

STATEMENT 3.4.1 – Categories of Electives

Approved by:
Date of original approval:

Clerkship and Electives Committee
October, 2017 (*Reviewed Annually*)

I. PURPOSE

II. STATEMENT

1.0 Schulich Based Electives

- 1.1 The majority of Schulich based electives are scheduled using an on-line registration lottery system.
- 1.2 The lottery system was set up to give all students fair access to more popular placements.
- 1.3 Students must submit their on-line requests by 11:59 p.m. on January 15, 2018.

2.0 Distributed Education Network (DE)

- 2.1 **Distributed Education (DE)** provides interesting clinical experiences in communities throughout Southwestern Ontario. Using a one-on-one preceptor-based model in environments with few or no other learners, DE electives offer educational rotations with lots of hands-on learning and procedural skills. Electives offer opportunities to live in small and mid-sized communities while developing skills and knowledge. For 4-week electives arranged through our program, funding for travel and accommodation may be provided. We also coordinate 2-week electives with our preceptors and can offer suggestions concerning potential accommodation. Although 2-week electives do not qualify for funding for travel and accommodation, they provide additional learning opportunities for students.
- 2.2 **Preceptors** are specialists in regional centers with community hospitals and medical centers including Chatham, Sarnia, St. Thomas, Stratford, and Woodstock. All preceptors have Adjunct Faculty appointments with Western University and regularly teach undergraduate and postgraduate trainees. Our preceptors include specialists in: Anaesthesia, General Surgery, Emergency Medicine, Internal Medicine, Pathology, Psychiatry, Paediatrics and Obstetrics.
- 2.3 **Requests for Specific Community or Preceptor** If you know a preceptor with whom you would like to work, we will attempt to accommodate your request. Indicate your preference for a specific community or preceptor on your application, if applicable. Preceptors must hold an Adjunct Faculty appointment with Western. Contact distributed.education@schulich.uwo.ca to find out if your potential elective qualifies for funding under our program.
- 2.4 **Funding for Travel and Accommodation** Funding for travel and accommodation will be provided for 4-week electives in our rural and regional communities within our region of Southwestern Ontario. While it is recommended that you have your own transportation, there are some communities where public transportation such as trains and buses are available. We arrange accommodation if required, which can include hospital-owned apartments, billets, or bed and breakfast establishments. Accommodation may be shared with other learners. If you complete a 4-week elective that is within commuting distance

from London or Windsor, a travel stipend will be provided instead of funding for accommodation.

2.5 How to Apply

2.5.1 Application deadline: May 1, 2018 Applications are available on our website (www.schulich.uwo.ca/distributededucation). Students may apply for more than 1 elective in various disciplines and locations. Students will be contacted to confirm their application and preferred elective dates.

2.5.2 Late applications: While applications will be accepted on an ongoing basis after the deadline, you are encouraged to apply by the deadline in order to accommodate your preferred elective.

2.6 For more information, check our website at www.schulich.uwo.ca/distributededucation or contact the Distributed Network Scheduler by email at distributed.education@schulich.uwo.ca.

2.7 Family Medicine Please contact the department to arrange an elective in Family Medicine in one of our communities in Southwestern Ontario (michele.vanderspank@schulich.uwo.ca).

3.0 Electives in Ontario

3.1 In Ontario, provincial regulations state that medical students may only engage in hospital-based electives if the hospital has an affiliation agreement with one of the six medical schools.

3.2 A listing of all hospitals linked by an affiliation agreement to Western is available from the Undergraduate Medical Education Office.

3.3 It is your responsibility to determine whether the hospital has an affiliation agreement with one of the Ontario medical schools by checking this list, or by contacting the administrator of the hospital in question.

3.4 This regulation does not apply to students doing electives in a family physician's private office where students are under the direct supervision of the physician. In this situation the student may accompany the family physician on hospital rounds, as an "observer". The student may only observe and may not undertake medical work in a hospital without an affiliation agreement. There are **NO** exceptions to this rule. This means the student cannot attend patients in the emergency department or participate in surgery or deliveries etc.

3.5 Students can arrange their own electives with any other family physician who is a Certificant of the College of Family Physicians of Canada (CCFP) OR a Member of the College of Family Physicians of Canada (CFPC) and with no restrictions against their practice.

4.0 Other Rural Elective Locations in Ontario

4.1 Northern Ontario School of Medicine (NOSM) <http://www.normed.ca/>

4.2 Rural Ontario Medical Program (ROMP) <http://www.romponline.com/>

4.3 Eastern Regional Medical Education Program (ERMEP) <http://www.ermep.com/>

5.0 Electives in Other Provinces

5.1 Students may arrange to take electives at a School of Medicine in other provinces within Canada through LCME/CACMS accredited medical schools, their affiliated hospitals, or affiliated physician's practice. All electives affiliated to medical schools are to be applied for via the AFMC Student Portal at <https://www.afmcstudentportal.ca/>

5.2 Arranging electives outside of the portal/electives programs at each school are not permitted. At no time during a clinical elective will a student cover an on-call shift, provide supervised patient care in any form or take part in an informal observership for another medical or surgical service other than the clinical service they are registered with as students are only covered with liability coverage to the elective they have been officially assigned to. These activities are not permitted even if the current supervisor provides permission and if the supervisor in the horizontal elective agrees to provide direct

supervision. Students participating in electives outside the assigned elective carry potential of personal and professional medico-legal risks, they will receive a letter of unprofessionalism which will be included in their permanent record and may receive a grade of FAIL for the whole elective course, at the discretion of the course chair.

- 5.3 It is the student's responsibility to provide all appropriate documentation when applying for electives via the Student Portal.

6.0 Electives – International Electives

- 6.1 The International Health Equity Learning program ensures that students are exposed to quality international global health learning experiences.
- 6.2 Undergraduate medical students have the opportunity to complete a minimum four-week local, national or international global health elective as a clinical elective in year 4.
- 6.3 Electives may be arranged in countries other than the U.S., but keep in mind that these electives will require sufficient time to arrange and are subject to the following:
 - 6.3.1 The elective must be at an institution affiliated with a University Faculty/School of Medicine;
 - 6.3.2 It is recommended that students be fluent in the major language of the country.
- 6.4 It is the student's responsibility to provide the request for approval, appropriate information regarding language fluency, and university affiliation for the planned leave.
- 6.5 Electives in developing countries require approval from Silke Klenk, Director of Internationalization.
- 6.6 For more information, students should go to the International & Health Equity Learning web page at http://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/international_health_equity_learning/index.html

7.0 Electives in Private Physician's Practice – Not Affiliated to Canadian Universities (i.e. Family Doctor)

- 7.1 If you wish to do an elective with a physician who is not affiliated with a School of Medicine in Canada or the United States, you will be required to provide supporting documentation as to the educational validity of the experience.
- 7.2 You must explain in writing why you should be permitted to complete an elective at an institution not affiliated with a School of Medicine.
- 7.3 You are required to complete the "Fourth Year Electives – Learning Objectives" form <http://www.schulich.uwo.ca/medicine/undergraduate/docs/year4/files/electives/LearningObjectivesForm.pdf> and submit to the UME Office prior to the start of the elective rotation. A copy of this form is to be signed at the completion of the elective by the preceptor of the rotation and then returned with the final assessment form to the UME Office.

8.0 Research Electives

- 8.1 Research electives are outside the lottery.
- 8.2 Research electives must be **four week** electives.
- 8.3 Ordinarily students are restricted to **one** research elective.
- 8.4 You **must submit a one page description** of the research for Dr. Viana's approval in advance of your elective. The research supervisor is required to sign approval for this research proposal as well as submit a letter/email (which the student arranges) confirming the research elective dates and location to Dr. Viana as well.
- 8.5 During a research elective a student may be permitted to spend one day per week in a clinical setting.
- 8.6 On completion of the research elective you must forward a copy of the deliverable (e.g. abstract, data form, ethics form, etc.) to the 4th Year Electives Administrator in the Undergraduate Medical Education Office.