

**STANFORD UNIVERSITY SCHOOL OF MEDICINE  
DEPARTMENT OF DERMATOLOGY  
REQUEST FOR ELECTIVE**

<b>PLEASE SUBMIT THIS REQUEST TO DR. BETSY BAILEY BY FEBRUARY 1<sup>ST</sup> OF PGY-3 YEAR FOR REVIEW BY THE RESIDENCY ADVISORY COMMITTEE (RAC) WITH WRITTEN APPROVAL FROM THE PROPOSED FACULTY MENTOR FOR THE EXPERIENCE.</b>	
Resident Name:	
PGY Level:	
ABD exam $\geq$ 33 <sup>rd</sup> %: (Y/N)	
Elective Supervisor:	
Institution/Practice:	
Title of the Rotation:	
Rotation's Mentor:	
Objectives:	
Rotation Description:	
<p><b>Please refer to the Resident's Handbook section on "Electives" to learn the steps that are required for a formal request for an Elective experience.</b></p> <p><b>AWAY ELECTIVES:</b> Resident wishing to pursue electives outside Stanford or its Affiliates (SCVA, LPCH and VAPA) must complete the House Staff form "Request For An Away Elective" at least 60 days prior to the start of the elective which should be submitted to Kathrina De La Cruz/Cassie Chatelain. <b>NOTE: Stanford Hospital and Clinics does not extend malpractice insurance outside of Kaiser and SCVMC thus these will be observerships unless other malpractice coverage is secured by the resident in advance.</b></p>	
<b>SIGNATURES:</b>	
Signature of Resident	Date
<b>APPROVAL:</b>	
Signature of Faculty Mentor	Date
Signature of Residency Program Director	Date

## TIMELINE FOR CLINICAL AND RESEARCH ELECTIVES

### PGY-2 RESIDENTS

- November/December – Meet with Betsy if you are considering applying for a clinical elective to be completed during 2nd year to prepare application
- January – submit preliminary application to Betsy/Kathrina/Cassie in anticipation of RAC meeting. If ABD exam score is <33<sup>rd</sup> percentile in PGY-2 year, need CCC approval
- February – RAC meeting to review all applications for rotations during for upcoming academic year (July to June) Required for any resident who would like to pursue a research or clinical elective in PGY-3 year
- March – Elective scheduling requests due to chiefs (Clinical or Research)
- Spring – research and discuss potential rotation ideas with Betsy and other faculty for next calendar year

### PGY-3 RESIDENTS

- September - AAD International Travel Grant application deadline (travel July to December of following calendar year)
- Fall – Medical Dermatology Society Mentorship Award deadline (for electives April of following calendar year to next June (for example, 4/2018-6/2019))
- November/December – Meet with Betsy if you are considering applying for a clinical elective to be completed during PGY-4 to prepare application
- January – submit preliminary application to Betsy/Kathrina/Cassie in anticipation of RAC meeting
- February – RAC meeting to review all applications for rotations during for upcoming academic year (July to June) Required for any resident who would like to pursue a research or clinical elective in PGY-4 year
- March – Elective scheduling requests due to chiefs (Clinical or Research)
- April 1– AAD International Travel Grant application deadline (travel January to June of following calendar year)
- May – ASDS Preceptorship program applications open (can only be completed during PGY-4 year)
- June – WDS Mentorship Award application due

### PGY-4 RESIDENTS

- Make a formal presentation in resident didactics or Grand Rounds within 1-2 months of completion of your rotation

### CLINICAL ELECTIVE APPLICATION CHECKLIST

#### Before Rotation

- Review Elective Application with faculty elective mentor and get formal written approval
- ABD exam score  $\geq 33^{\text{rd}}$  percent and/or CCC approval
- Review Elective Application with Betsy by January
- Submit Elective Application to RAC (email to Betsy and Kathrina/Cassie) by February 1
- Submit GME “Application for an Away Elective” to Kathrina/Cassie at least 60 days prior to rotation

**Note: You must receive approval by RAC prior to applying for GME application (should be submitted through Kathrina/Cassie) or applying to CIGH programs.**

#### After Rotation

- Schedule formal presentation on clinical experience at Grand Rounds or Resident Didactics within 1-2 months of completion of rotation

**RESEARCH ELECTIVE APPLICATION CHECKLIST***Before Rotation*

- Review Elective Application with faculty research mentor and get formal written approval
- Review Elective Application with Betsy by January
- Submit Elective Application to RAC (email to Betsy and Kathrina/Cassie) by February 1

*After Rotation*

- Schedule formal presentation on research experience at Grand Rounds or Resident Didactics within 1-2 months of completion of rotation