ELECTIVE INFORMATION for JABSOM STUDENTS

To Make Changes to Your Schedule:
If you need to make any changes, please contact Julieta Rajlevsky at jlrajlev@hawaii.edu or (808) 586-7478 as soon as possible. In addition, you must submit a request through E*Value and receive approval.

For all non-TAMC electives, you must submit a request through E*Value and receive approval at least one (1) month before the date on which the elective is scheduled to begin. Electives cannot be added with less than one (1) month’s notice. Electives that are cancelled with less than one (1) month’s notice will be recorded as a W (for Withdrawal) on your UH JABSOM transcript.

For all TAMC electives, you must submit a request through E*Value and receive approval at least two (2) months before the date on which the elective is scheduled to begin. Electives cannot be added with less than two (2) months’ notice. Electives that are cancelled with less than two (2) months’ notice will be recorded as a W (for Withdrawal) on a student’s transcripts.

For Out-of-State (Extramural) Electives:
If you are applying for a Medicine elective at a Mainland site, you must submit an Out-of-State Elective Form to Julieta at least one (1) month before the date on which the elective is scheduled to begin. Once your Mainland elective is confirmed, you must notify Julieta and submit an Add request through E*Value as soon as possible. (If you do not submit an Out-of-State Form and an Add request through E*Value before the Mainland elective begins, you may not receive any JABSOM credit for it.) If you had signed up for an elective in Hawaii as a back-up, you must also notify Julieta (for Medicine electives) or the respective Electives Coordinator (for non-Medicine electives) and submit a Cancel request through E*Value as soon as possible. Electives that are cancelled with less than one (1) month’s notice will be recorded as a W (for Withdrawal) on your UH JABSOM transcript.

For PBL Tutoring:
If you are applying for a PBL Tutoring elective while concurrently taking a Medicine elective, you must submit a PBL Tutoring Elective Clearance Form with your elective preceptor’s authorizing signature to Julieta at least one month before the date on which the Medicine elective is scheduled to begin.
You may not register for PBL Tutoring while concurrently taking the following Medicine electives:
  o Medicine Sub-I at any site
  o MICU Sub-I at any site
  o Inpatient Cardiology at QMC
  o Any Medicine elective at TAMC
  o Any 2-week elective

Before You Start Your Elective:
Please make arrangements for your elective at least two weeks before your first day to determine:
  o What is your daily schedule
  o When and where you should report on the first day
  o Where to park
  o Whether or not you need computer access
  o Whether or not you need to schedule electronic medical records (EMR) training

For electives at Kuakini Medical Center, please call Iris Isa-Nunes at (808) 547-9226.

For electives at Pali Momi Medical Center, please call the Medical Staff Office at (808) 485-4186.

For electives at Queen’s Medical Center, please call Stacey Teramae at (808) 691-4381.
For electives at Tripler Army Medical Center, please contact Lon Pierce in the office of Medical Education at (808) 433-6992 two (2) weeks before the start of your elective to schedule your in-processing and other required protocols. In-processing usually takes place on your first Monday at 7:00am.

For ambulatory electives, please call the preceptor’s office or clinic phone number, which can usually be found in the telephone book or online.

**Attendance and Absences:**
- For four (4) week Medicine Electives, you will be expected to be in attendance for twenty (20) or more working days, depending on the specific elective and supervising preceptor(s).
- For two (2) week Medicine Electives, you will be expected to be in attendance for ten (10) or more working days, depending on the specific elective and supervising preceptor(s).
- All absences must be reported to your supervising Elective Preceptor(s).
- In addition, any absence greater than two (2) days must also be reported to the Department of Medicine by contacting Julieta Rajlevsky at jlrajlev@hawaii.edu or (808) 586-7478.
- **If you are absent for more than two (2) days, you will be required to make up the time missed in order to receive credit for the elective.** Partial credit for partial attendance is **not** given.
- **Students are not allowed to take time off during any Medicine elective unless** special permission is granted in advance from the supervising preceptor(s) and from the Department of Medicine.
- Please note that the Senior Handbook states on page 1: “Eight weeks of your senior year are available for taking USMLE Step 2-CS, for residency interviewing and/or for vacation. Taking time out of required courses or sub-internships is NOT allowed, and taking time out of electives for these may result in losing credit…”

**Evaluation:**
In order to receive credit for an elective, the following evaluations must be completed.

For electives in Hawaii, three (3) U.H. Department of Medicine evaluations must be completed:
1. Your elective supervisor(s) will receive an automatic notification to complete your **Student Evaluation Form** on New Innovations a few days before the rotation ends. Please remind them to submit your evaluation on a timely fashion.
2. Please complete the **Student Evaluation of Elective Form** online within two (2) weeks after your elective has ended.
3. Please complete the **Student Evaluation of Teachers** online within two (2) weeks after your elective has ended.

For Out-of-State (Extramural) electives, two (2) evaluations must be completed:
1. Please give the **Student Clinical Evaluation Form** to your supervising elective preceptor during the last week of your elective and have him/her complete, sign and return the form to Julieta.
2. Please complete the **Extramural Elective Evaluation Form** and return it to Julieta within two (2) weeks after your elective has ended.

If you have questions about electives, please contact:

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