

## **Guidelines for Special Clinical Study Credit Away for Three Week Rotations**

Overview: Special Clinical Study Credit Away is awarded for clinical experiences that are four weeks in length. It is recognized that non-Vanderbilt affiliated institutions may be offering rotations that are three weeks in length.

Purpose: The purpose of these guidelines is to provide guidance for students wishing to pursue Special Clinical Study Credit Away for rotations that are three weeks in length. These guidelines do not apply to students wishing to complete three weeks of a four-week rotation.

Guidelines: Pursuant to the Doctor of Medicine Clinical Time Requirements Policy, up to 25% of the total planned clinical experience in a course can be completed with virtual clinical experiences. Given that Special Clinical Study Away credit is awarded for clinical experiences that are four weeks in length, one week (25%) of the Special Clinical Study Away may be completed with virtual activities, if and only if, the non-Vanderbilt affiliated institution offers an official three-week clinical rotation. To receive Special Clinical Study Credit Away for a rotation that is three-weeks in length, the student must:

- Successfully complete the three-week clinical rotation at the approved non-VUMC site AND
- Complete 1 week (minimum of 32 hours) of virtual activities AND
- Submit a completed log of their virtual activities within one week of the rotation end date as listed on the Special Clinical Student Credit Away Form 7100 (e.g., if a student is receiving credit for the rotation in section 07, the log must be submitted one week after section 07 ends).

Pursuant to the Doctor of Medicine Clinical Time Requirements Policy virtual clinical experiences include but are not limited to:

- Self-directed case-based study (e.g., Case Files or Case Studies in Emergency Medicine)
- Virtual conferences (e.g., recorded sessions from a national conference in the same specialty as the rotation)
- Virtual lectures (e.g., recorded lecture from prominent speaker in the same specialty as the rotation)
- Virtual or online cases (e.g., New England Journal of Medicine Case Challenges, Dermatology Cases on Clinical Advisor)
- Virtual grand rounds (e.g., recorded grand round in the same specialty as the rotation)

The one week of activities (minimum of 32 hours) MUST be completed virtually. Students are not allowed to seek additional clinical experiences at Vanderbilt (or other affiliated sites) to fulfill Special Clinical Student Credit Away. The virtual activities MUST be related to the course of study for which the student is receiving Special Clinical Student Credit Away.

Grades are determined by the host institution. However, failure to complete the virtual experiences and/or submit the virtual experience log by the deadline may result in Special Clinical Study Away credit not being given (i.e., the away rotation would not be given credit and would not appear on the

transcript). Failure to disclose that an away rotation is three weeks in length may result in Special Clinical Study Away credit not being given and referral to the Honor Council.

Process:

1. Complete the 7100 form online at <https://redcap.vanderbilt.edu/surveys/?s=A4L3H3A9E994WLCF> and note that it is a three-week rotation.
  - a. Submit a virtual activities proposal with request.
2. Immersion Phase Leadership reviews the proposal and approves the preliminary plan.
3. Student will be prompted to submit their final log of virtual activities via REDCap within 1 week after the last day of section in which they are receiving credit.
4. Immersion Phase leadership reviews the final log and approves final credit.
5. Final approval of virtual activities communicated to registrar's office via REDCap.