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) and Liaison Committee on Medical Education (LCME) 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. any potential challenges to the code of medical ethics adopted by the home school.

This procedure exists to outline the procedure for booking and confirming electives.

PROCEDURE

1. UALBERTA STUDENTS BOOKING AND CONFIRMING ELECTIVES

   a. Electives in the UAlberta 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 or that they have an email from the UME office verifying that the elective is approved even though it does not yet appear in MedSIS.

v. Student ensures that the name of the preceptor they worked with the most is added to MedSIS on the last Monday of the elective.

vi. Evaluation of the student is sent to the named preceptor via MedSIS, or a paper version is handed to the preceptor by the student. Reminders are provided by MedSIS or by the student until the evaluation is completed. Student completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.

vii. Director, Electives receives any negative evaluations via MedSIS and investigates as she/he sees fit.

viii. Credit is granted when the preceptor completes an evaluation of the student AND a passing evaluation of the student is received.

d. Electives in the catalogue of other LCME accredited medical schools
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 last Monday of the elective.

vii. Evaluation of the student is sent to the named preceptor during the last week of the elective via MedSIS, 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 completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.

ix. Director, Electives receives any negative evaluations via MedSIS and investigates as she/he sees fit.

c. Credit is granted when the preceptor completes an evaluation of the student and a passing evaluation of the student is received.

d. International electives in resource-poor countries and Shantou, China
i. Student contacts the global health director who helps to find a pre-approved elective, verifying that all aspects of safety and quality of the elective fit the requirements of the electives policy.

ii. The global health director sends an approval email to UME only when the student has met all requirements to do a global health elective, including attending pre-departure training.

iii. Global Health sends confirmation of the elective from the Associate Dean, Community Engagement to UME. The elective is then entered into MedSIS.

iv. Student is responsible for verifying that the elective appears in MedSIS before they start the elective.

v. Student provides UME office with the name of the preceptor 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 email from Global Health).

vi. Evaluation of the student is sent to the named preceptor during the last week of the elective via MedSIS, or a paper version is handed to the preceptor by the student. Reminders are provided by MedSIS or by the student until the evaluation is completed.

vii. Student is prompted by MedSIS and completes an evaluation of the elective within 21 days of completion.
viii. Director, Electives receives any negative evaluations via MedSIS and discusses appropriate action with the global health director.

ix. Credit is granted when the preceptor completes an evaluation of the student AND a passing evaluation of the student is received.

e. International electives at sites with which UAlberta has a formal agreement (e.g. Graz, Zhejiang, Munich)

i. Student contacts the electives coordinator who provides details of how to apply for the elective.

ii. Elective is confirmed by international site.

iii. Student submits confirmation email to UME office. The elective is then entered into MedSIS.

iv. Student is responsible for verifying that the elective appears on MedSIS before they start the elective.

v. 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).

vi. Evaluation of student is sent to the named preceptor during the last week of the elective via MedSIS, 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.

vii. Student completes an evaluation of the elective within 21 days of completion as prompted by MedSIS.

viii. Director, Electives receives any negative evaluations via MedSIS and investigates as she/he sees fit.

ix. Credit is granted when the preceptor completes an evaluation of the student AND a passing evaluation of the student is received.

f. All other electives (those not in the electives catalogue for an LCME approved medical school and international electives other than those in resource-poor 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 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. Evaluation of the student is sent to the named preceptor during the last week of the elective via MedSIS, 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. Student is prompted by MedSIS and completes an evaluation of the elective within 21 days of completion.

viii. Director, Electives receives any negative evaluations via MedSIS and decides on appropriate action.

ix. Credit is granted when the preceptor completes an evaluation of the student and a passing evaluation of the student is received.

**DEFINITIONS**

| Committee on Accreditation of Canadian Medical | The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education |
Schools (CACMS) | (LCME) in the United States, 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.

Liaison Committee on Medical Education (LCME) | The Liaison Committee on Medical Education (LCME) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools. The LCME is sponsored by the Association of American Medical Colleges and the American Medical Association.

MedSIS | MD Program’s learning management system used by staff, faculty and students.

**FORMS**

- Elective Application Form (Years 1 & 2)

**RELATED LINKS**

- Code of Student Behaviour
- College of Physicians & Surgeons of Alberta Code of Conduct
- Electives Catalogue (Years 1 & 2)
- Electives Catalogue (Years 3 & 4)
- Electives Policy
- Professionalism Standards
- Quality Review of Electives Procedure

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Minor changes made to bring procedures in line with current practice.