

## External Sub-internship Policy

- **At least 60 days prior to the start of an external Sub-Internship Elective**, a student must petition the Loyola Sub-Internship directors to have the external SubI fulfill the clinical portion of an internal SubI requirement. Please provide the site, course name and number (if applicable), available details from the course catalog, and contact information for the rotation director. The Loyola Sub-Internship directors will then evaluate both the curriculum and the clinical component of the external SubI elective and make a decision regarding the request.
- **Of the two required sub-internship experiences, only one may be completed externally.**
- **To fulfill the Loyola Sub-Internship requirement, a student who substitutes the clinical portion of an external Sub-Internship will still need to complete the Loyola Sub-Internship simulations and OSCEs, as well as take the Sub-Internship final examination.** The timing of the non-clinical components will be determined at the discretion of the Loyola Sub-Internship directors but due to limited space and resources, students will be strongly encouraged (and possibly required) to take part in these components on the first and last day of their allotted SubI month. The final grade for all required Sub-Internships will be assigned by the Loyola Sub-Internship directors. The clinical grade for a student performing an external Sub Internship will be utilized for the Loyola Sub-Internship grade. All components of the sub-internship must be completed within 30 days of the end of the rotation to ensure that the final grade is reported for the transcript in a timely manner. Grades will not be issued until all three components (Clinical, OSCE, MCQ Exam) are completed.
- Students will be responsible for the Sub-Internship orientation material and lecture-discussion sessions.
- In determining whether an external Sub-Internship may be considered for Loyola credit, the Loyola SubI directors will emphasize the following criteria:
  - 1) **The external Sub-Internship service must be the *primary service* directly responsible for patient care (consultative or ambulatory services do not qualify)**
  - 2) **The external Sub-Internship service will be predominantly an *inpatient service***
  - 3) **Students must have direct patient care responsibility, and furthermore should be the *primary* person responsible for the care of assigned patients at a similar level to a PGY-1.**
  - 4) **Students must perform and document histories and physicals, enter orders, perform discharge summaries, compose daily progress notes, and be the primary health care provider in communicating with their assigned patients, other health care staff and consultants, as well as their patients' family members**
  - 5) **The external SubI must have a well-developed curriculum, with clear oversight over all student activities**