

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
EXTRAMURAL CLERKSHIP APPROVAL**

NAME

SSN#

P.O. BOX #

CLASS OF

EXTRAMURAL CLERKSHIP INFORMATION

Clerkship Period _____ Dates _____ to _____

Clerkship Title _____

Institution Name _____

Faculty Supervisor or Contact Person _____

Title _____ Department _____

Phone _____ Email _____

NOTICE TO STUDENTS:

Please attach a copy of the course/clerkship description. The appropriate departmental representative at the University of Kentucky College of Medicine needs to approve the extramural clerkship by signing below (see list on back).

You will be provided with a grade sheet (Clinical Assessment Form) before you leave for an extramural rotation. It is your responsibility to give it to the appropriate person at the extramural site, and to be sure that it is returned with a final letter grade to the UKCOM Registrar.

DEPARTMENTAL REPRESENTATIVE APPROVAL SIGNATURE:

Signature

Printed Name

Please return this form to Beth Hartmann, MN 104 UKMC, 0298.

CHECKLIST FOR EXTRAMURALS

- ▼ **Research** the available rotations. Two good sources of program information are:
 - The Extramural Electives Compendium on the AAMC site (<http://www.aamc.org/students/medstudents/electives/start.htm>)
 - Many residency programs also offer extramurals. The *Graduate Medical Education Directory*, available in Student Affairs, is a complete listing of residency programs.
- ▼ **Contact the institution** where you would like to conduct an extramural. Most institutions now have information for prospective visiting students on their web sites. Obtain an application and a complete course/clerkship description. Review the application to familiarize yourself with the documentation that will be required.
- ▼ Extramural clerkships must be approved by the designated departmental representative from UK. Get your Extramural Clerkship Approval Form with attached clerkship description **signed by the designated departmental representative**.

DEPARTMENT	REPRESENTATIVE	LOCATION
Anatomy	Jennifer Brueckner, Ph.D.	MN-224, UKMC
Anesthesiology	Arundathi Reddy, M.B.B.S.	N-204, UKMC
Behavioral Science	H. Jean Wiese, Ph.D.	107 COM Office Bldg.
Biochemistry	Louis Hersh, Ph.D.	MS-607B, UKMC
Diagnostic Radiology	Arthur Lieber, M.D.	A-125 Kentucky Clinic
Emergency Medicine	Sameer Desai, M.D.	M-53, UKMC
Family & Community Med	Jennifer Joyce, M.D.	K-302, Kentucky Clinic
Micro & Immunology	Alan Kaplan, Ph.D.	MS-411, UKMC
Medicine	Chipper Griffith, M.D.	K-507, Kentucky Clinic
Neurology	William C. Robertson Jr., M.D.	L-408, Kentucky Clinic
OB/GYN	Wendy Hansen, M.D.	C-367, UKMC
Ophthalmology	Julia Stevens, M.D.	E-302, Kentucky Clinic
Pathology	Michael Cibull, M.D.	MS-125, UKMC
Pediatrics	Jenna Ross, M.D.	J-418, Kentucky Clinic
Pharmacology	Nada Porter, PhD	MS-315, UKMC
Physiology	Brian Jackson, Ph.D.	MS-581, UKMC
Preventive Medicine	Scott Prince, M.D.	2400 Greatstone Pt.
Psychiatry	Jim Norton, Ph.D.	A-301, Kentucky Clinic
Radiation Medicine	Mahesh Kudrimoti, M.D.	N-013, UKMC
Rehabilitation Medicine	Chad Walters, M.D.	B-280 KY Clinic/Card. Hill
Surgery	Raleigh Jones, M.D.	C-236, UKMC
Neurosurgery	Karen Swartz, M.D.	MS-108, UKMC
Orthopaedics	William Shaffer, M.D.	K-401 Kentucky Clinic

- ▼ Bring your signed approval form to the registrar along with any documentation that needs to be completed or provided by the medical school. Allow up to three working days for these to be returned to you. If you apply through VSAS, I will automatically be notified when action is needed.
- ▼ If you are planning an extramural at a site that is not part of an LCME-accredited medical school, an **affiliation agreement** may need to be negotiated. Contact the Registrar in ample time to allow for arrangements that will include multiple levels of institutional approval.
- ▼ **Notify the registrar** as soon as you have been accepted for an extramural that you plan to do. She will update your registration to reflect the specific rotation and institution. *If you decide to decline an extramural for which you have been accepted, notify the institution immediately and no later than one month prior to the beginning of the rotation.*
- ▼ The Registrar will provide you with an **evaluation/grade form** and instructions before you leave for your extramural. It is your responsibility to be sure that a completed evaluation with a final letter grade is returned so that academic credit can be awarded.