(The following directions are for programs that do not participate in VSAS.)

3rd Year Students:

If you are a 3rd year student, you only have one period available to schedule on your own. The rest (Family Medicine, Internal Medicine, Surgery, OB/GYN, Pediatrics, OMM, and Psychiatry) are assigned to you and you will be contacted by departmental coordinators prior to the start of rotations to pin down the specifics. One period on your schedule is called “PCP/Elective” and for that period, you are responsible for scheduling either your PCP (Primary Care Partnership), or any elective of your choice. If you choose to do an elective in your 3rd year, you are choosing to do your PCP during 4th year. There is no difference in the graduation requirement; we just give you the option of when you want to complete it.

4th Year Students:

Your 4th year is comprised of 10 four-week periods. Most of these are elective periods and should be scheduled with your residency-quest in mind. However, you are also required to complete two core rotations and you have been assigned the periods in which you must complete them. You may not change the period assigned without working through the Office of Clinical Education. You are responsible for scheduling ALL 4th year rotations through the Office of Clinical Education. (Keep in mind, if you did not complete your PCP in Year 3, you must do it during 4th year. No period will be assigned to complete PCP in 4th year.)

How to schedule your PCP:

- Review the list of approved PCP preceptors from the Clinical Education website.
- Identify 1 or 2 physicians you would like to work with from this list and contact (call, fax, or email) them requesting to do your PCP rotation. You will need to tell them the exact dates of your rotation, so have your schedule handy.
- Preceptors may ask you to complete a Clerkship Application and Approval form (found on our website) or they may have their own application form for you to use. Or, they may verbally approve you over the phone without a formal application. Whichever way they use, get approval from them in writing either by email, or having them sign a document and returning it to you. Approvals must include the type of rotation and the beginning and end dates.
- Complete a formal rotation request and submit your approval—You will receive training on our new online system created to track your approved rotations.
- The rotation request and approval must be turned in by the published deadline. If two (or more) physicians approve you for the same rotation, cancel all but one of them immediately to free up a spot for someone else.
- No schedule changes may be made within 30 days of the start date of the rotation.
- Tip: Start early! Apply to multiple sites! PCP preceptors fill up quickly and are hard to get just prior to the deadline. Plan ahead!
How to schedule your elective rotations:

- Decide where/in what specialty you would like to rotate.
  - You may use FREIDA or DO Opportunities to research residency programs of interest.
  - Listen to advice from Dr. Nash’s office/Careers in Medicine talks.

- Look up desired programs on the internet and look for a link to “visiting medical students”. This link will tell you the application process and list requirements needed.

- Make sure the rotations dates at the visiting site are the same as ours. If they are not, and they are not willing to change them to match ours, you may not rotate there without using one of your vacation months to make up the difference. (Contact the Clinical Education Office for a more detailed explanation.)

- Rotations must be 4 weeks in length and dates cannot overlap.

- Preceptors/sites may ask you to complete a Clerkship Application and Approval form (found on our website) or they may have their own application form for you to use. Or, they may verbally approve you over the phone without a formal application. Whichever way they use, get approval from them in writing either by email, or having them sign a document and returning it to you. **Approvals must include the type of rotation and the beginning and end dates.**

- Complete a formal rotation request and submit your approval—You will receive training on our new online system created to track your approved rotations.

- The rotation request and approval must be turned in by the published deadline. If two (or more) physicians approve you for the same rotation, cancel all but one of them immediately to free up a spot for someone else.

- “Split” rotations (2 weeks at one site and 2 weeks at another) are not allowed. Contact the Office of Clinical Education if a site only offers you a two week rotation.

How to schedule your 4th year cores (Emergency Medicine, and Geriatrics):

- **Reminder: These rotations must be done in the period they are assigned.**

The process for applying to these is similar to applying for electives; however, Geriatrics must be selected from a list of approved courses/preceptors.
Applying for Rotations at Local and/or Affiliated Sites

(Students rotating at local/affiliated sites must use published rotation dates)
Affiliated Sites and electives available:

**CONROE MEDICAL EDUCATION FOUNDATION (Conroe, TX)**

**Elective(s) Offered:**
- Family Medicine

**How to Apply:**
S/D should contact Jennie Faulkner at [www.lonestarfamily.org](http://www.lonestarfamily.org) to request an application and check available dates

**Residency Available:** YES
- Family Medicine

**COOK CHILDREN’S HOSPITAL (Fort Worth, TX)**

**Elective(s) Offered (all pediatric):**
- Genetics
- Neurology
- Hematology/Oncology
- Endocrinology
- Cardiology
- ER Care Team ([Meets Core ER requirement](#))
- Surgery
- NICU
- Gastroenterology
- Emergency Room
- Pulmonary
- Pathology
- Radiology
- Anesthesia
- PICU
- Psychiatry
- Neurosurgery
- PCP rotations
- Research

**How to Apply/Requirements:**
Contact Linda Rider. [Linda.rider@unthsc.edu](mailto:Linda.rider@unthsc.edu).

Students need to check with Linda Rider before submitting the UNTHSC Clerkship Application and Approval Form:
[http://web.unthsc.edu/info/200167/clinical_education/852/forms](http://web.unthsc.edu/info/200167/clinical_education/852/forms)

**Residency Available:** NO
Corpus Christi Medical Center Bay Area (Corpus Christi, TX)

Elective(s) Offered:
- Internal Medicine
- Family Medicine
- Emergency Medicine
- Cardiology
- Psychiatry

How to Apply/Requirements:
Contact Deborah Wills: Deborah.wills2@hcahealthcare.com

Residency Available: YES
- Family Medicine
- Internal Medicine

Christus Spohn Memorial (Corpus Christi, TX)

Elective(s) Offered:
- Emergency Medicine
- Family Medicine
- Geriatrics
- ICU

How to Apply/Requirements:
Contact- Lynn Carrasco: lynn.carrasco@christushealth.org

Additional requested paperwork
Letter of Good Standing, Liability/Certificate of Coverage/Immunization Records

Residency Available: YES

RESIDENCIES
- Family Medicine
- Emergency Medicine

FELLOWSHIPS
- Geriatrics
- OB
- Hospitalist
**HARRIS METHODIST (Fort Worth, TX)**

**Elective(s) offered:**
- Emergency Medicine *(apply through Roshonda Helm)*
- Anesthesia *(apply through Roshonda Helm)*
- OB *(apply through doctor)*
- Palliative Care *(apply through doctor)*
- Surgery *(apply through doctor)*

**How to apply/requirements:**
- UNTHSC Clerkship Application and Approval Form
  [http://web.unthsc.edu/info/200167/clinical_education/852/forms](http://web.unthsc.edu/info/200167/clinical_education/852/forms)
- Roshonda Helm at roshondahelm@texashealth.org or Fax: 817.250.5135

**Residency Available:** NO

**JOHN PETER SMITH HOSPITAL (Fort Worth, TX)**

**Elective(s) Offered:**
- Anesthesiology
- Medicine
- Cardiology
- Neurology
- Emergency Medicine
- Family Medicine
- ICU
- Ob/Gyn
- Orthopedic Surgery
- Psychiatry
- Radiology
- Sports Medicine
- Surgery
- SICU
- Geriatric Medicine

**How to Apply:**
- Complete the online application: [https://www.jpshealthnet.org/JPSForms/StandardForms/ClinicalClerkshipForm.aspx](https://www.jpshealthnet.org/JPSForms/StandardForms/ClinicalClerkshipForm.aspx)
- Additional requested paperwork:
  - Online application
  - Letter of Good standing
  - Certificate of Coverage
  - Current Immunization Records.
  - If applying for elective rotation in Radiology, Ob/Gyn or Orthopedic Surgery: copy of USMLE scores
  - Applications for Ob/Gyn will also require copy of Transcript.

These documents can be e-mailed or faxed to Margie Behringer (817) 927-1668.
Residency Available:
Yes

**RESIDENCY PROGRAMS**
Family Medicine
Transitional
Podiatry
Oral Surgery
Orthopedic Surgery
Ob/Gyn
Psychiatry
Emergency Medicine

**FELLOWSHIPS**
Pain Medicine
Sports Medicine
Geriatric Medicine
Sports Medicine

**METHODIST CHARLTON MEDICAL CENTER (Dallas, TX)**
**Elective(s) Offered:**
Family Medicine

**How to Apply:**
S/D should contact Queen Hector, Med Student Clerkship Coordinator at quintulynhector@mhd.com to request an application and check available dates

Residency Available: YES
Family Medicine

**METHODIST DALLAS MEDICAL CENTER (Dallas, TX)**
**Elective(s) Offered:**
ICU
OB/GYN
Internal Medicine
Family Practice
ER
Cardio

**How to Apply/Requirements:**
S/D to email Patrice Williams (Patricewilliams@mhd.com) for application and checklist

Residency Available: YES
Family Medicine
Internal Medicine
OB/GYN
General Surgery
PLAZA (Fort Worth, TX)

**Elective(s) Offered:**
- Emergency Medicine
- Internal Medicine
- Surgery
- Family Medicine
- Nephrology
- Pathology
- PM&R

**How to Apply:**
- Contact: Medical Education Office
- Students need to submit site application
  [http://web.unthsc.edu/download/downloads/id/1402/PlazaMedicalCenter.pdf](http://web.unthsc.edu/download/downloads/id/1402/PlazaMedicalCenter.pdf)
- Phone: 817-347-1166
- Email: eva.spudich@hcahealthcare.com

**Residency Available:** YES
- Family Practice Residency
- General Surgery Residency
- Internal Medicine Residency
- Neuromusculoskeletal Medicine Residency

HOUSTON METHODIST HOSPITAL (Houston, TX) and
SAN JACINTO METHODIST HOSPITAL (Baytown, TX)
(The following pertains to TCOM students that did not spend their entire 3rd year at San Jacinto)

**Elective(s) Offered:**
- Family Medicine (full scope)
  (Core Family Medicine not offered to their non-core students)
- Internal Medicine
- General Surgery
- Ob/Gyn

*Please check Methodist GME website for more elective choices. If you see an elective that interests you, please contact me and I will check with that program for availability.*
[http://www.houstonmethodist.org/basic.cfm?id=36661](http://www.houstonmethodist.org/basic.cfm?id=36661)

**How to Apply/Requirements:**
- S/D should contact Ashley Mozey for availability, Med Student Coordinator
- Email: ammozey@houstonmethodist.org
- Phone: 713-441-4719

**Once availability is confirmed, additional paperwork will be requested.** Please send paperwork to Ashley Mozey and Elizabeth Stacker (estacker@houstonmethodist.org)
Submit site application
(http://www.houstonmethodist.org/workfiles/tmhei/Med_Student_online_application.pdf)

UNTHSC Clerkship Application
Letter of Good Standing
Immunization Records with Current Flu shot & PPD within last 12 months
Background check and drug screening

(Your institution can send verification of background check and drug screening with a letter to Ashley Mozey and Elizabeth Stacker)

Residency Available: YES

**ACGME Accredited Programs**
Family Medicine- San Jacinto Methodist Hospital
Family Medicine
Internal Medicine
General Surgery
Obstetrics & Gynecology
Neurology
Neurosurgery
Orthopedic Surgery
Vascular Surgery
Plastic Surgery

**GMEC Sponsored (Non-ACGME) Programs**
Breast Imaging
Cardiovascular Imaging
Continence, Pelvic Reconstructive Surgery and Neuromuscular Surgery
Transplant Surgery
Neuro-Ophthalmology

**Fellowships**
Endocrinology, Diabetes, & Metabolism
Nephrology
Cardiovascular Disease
Interventional Cardiology
Orthopaedic- Sports Medicine
Family Medicine Sports Medicine- Methodist Hospital Willowbrook
Family Medicine Sports Medicine- Methodist Hospital Sugar land
Orthopaedic Adult Reconstructive Surgery
Clinical Neurophysiology
Neuromuscular Medicine
Pathology: Anatomic and Clinical Residency
Blood Banking/ Transfusion Medicine
Selective Pathology: Hematopathology
Selective Pathology: Ophthalmic Pathology
Selective Pathology: Surgical Pathology
Procedural Dermatology
Neuropathology
Hematology Pathology

UNTHSC-Department of Internal Medicine (Fort Worth, TX)

Core Offered:
  Geriatrics

Elective(s) Offered:
  Cardiology
  Infectious Disease
  Gastrointestinal
  Pulmonology

How to Apply:
  UNTHSC Clerkship Application and Approval Form
  (http://web.unthsc.edu/info/200167/clinical_education/852/forms):
  Roman Ramirez roman.ramirez@unthsc.edu
  Fax:  817.735-2747

Residency Available:  YES

RESIDENCY PROGRAMS
Internal Medicine
Dermatology

FELLOWSHIPS
Rheumatology
Cardiology
Palliative Medicine
Geriatrics-Internal Medicine