

Policy: GME Elective Policy	Effective Date: October 2023
Policy Number: 5	Policy Version: 3
Scope: All GME trainees	Next Review Date:

GME Elective Policy

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:
 - Internal Electives: should be submitted 2 weeks prior to the start of the elective.
 - 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.

Criteria for electives

Electives that meet the criteria are described below:

- Nature of Elective –

BYBLOS CAMPUS

P.O. Box: 36 Tel: +961 9 547 262
Byblos +961 3 791 314
Lebanon Fax: +961 9 546 090

BEIRUT CAMPUS

P.O. Box: 13-5053 Chouran Tel: +961 1 786 456
Beirut 1102 2801 +961 3 791 314
Lebanon Fax: +961 1 788 160

NEW YORK OFFICE

475 Riverside Drive Tel: +1 212 870 2592
Suite 1846 +1 212 870 2761
New York, NY 10115 Fax: +1 212 870 2762

- Content and experience must support trainee development of knowledge, skills central to the goals of the set specialty curriculum
 - When the scope of training needed can not 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.
 - All electives that are required by ACGMEI are paid
 - All electives that are not required by ACGMEI, funding should be asked by the PD
 - Extended one-year rotations outside LAU that are required by the program curriculum are not considered elective and thus are not paid by LAU.
- Electives must be university-affiliated medical centers. Otherwise, justification for the elective should be provided and approved by the GME and PD.
 - Oversight – Must be by a faculty expert in the nature of the elective being sought
 - Goals and Objectives - Must have overall goals and objectives that should map to the curriculum.
 - Assessments:
 - PD will request from the GME office to send an assessment form to the preceptor.
 - If no assessment completed, the elective may not be considered valid.

Elective timeline Guide for Trainee

- 1) Determine in advance (preferably at the beginning of the AY) what you will be doing for your elective rotation
- 2) Complete and submit signed Elective Leave Request (2 weeks before start date of elective)
- 3) Delinquent elective form reminder (2nd day of elective)
- 4) Evaluation form sent 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

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