Clerkship Electives
Frequently Asked Questions

1. How much advance notice has to be given for booking electives at other Canadian medical schools?

Each school has different application requirements. This information can be found on the individual school’s website and the AFMC National Electives Portal.

2. What if you don’t wish to count your elective as elective time? Do you still need to register in MED 528 and complete any paperwork?

Yes, still register in MED 528. By registering you are covered for malpractice and liability insurance, whether you use the elective as elective time or not. The only time that you would not be advised to register is if you are only doing an observership for a few days. This implies that you are not seeing any patients without your preceptor in the room, and every patient gives permission for you to be present. However, after Year 2, electives are far more valuable than observerships.

Should you not wish to count the elective towards your elective time, no paperwork is required. However, there is no disadvantage in submitting the paperwork. If you were to become ill during Year 3 or 4 and have trouble completing all your electives, you might wish that you had counted it. We can only count it if we have your paperwork by day one of the elective, so you cannot change your mind later.

3. Are we considered 3rd year students for summer MED 528 electives?

Yes, you are considered 3rd year students.

4. What is the process for obtaining an elective in a location outside of Edmonton, but still in Alberta, such as Lethbridge or Red Deer?

You can contact the preceptor, or their designate, at the site and arrange the elective however they ask you to. Once arranged, you must request the elective through MedSIS. If you do not know any preceptors at the site please contact the Office of Rural and Regional Health who can provide you with a list of possible preceptors at that location.

All Calgary electives must go through the U of C electives office.
5. **Is it considered unprofessional to book two electives for the same dates at different schools?**

Yes, this is considered unprofessional. It is fine to apply for more than one elective for the same dates, but you must not have two booked at the same time. Should you end up booked into two for the same dates, you need to cancel one the day you find out. To cancel an elective, ensure that you follow the cancellation of elective policy located on the University of Alberta MD Program website. Using the below link, refer to step #8.

http://www.med.ualberta.ca/programs/md/academic/electives/y3/northaberta

Please note our cancellation policy has been changed to 6 weeks. That means you are not allowed to change your mind less than 6 weeks before the elective date or you will be cited for unprofessional behavior. For all other Canadian medical schools, please refer to the information provided regarding this on their website.

6. **How are electives entered in MedSIS?**

You are required to forward to UME electives@ualberta.ca the AFMC Portal official confirmation of all external electives. Once the official confirmation has been received by UME, the elective will be entered into MedSIS. All internal electives that you request through MedSIS will show in MedSIS after you have confirmed the elective that the placement contact has accepted.

7. **Do you have to complete the core rotation prior to doing an elective in that area?**

Certain areas have this as a pre-requisite. If it is not noted in the electives catalogue that this is required, it is always best to confirm with the department administrator at the time of booking your elective.

8. **Can we contact the preceptors directly to book electives?**

If the elective is located in Edmonton, you cannot contact the preceptor. Contact the department administrator to book the elective. The contact information for the administrator is found in the electives catalogue under the elective and “University of Alberta Students Contact”.

9. **There is a section for the Dean or Dean’s Designate to complete on other Canadian medical schools’ elective applications. Who completes this?**

This section is completed at the UME office by the Academic staff. The forms can be dropped off and picked up the following day. Please ensure ALL pages of the application are included and all student sections are completed, including the elective dates.
10. **How does preceptor information get recorded in MedSIS?**

You are required to ensure that each elective has a preceptor listed in MedSIS by the Monday of the last week of the elective. For external electives, you must provide the name and email address to electives@ualberta.ca of your main preceptor or the preceptor assigned to complete evaluations for that elective. For internal electives, you are required to enter the information into MedSIS when you request the elective. If you do not know that information when you request the elective you are required to log in to MedSIS and “edit” your elective to add the preceptor by the Monday of the last week of your elective.

11. **Does having this application form filled out for other Canadian schools confirm the elective and will it show in my MedSIS schedule?**

Having this form completed does **NOT** confirm your elective at that school. The UME office is only signing the application authorizing that you can attend their school during the time period you’ve indicated on the form. You will receive an official confirmation email from the AFMC Portal which needs to be forwarded to UME electives@ualberta.ca. If the medical school that you are arranging the elective through is not on the AFMC Portal, you will receive an official confirmation of elective email from that school which needs to be forwarded to electives@ualberta.ca. Once UME receives that documentation, the elective will be entered into MedSIS. This is the only way the UME office knows that you are attending another school for an elective.

12. **How does my preceptor receive my elective evaluation?**

The Monday of your final week of your elective, your preceptor will receive an email from MedSIS containing a link to your evaluation and log in information. This email is only sent if there is a preceptor listed in MedSIS for your elective and we have their email address.

**IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE A PRECEPTOR IS LISTED IN MEDSIS FOR EACH ELECTIVE BY THE LAST MONDAY OF THE ELECTIVE.**

MedSIS will send a reminder email to the preceptor to complete the evaluation each week, for 6 weeks. If your preceptor does not use email or does not wish to complete the evaluation online, the student can provide a PDF copy of the evaluation for completion. This completed form then needs to be returned to the UME office for entering.
13. What do I do if my preceptor has not completed my evaluation?
   It is the student’s responsibility to ensure all elective evaluations are completed. If you have not received an evaluation two weeks after you have completed the elective, it is recommended that you send gentle email reminders to your preceptor.

14. How do I set up an elective in an international location?
   For all international electives, please refer to the Global Health website. You will need to contact Cheryl Knowles at cknowles@ualberta.ca or 780-492-8928, a minimum of 6 months prior to your elective start date for approval. Once approved by Global Health and you have completed all that is required before departing, the Global Health Office will forward the signed elective application to the UME office.

   If the elective is going to be in the United States, Germany, or some other developed country, follow the same process for electives at other Canadian schools.

15. I am an ICC student and want to do an elective at another Canadian school. How do I get the application signed by the UME office?
   Two options are available for ICC students:

   1) You can email the form to electives@ualberta.ca for completion. Once completed, the form can be picked up by a family member or friend from the UME office, or we can email it back to you.
   2) You can mail the form to the UME office, along with a postage paid envelope addressed to the school you want it sent to. Once the form is completed, we will place it in the postage paid envelope and put it in the mail for you.

   ** Under no circumstances does the UME office send elective applications to the schools on the student’s behalf. **

16. I am on rotation at another site and cannot pick up or drop off my visiting elective application?
   If you are unable to drop off your application, you can either email it or fax it in for completion. Students are required to pick up the completed documents. You can send a family member, friend or classmate to pick up the completed form for you. The majority of schools require the original signed and sealed application. They will not accept an electronic version.

   ** Under no circumstances does the UME office send elective applications to the schools on the student’s behalf. **