

**Letter of Instruction
Post Clerkship Students
Pediatric Electives and Subinternships**

1. Go to the [Course Catalog](#) to find the location/content/PDR# of the elective or subinternship you want to do.
2. Find the POC on the [Contact Information Sheet](#) for the location you want to go to. Email the POC with a request for the content/PDR# and timeframe you want to do the rotation.
3. Pediatric NICU, Ward, and PICU can be either **electives** or **subinternships**. (If you want to do a ward, PICU, or NICU rotation at Wright-Patterson AFMC, contact Dr. Randall at virginia.randall@usuhs.edu to set it up.)
4. If the POC returns your email to say you are registered for that rotation at that site, follow any other instructions the POC sends you. If the elective/subinternship you have inquired about has no available spot left, return to the catalog or contact Dr. Randall.
5. Notify Dr. Randall immediately if there is a rotation/location you would like to do that is not in the catalog list. It may take 3-4 months to get legal approval of USU and the proposed site for you to do that rotation.
6. **E-mail Ms. Mary McAuliffe (OSA) with any changes to your ACR schedule. This is the only mechanism we have to track your rotations and get your grades to the registrar for your graduation transcript!!**
7. Contact Dr. Randall in C1069 at virginia.randall@usuhs.edu with any questions or problems.