



### **Requesting an Advanced Clinical Mentorship (ACM) in Third Year**

Doing an ACM during year 3 requires approval from the Associate Dean for Medical Education. Note, this process requires significant lead time as noted below. Students who complete the 12 weeks of ½ day a week sessions will receive one week of credit which will count towards the required 36 weeks of clinical electives.

#### **ACM Guidelines for both student and faculty sponsor:**

- The ACM is an optional experience. The ACM may not interfere with any mandatory clinical or didactic sessions during any clerkship, including exams (OSCEs, oral exams, shelf exams). We **strongly encourage** students having academic difficulties to speak with an advisor prior to initiating this process.
- **Please note: the Advanced Clinical Mentorship is not intended to be a shadowing experience. Students should, under appropriate supervision, take histories, perform physical examinations and participate in the diagnosis and management of patients.**
- The ACM must consist of exactly 12 half-day **per week** sessions at a single outpatient site.
- **The ACM can only occur during the last 24 weeks of third year (November through April).**
- Students must complete the ACM within 24 weeks.
- If a student is unable to complete the ACM within this time period, the Office of Records and Registration will contact the student and ask for a plan of completion. This plan of completion requires approval from the Student Support committee. If approval occurs, the student must complete the ACM within the time window given.
- Should the student not complete the ACM within this time window, the student will be withdrawn from the ACM and no grade/credit will be awarded.
- Only a Brown faculty member can sponsor the ACM.
- Faculty can only sponsor one student per clinical session.
- The student should ideally work with and be supervised by only the ACM faculty sponsor so that the clinician gets to know the student well, and is able to write a letter of support for residency applications.
- Students may each enroll and complete one ACM. If capacity allows and under extraordinary circumstances, students may request to enroll in and complete a second ACM. Such requests will be considered by the Student Support committee.

**NOTE: Please be flexible with scheduling your ACM sessions as required clerkship activities will take priority.** ACM scheduling constraints vary for each clerkship and are listed below:

- **Family Medicine** – ACM sessions cannot occur on Wednesdays or during any other scheduled Clerkship didactic sessions. Students are allowed 5 sessions during this clerkship.
- **Internal Medicine** – ACM sessions may be scheduled in the afternoons only, except on Wednesdays, which are reserved for didactics. Students may schedule up to 2 sessions per 4-week block for a maximum number of 6 total sessions during the clerkship.
- **Ob/Gyn** – ACM sessions cannot occur during clinic week or night float. Attendance is mandatory at afternoon didactics, so ACM sessions cannot occur then. Students are allowed 3 sessions during this clerkship.
- **Pediatrics** – ACM sessions can take place ONLY on Monday, Wednesday, Friday afternoons. Sessions cannot occur during night float week. Students are allowed 5 sessions during this clerkship.
- **Surgery** – ACM sessions should be scheduled so as not to interfere with didactics, which are usually at 4 pm. Students will still be required to complete 5 half-days of outpatient surgery clinic (ACM sessions cannot replace these). Students are allowed 3 sessions during the clerkship, ideally equally spaced throughout the rotation.
- **CNS** – ACM sessions cannot take place during the CNS ½ day longitudinal experience, Wednesday didactics, or Monday mornings while on Neurology. Students are allowed two sessions during psychiatry and two sessions during neurology.

**Steps for Starting an ACM:**

- Find a Brown faculty member who will sponsor your ACM, keeping in mind that they can only sponsor one student at a time. Have them review the guidelines on this form and sign below
- Complete the items on page 2 and return via email to Associate Dean for Medical Education for approval.
- The completed form - including all signatures on the same form - must be submitted to [AMS-records@brown.edu](mailto:AMS-records@brown.edu) at least seven weeks prior to the start date.
- **Per AMS policy, you may not begin this experience until the registration is on your Oasis schedule.**
- You will receive a confirmation email that your request has been approved.
- **Please provide clerkship coordinators and directors with your dates at the start of your clerkship. Expect to be flexible as you may need to reschedule sessions due to required clerkship activities.**

Student Name \_\_\_\_\_

ACM Faculty Sponsor \_\_\_\_\_ Sponsor's Email \_\_\_\_\_

Faculty Sponsor's Clinical Department \_\_\_\_\_

ACM Start Date \_\_\_\_\_ ACM End Date \_\_\_\_\_

1. List the reasons for requesting an ACM in year 3

2. List which clerkships will be affected, the day of the week, and the number of sessions you'll be missing from each one

**For both the student and the Faculty Sponsor:**

**I have read and agree to the above-listed ACM Guidelines:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean for Medical Education: \_\_\_\_\_ Request Approved Request Denied \_\_\_\_\_ Date \_\_\_\_\_