

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. Due to the exceptional circumstances created by the COVID-19 pandemic and the impact of COVID-19 on medical education, it is recognized that non-Vanderbilt affiliated institutions may be offering rotations that are three weeks in length and that Vanderbilt University School of Medicine students may be disadvantaged in the match process if they are unable to complete away 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 only apply for away rotations concluding in July 2021 through December 2021.

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 is only offering a three-week clinical experience.

To receive Special Clinical Study Credit Away for a rotation that is three-weeks in length, the student must:

- Successfully complete 3 weeks of clinical experiences at the approved non-Vanderbilt 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
- Virtual conferences
- Virtual lectures
- Virtual or online cases
- Virtual grand rounds

The one week of activities (minimum of 32 hours) MUST be completed virtually. Students are not allowed to seek additional clinical experiences at Vanderbilt 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.

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=A4L3H3A9E994WLCE> and note that it is a 3-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.