

New Elective Proposal for OHSU MD Students

(process for non-OHSU faculty to propose an elective)

| Steps | To do |
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| 1 st step | Identify OHSU faculty course director to work with. If unsure, contact Tomo Ito (see below for contact info). |
| 2 nd step | Review New Elective Proposal Form for information needed. Review MD Program Competencies List to see which of 4 competencies can be taught and assessed. |
| 3 rd step | Once the New Elective Proposal Form is submitted, you will be invited to the Development Subcommittee meeting, a sub-committee of the UME Curriculum Committee (UMECC). |
| 4 th step | Once UMECC approves, you will get a notification from Tomo Ito. You will work with OHSU Course Director and Course Coordinator to identify course offerings based on the rotation block calendar . |
| 5 th step | -Optional- If the course will be offered more than one block, teaching preceptor will qualify for OHSU Clinical Assistant faculty appointment. If interested, submit an application . |

For questions, contact:

Tomo Ito, Ed.D., Assistant Dean, UME Curriculum

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