Clerkship Administrative Manual for 2013-14

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Introduction to the Clinical Curriculum

The clinical phase (M-3 and M-4 years) of the University of Illinois, College of Medicine at Urbana-Champaign (UICOM-UC) curriculum provides advanced full-time clinical activities for students who have satisfactorily completed all M-2 year requirements. The clinical phase is the final preparation for graduate training programs in which the newly graduated physician will have increased responsibility for patient care. In earlier phases of the curriculum, the student has learned medical knowledge in the basic sciences and has been introduced to clinical medicine. In the clinical phase, the student is assigned and selects clerkships for the practice of these clinical skills in a variety of clinical fields and health care settings.

Academic Requirements

Graduation Competencies

Patient Care
The competent graduate must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. He/she will be required to construct appropriate management strategies (diagnostic and therapeutic) for patients with common health care problems that may be emergent, acute or chronic, across the spectrum of disciplines, while considering costs for the patient and others. The graduate must be able to combine knowledge of basic biomedical, clinical, and cognate sciences to accomplish the above.

The competent graduate must be able to:
1.1 Obtain a full appropriate medical history;
1.2 Perform a skillful physical examination;
1.3 Formulate a differential diagnosis and problem list;
1.4 Perform competently all medical and invasive procedures required for graduation;
1.5 Perform, order and interpret diagnostic investigations that result in accurate diagnosis and treatment;
1.6 Utilize data to reason and solve problems;
1.7 Develop management plans;
1.8 Consider cultural and socioeconomic factors in management options;
1.9 Form an effective therapeutic relationship;
1.10 Recognize life threatening health problems and institute appropriate initial therapy;
1.11 Construct a therapeutic plan for relieving pain, ameliorating suffering and directed toward specific resolution of health problems;
1.12 Counsel and educate patients and their families;
1.13 Apply the principles of epidemiology and evidence-based medicine.

Medical Knowledge
The faculty of the University of Illinois College of Medicine believes that any statement of graduation competencies must include mastery of the necessary body of knowledge within the basic, clinical, and cognate sciences to manage patients’ health. Moreover, graduates must demonstrate the skills that will enable them to utilize the concepts and knowledge that will be discovered throughout the years following medical school.
The competent graduate must have a thorough understanding of the:

2.1 Scientific principles of basic and clinical sciences that will enable him/her to competently practice evidence-based medicine;

2.2 Determinants of poor health, disease-based risk factors, factors for disease prevention and healthy lifestyles (principles of preventive medicine);

2.3 Principles of health education;

2.4 Principles of epidemiology and population-based medicine;

2.5 Principles, risks, and possible benefits of complementary and alternative medicine;

2.6 Concepts, principles, and application of evidence-based medicine;

2.7 Investigatory and analytical thinking approach to clinical situations to be able to translate new and emerging concepts to improve patient care;

2.8 Psychological, social, economic, and cultural factors pertaining to health;

2.9 Legal and ethical concepts relating to health care.

**Practice-Based Learning and Improvement**

*The competent graduate must be able to study, reflect, and evaluate patient care practices, appraise and assimilate scientific evidence, and understand their learning needs. He/she must be committed to lifelong learning.*

The competent graduate:
Sets clear learning goals, pursues them, and continuously integrates knowledge gained and applies it to improve medical care;

3.2 Assesses his/her strengths and weakness in order to improve performance and identify effective ways to address limitations and enhance expertise;

3.3 Accesses information effectively, efficiently, critically appraises the information and relates it to their patients’ health problems;

3.4 Admits his/her limits of knowledge, knows what to do when those limits are reached, can deal with uncertainty, and respects the opinions of others;

3.5 Recognizes the need to learn is continuous.;

**Interpersonal and Communication Skills**

*The competent graduate provides compassionate, effective, culturally sensitive patient care while respecting patient autonomy.*

The competent graduate:

4.1 Listens attentively and effectively;

4.2 Communicates clearly with colleagues and consultants;

4.3 Communicates clearly with patients, and patients' families;

4.4 Manages difficult patients and/or difficult relationships such as angry or manipulative patients;

4.5 Works effectively with other members of interdisciplinary health care teams, including translators.

**Professionalism**

*The competent graduate approaches medicine with integrity and respect for human dignity. They must demonstrate awareness of and commitment to the principles and responsibilities of*
medical professionalism.

The competent graduate:

5.1 Is aware of the unique doctor/patient relationship;
5.2 Knows and admits to his/her limits of knowledge;
5.3 Recognizes the need to learn is continuous;
5.4 Balances personal and professional commitments to ensure that the patient's medical needs are always addressed;
5.5 Recognizes and avoids conflicts of interest in financial and organizational arrangements for the practice of medicine;
5.6 Demonstrates integrity;
5.7 Demonstrates respect for human dignity;
5.8 Recognizes key ethical dilemmas and applies ethical principles;
5.9 Demonstrates a commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, and informed consent;
5.10 Demonstrates a commitment to excellence and on-going professional development.

System-Based Practice
The competent graduate demonstrates an awareness of and responsiveness to the larger context and systems of health care.

The competent graduate:

6.1 Understands the principles of health care delivery and can describe the organization, strengths and limits of various models of health care delivery systems;
6.2 Defines health in terms of the community in which the patient lives (population-based medicine);
6.3 Describes how to appropriately utilize and integrate the services of multidisciplinary health providers;
6.4 Practices cost-effective health care that does not compromise quality;
6.5 Evaluates and integrates hospital and community resources well; minimizes overuse of health care resources;
6.6 Works collaboratively with other health professionals to optimize the quality of care rendered, reduce medical error and increase patient safety.

Clinical Curriculum and Graduation Requirements

To be eligible for graduation, a student must complete a minimum of 80 instructional weeks post M-2:

52 weeks from Part A, 8 weeks from Part B, and 20 weeks from Part C. Included in the 80 instructional weeks is a required minimum of 60 weeks of clinical clerkship experiences.

Required Core Clerkships (Part A = Total of 52 weeks)

1. Sixteen weeks of Internal Medicine. The Internal Medicine I core clerkship consists of 12 weeks. The Internal Medicine II Core Clerkship (M4RE612) (four weeks) is designed
for 4th year students to expand their experience and knowledge of internal medicine
2. **Eight weeks of Pediatrics.**
3. **Six weeks of Psychiatry.**
4. **Eight weeks of Obstetrics/Gynecology.**
5. **Eight weeks of Surgery.**
6. **Six weeks of Family Medicine.**

**Other Clerkship Requirements (Part B = Total of 8 weeks)**
1. **Four weeks of surgical subspecialties.** (Orthopedics, Neurosurgery, Otolaryngology, Colon/Rectal Surgery, Anesthesiology, Ophthalmology, Urology, Plastic Surgery, Emergency Medicine, etc.). Choice is made with approval of Department Head.
2. **Four weeks of elective clerkships.**

**Other Instructional Requirements (Part C = Total of 20 weeks)**
1. **Four weeks—Medicine and Society Course.** The Medicine and Society course is distributed over the M-2, M-3, and M-4 years.
2. **Other weeks—whatever amount needed to total 16 weeks for Part C of requirements.** These weeks may be additional clerkships (recommended), formal course work, research, or other arranged and approved activity. MSP students may petition the Associate Dean for Student Affairs for up to 16 weeks of COM instructional credit for their graduate work. Contact the SA/MSP Office for details and approvals.

**Health Insurance Portability and Accountability Act (HIPAA)**
All students must comply with HIPAA patient confidentiality training as requested by the University of Illinois and affiliated hospitals.

**Cardiopulmonary Resuscitation Requirement**
All students must successfully complete a basic course in Cardiopulmonary Resuscitation during the M-2 year. Students must keep their certification current throughout the clinical years, and must provide the Office of Student Affairs with proof of re-certification. Certification is usually for two years. SHOULD THEIR CPR CERTIFICATE EXPIRE STUDENTS WILL BE REMOVED FROM ALL CLINICAL ACTIVITY UNTIL THEY PRESENT THE RECERTIFIED CARD TO STUDENT AFFAIRS. Current certification is required for COM graduation.

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### Basic Life Support (CPR)-Recertification for Health Care Providers – Partial List
**Updated January 2013**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Person</th>
<th>Telephone Number</th>
<th>Cost per Student</th>
<th>Dates Offered</th>
<th>Length of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans Administration Hospital (Group recertification possible with advanced notice)</td>
<td>Randi Talkowski - CPR</td>
<td>(217) 554-4305</td>
<td>No cost</td>
<td>3 BLS re-certification courses every month</td>
<td>4 hours (packets of material passed out in advance)</td>
</tr>
<tr>
<td></td>
<td>Mimi Skinner - ACLS</td>
<td>(217) 554-3364</td>
<td>A current card is required, must call for appointment</td>
<td>2 ACLS initial courses per year</td>
<td>2 full days</td>
</tr>
<tr>
<td>Presence Regional EMS</td>
<td>Troy Dunn</td>
<td>(217) 359-6619</td>
<td>$45.00</td>
<td>HCP every month</td>
<td>Recertification approximately</td>
</tr>
<tr>
<td>Location</td>
<td>Provider</td>
<td>Contact Information</td>
<td>Fee</td>
<td>Notes</td>
<td></td>
</tr>
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<tr>
<td>Illini EMS</td>
<td>(see web site below for CPR course registration)</td>
<td>$22.00 Negotiable (individual or group options by appointment only) 3-4 people at one time</td>
<td>Recertification 4 hours (materials provided at registration)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carle Foundation Hospital</td>
<td>Troy Hoshauer</td>
<td>(217) 383-3022 Give them your home address along with email to schedule</td>
<td>$51.00 Online system for exam and physical check off of skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Red Cross</td>
<td></td>
<td>(217) 351-5861</td>
<td></td>
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http://www.iems.illiniems.org/?act=education

Note  Health Care Providers are given certification which is good for one or two years however the card holders are given a grace period of one month after the card expires with which to get recertified in CPR (not at the VA). If the cardholder allows the card to expire beyond the one month grace period, they are required by the American Heart Association to take the original certification course. The certifying course takes anywhere from four to six hours and is provided at the cost identified on the above table.

Additional Requirements for Graduation
Successful passage of USMLE: Step 1 and Step 2 (both the Clinical Knowledge and Clinical Skills Components) examinations. Please note, students must have passing scores for both Step 2 examinations on file in order to march at Convocation.

COM Graduation Requirements for Medical Scholars Program Fellows
1. Specific to the COM-UC graduation week’s requirement, MSP Fellows will be treated in a manner analogous to other non-MSP students, i.e., 80 weeks minimum required.
2. Medical Scholars Program Fellows will not be granted up to 16 weeks of COM-UC elective instructional credit towards graduation for their Ph.D. course work completed prior to entering the Medical Scholars Program.
3. However, MSP Fellows may request for up to 16 weeks of COM-UC elective credit for full-time research activities they have carried out after having matriculated into medical school. If MSP Fellows are interested in attempting to obtain elective instructional weeks credit in the medical school for their research work, they must submit a written proposal approved by appropriate clinical department heads to the Associate Dean for Student Affairs to receive credit.

Progress Toward Meeting Graduation Requirements
If at any time students have questions about progress toward meeting UICOM-UC graduation requirements, they should contact the SA/MSP Office to request a review of their academic record. Senior student records are “audited” during late summer of the senior year. Students
are then advised as to their status and requirements yet unmet.

**Clerkship Grading**

There are five possible grades for clerkships – outstanding, advanced, proficient, incomplete, and unsatisfactory. For the core clerkships this grade is determined in part by your clinical grade and in part by your grade on the subject exam. The passing score for the subject exams varies therefore the exam score points vary from core clerkship to core clerkship. The clinical grade points are the same from clerkship to clerkship. The grading matrix below is an example of how this can work.

<table>
<thead>
<tr>
<th>Exam Score Points</th>
<th>Clinical Grade Points</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 61 = 0</td>
<td>Unsatisfactory = 0</td>
<td>0 – 6 = U</td>
</tr>
<tr>
<td>62 – 68 = 2</td>
<td>Incomplete (temp)</td>
<td></td>
</tr>
<tr>
<td>69 – 73 = 3</td>
<td>Proficient = 6</td>
<td>8 – 10 = PR</td>
</tr>
<tr>
<td>74 – 81 = 4</td>
<td>Advanced = 8</td>
<td>11 – 13 = ADV</td>
</tr>
<tr>
<td>82 and above = 6</td>
<td>Outstanding = 10</td>
<td>14 – 16 = O</td>
</tr>
</tbody>
</table>

For example, a student receiving 65 on this subject exam and an outstanding clinical grade will receive 2 points from the subject exam and 10 clinical points for a total of 12 points and a final grade for the clerkship of Advanced. Similarly a student receiving 83 on this subject exam and a clinical grade of advanced will receive 6 points from the subject exam and 8 clinical points for a total of 14 points and a final grade for the clerkship of outstanding.

It may be several weeks before students receive their final grades for core clerkships. The final grade, subject exam grade, and evaluations will be sent to students via PEAR.

The form used for the clinical evaluation is on the next two pages.
OFFICIAL FACULTY EVALUATION FORM
OF STUDENT CLERKSHIP PERFORMANCE
ON CLINICAL ELECTIVES

Student ____________________________ Clerkship Director ____________________________

Clerkship Name & Number               Clerkship Dates to Today’s Date

Location of clerkship/elective:

Grade the student on each of the listed dimensions using the scale outlined below.

**O = Outstanding** – Student performs at a level observed in only the most outstanding students over the years. Students who receive this designation will be recognized as those whose absolute performance is consistently outstanding and who are active, self-directed learners.

**ADV = Advanced** – This designation is reserved for students who are especially proficient but not consistently outstanding in knowledge, skill, and performance.

**PR = Proficient** – Performance may be outstanding at times and is, in general, within the range expected for medical students who are progressing satisfactorily. These students function and learn effectively in a variety of settings and meet all clerkship requirements.

**INC = Incomplete** – Student has not completed all required clerkship activities due to illness, leave of absence, etc. If this grade is assigned, the faculty will describe the activities which remain to be completed.

**U = Unsatisfactory** – This grade is reserved for those individuals who have not met all departmental requirements for successful completion of the clerkship and further are judged to be beyond remediation. This grade is most likely to be assigned to a student who has completed one or more remediation attempts unsuccessfully but might also be assigned if clerkship faculty are convinced further efforts to complete the clerkship are not in the best interest of the student or the public.

<table>
<thead>
<tr>
<th>EVALUATION DIMENSIONS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC KNOWLEDGE OF – pathophysiology, basic mechanisms, and clinical medicine in this discipline</td>
<td></td>
</tr>
<tr>
<td>APPROPRIATE USE OF ACADEMIC AND CLINICAL LITERATURE – independent reading and learning</td>
<td></td>
</tr>
<tr>
<td>ABILITY TO PRESENT AND DISCUSS CASES – clear, succinct, and well organized</td>
<td></td>
</tr>
<tr>
<td>CLINICAL SKILLS – ability to arrive at a reasoned problem list and differential diagnosis, to formulate a treatment plan, and to follow patient’s progress</td>
<td></td>
</tr>
<tr>
<td>INITIATIVE – PERSEVERANCE – willingness to work hard, to learn, to accept responsibility, and to participate actively</td>
<td></td>
</tr>
<tr>
<td>HISTORY AND PHYSICAL EXAMINATION SKILLS – cogent and complete history, appropriately thorough and complete physical examination using proper technique and skill</td>
<td></td>
</tr>
<tr>
<td>DEPENDABILITY – PUNCTUALITY – RELIABILITY</td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL RELATIONSHIPS – attitude toward and respect for peers, physicians, other health team members, patients, and family</td>
<td></td>
</tr>
<tr>
<td>CLERKSHIP EXAMINATION (oral and/or written if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

OVERALL FINAL GRADE (Please Circle One)

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Advanced</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td></td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>
Please comment on the overall performance of the student to be included into the MSPE (a.k.a. Dean’s Letter).

General Comments On Student Performance:

Weaknesses – Recommended Areas To Improve:

______________________________________________________________________________
I have read this report.

______________________________________________________________________________
Signature – Student                                               Signature – Faculty

______________________________________________________________________________
Print Student Name                                               Print Faculty Name

Final Grade forms are to be returned to:

Julie Wyant  
University of Illinois College of Medicine at Urbana-Champaign  
125 Medical Sciences Building  
506 South Mathews  
Urbana, Illinois  61801

Phone: 217.333.8146  
FAX: 217.333.2640
**Clerkship Policies and Procedures**

**Mid-Clerkship Evaluation and Review of Student Performance**
Each student participating in a clerkship lasting four weeks or more shall have a mid-clerkship evaluation. The clerkship director will be responsible for conducting an oral or written evaluation of student progress at the midpoint of the clerkship with recommendations for improvement. If you do not get one—request one.

**Student Evaluation of the Clerkship Experience**
As the physicians are expected to grade and evaluate the students in clerkships, so also are the students expected to evaluate the clinical experience and the attendings who participate in their instruction. Departmental student evaluation of clerkship forms will be distributed and collected by the respective departments from each student participating in COM-UC clinical clerkships. These evaluations are reviewed after the students’ grade has been determined.

**Complaint or Grievance of a Grade Awarded in a Course or Clerkship**
Any student that has a complaint or request for a change of grade in a clerkship is directed to see the specific UIC policy statement and procedures contained on the student affairs website. [https://www.med.illinois.edu/SA/Policies/](https://www.med.illinois.edu/SA/Policies/)

**Core Clerkship Orientation and Curriculum**
During the first day of each core clerkship a mandatory orientation to the clerkship will be provided by the department and a core clerkship curriculum handbook will be given to each student. The handbook will include statements of faculty expectations of skills and knowledge to be mastered, reading assignments, and a description of how students will be graded and evaluated. At the conclusion of each clerkship evaluation forms will be completed by the attendings and the clerkship director. Final evaluation forms will be sent to the SA/MSP Office for inclusion in the student’s academic file.

**Clinical Activities: Sartorial and Personal Appearance**
It is expected that when students participate in any clinical activities that put them in contact with patients or physicians at the teaching hospitals or in physicians’ offices that their sartorial and personal appearance are appropriate for the occasion. The word appropriate when it comes to dress and appearance is, of course, difficult to define. However, students are reminded that they are in a professional school and for the most part they will interact with private patients in private hospitals. A student should not confuse current fashion with what might be acceptable and expected dress and appearance by the professional community. Therefore, on the first day of each clinical activity that they are involved in, they should consult with the physician in charge to ascertain what is expected vis-à-vis dress and appearance.
Scheduling to Retake a Core Clerkship NBME Subject Examination

The Office of Student Affairs and Medical Scholars Program will notify students, generally within a week, if they fail a subject exam. Students may not prepare for and retake a failed NBME Subject exam while participating in another core clerkship. In such a case, students generally must sit for the exam on specially established re-take dates (one week after the end of rotations 3 and 6).

USMLE Step 2 Examination

Both parts of the USMLE Step 2 examination must be taken and passed for graduation. There are six major subject areas: Medicine, Surgery, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Preventive Medicine/Public Health. The purpose of the Step 2 is to determine if the student possesses the medical knowledge and understanding of clinical science considered essential for provision of patient care, including emphasis on health promotion and disease prevention. Student scores achieved on the core clerkship Subject examinations should provide a good indication as to the potential Step 2 performance. The examination cannot be taken until all core clerkships are taken (excluding Medicine II). Please review promotion policies for more details and if an MSP student, note the exception to the core clerkship rule.

Vacation and Holidays

Students on clerkships do not routinely receive time off from clerkship responsibilities for State-University-Federal holidays except for the defined vacation period in December and the time between the end of Rotation #6 and the start of Rotation #1. Students do not receive time off for the University Spring Break week. Decisions on holidays or vacation time given to students during clerkships are at the discretion of the CLERKSHIP DIRECTOR or DEPARTMENT HEAD. Students are encouraged not to schedule clerkships during the time they expect to be interviewing (generally late November through January) as they cannot assume time off from clerkships will be approved.

Policy on Excused Absences from Clerkships

If a student finds they are unable to attend clerkship activities due to illness or personal circumstances, the appropriate clerkship personnel should be informed by the student immediately. Clinical students assigned to a clerkship may not ordinarily receive an excused absence by the clerkship director except as provided by University regulations. If a student fails to attend scheduled clerkship activities without an excused absence, they may receive the grade of Incomplete for the clerkship. One exception to this policy relates to those students who will attend and give a presentation at a professional meeting. In such instances, the student must request an excused absence at least four weeks prior to the scheduled absence and will make arrangements at that time to make up any deficiencies that the absence might cause. Obtaining excused absences from core and/or elective clerkships to schedule residency interviews may prove to be a problem. Therefore, students are encouraged to schedule their vacation time during
the months of potential heavy interviewing time (late November through January).

**Unscheduled Time and Graduation**
The student should involve their Clinical Faculty Advisor in planning for unscheduled time, particularly if medical activities are contemplated. All students are urged to graduate formally with their class in May. Students with plans for early or delayed graduation must petition for permission, three months in advance of the expected date, the Student Progress and Promotions Committee via the SA/MSP Office (this decision will then be forwarded to the College Committee on Student Promotions). Each student will be cleared for graduation by the Student Progress and Promotions Committee based upon satisfactory completion of all academic graduation requirements, satisfactory completion of Steps 1 and both parts of Step 2 of the USMLE, and personal and professional requirements consistent with UICOM-UC policies.

**Leaves of Absence**
Leaves of absence, for up to one year, are available to students for personal, medical, research/educational reasons, and reconsideration of career choice. For more information see http://www.med.illinois.edu/SA/Policies/promoguidelines_AY12_13.pdf

**Policy on Assistantships Held Concurrently with Clerkships**
In general, it is not possible to carry out the activities of a teaching or research assistantship and the activities of a clinical clerkship at the same time. Core clerkships and most electives are considered full-time activities. Therefore, it is required that students clear the conflicting duties with both the clerkships director and the TA/RA sponsor at least eight weeks prior to the start of the overlap. Students should understand the clinical faculty members are under no obligation to approve the TA/RA duties. Students should become fully informed of the didactic study requirements and of the time and effort that the clerkships usually require. They should be aware that failure to fulfill the requirements may result in a grade of Incomplete and be cause to repeat part or all of the clerkship.

Students earning academic credit cannot simultaneously be paid a salary for their clerkship work (this does not apply to students in the COM-UC program with teaching or research assistantships). Anything other than a standard teaching or research assistantship will require approval of the Office of Student Affairs.

**Student Participation in Non-UICOM-UC Clinical Activity**
Students may gain employment or volunteer in a clinic such as public health. However, students are not covered by University Risk Management Insurance for these activities. Before students participate in any extracurricular clinically related activity, they should inquire and make sure they are covered by malpractice insurance by the employing
Right of Conscience
All students are expected to participate fully in clerkships to acquire the requisite knowledge and experiences of the discipline. If some students have a moral or ethical objection to some subjects taught in a clerkship, they may be excused from actual active participation by law, but are not excused from acquiring the knowledge in these areas through substitute experiences prescribed by the department. Students may not refuse to work with faculty who participate in activities they find objectionable.

Students who seek substitute clerkship experiences according to the Right of Conscience Act must inform the clerkship director, in writing, four weeks prior to the clerkship so scheduling may be completed in a timely fashion.

Extension of Student Health Insurance Coverage for Senior Students
Student Health Insurance coverage for graduating seniors ends in mid-May. If a student wishes to extend their health insurance coverage from early June to late August, it is possible to do so after April 15 of the senior year at the Student Insurance Office in the Illini Union Bookstore building. More information is available at www.si.uiuc.edu. STRONG CONSIDERATION SHOULD BE GIVEN FOR PARTICIPATION IN THIS EXTENDED HEALTH INSURANCE COVERAGE BEFORE THE RESIDENCY PROGRAM BEGINS. Another option would be to purchase a short-term policy with a private insurance company.

Student Addresses and Telephone Numbers
It is extremely important that the SA/MSP Office have a current accurate address (both regular and e-mail) and telephone number of clinical students. Unlike during the M-1 and M-2 years, some important communication with clinical students will be accomplished using the U.S. mail or e-mail in addition to the CHUB mailbox. The student’s current address and email will be used by VSAS and current email will be used by ERAS. Therefore, please keep the SA/MSP Office informed of any change of address or telephone number; even if the change is temporary. Clinical students, however, should also check their CHUB mailbox at least once each week. E-mail must be checked daily. Please delete e-mails that you no longer need. E-mails will bounce if you are over your quota.

Alpha Omega Alpha-National Medical Honorary Society, Gold Humanism Medicine Honor Society (GHHS), and Graduation with Honors
See specific information and criteria on the M-3/ M-4 website. Regarding candidacy to AOA, students are selected twice; after the M-2 year based on M-1 and M-2 performance and Step 1 score, and in late August of the senior year (core clerkship performance included and accounts for approximately 50% of the points awarded). Senior student selections for AOA and GHHS are made in late August; therefore, to
maximize their candidacy students should complete all core clerkships by late August. Graduation with Honors selection is made in the early spring of the senior year.

**Transportation**
Core clerkship experiences are not solely located within the Champaign-Urbana community. Students may be assigned to sites in Danville, Bloomington, rural clinics, and other affiliates. Students are expected to provide their own transportation to assigned clinical sites.
Calendars and Scheduling

Core Clerkship Scheduling

Students should complete the required core clerkships of Medicine I (12 weeks), Obstetrics and Gynecology, Pediatrics, Surgery, (8 weeks) and Psychiatry and Family Medicine (6 weeks) during the M-3 year. The remaining Medicine II core clerkship (4 weeks) is usually scheduled during the M-4 year. For junior students, the SA/MSP office provides schedules late in the M-2 academic year. The assignment to a particular teaching site is made by the Departments. Senior students are provided priority clerkship scheduling status before the junior student clerkship scheduling.

The core rotations for the M3 year total 48 weeks. There is a two week winter break and another two weeks between the end of rotation six and the beginning of rotation one for the next year. Students will generally take Internal Medicine I (12 weeks), Family Medicine (6 weeks), and Psychiatry (6 weeks) in one term, and the three 8 week clerkships (Obstetrics and Gynecology, Pediatrics, Surgery) in the other term. The schedule of clerkship dates for the 2013-14 academic year can be found at the end of this section.

Important Dates for M4

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>away rotations mid-June through early September</td>
</tr>
<tr>
<td>Summer</td>
<td>ERAS opens in July; students can start filling out information, personal statement, etc.</td>
</tr>
<tr>
<td>Summer</td>
<td>take Step 2 Clinical Skills ASAP after cores and definitely before early November of M4</td>
</tr>
<tr>
<td>Summer</td>
<td>take Step 2 Clinical Knowledge soon after cores and definitely by early January of M4</td>
</tr>
<tr>
<td>Sept</td>
<td>September 15 is the first day to submit your ERAS application</td>
</tr>
<tr>
<td>October</td>
<td>MSPE (Medical Student Performance Evaluation) released October 1</td>
</tr>
<tr>
<td>Nov-Jan</td>
<td>Interview season</td>
</tr>
<tr>
<td>Feb</td>
<td>the 4th Wednesday in Feb is the deadline to submit your rank order list</td>
</tr>
<tr>
<td>March</td>
<td>Match Day is the third Friday in March</td>
</tr>
<tr>
<td>May</td>
<td>convocation is early May (May 4, 2013)</td>
</tr>
<tr>
<td>June</td>
<td>residency orientations start as early as mid June</td>
</tr>
<tr>
<td>July</td>
<td>July 1 is the official start date for residencies</td>
</tr>
</tbody>
</table>

NOTE – many residency programs will require passing Step 2 CK and CS scores in order to rank an applicant
Comprehensive Clerkship Planning for Two Years

As students begin planning for the last two years of medical school, they should become familiar with the curricular requirements and how the timing of important events during the senior year should impact planning. Important events that students should consider while planning are USMLE Step 2 clinical skills and Step 2 clinical knowledge, residency interviews (generally late November through January), and the Medicine and Society Course in February of M-4. Use of unscheduled time is ideal for residency interviews and careful scheduling of elective time is important.

Adding or Dropping a Clerkship

Students who have scheduled either a core or elective clerkship are not allowed to drop it without appropriate approvals from the clerkship/department head involved and the Office of Student Affairs. These signatures need to be on the Request to Add or Drop Clerkship Form, found on the M-3/M-4 web page at: https://www.med.illinois.edu/SA/Forms/Add-Drop%20Form.pdf as well as at the end of this section. Completed and approved written requests to add or drop a scheduled clerkship must be submitted to SA/MSP 30 days prior to the starting date of the clerkship. This is not to be done retroactively.

A student who has not completed the appropriate paperwork and obtained the required approvals for a clerkship will not be allowed to add or drop the clerkship. Without the required approved paperwork completed before the start of the clerkship, a student will not be covered by the University of Illinois Risk Management Insurance nor will clerkship credit be given.

Applying for and Scheduling Away Clerkships

- The first step is to identify locations and specialties of interest. Resources for this step include FREIDA data base available from the M3/M4 web site, personal connections, and individualized searches on the web.
- Explore the institution’s policies (e.g. do they list pre-requisites such as all core clerkships?), timeline and application procedures.
  - If they use VSAS, contact Julie Wyant wyant@illinois.edu for permission to access the program (Julie will automatically send every M-3 student permission to apply to a number of programs in February).
  - If they are not a VSAS Home institution, download their individual application form. Complete your portions of the application (this is NOT Julie’s responsibility) and bring it to Julie to complete our portion. Julie will document your status and required criteria such as malpractice coverage and health insurance. Be sure to include pertinent information such as where
Julie is to send the documents, the elective course number, dates desired and alternate dates, and other requirements such as immunization records and a check to cover your application fee!

- MSP students who matriculated prior to 2006 will have to complete a Criminal Background Check and submit results to Julie as it is required by VSAS. Other individual residency programs have their own requirements such as a mask fit test, recent criminal background check or even a drug test, among other things.

- Once you have received approval from the away institution, take information regarding the elective and an add/drop form to the appropriate clinical department for approval. For surgical specialties see Angie Bingaman, medical specialties (including Radiology and Radiation Oncology) see Wendy Kunde, Debbie Deedrich is the resource for OB/GYN, Linda Stone for Psychiatry, Angie Bingaman for Pediatrics, and Kirsten Lawhead for Family Medicine.

- Bring the approved add/drop form with department head signature to Jim Hall for approval. Julie Wyant will then see the elective is documented in your record and add the elective to your Banner registration.

- It is likely you will need to apply to more electives than you intend to take as some programs will not have space or not have space available coinciding with your schedule. Students often accept an elective only to cancel it later when other offers come through. Of course, it is best to give as much advanced notice as possible with canceling a scheduled elective. You may still wish to apply to that school for their residency and you do not want to burn any bridges.
Clerkship Calendar for 2013-2014

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<thead>
<tr>
<th>Rotation</th>
<th>8-Week</th>
<th>6-Week</th>
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<tr>
<td>Rotation 1a begins</td>
<td>7/1/13</td>
<td>7/1/13</td>
</tr>
<tr>
<td>Rotation 1a ends</td>
<td>7/26/13</td>
<td>8/9/13</td>
</tr>
<tr>
<td>Rotation 1b begins</td>
<td>7/29/13</td>
<td>8/12/13</td>
</tr>
<tr>
<td>Rotation 1b ends</td>
<td>8/23/13</td>
<td>8/26/13</td>
</tr>
<tr>
<td>Rotation 2a begins</td>
<td>9/20/13</td>
<td>9/20/13</td>
</tr>
<tr>
<td>Rotation 2b begins</td>
<td>9/23/13</td>
<td>9/23/13</td>
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<tr>
<td>Rotation 2b ends</td>
<td>10/18/13</td>
<td>11/1/13</td>
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<tr>
<td>Rotation 3a begins</td>
<td>10/21/13</td>
<td>11/4/13</td>
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<tr>
<td>Rotation 3a ends</td>
<td>11/15/13</td>
<td>12/13/13</td>
</tr>
<tr>
<td>Rotation 3b begins</td>
<td>11/18/13</td>
<td>12/13/13</td>
</tr>
<tr>
<td>Rotation 3b ends</td>
<td>12/13/13</td>
<td>12/20/13</td>
</tr>
<tr>
<td>Subject Exam Make-up Date</td>
<td>12/20/13</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td></td>
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<tr>
<td>Rotation 4a begins (Mon)</td>
<td>1/6/14</td>
<td>1/6/14</td>
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<tr>
<td>Rotation 4a ends</td>
<td>1/31/14</td>
<td>2/14/14</td>
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<tr>
<td>Rotation 4b begins</td>
<td>2/3/14</td>
<td>2/17/14</td>
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<tr>
<td>Rotation 4b ends</td>
<td>2/28/14</td>
<td>3/1/14</td>
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<td>Rotation 5a begins</td>
<td>3/3/14</td>
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<tr>
<td>Rotation 5b begins</td>
<td>3/31/14</td>
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<tr>
<td>COM Research Day</td>
<td>4/24/14</td>
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<tr>
<td>Rotation 5b ends</td>
<td>4/25/14</td>
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<td>Rotation 6a begins</td>
<td>4/28/14</td>
<td>5/9/14</td>
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<td>Rotation 6a ends</td>
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<tr>
<td>Rotation 6b begins</td>
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<td>Rotation 6b ends</td>
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<tr>
<td>Subject Exam Make-up Date</td>
<td>6/27/14</td>
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REQUEST TO ADD/DROP/SWITCH CLERKSHIP SCHEDULE

Student Name: ________________________________________________________________
(print name) (signature ~ required*) (date)

ADDED CLERKSHIP:

Clerkship Director: _____________________________________________________________
(print name) (signature ~ optional) (date)

Title of Clerkship: __________________________________ Course# ________________________
Rotation/Block #: _______ Dates: _______________ to _____________ # of Weeks ______
Location (for registration purposes):
Carle _____ Presence _____ Other _________________________________________________
(Note: If you are requesting a clerkship at another institution, a description of the elective must be provided to the pertinent department head)

DROPPED CLERKSHIP:

Clerkship Director: _____________________________________________________________
(print name) (signature ~ optional) (date)

Title of Clerkship: __________________________________ Course# ________________________
Rotation/Block #: _______ Dates: _______________ to _____________ # of Weeks ______
My reason for this request is:
____________________________________________________________________________
____________________________________________________________________________

*The Student must obtain the signature of the clerkship director(s) before submitting the request to the Office of Student Affairs, 125 Medical Sciences Building, 506 South Mathews Avenue, Urbana, IL 61801.
*If the request is for an elective, the appropriate COM-UC department head approval is also needed.
*A separate form is to be submitted for each request for clerkship or request for a change in the clerkship schedule.
*The completed form is to be submitted for consideration at least 30 days in advance.

___ Approve
___ Disapprove

Department Head (signature ~ required*)

Date ______________________

___ Approve
___ Disapprove

Office of Student Affairs (signature ~ required*)

Date ______________________

For SA/MSP Office Use Only:

☐ DB _________________________  ☐ Oracle _____________________________
☐ Table _______________________  ☐ Banner ____________________________
☐ E-mail ______________________  ☐ Banner CRN_______________________
Locations, People, and Resources

LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate BroMenn Medical Center</td>
<td>Virginia at Franklin, Normal</td>
<td>309-268-3588</td>
</tr>
<tr>
<td>Carle Champaign on Curtis</td>
<td>1701 W. Curtis Road, Champaign</td>
<td>365-6200</td>
</tr>
<tr>
<td>Carle Champaign on Kirby</td>
<td>1813 W. Kirby Avenue, Champaign</td>
<td>383-3480</td>
</tr>
<tr>
<td>Carle Forum</td>
<td>611 W. Park Street, Urbana</td>
<td></td>
</tr>
<tr>
<td>Carle Urbana (Main Campus)</td>
<td>602 W. University Avenue, Urbana</td>
<td>383-3311</td>
</tr>
<tr>
<td>Carle Urbana on Windsor</td>
<td>1818 E. Windsor Road, Urbana</td>
<td>255-9646</td>
</tr>
<tr>
<td>Christie Clinic (Main Campus)</td>
<td>101 W. University Avenue, Champaign</td>
<td>366-1200</td>
</tr>
<tr>
<td>Christie Clinic Champaign on Windsor</td>
<td>1801 Windsor Road, Champaign</td>
<td>366-8000</td>
</tr>
<tr>
<td>Illiana Health Care Center</td>
<td>1900 E. Main Street, Danville</td>
<td>554-3000</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illini Union</td>
<td>1401 W. Green St. Urbana</td>
<td>333-4636</td>
</tr>
<tr>
<td>Medical Science Building</td>
<td>506 S. Mathews, Urbana</td>
<td></td>
</tr>
<tr>
<td>Presence Covenant</td>
<td>1405 W. Park Street, Suite 207, Urbana</td>
<td>337-2000</td>
</tr>
<tr>
<td>Turner Services Building</td>
<td>610 East John, Champaign</td>
<td>333-0050</td>
</tr>
<tr>
<td>Women’s Resources Center</td>
<td>703 S. Wright St., 2nd Floor Champaign</td>
<td>333-3137</td>
</tr>
</tbody>
</table>

William Marshall, M.D.                                                  | Carle Forum                                  | 383-4616       |
| Associate Dean, Clinical Affairs                                       |                                              |                |
| Ron Brewer, Ph.D.                                                      | Carle Forum                                  | 244-0659       |
| Associate Director, Clinical Affairs                                   |                                              |                |
| Linda Moore                                                            | Carle Forum                                  | 383-3184       |
| Coordinator, Clinical Affairs                                          |                                              |                |

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| Director, Family Medicine Residency Program                            |                                              |                |
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| Clerkship Director                                                     |                                              |                |
| Kirsten Lawhead                                                        | klawhead@illinois.edu                       | Carle Forum      | 383-3211 |

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Assistant Dean of Students
Turner Student Services Building  333-0050

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Assistant Dean of Students
Women’s Resources Center  333-3137

Coordinator of Sexual Assault Programs

AIDS National Hotline
Available 24 Hours a day  1-800-232-4636

C.A.M.P.U.S.
Campus Automobile/Motorist Protection Service Program  244-HELP

Counseling Center
Turner Student Services Building  333-3704

Counseling Center
McKinley Health Center  333-8360

Crisis Line
359-4141

Emergency Dean
Available 24 hours a day  333-0050
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NITE RIDES</td>
<td>A free nighttime rape prevention campus ride program. 333-3184</td>
</tr>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td>Police – Non emergency</td>
<td>333-1216</td>
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<tr>
<td>Prairie Center for Substance Abuse</td>
<td>356-7576</td>
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<td>Rape Crisis Service</td>
<td>Available 24 Hours a Day 355-5203</td>
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<tr>
<td>Student Legal Services</td>
<td>Illini Union 333-9053</td>
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<tr>
<td>Tenant Union</td>
<td>Illini Union 333-0112</td>
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<tr>
<td>Women’s Place</td>
<td>384 4390</td>
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</table>