To receive credit for a preclinical elective, ensure that you record your elective in Assess.Med and have your preceptor complete their portion as explained below.

**Note that the following instructions are applicable when using either a computer or a tablet.

Accessing the Evaluation System:
1. Log onto the UME Assessment System at assess.med.ualberta.ca using your CCID.
2. Using the navigation pane on the left, find the course “ELV MED 517” or ELV MED 527” then select the “Evaluations” tab.
Completing Evaluations

1. Click on the Elective Form listed.

2. You will be prompted to select a preceptor.
3. Type in the name of the preceptor, their name and corresponding email should appear in the list. **Please make sure it is the correct email.**

![Select Preceptor]

a. If your preceptor’s name doesn’t appear in the list, follow the “Click here to add them” prompt and complete the form to add your preceptor. **Please add an email that is checked often and double check that the email is correct.**

![Add Preceptor]
4. Ensure you’ve selected a preceptor when their full name appears inside a little box and then click “Select” to continue. You will get a confirmation identifying the preceptor and the email associated with the selected preceptor. Click “Continue” to move onto the evaluation.

5. The first part of the evaluation must be completed by you. Click the “Start Evaluation” button to begin.
6. Complete Part A by filling out all the fields.

<table>
<thead>
<tr>
<th>Course*</th>
<th>MED S17: Year One Elective</th>
<th>MED S18: Optional Year 1 Summer Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Department of Elective*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Elective*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Elective (yyyy-mm-dd)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours (to closest half hour)*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. When finished Part A, hand off your device to your preceptor to complete.

Dear Preceptor:

Thank you for agreeing to allow our student to shadow you so they can gain experience and understanding of different aspects of medical practice.

The links below are for your information and use as needed.

The first is the CPSA guideline on shadowing / observership experience. It outlines the expectations of both the observer/student and the preceptor.

Guide to Physicians – Medical Practice Observation/Experience

This second link is to our Professionalism form. Please use this form if you have any accolades or concerns about the student during their experience with you.

Login to MedSIS and Complete a Supplemental Professionalism Form

Lastly, if you have any other questions or concerns please feel free to contact me.

Norma Maloney, BA
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Faculty of Medicine & Dentistry
University of Alberta
1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta T6G 2E1
Email: electives@ualberta.ca | Phone: 780-402-6743

Part B: Preceptor Evaluation

Do you have any concerns about this student?*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Other Comments:

Submit | Save for Later
8. When the preceptor has completed their section, ensure they are finished before taking back your device. Prompt them to press the “Submit” button if they are finished.

9. If for any reason your preceptor cannot complete this form immediately at the conclusion of your shadowing experience, use the “Save for Later” button after the form has been started. This will close the form and email a link to the preceptor that will let them access the form without having to login to the system. These links do not expire except when the student sends a reminder in which case the reminder email will have a new link and the old one will no longer work.

**The “Submit” should never be clicked before your preceptor has completed their portion. Either the student or preceptor can click “submit” but only after the preceptor has completed their portion of the form.

After the evaluation has been submitted, the preceptor will always receive notification that the form was submitted. If the “save for later” button has been used, the student will receive a notification when the evaluation has been submitted.
9. You can press “Cancel” at any time to cancel the form.