

Booking and Confirming Electives Procedure

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| Office of Accountability | Dean, Faculty of Medicine & Dentistry |
| Office of Administrative Responsibility: | MD Program |
| Approver: | MD Curriculum & Program Committee (MDCPC) |
| Scope: | Compliance with this procedure extends to all members of the MD Program. |

Overview

Electives are an important and mandatory component of the MD Program. They provide opportunities for medical students to explore medical domains in a more in-depth fashion than may be permitted in the core clerkship. Medical electives allow students to develop their own specific interests and expertise, complete personal learning objectives, as well as sample disciplines for possible career choices and postgraduate training programs.

Purpose

To ensure the MD Program meets or exceeds the **Committee on Accreditation of Canadian Medical Schools (CACMS)** accreditation standards.

ELEMENT 11.3 OVERSIGHT OF EXTRAMURAL ELECTIVES

If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student's and the school's review of the experience prior to its approval:

- a. potential risks to the health and safety of patients, students, and the community;*
- b. the availability of emergency care;*
- c. the possibility of natural disasters, political instability, and exposure to disease;*
- d. the need for additional preparation prior to, support during, and follow-up after the elective;*



- e. *the level and quality of supervision;*
- f. *potential challenges to the code of medical ethics adopted by the home school.*

This document outlines the procedure for booking and confirming electives.

PROCEDURE

1. UNIVERSITY OF ALBERTA STUDENTS BOOKING AND CONFIRMING ELECTIVES

- a. Electives in the University of Alberta electives catalogue
 - i. Student emails or phones the contact person named in the electives catalogue.
 - ii. Elective is confirmed by the contact person.
 - iii. Student requests the elective through MedSIS.
 - iv. Student is responsible for verifying that the elective appears in MedSIS before they start the elective. Student ensures that the name of the preceptor they worked with the most is added to MedSIS before the elective has been completed
 - v. Assessment form is sent to the named preceptor via Assess.Med. Reminders are provided by Assess.Med or by the student until the assessment is completed. Students who have difficulty getting an assessment from the preceptor can contact the Electives Administrator (electives@ualberta.ca) for assistance.
 - vi. Student completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.
 - vii. Electives and Selectives Coordinator receives any negative evaluations via MedSIS and Assess.Med and investigates as they see fit.
 - viii. Credit is granted when the preceptor completes an assessment of the student AND a passing assessment of the student is received.
- b. Electives in the catalogue of other CACMS-accredited medical schools in Canada
 - i. Student emails or phones the contact person named in the catalogue.
 - ii. Elective is confirmed by the contact person.
 - iii. Student requests the elective through the AFMC portal.
 - iv. The student forwards the official confirmation of the elective from the AFMC portal to UME. The elective is then entered into MedSIS.
 - v. Student is responsible for verifying that the elective appears in MedSIS before they start the elective.
 - vi. Student provides UME office with the name of the preceptor they have worked with the most by the day the elective is completed.



- vii. Assessment form is sent to the named preceptor during the last week of the elective via Assess.Med, Reminders are provided by Assess.Med or by the student until the assessment is completed.
 - viii. Student completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.
 - ix. Electives and Selectives Coordinator receives any negative evaluations via MedSIS and Assess.Med and investigates as they see fit.
 - i. Credit is granted when the preceptor completes an assessment of the student and a passing assessment of the student is received. Students can contact the Electives Administrator for assistance if they have difficulty getting the assessment complete. The Electives Administrator will follow-up on any outstanding assessments.
- c. All international electives, including those at LCME-accredited medical schools in the United States, follow the process outlined in the [International Electives Policy](#).
- d. International electives at sites with which University of Alberta has a formal agreement (e.g. Graz, Zhejiang, Munich, Karolinska Institute) follow the process outlined in the [International Electives Policy](#). In addition,
- i. Student submits confirmation email to MD Program office. The elective is then entered into MedSIS.
 - ii. Student is responsible for verifying that the elective appears on MedSIS before they start the elective.
 - iii. Student provides UME with the name of the preceptor that they worked with the most by the last Monday of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).
 - iv. Assessment form is sent to the named preceptor during the last week of the elective via Assess.Med. Reminders are sent through assess.med or by the student until the assessment is completed.
 - v. Student completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.
 - vi. Electives and Selectives Coordinator receives any negative evaluations via MedSIS and Assess.Med and investigates as necessary.
 - vii. Credit is granted when the preceptor completes an assessment of the student AND a passing assessment of the student is received. If an assessment form is not submitted, the Electives Administrator will follow up with the preceptor.
- e. All other electives (those not in the electives catalogue for an CACMS or LCME approved medical school and international electives other than those in low or middle income countries, LMU or Shantou)



- i. Student submits a detailed plan to electives coordinator outlining objectives, type of patients they anticipate seeing, qualifications of preceptor(s), level of supervision, potential safety concerns and accommodation.
- ii. Electives and Selectives Coordinator approves the elective if appropriate and notifies UME that it is approved.
- iii. Student submits a confirmatory email from their preceptor or an appropriate contact person, a minimum 6 weeks prior to the start of the elective.
- iv. UME office ensures the elective confirmation email is complete and that the student is eligible for the elective. The elective is then entered into MedSIS.
- v. Student is responsible for verifying that the elective appears on MedSIS before they start the elective.
- vi. Student provides UME with the name of the preceptor that they worked with the most by the last Monday of the elective. (This step is not necessary if this is the same person named as preceptor in the confirmatory email).
- vii. Assessment form is sent to the named preceptor during the last week of the elective via Assess.Med, or a paper version handed to the preceptor by the student. Reminders are provided by MedSIS or by the student until the evaluation is completed.
- viii. Student is prompted by MedSIS and completes an evaluation of the elective within 21 days of completion.
- ix. Electives and Selectives Coordinator receives any negative evaluations via MedSIS and Assess.Med and decides on appropriate action.
- x. Credit is granted when the preceptor completes an evaluation of the student and a passing evaluation of the student is received.

2. Students experiencing mistreatment can contact the Office of Advocacy and Wellbeing for support and coordination of resources with visiting elective sites.

DEFINITIONS

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| Committee on Accreditation of Canadian Medical Schools (CACMS) | The Committee on Accreditation of Canadian Medical Schools (CACMS) ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians. |
| MedSIS | MD Program's learning management system used by staff, faculty and students. |

RELATED POLICIES & PROCEDURES

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| Electives Diversification Policy |
| Electives Policy |
| Quality Review of Electives Procedure |
| International Electives Policy |

RELATED LINKS

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| Code of Student Behaviour |
| College of Physicians & Surgeons of Alberta Code of Conduct |
| Electives Catalogue (Years 1 & 2) |
| Electives Catalogue (Years 3 & 4) |
| Professionalism Standards |

APPROVAL HISTORY

| APPROVER | STATUS | DATE |
|------------------------------------------|----------------------------------------------------------------------------------------------------|------------------|
| Kent Stobart, Associate Dean, MD Program | Approved | 11 February 2014 |
| MD Curriculum and Program Committee | Approved Minor changes made to bring procedures in line with current practice. | July 18, 2018 |
| Dr. Tracey Hillier | Minor edits made to formatting and wording to reflect current committee names and | 10 June, 2020 |
| MD Curriculum & Program Committee | Approved | 18 November 2021 |
| MD Curriculum & Program Committee | Approved Minor edits made to wording and process to bring policy in line with current practice. | 16 November 2023 |