



UNIVERSITY
OF MANITOBA

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Electives
Application/Scope:	Clerkship Students
Approved (Date):	August 2018
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Approved By:	Curriculum Executive Committee [July 2018] College Executive Council [August 2018]

1. **PURPOSE**

This policy provides guidance and direction for the following electives related activity contained within the Undergraduate Medical Education (UGME) program:

- Internal Electives;
- External Electives;
- Self-Directed Study Electives;
- Early Electives;
- Research Electives and,
- Three (3) Different Disciplines Requirements.

2. **DEFINITIONS**

- 2.1 **Clerkship** – Year III and Year IV of the UGME program.
- 2.2 **Elective** – An elective is an opportunity for self-education in an area of the student's own interest. The aim of an elective is to improve a student's ability to function as a physician, thus the experience can be of a clinical, research or self-directed nature.
- 2.3 **Internal Elective** – An elective within the Province of Manitoba.
- 2.4 **External Elective** – An elective outside the Province of Manitoba, within Canada and international.
- 2.5 **Self-Directed Study Elective** – A one-week elective organized in accordance with the Self-Directed Study Elective guidelines.
- 2.6 **Early Elective** – An elective scheduled during the two week August vacation in Year III in place of an elective in Period Nine of the Elective Program.
- 2.7 **Research Elective** – An elective that can involve case reports, chart reviews, laboratory research or participation in ongoing research studies. It must involve planned scholarly work; examples include chart reviews, laboratory research, or participation in ongoing research studies/trials.

- 2.8 **Preceptor** - A faculty member of the Max Rady College of Medicine (Physician or Scientist).
- A preceptor for the purpose of the UGME Electives Program cannot be any of the following: a graduate student, postdoctoral fellow, research assistant, research or professional associate, resident or clinical fellow.
 - If the faculty mentor is not appointed within the Max Rady College of Medicine, such as from the Faculty of Science or College of Pharmacy or a health professional employed by one of our teaching hospitals, or whose field of study is outside of the health care or biomedical research arenas, a co-preceptor from the Max Rady College of Medicine must be named.
- 2.9 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.
- 2.10 **Midpoint In-Training Evaluation Report (MITER)** – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core rotation that is of at least four (4) weeks duration and must be completed and submitted electronically.
- 2.11 **Vacant Elective Time** – Time within the Elective Program when the student has no confirmed elective scheduled or unable to identify an elective placement.
- 2.12 **Working day** – Any day, other than a Saturday, Sunday, or legal holiday on which academic business may be conducted. Max Rady College of Medicine usual workday hours are Monday through Friday 8:00 a.m. to 4:00 p.m.
- 2.13 **National Board of Medical Examiners (NBME) Examination** – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry Rotations at the Clerkship level of the Undergraduate Medical Education Program (UGME). Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.14 **AFMC Student Portal** – The AFMC Student Portal is a bilingual information hub and centralized application service for visiting electives for all Canadian faculties of medicine. Services are offered for Canadian and international undergraduate medical students.
- To access the AFMC Student Portal, visit the link: <https://afmcstudentportal.ca/>.

3. **POLICY STATEMENTS**

GENERAL

- 3.1 Generally, the Electives Program consists of fourteen (14) weeks duration and contained within Year IV of the UGME program.
- 3.2 The Elective Program is organized into two periods as follows:
- Period Nine – From early October to December Holidays Break
 - Each elective within Period Nine can be of two (2) to four (4) weeks in duration, with the exception of Self-Directed Study Electives, which are a maximum of one (1) week in duration.
 - Period Ten – The first two weeks of January
 - Within Period Ten, each elective is two (2) weeks in length.

- 3.3 Each student must complete electives in three (3) different disciplines in accordance with the requirements of the Three Different Disciplines policy statements. Electives in three (3) different disciplines must be completed prior to the end of Period Ten. A listing of disciplines is included within this policy.
- 3.4 Each student must receive approval through the Curriculum Management System prior to the commencement of each elective. Retroactive approval and evaluation credit will not be granted for any elective not approved prior to the start date.
- 3.5 The Curriculum Management System will open for Year IV medical students to view and/or apply for electives at the end of February in their third year of the program. A training session outlining how to use the system will take place in mid-September and mid-January each year.
- 3.6 For each elective, a FITER must be completed and in the case of an elective of four weeks' duration or longer, a MITER is required.
- 3.7 All elective FITERS, and MITERS if applicable, must be completed and submitted electronically to the UGME program office in order to meet graduation requirements. Electronic MITER and FITER forms are distributed via the Curriculum Management System to the preceptor of the student's elective through the Curriculum Management System for Internal Electives and distributed to the student for External Electives. It is the responsibility of students participating in External Electives to distribute the relevant MITER/FITER link to their preceptor.
- 3.8 In the event a student has unscheduled time within the Elective Program, the UGME office will assign an elective four (4) weeks prior to the start of the unscheduled time. Student participation in assigned electives is non-negotiable.
- 3.9 Each student is required to electronically complete and submit the Student Elective Evaluation which will be distributed electronically to the student through the Curriculum Management System at the end of each elective in accordance with the requirements of the program Evaluation Policy.
- 3.10 No student is permitted to participate in electives during the December holidays break period.

INTERNAL ELECTIVES

- 3.11 The UGME office oversees the entire process of organizing all Internal Electives.
- 3.12 Student applications for Internal Electives must be submitted in accordance with the procedures and dates identified in this document.
- 3.13 Each student will receive confirmation of each Internal Elective a minimum of four (4) weeks prior to the start date of the requested elective.
- 3.14 If cancelling a confirmed elective, the student must abide by the procedures outlined in this policy and request cancellation no less than four (4) weeks prior to the elective start date.
- 3.15 If a Max Rady College of Medicine department must cancel a confirmed elective, the student and the UGME office must be informed at least four (4) weeks prior to the start of the elective.

EXTERNAL

- 3.16 Each student is encouraged to participate in External Electives throughout the Elective Program.

- 3.17 Each student is required to submit written confirmation of each External Elective to the UGME office in a timely and efficient manner. Submission of confirmation of acceptance for an External Elective may consist of an email from the external University or confirmation from the AFMC Student Portal forwarded to the Administrator, Electives by the student if necessary.
- 3.18 If cancelling an External Elective, the student is required to abide by the cancellation policy of the specific university and remains responsible to contact the host University to cancel the elective if necessary. The student is also required to cancel External Electives applied for via Curriculum Management System.

SELF-DIRECTED STUDY ELECTIVES

- 3.19 These electives are designed to provide students with the opportunity to organize study, on a self-directed basis, outside clinical and research settings. Self-Directed Study Electives are available for a period not exceeding one (1) week in duration and may be used only once within the Electives period.
- 3.20 This week may be used to mitigate the need to re-organize two (2) or more electives when scheduling arrangements do not permit a student's entire electives period to be filled. In special circumstances, the Self-Directed Study Elective may also be used to allow study time in the remediation of an outstanding NBME Examination.
- 3.21 In the event that the self-study week is used to prepare for an outstanding NBME Examination, the week taken must be prior to the exam and within a reasonable period of time to the expected exam
- 3.22 As a Self-Directed Study Elective is considered an academic activity, students selecting this option must provide a specific topic of study for consideration, along with specific objectives to be obtained, for approval when choosing to pursue this option.
- 3.23 A student participating in a Self-Directed Study Elective within the Elective Program must adhere to the Self-Directed Study guidelines contained within this policy.

EARLY ELECTIVES

- 3.24 These electives are designed to address the issue of students wishing to complete an Early Elective, especially those students who are considering extremely competitive residency programs. A student who applies to replace his/her vacation with an elective must take the vacation time prior to the December vacation break period contained at the end of Period Nine.
- 3.25 A student must take a two-week (2) vacation within the Electives Program if participating in an Early Elective.
- 3.26 A student must have completed and passed all Clerkship rotations and their associated NBME Examinations to be eligible to participate in the Early Elective up to the time the application for Early Elective is submitted.
- 3.27 Student participation in an Early Elective cannot interfere with core Clerkship responsibilities contained within Period Seven and/or Period Eight.
- 3.28 The deadline for the submission of an application for the Early Elective is June 1st the academic year preceding the commencement of Period Nine. Applications must be submitted electronically using the Curriculum Management System interface.
- 3.29 Students are responsible for organizing External Early Electives in accordance with the Electives Policy and Procedures contained herein.

- 3.30 A student participating in an Early Elective must adhere to the Early Elective guidelines contained within this policy.

RESEARCH ELECTIVE

- 3.31 Research Electives are designed to provide students with the opportunity:
- To learn about research design, hypothesis generation, and the development of research questions/problem formulation;
 - To learn to access, assimilate, and critically evaluate the medical literature pertaining to the research topic;
 - To learn about research ethics, informed consent, and the regulatory processes that must be followed in the conduct of research;
 - To learn about statistics and data analysis;
 - To conduct research and acquire any skills needed to do so (e.g. laboratory techniques, computer skills);
 - To gather data for a project, interpret the data, and integrate the data with information obtained from a literature review; and
 - To learn about manuscript preparation.
- 3.32 A student can participate in a Research Elective from three (3) to six (6) weeks in length, noting that the length of the elective must be consistent with the learning objectives undertaken.
- 3.33 A student can participate in more than one Research Elective during the Electives Program so long as they conform to the Electives policy.
- 3.34 A student participating in a Research Elective generally does so at the University of Manitoba and affiliated institutions. In some instances, exceptions may be granted by the Director, Electives.
- 3.35 A Research Elective can involve case reports, chart reviews, laboratory research or participation in ongoing research studies. Conducting a literature review does not constitute a Research Elective.
- 3.36 A student participating in a Research Elective must adhere to the guidelines for Clerkship Research Electives contained within this policy.

THREE DIFFERENT DISCIPLINES REQUIREMENTS

- 3.37 The intent of this policy statement is to ensure that each student participates in experiences across a variety of disciplines offered within a general medical education.
- 3.38 Each student is required to participate in a clinical elective experience in a minimum of three (3) different disciplines.
- 3.39 The Discipline Listing used by the Max Rady College of Medicine is based on the Canadian Resident Matching Service discipline listing and does not infer that all listed disciplines are available for electives at the University of Manitoba.
- 3.40 The Discipline Listing contained at http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/electives.html will be reviewed on a yearly basis and updated as required.
- 3.41 Student is required to complete electives in at least three (3) different disciplines prior to the end of Period Ten.

RENEWAL PERIOD

- 3.42 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

GENERAL

RESPONSIBILITIES OF DIRECTOR, ELECTIVES:

- 4.1 Oversee the organization and execution of student information sessions related to Electives.
- 4.2 Review student application, as required, to address issues or concerns.
- 4.3 Review completed elective FITER, as required, to address issues or concerns.

INTERNAL ELECTIVES

RESPONSIBILITIES OF STUDENT

- 4.4 Complete and submit the Electives Application through the Curriculum Management System according to the dates set by the Administrator, Electives which are emailed to the students as the application process ensues.
- 4.5 If seeking to cancel a confirmed Internal Elective for an External Elective, ensure that the External Elective is confirmed for the same time period.
- 4.6 The student must request a change within the Curriculum Management System in order to cancel an elective. This must be completed and submitted to the Administrator, Electives no less than four (4) weeks prior to the start of the confirmed External Elective.
- 4.7 If cancelling an Internal Elective for an alternate Internal Elective, the change request must be received through the Curriculum Management System no less than four (4) weeks prior to the start of the stated elective.
- 4.8 If the student does not receive reporting instructions prior to the start of your Internal Elective, the student must contact the respective Department Coordinator at least one (1) week prior to the start of the elective to obtain first day reporting instructions and/or other applicable documentation. This information is easily accessible/available within the Curriculum Management System:
- Proceed to Curriculum Management System
 - Select your Class
 - Select the Introduction to Clerkship (ITC) option
 - Open the "Department Contacts" file contained within the Learning Resources section
- 4.9 Students must follow department instructions for the start of the elective.
- 4.10 Students must complete the electronic MITER (if required) prior to the midpoint of the elective and submit it for viewing by the preceptor.
- 4.11 Students participating in electives must attend scheduled meeting(s) with the preceptor to discuss the MITER (if required) and the FITER.
- 4.12 Students must complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.

RESPONSIBILITIES OF PRECEPTOR

- 4.13 Document and communicate any significant concerns such as professionalism to the Director, Electives and Associate Dean, UGME.
- 4.14 Perform an informal (verbal) mid-point evaluation for electives of less than four (4) weeks.
- 4.15 Meet with the student at the midpoint of the elective to review the electronic MITER for electives of four (4) weeks duration or longer.
- 4.16 Complete electronically the preceptor component of the MITER and submit it no less than five (5) days following the midpoint of the elective.
- 4.17 Complete an electronic FITER no less than three (3) days prior to the end of the elective. This may require compilation of input from multiple preceptors.
- 4.18 Meet with the student on or before the last day of the elective to discuss the completed FITER.
- 4.19 Submit the completed FITER electronically through the Curriculum Management System.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

- 4.20 Prepare electronic application by end-February of the academic year and make the period catalog viewable for students and email students informing them.
- 4.21 Prepare electives planning schedule on the Electives Portal homepage for students/coordinators to view. Allow students two (2) weeks to apply for each iteration and departments two (2) weeks to schedule for each iteration.
- 4.22 Send students an e-mail through the Curriculum Management System informing them that the Electives Portal is available for applications.
- 4.23 Send the Department Coordinators an email through the Electives Portal informing them that the student's applications are ready for review and scheduling.
- 4.24 If there are students who are not placed for the specific time period, liaise with each student and departments to find appropriate placement as required.
- 4.25 Monitor student's schedules, that they have all elective time booked and have completed three (3) disciplines by the end of Period Ten.
- 4.26 Finalize each Electives Period no later than four (4) weeks prior to the effective start date.
- 4.27 Prepare the evaluation workflow in the Curriculum Management System for each department for each elective period when the period has been finalized.
- 4.28 In the event of an Elective cancellation, inform the student that their elective cancellation request has been received. If within the deadline, indicate that department will be advised accordingly if new elective can be confirmed.
- 4.29 Inform students requesting a cancellation that their request is denied if cancellation does not meet deadline requirements.
- 4.30 Forward cancellation request email that are received via Curriculum Management System to the appropriate Department Coordinator and make sure they are aware.

RESPONSIBILITIES OF DIRECTOR ELECTIVES

- 4.31 Oversee the organization and execution of student information sessions related to Electives.

- 4.32 Approve Self-Directed Study Elective requests, research requests and review/approve student's work that results from these electives.
- 4.33 Review special case student applications, as required, to address issues or concerns.
- 4.34 Review completed Elective FITERs, as required, to address issues or concerns.

RESPONSIBILITIES OF DEPARTMENT COORDINATORS

- 4.35 Login to the Curriculum Management System Electives Portal and schedule the student's application when you are prompted by email
- 4.36 Ensure that each student is assigned a site and preceptor in the Electives Portal no later than four (4) weeks prior to the start of the electives.
- 4.37 Prepare the FITER distribution within Curriculum Management System and distribute the FITERS as required.

EXTERNAL ELECTIVES

RESPONSIBILITIES OF STUDENT

- 4.38 Prior to applying to External Electives, review that university's policy and procedures related to application process, refunds and cancellations on their AFMC Institution Profile.
- 4.39 Apply for the elective through the AFMC Student Portal.
- 4.40 Students are required to forward email confirmation from external University to the Administrator, Electives confirming External Elective placement a minimum of four (4) weeks prior to the start of the confirmed elective. Until written confirmation is submitted the elective is documented as pending by the UGME office.
- 4.41 If seeking to cancel a confirmed External Elective for another External Elective, ensure that the new External Elective is confirmed for the same time period. Request the change through the Curriculum Management System and the student must inform the external University according to their specific cancellation policy through the AFMC Student Portal.
- 4.42 Follow the accepting university's stated policies and procedures with respect to the start of the External Elective.
- 4.43 Copy and paste the FITER link and the MITER link (if required) from "My Front Page" into an email to the assigned preceptor.
- 4.44 Complete the electronic MITER (if required) prior to the midpoint of the elective and submit it for viewing by the preceptor.
- 4.45 Attend scheduled meeting(s) with the preceptor to discuss the MITER (if required) and the FITER.
- 4.46 Complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.
- 4.47 Ensure the completed FITER and MITER (if required) are submitted to the Administrator, Electives within ten (10) working days of completion of the elective.

RESPONSIBILITIES OF PRECEPTOR

- 4.48 Document and communicate any significant concerns such as professionalism to the Director, Electives and Associate Dean, UGME.

- 4.49 Perform an informal (verbal) mid-point evaluation for electives of less than four (4) weeks.
- 4.50 Meet with the student at the midpoint of the elective to review the electronic MITER for electives of four (4) weeks duration or longer.
- 4.51 Complete electronically the preceptor component of the MITER and submit it no less than five (5) days following the midpoint of the elective.
- 4.52 Complete an electronic FITER no less than three (3) days prior to the end of the elective. This may require compilation of input from multiple preceptors.
- 4.53 Meet with the student on or before the last day of the elective to discuss the completed FITER.
- 4.54 Submit the completed FITER electronically.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

- 4.55 Complete the verification request for each student's AFMC application that is sent by email to the Administrator, Electives.
- 4.56 Update the Curriculum Management System to "approved" upon receipt of confirmation from the stated university.
- 4.57 Prepare the evaluation workflow in the Curriculum Management System for External Elective for each department and distribute to students at the appropriate time to ensure that each student has access to the appropriate link for the FITER and MITER (if required).
- 4.58 Collate evaluations and file electronically. Keep record of any negative feedback from students and bring any concerns to the Director, Electives.

RESPONSIBILITY OF DIRECTOR, ELECTIVES AND ASSOCIATE DEAN, UGME

- 4.59 Address any concerns around professionalism, as needed.

SELF-DIRECTED STUDY ELECTIVES

RESPONSIBILITIES OF STUDENT

- 4.60 The student is required to submit an application through the Curriculum Management System and include a topic and three (3) learning objectives in which the student wants study.
- 4.61 The student is required to submit a report/journal to the Director, Electives upon completion of the Self-Directed Study Elective. The report/journal must indicate how the stated objectives were achieved and emailed directly to the Administrator, Electives by email.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

- 4.62 Ensure that the Electives Director has reviewed/approved all outstanding Self-Directed Study Electives requests in the Curriculum Management System.
- 4.63 Ensure that all students have submitted the required Journal/Report at the conclusion of their Self-Directed Study Elective week.

RESPONSIBILITIES OF DIRECTOR, ELECTIVES

- 4.64 Approve Self-Directed Study Elective Applications.

- 4.65 Review the submitted report/journal to determine if the student has achieved the stated Electives objectives.

EARLY ELECTIVES

RESPONSIBILITIES OF STUDENT

- 4.66 Email Administrator, Electives requesting approval for an Early Elective providing reason for request.
- 4.67 Once approval is given, student applies for Internal Elective through the Curriculum Management System or applies for an External Elective through the AFMC Student Portal.
- 4.68 If approved for an External Early Elective, student must email confirmation to Administrator, Electives.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

- 4.69 Review student progress in Period Six and Period Seven core rotations prior to the start of the Early Elective window to determine if the student meets the evaluation requirements to participate in an Early Elective.
- 4.70 Informs the Director, Electives if a student does not meet the stated requirements.

RESPONSIBILITIES OF DIRECTOR, ELECTIVES

- 4.71 If necessary, reviews each request for an Early Elective in collaboration with the Associate Dean, UGME and Associate Dean, Students.
- 4.72 Informs the affected student if a request for Early Elective is denied due to non-compliance with Early Elective requirements.

RESEARCH ELECTIVES

RESPONSIBILITIES OF STUDENT

- 4.73 A student must meet with the preceptor to discuss learning objectives and receive the preceptor's approval to conduct the research. In some cases, approvals may be required from Research Ethics Board, Research Resource Impact Committee, animal care, etc.
- 4.74 A student wishing to participate in a Research Elective must complete an application through the Curriculum Management System in accordance with the Electives Policy and Procedures.
- 4.75 The student is required to meet with the preceptor at the midpoint of the Research Elective to discuss progress in achieving the stated research objectives.
- 4.76 The student is required to meet with the preceptor upon completion of the Research Elective to review the Elective Research Summary and to discuss the FITER.
- 4.77 Each student completing a Research Elective is required to complete a typed one (1)-page summary (no title page) of the elective, meeting the following requirements:
- The report will be in 11 point Arial or 12 point Times New Roman font, with minimum 2 cm margins (top, bottom, left, right).
 - Minimum word count (excluding the title, authors and affiliations, references, acknowledgments) is five-hundred (500) words.
 - Suggested headings will include:

- Objective(s);
 - Methods;
 - Results;
 - Conclusions and,
 - Future Directions.
- Figures and tables are considered acceptable but are limited to one (1) supplementary page.
 - References/cited literature are limited to one supplementary page.
 - A title page is not necessary.
- 4.78 The student is required to sign and date the Research Elective Summary.
- 4.79 The student receives credit for the Research Elective when the preceptor has completed and submitted the evaluation of the student's performance through the Curriculum Management System.
- 4.80 Each student participating in a Research Elective is encouraged to present their work at laboratory meetings (if applicable) or at meetings, symposia and conferences at the discretion of their preceptor.

RESPONSIBILITIES OF PRECEPTOR

- 4.81 Meet with the student to discuss and assist in developing specific learning objectives.
- 4.82 Reviews the Student Learning Objectives.
- 4.83 Meet with the student at the midpoint of the Research Elective, providing the student with feedback on the achievement of stated objectives; identify if specific objective(s) will be achieved by completion of the elective; etc. This meeting must be documented on the final Evaluation Form through the Curriculum Management System.
- 4.84 Meet with the student at the completion of the elective to review and sign the Research Elective Summary.
- 4.85 Provide an evaluation of the student's performance within four weeks after completion of the Research Elective.

RESPONSIBILITY OF DIRECTOR, ELECTIVES

- 4.86 Review each application for a Research Elective and if necessary, have the application reviewed and approved by the Director, Advanced Degrees in Medicine.

5. **POLICY CONTACT**

Please contact the Administrator, Electives UGME with questions respecting this policy.