

<b>Policy Title:</b> Elective Policy	<b>Policy Number:</b> SOMGME-011
<b>Original Date:</b> 07-10-2023	<b>Next Review Date:</b> 07-10-2026

### I. Purpose of the Policy:

The purpose of this policy is to allow all trainees, including residents and fellows, to have the opportunity to select, direct, and organize an elective training, whether internal or external.

### II. Policy Scope

This policy applies to all trainees, including Residents and Fellows, who rotate within Lebanese American University School of Medicine-sponsored residency of fellowship training programs.

### III. Policy Statement

#### A. Procedure

1. Trainee needs to ensure approval for the Elective by the Program Director (PD).
2. Trainee needs to submit Elective Leave Request electronically (Laserfiche) to the GME office:
  - a. Internal Electives: should be submitted 2 weeks prior to the start of the elective.
  - b. External electives: should be submitted 4 weeks prior to the start of the elective.

The GME Elective form needs to be signed by the trainee and the preceptor.

The form should be completed and submitted as an attachment to the GME office after submission of the Leave Request on Laserfiche.

3. Assessment of the trainee's performance needs to be completed by the preceptor at the completion of the elective. Upon the request of the PD, the elective assessment form will be sent by the GME office via email to the preceptor.

Note: Except during crisis or emergency cases, trainee on elective will not have call-coverage nor will s/he be asked to attend conferences and/or lectures. This needs to be cleared by the PD.

Malpractice insurance needs to be available that covers the trainee while on elective.

## B. Criteria for electives

Electives that meet the criteria are described below:

1. Nature of Elective:
  - a. Content and experience must support trainee development of knowledge, skills central to the goals of the set specialty curriculum.
  - b. When the scope of training needed cannot be met at the institution (LAUMC-RH & St. John) but is required in the curriculum then the elective outside will be considered a selective and will be paid by LAU.
  - c. All electives that are required by ACGMEI are paid.
  - d. All electives that are not required by ACGMEI, funding should be asked by the PD.
  - e. Extended one-year rotations outside LAU that are required by the program curriculum are not considered elective and thus are not paid by LAU.
2. Electives must be done at university-affiliated medical centers. Otherwise, justification for the elective should be provided and approved by the GME and PD.
  - a. Oversight – Must be by a faculty expert in the nature of the elective being sought.
  - b. Goals and Objectives - Must have overall goals and objectives that should map to the curriculum.
  - c. Assessments:

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- a. PD will request from the GME office to send an assessment form to the preceptor.
  - b. If no assessment completed, the elective may not be considered valid.
3. Elective timeline Guide for Trainee:
- a. Determine in advance (preferably at the beginning of the AY) what you will be doing for your elective rotation.
  - b. Complete and submit signed Elective Leave Request (two weeks before start date of internal elective or four weeks before start date of external elective)
  - c. Delinquent elective form reminder (second day of elective).
  - d. Send Evaluation form to faculty preceptor (last day of elective) by the GME office.

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## GME Elective Form

Trainee Name:

Dates of the Elective:

Name of the Elective:

Preceptor Information:

- Name:
- Email address:
- Phone number:

Goals of the elective:

Approved by	Date
GMEC	08-11-2023
Interim Review	

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