

Elective and Site Addition Proposal Checklist

UMECC Development Subcommittee

Form description:

The checklists below are designed to be used by the UMECC Development Subcommittee at monthly meetings to standardize the review process for new electives and site additions. There are two separate checklists: One for clinical electives and site addition proposals, and one for non-clinical electives and site addition proposals. In comparison to the New Elective Proposal Form for Faculty that faculty complete when proposing a new elective, which focuses on course structure, goals, competencies, and assessment, this checklist encompasses logistical and operational considerations that may be discussed directly with presenting faculty during monthly subcommittee meetings for planning purposes.

Related resources:

[New Elective Proposal Form for Faculty](#)

[New Site Addition Checklist](#)

[OHSU website for teachers of MD Students](#)

CHECKLIST FOR CLINICAL ELECTIVES AND SITE ADDITIONS:

Reviewing New Elective Proposal Form:

- ☐ Is the schedule provided with enough detail and clarity?
- ☐ Are the requested pre-requisites reasonable? (Too many pre-requisite requests can limit the number of students who can reasonably take the course)
- ☐ Is there sufficient clinical work in this elective for students?
- ☐ Is there sufficient space where students can read about their patients?
- ☐ Is there secure storage space for student personal items?
- ☐ Are the selected competencies appropriate for this elective?
- ☐ Do the course objectives and associated teaching and assessment methods adequately assess the selected competencies?
- ☐ Are there any additional competencies that the Development Subcommittee recommends?
(Consider the high-risk competencies: PCP3, MK3, SBP1, PBLI2, ICS4, ICS5, PPPD1)

Additional comments on review of New Elective Proposal Form:

Additional common logistical and operational considerations:

- ☐ If considered a rural site: Is there housing provided for students?
- ☐ If not considered a commutable site: Can students reasonably commute via public transportation or car? Is parking available – free/paid?
- ☐ If this rotation includes overnight call, is there a call room available to students?
- ☐ Is access to the medical record system attainable and training provided?
- ☐ Can students document in the electronic medical record?
- ☐ What other learners, if any, will be participating in this elective/site addition?
- ☐ Are there special experiences with this site (such as ambulance ride-alongs or home visits) to highlight? Would consultation with risk management would be prudent, to ensure liability coverage for students?
- ☐ Will students have adequate continuity with teaching faculty?
- ☐ For off-site faculty: Are faculty currently volunteer faculty for OHSU? If not, once the elective/site is approved, faculty should apply.

Additional comments on logistical and operational considerations:

Additional questions for new site additions ONLY (not new elective proposals):

- ☐ What is most valuable about this site addition? How might the student experience at this site differ from other sites?

CHECKLIST FOR NON-CLINICAL ELECTIVES AND SITE ADDITIONS

- ☐ What percentage of the elective will be remote versus in-person? (No specific requirement)
- ☐ If the elective includes in-person attendance, is there adequate space available?
- ☐ Does the proposal include a schedule for didactic topics? Are the topics deemed relevant to medical education and expected to be of interest to students?
- ☐ Are the selected competencies appropriate for this elective? (MK1, MK2, MK3, SPB1, PBLI1, PBLI3, PPPD1, PPPD2)
- ☐ Do the course objectives and associated teaching and assessment methods adequately assess the selected competencies?
- ☐ Are there any additional competencies that the Development Subcommittee recommends?

Additional comments for site addition proposal:

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