Guidelines and Expectations:
1. This elective catalog provides a comprehensive listing of the various rotations that are available to St Joes IM residents. Individual rotations outside this list, will require advance notification and approval by the Program Director.
2. Please note that these rotations are subject to change, so it is incumbent of each resident to check with their prospective rotation at least 2-3 months in advance to make sure they are still scheduled for the appropriate rotation.
3. Please notify the Chief Resident (Dr Ludwig), Program Administrator (April Wingeleth) and Associate Program Director (Dr Miranda) immediately of any changes to your schedule, so that enough advanced notice can be afforded to the various rotations.
4. Please note that there are several opportunities at the University of Colorado that are listed on the last page. The University will provide us an updated list of available rotations usually at the end of May.
5. National Jewish Health and the University have very specific requirements for credentialing. The Program Administrator (April) will need at least 2 months advance notice of these rotations in order to get all the credentialing information in place in order for you to be able to attend those rotations.
6. Some rotations do require special requests. Please notify Dr Miranda if you are interested in some of these specific rotations (these are marked with * in the catalog).
7. Please note that there are several required rotations throughout the various years:
   a. Interns will all be required to do a one month Emergency Department rotation at Denver Health. You will be assigned 5 consecutive days of vacation during this month (due to coverage of shifts, weekends on either side of the vacation days cannot be guaranteed). Please note that ALL scheduling requests for this rotation will need to be made and approved by Marie Bluitt and the CMR.
   b. All Categorical residents will be required to do 1 month of Geriatrics in the R2 year.
   c. All Categorical residents are required to take 1 month of Neurology prior to the completion of the program. This can happen in any year, but is more commonly done in the R3 year.
   d. Caritas clinic is also required for all Categorical residents. Residents will be assigned at least 2 months of Caritas throughout their 3 years. However, the option also exists to create and tailor a specific Caritas Clinic rotation to mirror a “typical private practice” for those that are interested.
8. Research electives:
   a. All research electives must be approved by the Program Director.
   b. Residents will be required to complete an Individualized Learning Plan (ILP). Almost all research is conducted locally. In the rare circumstance where research will be conducted off-site, this will need to be approved by the Program Director and an Away Elective rotation request form will also need to be completed.
   c. Once completed, these forms must be turned into the Dr Miranda at least 2 months prior to the planned research month for approval. If these forms are not submitted on time, you may be required to choose another onsite elective for that month.
d. Once you have complete the month, you will be required to demonstrate proof of your activities for the month, by formally presenting your work or meeting with Dr Miranda or the Program Director.

9. Away electives:
   a. All away electives must be approved by the Program Director.
   b. Residents have the opportunity to do away electives based on some that are listed in this catalog, or they may choose to create their own opportunities. This also includes international electives.
   c. Residents are required to complete and submit an ILP and the Away Elective rotation form with all the relevant signatures at least 2 months prior to the rotation to Dr Miranda. If not completed in time, you may be required to choose another onsite elective.

10. Please note that you are only allowed to do either 1 research month or 1 away elective (not both) in an academic year.