



## MEDICAL STUDENT ELECTIVE FAQ's

### General Information

Elective rotations are solely for fourth year medical students (MD or DO). These rotations are not for other students types.

### **Affiliated Schools**

The following schools are affiliated with CCF:

- Florida Atlantic University
- Florida International University
- Ross University
- St. George's University
- American University of the Caribbean
- St. Matthew's University
- UNIBE School of Medicine

### **Non-Affiliated Schools**

#### *Non-Affiliated U.S. Schools*

- Students from Non-Affiliated U.S. schools may apply, however rotation availability may be limited.
- CCF does not provide single student affiliation agreements.

#### *Non-Affiliated Foreign Schools*

- Students from Non-Affiliated Foreign schools may apply if the school is accredited and approved by the State of Florida Department of Education.
  - The school must be able to provide a CIE form for the student.
- If you are unsure of your school's status, please contact [medstudents@ccf.org](mailto:medstudents@ccf.org).
- Final year students who are ineligible to complete elective rotations, may be eligible for an Observership opportunity. Please visit the CCF Observership website or contact [flaobservers@ccf.org](mailto:flaobservers@ccf.org).

### Application Information

#### **General Minimum Score Requirements**

We will accept your Step 1, Step 2, or COMLEX score.

Step 1 or Step 2 minimum score requirement: 220

COMLEX minimum score requirement: 550

\*See rotation description for further details and specific score requirements.

***What if I do not meet the minimum requirement?***

- We will accept your Step 2 score in place of Step 1.
- Returning students who completed core rotations at CCF who do not meet the 220 requirement should contact their school directly to initiate an appeal process.

**Application Submission and Deadlines**

The following items must be included with your application:

- Professional Photo (JPG Format)
- CV/Resume

Please see the application for specific submission dates and deadlines.

CCF begins accepting applications on the 1<sup>st</sup> of the month, 4 months prior to the start of the rotation. Applications are accepted on a first come, first served basis.

Students will be notified via email of acceptance, denial, or wait-list status within 30 days of the application submission date.

***How do I increase my chances of getting scheduled?***

- Since applications are accepted in the order that they are received, when the application submission window opens, apply at midnight.
- List alternate elective choices in case your first choice is not available.

***Do I have to submit a new application each month for future electives?***

- Yes, because applications are not accepted early, you will need to apply monthly based on the application submission dates for the requested rotation month.

**Fees**

***Application fee?***

- There are no application or processing fees. There are no deposits required.

***Cancellation fee?***

- Any cancellations made within 90 days of the start of the rotation will be billed in full.

**Documentation Requirements**

Many of the documents required are often received directly from the school, however it is the student's responsibility to make sure that all documents are submitted no later than 30 days prior to the start of the rotation.

All documentation submitted must be in English.

**Documents required:**

- Professional Photo (JPG format)
- Flu Vaccine (current season)
- PPD (dated within 1 year of rotation) or Negative Chest X-Ray (dated within 2 years of the rotation)
- Titers/Vaccination records (dated within 3 years)
- CV/Resume

- Copy of current year health insurance card or proof of health insurance
- 10 panel Drug Screening (dated within 1 year of rotation)
  - CCF does not provide orders for drug screens.
- Step 1 and/or 2 or COMLEX Score
- Copy of Passport & Visa if not a US Citizen

**Other Documents required:**

- Letter of Good Standing from school
- Background Check (or statement of completion in Letter of Good Standing from school)
- Malpractice from school
- CIE 700 form (if from a foreign medical school)

**Rotation Information**

**Rotation Availability**

Offered elective rotations are subject to change.

Due to the high volume of applicants, scheduling is more competitive during certain time of the year (March-October).

Most rotations are offered year round, however some departments may not offer rotations in the month of December.

***Is there a limit of how many rotations I can complete at CCF?***

- There is a limit of 6 electives for students from affiliated schools and 2 electives for students from non-affiliated schools.

***Can I change my rotation after I accept?***

- Changes may be requested, but depending on the timeframe and availability of rotations, changes may be granted on a case-by-case basis at the sole discretion of the Medical Student Department.

***A faculty member has told me I can rotate in their department. Is this allowed?***

- No. All scheduling must go through the Medical Student Department to ensure fairness to all students who apply and to keep rotations within their capacity limits.

**Rotation Dates**

Please see the application for specific rotation dates.

All rotations begin on the 1<sup>st</sup> Monday of each month and are 4 weeks in length. If the Monday is a U.S. business holiday, the rotation will begin on Tuesday.

There are no exceptions to rotation dates. Extended rotations may be considered on a case-by-case basis, however there are no guarantees. All requests must be approved by the MSE Department.

**Conflict of Dates**

We are aware that many student's academic calendars do not align with CCF, however in order to accommodate the maximum number of students, we cannot make exceptions to these dates.

## **Working Hours / Schedules**

Clinic (outpatient) services are typically 8 am – 5 pm, Monday – Friday.

Hospital services vary with each department and may include weekends, nights, and call.

### ***When will I receive my schedule?***

For most rotations, the preceptor will provide schedule information on the first day of the rotation.

For other rotations, the schedule will be distributed by the MSE coordinator the week before the start date.

## **Orientation**

All students must attend mandatory orientation on the first day of their first rotation at CCF. There are no exceptions.

Returning Core/IMF students do not need to repeat elective orientation.

Orientation information will be sent approximately 4 weeks prior to the start of the rotation.

## **Meals**

CCF has one large and one small cafeteria that serves Starbucks coffee. There are no discounts or stipends for meals.

## **Medical Care While On Rotation**

If you need non-emergency medical care while you are at CCF, students may visit the walk-in clinic or schedule an appointment. Check with your personal health insurance policy for coverage information.

If you need emergency medical care while you are at CCF, students may visit the Emergency Room. Check with your personal health insurance policy for emergency coverage information.

### ***Can I receive services from the Employee Health department?***

- No, students may not receive services from Employee Health.

## **Housing**

While housing is not provided by CCF, you can contact [medstudents@ccf.org](mailto:medstudents@ccf.org) or the MSE coordinator for a list of local housing and apartment rentals available as well as extended stay hotels.

## **Parking**

A parking map will be provided to you with your orientation information.

There is no fee for parking.

Parking anywhere other than the designated student parking lot may affect the professionalism portion of your grade and could result in receiving a ticket, parking violation sticker, or boot.

## **Locker Storage**

Lockers are available for medical student use while on rotation on a first come, first served basis. Locks are NOT provided by CCF.

## **Student Research**

Research is not allowed during scheduled rotations. If you are interested in student research or have questions regarding use of data obtained while on your rotation, please contact the MSE coordinator for further details.

## **State Medical License Application Forms**

In regards to forms requiring completion by the Medical Education Department for medical state licensure (for example, California State L6 Form):

- Please send pre-filled form and copy of transcripts via email to [medstudents@ccf.org](mailto:medstudents@ccf.org) for completion and submission to the state medical board.

Processing time: Varies; please allow 7-14 days for processing.

## **Letters of Recommendation (LOR) and ERAS**

For assistance with LOR's and ERAS, please contact the MSE coordinator directly or send an email to [medstudents@ccf.org](mailto:medstudents@ccf.org).

### ***Can I contact the physician directly to ask for an LOR?***

- Yes, you may request an LOR directly from the physician, but you need to copy the MSE coordinator on the email correspondence as well.

### ***Who should I send the ERAS Letter Request to?***

- You should send the ERAS Letter Request with Letter ID directly to the MSE coordinator.

Processing time: Once a completed LOR is submitted to the MSE Department, it will be uploaded to ERAS within 1-3 business days.

## **[Policy Information](#)**

### **Smoking Policy**

Cleveland Clinic Florida is a Non-Smoking facility, including Weston Road. Smoking on campus will result in immediate dismissal.

### **Hurricane Policy**

If a "Hurricane Watch" has been issued, students will remain in their rotation.

Once a "Hurricane Warning" has been issued, students should stay home and/or leave the facility immediately.

### **Attendance Policy / Absences**

Two (2) excused absences are permitted per four (4) week rotation. Students must notify the MSE coordinator as well as the preceptor ASAP.

Depending on the rotation, make-up shifts may be allowed and/or required. Other rotations may NOT allow make-up shifts.

Absences exceeding two (2) may affect the professionalism portion of your grade or result in an incomplete or withdrawal from the rotation.

***What about absences during interview season?***

- Please be mindful of our attendance policy when scheduling interviews during your rotation. Interviews are excused, however the two (2) day policy still applies.

## **Holidays**

Clinic (outpatient) services observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Hospital services do not observe holidays. Students must follow their given schedule and/or request permission to have a holiday off, however this will count towards your two (2) allowed absences.

## **Dress code**

School and CCF Badges must be worn at all times and be worn above the waist.

- Outpatient Facility and ER Medicine – Professional business attire and white coat.
- All Surgical rotations, Anesthesia, ICU, on-call, overnight, weekends and/or in the OR only – **Burgundy scrubs (not provided by CCF).**
- While in the OR paper scrubs will be provided and must be worn over the burgundy scrubs. Your white coats must be worn at all times except in the OR.

Thank you for your interest in elective rotations at Cleveland Clinic Florida.  
Should you have any additional questions, please email the Medical Student Education office at [medstudents@ccf.org](mailto:medstudents@ccf.org).