Booking and Confirming Electives Procedure

<table>
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<tr>
<th>Office of Administrative Responsibility:</th>
<th>MD Program</th>
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<td>Approver:</td>
<td>MD Program Committee</td>
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<tr>
<td>Scope:</td>
<td>Compliance with this procedure extends to all members of the MD Program.</td>
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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.

MS-20. If a medical student at a medical education program is permitted to take an elective under the auspices of another medical education program, institution, or organization, there should be a centralized system in the dean’s office at the home program 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.

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 completes the elective application form and submits it to the undergraduate medical education (UME) office with a signature from a preceptor or the elective’s contact person. The form should be submitted as soon as possible with an absolute deadline of 8:00 AM on day 1 of the elective.
      iv. UME office ensures that the elective application form is complete and that the student is eligible for the elective. (If the elective is in Family Medicine, UME submits the form to Family Medicine for final approval).
      v. UME office enters the elective under the student’s profile in MedSIS.
      vi. 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.
      vii. Student provides UME with the name of the preceptor they worked with the most by 8:00 AM on the Thursday of the last week of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).
      viii. Evaluation of the student is sent to the named preceptor by UME 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. Electives coordinator is advised by UME if evaluations are more than 8 weeks overdue.

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

x. Electives coordinator receives any negative evaluations via MedSIS and investigates as she/he sees fit.

xi. Credit is granted when the student completes an evaluation of the elective within 21 days AND a passing evaluation of the student is received.

b. 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 completes the elective application form and submits it to the UME office with a signature from a preceptor, signature of the contact person, or an email from the electives office of the host school confirming the elective. An email from the preceptor is not adequate.

iv. The form should be submitted to the UME office as soon as possible with an absolute deadline of 8:00 AM on day 1 of the elective.

v. UME ensures the elective application form is complete and that the student is eligible for the elective. The elective is then entered under the student’s profile in MedSIS.

vi. Student is responsible for verifying that the elective appears in MedSIS before they start the elective or that they have an email from UME verifying the elective is approved even though it does not yet appear in MedSIS.

vii. Student provides UME office with the name of the preceptor they have worked with the most by 8:00 AM on the Thursday of the last week of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).

viii. 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. Electives coordinator is advised by UME if evaluations are more than 8 weeks overdue.

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

x. Electives coordinator receives any negative evaluations via MedSIS and investigates as she/he sees fit.

xi. Credit is granted when the student completes an evaluation of the elective within 21 days AND a passing evaluation of the student is received.

c. 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 signs the elective application form only when the student has met all requirements to do a global health elective, including attending pre-departure training.

iii. Students hands in elective application form to UME office with a signature from the global health director, minimum 6 weeks prior to the start of the elective.

iv. UME ensures the elective application form is completed and the student is eligible for the elective. The elective is then entered under the student’s profile in MedSIS.

v. Student is responsible for verifying that the elective appears in MedSIS before they start the elective or that they have an email from UME verifying the elective is approved even though it does not yet appear in MedSIS.

vi. UME office informs the student how to apply for medical liability insurance and worker’s compensation.
vii. Student provides UME office with the name of the preceptor they worked with the most by 8:00 AM on the Thursday of the last week of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).

viii. 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. Electives coordinator is advised if evaluations are more than 8 weeks overdue.

ix. Student is prompted by MedSIS and completes an evaluation of the elective within 21 days of completion.

x. Electives coordinator receives any negative evaluations via MedSIS and discusses appropriate action with the global health director.

xi. Credit is granted when the student completes an evaluation of the elective within 21 days AND a passing evaluation of the student is received.

d. International electives at sites with which UAlberta has a formal agreement (currently Ludwig Maximilian University (LMU) in Munich)

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

ii. Elective is confirmed by LMU.

iii. Student submits elective application form to UME office with a signature from the contact person at LMU, minimum 6 weeks prior to the start of the elective.

iv. UME ensures the elective application form is complete and that the student is eligible for the elective. The elective is then entered under the student's profile in MedSIS.

v. Student is responsible for verifying that the elective appears on MedSIS before they start the elective or that they have an email from UME verifying that the elective is approved even though it does not yet appear in MedSIS.

vi. UME informs student how to apply for medical liability insurance and worker’s compensation.

vii. Student provides UME with the name of the preceptor that they worked with the most by 8:00 AM on the Thursday of the last week of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).

viii. 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. Electives coordinator is advised if evaluations are more than 8 weeks overdue.

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

x. Electives coordinator receives any negative evaluations via MedSIS and investigates as she/he sees fit.

xi. Credit is granted when the student completes an evaluation of the elective within 21 days AND a passing evaluation of the student is received.

e. 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 the elective application form to the UME office with a signature or confirmatory email from their preceptor or an appropriate contact person, minimum 6 weeks prior to the start of the elective.

iv. UME office ensures the elective application form is complete and that the student is eligible for the elective. The elective is then entered under the student’s profile in MedSIS.
v. Student is responsible for verifying that the elective appears on MedSIS before they start the elective or that they have an email from UME verifying that the elective is approved even though it does not yet appear in MedSIS.

vi. UME informs the student how to apply for medical liability insurance and worker’s compensation if the elective is outside of Canada.

vii. Student provides UME with the name of the preceptor that they worked with the most by 8:00 AM on the Thursday of the last week of the elective. (This step is not necessary if this is the same person named as preceptor on the elective application form).

viii. 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. Electives coordinator is advised of evaluations more than 8 weeks overdue.

ix. Student is prompted by MedSIS and completes an evaluation of the elective within 21 days of completion.

x. Electives coordinator receives any negative evaluations via MedSIS and decides on appropriate action.

xi. Credit is granted when the student completes an evaluation of the elective within 21 days AND a passing evaluation of the student is received.

2. ELECTIVES CANCELLATION POLICY

a. Elective can be cancelled up until 8 weeks prior to the start date. Students who cancel must notify:
   - the contact person through whom they booked the elective
   - the preceptor if they have been provided with their contact information
   - our UME office (within two working days of cancelling)

b. UME will notify the electives coordinator of cancellations that occur less than 8 weeks prior to the starting date. This will result in a letter regarding unprofessional conduct being placed in the student’s file, unless the electives coordinator agrees that the cancellation was justifiable because of medical or personal problems. Changing career plans will not be considered a justifiable excuse.

DEFINITIONS

<table>
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<tr>
<th>Committee on Accreditation of Canadian Medical Schools (CACMS)</th>
<th>The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (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.</th>
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<tr>
<td>Liaison Committee on Medical Education (LCME)</td>
<td>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.</td>
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<tr>
<td>MedSIS</td>
<td>MD Program’s learning management system used by staff, faculty and students.</td>
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FORMS

| Elective Application Form (Years 1 & 2) |
# Elective Application Form (Years 3 & 4)

## 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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<tr>
<th>APPROVER</th>
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<tr>
<td>Kent Stobart, associate dean, MD Program</td>
<td>Approved</td>
<td>11 February 2014</td>
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