student may **exchange a complete clerkship track** with another student by mutual

agreement. If such an agreement is reached, the exchange will be automatically approved at the time it is reported to the Office of Registration and Records. Track exchange forms are available in the Registration and Records Office. (Alternatively, both students may email aglamberis@luc.edu with their agreed upon track trade.) Exchanges **must be arranged before the first site assignment lottery is drawn** (see "Clinical Site" below).

- 2) A student may **exchange a specific clerkship** within his/her track with another student by mutual agreement. If such an agreement is reached, the exchange will be automatically approved at the time it is reported to the Office of Registration and Records. Clerkship trading forms are available in the Registration and Records Office. (Alternatively, both students may email aglamberis@luc.edu with their agreed upon clerkship trade.) **This exchange must be arranged a minimum of six weeks prior to the beginning date of the time slot involved, or prior to the time the lottery for site assignments is run for the clerkship involved.** Changes after site assignments are made will not be allowed.
- 3) **A change in any assignment within a track that does not involve an exchange with another student must be initiated by petition to Registration & Records** (email aglamberis@luc.edu with your request). If good cause exists for the change and enrollment numbers permit, the Registrar will implement the change and notify the departments involved.
- 4) Under **no** circumstances are students permitted to make individual arrangements for clerkship track changes with the departments concerned or with the supervisors of clerkship services in the various hospitals. All departments and clerkship supervisors have been notified that requests for changes in individual clerkship tracks must be referred to the Registrar.
- 5) Students requiring schedule changes for reasons such as personal needs, boards study, or time off must obtain approval from Dean Mendez or Dean Sonntag.

CLINICAL SITE ASSIGNMENTS

Required clerkships must be taken at a clinical site specified by the department as one used for the core clerkship. Third year site assignments are accomplished by a separate assignment process about four to six weeks prior to the starting date of each clerkship. Information about this site assignment process will be distributed to students by the coordinator for each clerkship.

FOURTH YEAR

The clerkship track for your fourth year will be announced in the winter quarter of your third year. A track lottery will be held at that time to determine sequence of required and elective clerkships in the fourth year. Since the CCA (Central Curriculum Authority) is reviewing the fourth year curriculum, changes in the year four program are possible for your class.