Elective Scheduling
Help Document for Students

University of Manitoba
Max Rady College of Medicine
Undergraduate Medical Education

Updated 04Jan2018
Contents

1. Basic Information

2. Elective Planning Tool (Find Excel Format and Electives Webpage)

3. External Electives (Start gathering your documents and preparing to apply now)
   - Application Deadlines
   - AFMC Portal – How to Register and How to Apply

4. Internal Electives – Set up through OPAL
   - OPAL application iteration schedule

5. Electives Policy

6. Frequently Asked Questions
Basic Information

Purpose of Electives:

- Broaden & enhance your knowledge base.
- Assist you in making a career choice.
- Provide an opportunity for self-education in an area of interest.

Elective Time (total 14 weeks):

- Elective periods (dates are tentative):
  - Period 9 (12 weeks) – October 1/2018 to December 21/2018
  - Period 10 (2 weeks) – January 7/2019 to January 18/2019 (Tentative Dates)
  - Electives must be a minimum of 2 weeks
- Usual length is 2 or 4 weeks but 3 week elective allowed
- The two (2) three (3) week blocks during Transition to Residency in February & March 2018 are considered hybrid (s)electives and are dealt with separately.

Three Discipline Rule:

- Electives must be done in at least 3 different disciplines, with 2 different disciplines completed by the Christmas Break.
- Programs for Residency Match (taken from CaRMS website). Those in bold are offered as electives at the U of M and are counted as one discipline each.

<table>
<thead>
<tr>
<th>Anatomical Pathology</th>
<th>Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesiology</td>
<td>Neurology - Pediatric</td>
</tr>
<tr>
<td>Cardiac Surgery</td>
<td>Neuropathology</td>
</tr>
<tr>
<td>Community Medicine/Health Sciences</td>
<td>Neurosurgery</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Nuclear Medicine</td>
</tr>
<tr>
<td>Diagnostic Radiology</td>
<td>Obstetrics &amp; Gynecology</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Ophthalmology</td>
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<tr>
<td>Family Medicine</td>
<td>Orthopedic Surgery</td>
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<tr>
<td>General Pathology</td>
<td>Otolaryngology</td>
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<tr>
<td>General Surgery</td>
<td>Pediatrics</td>
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<tr>
<td>Hematological Pathology</td>
<td>Physical Medicine &amp; Rehabilitation</td>
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<td>Internal Medicine</td>
<td>Plastic Surgery</td>
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<td>Psychiatry</td>
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<tr>
<td>Medical Genetics</td>
<td>Urology</td>
</tr>
<tr>
<td>Medical Microbiology</td>
<td>Vascular Surgery</td>
</tr>
</tbody>
</table>

**Choice of Electives:**

- **Internal**
  - Set up through OPAL, see how to videos on dashboard in OPAL
- **External**
  - Set up through the AFMC Portal or external school if they are not using the AFMC Portal (See section on External Electives)
- **Research**
  - Copy of the Guidelines are on UGME Policies and Procedures web site.
  - Must be minimum of 4 weeks.
  - Copy of the Guidelines must be provided to your potential preceptor/supervisor.
  - Preceptor must determine Learning Objectives with the student and must be approved by UGME Office.
  - Supervisor to submit the completed electronic M/FITER for the elective to the UGME office at the end of the elective.

- **Self-Directed Study**
  - You may apply for one (1), one (1) week self-directed study elective
  - Done using the online application form in OPAL.
  - Must indicate 2 or 3 objectives that you hope to accomplish.
  - May be used to prepare for remedial NBME.
  - Must submit a report/journal of what you achieved at the end of the week to the UGME Electives Administrator. This report will be evaluated by the Electives Director. Please expand on each of your objectives.
Early Elective
- A 2-week elective that is scheduled during August vacation (August 6-17/2018) between Clerkship Periods 7 and 8 is an “early elective”. Must request through UGME with valid reason and require approval by Electives Director.
- Floating Vacation - A 2 week rescheduled vacation period in lieu of the August dates used as a Floating Elective.
- Students must take their vacation time prior to the Christmas break.

All electives MUST be processed and approved by UGME Office (does NOT matter if the program has given approval)

Internal Electives:
- All electives applications will be done via OPAL
  - Catalogue opens March 19 2018
  - Application opens April 2 2018
- All electives requests/confirmations/pending can be tracked and followed in OPAL
- When You Finish an Elective:
  - Complete the student component of electronic M/FITER for every elective. Supervisor will submit completed ITER electronically.

External Electives (start applying early – 6 to 8 months)

Before You Start an Elective:
- Complete all required external application forms (via OPAL)
- Immunization documents will be completed by Dr. Libich
- A confirmation (email or written) of your placement for the external elective must be submitted to the UGME office.
- Applications are processed through the AFMC Portal.
  - Website: [https://www.afmcstudentportal.ca/](https://www.afmcstudentportal.ca/)
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.

Please provide online feedback to AFMC or MMSA

When You Finish an Elective:

- Supervisor to submit the completed electronic M/FITER for the elective to the UGME office at the end of every elective. Link will be sent to you via OPAL and you email it to your preceptor.

Cancelling Electives

- Internal elective cancellations must be done at least 4 weeks in advance of the start date of the elective (both student and program). This can be requested through OPAL.

- Make sure you are aware of external elective cancellation policies – they may require more time. These can be requested through the AFMC Portal.

- Failure to abide by cancellation guidelines may result in a notation being made on your Medical Student Performance Record (MSPR) in regard to professionalism.
Max Rady 
College of Medicine

Class of 2019

Electives - Iteration Schedule

OPAL Schedule for Period 9 and 10 Electives

All application stages take place at approximately noon.

**Period 9 (October 1 - December 21, 2018) – 12 Weeks**

Mar 19 – April 2 – Period 9 Electives Catalogue Open for Viewing
Apr 2 – Apr 16 – Iteration 1, Students Apply
Apr 16 – Apr 30 – Iteration 1, Departments Schedule
Apr 30 – May 14 – Iteration 2, Students Apply
May 14 – May 28 – Iteration 2, Departments Schedule
May 28 – Jun 11 – Iteration 3, Students Apply
Jun 11 – Jun 25 – Iteration 3, Departments Schedule
Jun 25 – September 3 – Open for All
September 3 – Period 9 Finalized (4 weeks out from period starting)

**Period 10 (Jan 7 - 18, 2019 Tentative Dates) – 2 Weeks** May 28 – Jun 11 – Period 10 Electives Catalogue Open for Viewing
Jun 11 – Jun 25 – Iteration 1, Students Apply
Jun 25 – Jul 9 – Iteration 1, Departments Schedule
Jul 9 – Jul 23 – Iteration 2, Students Apply/Change
Jul 23 – Aug 6 – Iteration 2, Departments Schedule
Aug 6 – Aug 20 – Iteration 3, Students Apply/Change
Aug 20 – Sep 3 – Iteration 3, Departments Schedule
Sep 3 – Dec 10 – Open for all
Dec 10 – Period 10 Finalized (4 weeks out from period starting)
## ELECTIVES SCHEDULING TOOL

### Period 9 (12 Weeks, October 1-December 21/2018)

<table>
<thead>
<tr>
<th>Month</th>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>1st Choice</td>
<td>2nd Choice</td>
<td>Backup</td>
</tr>
<tr>
<td>October</td>
<td>1st Choice</td>
<td>2nd Choice</td>
<td>Backup</td>
</tr>
<tr>
<td>November</td>
<td>1st Choice</td>
<td>2nd Choice</td>
<td>Backup</td>
</tr>
<tr>
<td>December</td>
<td>1st Choice</td>
<td>2nd Choice</td>
<td>Backup</td>
</tr>
</tbody>
</table>

### Period 10 (2 Weeks, January 7-18/2019) Tentative Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Internal Elective Applications (Enter Department/Subspecialty)</th>
<th>External Elective Applications (Enter School/Department/Subspecialty)</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1st Choice</td>
<td>2nd Choice</td>
<td>Backup</td>
</tr>
</tbody>
</table>

### BUDGET (Planning for Cost of Electives at External Universities)

<table>
<thead>
<tr>
<th>External School</th>
<th>App Fee</th>
<th>Registration Fee</th>
<th>Travel/Board Fees (Approximate)</th>
<th>Misc Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Institution</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Another Institution</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yet Another Institution</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- My Total Budget: 0
- Total Available After Costs Entered: 0
External elective applications: The earliest date for an out-of-province elective is **August 6, 2018 (if you are doing an Early Elective)**. Most schools approve according to a first come, first serve basis. The application window opens 3 hours before midnight (eastern time) on the earliest date you can apply.

**Application Dates for External Elective Applications**

Early Elective Start Date of August 6/2018:

All schools with the exception of Calgary open for application on **January 22/2018** (28 weeks in advance of start date).

Calgary opens February 1/2018 (see their profile for specific information.

Period 9 Elective Start Date of October 1/2018:

All schools with the exception of Calgary open for application on **March 19/2018** (28 weeks in advance of start date).

Calgary opens February 1/2018 (see their profile for specific information.

For the rest of the start dates you will have to do the math to find out when you should apply.
Completing the student profile

Once you have signed up for the Student Portal, it is important to properly fill out all the necessary information before you apply for electives. This will make the application process quicker and easier.

*Note: The Academic tab of the My Profile section and the Documents section must be completed prior to filling out an application. If there is missing information when you try to submit an application, you will have to save it as a draft and follow the steps below before moving forward with your application.*

I. The My Profile section

Log into the Student Portal and click on My Profile in the menu bar to update your profile. It is recommended that you click the Update button at the bottom of each tab once you have filled in the information (with the exception of the Academic tab).

**Personal**

This tab contains all of your identifying information. Ensure that your citizenship is accurate as this may impact your eligibility to apply to certain schools.

*Note: The Mother Tongue setting does not affect the Portal’s interface language. It is simply for reference purposes.*

**Contact**

All of your relevant contact information will be in this tab. You can also update your email address from this tab (*Note: if you update this field, you will need to use the new email address to log into the portal in the future*). Ensure that all contact information is current.

**Home School**

The Home School tab is where you will fill in all relevant information concerning your school of study. Choose your school from the drop down list, or add it manually. The Portal will automatically fill all possible fields based on your selection. Enter the required details about your program, and make sure your Home School Verifier’s contact information is correct (or enter it if it does not automatically populate).

**Academic**

The Academic tab is where you will add Core Rotations and Clinical Electives. This will indicate to the schools you are applying to what practical experience you have.

*Note: It is vital that this be filled out as completely as possible as the success of your application may depend on it.*

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**AFMC Student Portal**
Completing the student profile (02/2016)
To add a Core Rotation/Clinical Elective:

1. Click the **Add New** button.
2. Enter the type, specialty, school/location, duration and start date. The Portal will determine the end date and the status.
3. Click the **Add** button at the bottom.
4. Repeat steps 1-3 if you have multiple rotations or electives to add.

**Integrated Experience:** If you are in an Integrated Experience you must select “Other” in the Specialty list field and complete the “Please Specify” field.

## II. The Documents section

You must add documents to your profile before you apply for an Elective Opportunity. For more information on which documents you need to upload, consult the institution profiles of the school(s) you wish to apply to. Click on **Documents** in the menu bar to access the Documents section.

### To add documents to your profile:

1. Click the **Add New** button. You will be taken to the Upload Document screen.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Attached to Draft Applications</th>
<th>Number of Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Give the document a relevant, recognizable name.
3. Click the **Choose File** button and select a file on your computer to upload.
4. Click the **Upload** button.
5. Repeat steps 1-4 until all of your documents are uploaded.

**Important:** If you need to upload a document to your application after it has been submitted; the host institution must first prompt you with a document update request. When this occurs you will receive an email in your inbox and you will see a number in the red circle beside Pending Document Update in the Immediate Action Required section of your dashboard.
Student Registration

1. Go to [http://afmcstudentportal.ca](http://afmcstudentportal.ca) in your web browser and click on the Register link

2. Fill out the form, and click the Save button
3. Enter your payment information and click the **Save** button.

4. You will be taken to the confirmation screen. Click on the **Click here to login** button. This will return you to the main page.
5. You will receive a confirmation email like this one:

![Email example]

Hello <your email here>

Your account to the AFMC Student Portal has been created, but before it can be used you must verify the account. To verify the account, please click the link below or copy/paste the link into your web browser's address bar:

<confirmation link>

Best Regards,
AFMC Student Portal

You must click or copy and paste the confirmation link into your browser in order to activate your account.

6. Log in to the portal with your email address and chosen password. You can now use all the features of the AFMC Student Portal.
Applying for an Elective Opportunity

I. Finding elective opportunities to apply for

Go to the portal main page (https://www.afmcstudentportal.ca) and sign in with your email and password you provided at time of registration. If you have not yet registered for the portal, you will have to do this first.

You will be taken to the student Home page. Click on the Visiting Electives Guide button on the right side of the toolbar.

Type your criteria in the search box to look for particular electives. Click on the button to search. You can use the filter bar to refine your search results.

Once you find an elective that interests you, click on the title to be taken to the elective opportunity page to find out more details. Details on the elective will include: Opportunity Length of the elective, elective windows (date a clinical placement can take place), blackout periods (dates where clinical placements are unavailable) fees, prerequisites and specific notes related to the elective opportunity. If you wish to apply for this elective, click the Add to wishlist link at the top right. The star should then show up in amber. This elective is now in your wishlist and can be applied to once your search is completed. If you want to remove the elective from your wishlist, simply click on the star a second time. The star will go back to grey.

If the message “You are not eligible for this elective” is displayed when you are attempting to add to your wishlist, this indicates you are not eligible to select this elective based on your student profile.

Once electives have been added to your wishlist, you should visit the university’s institution profile (by clicking on the university’s logo at the top of the elective opportunity page). Here you can find out which documents the faculty requires with your application. These documents must be added to your student profile (in the Documents section) before you submit an application.

Note: These steps must be completed before you can submit an application.
II. Elective Detail screen

III. Creating the application

There are 3 ways to launch the application process:

1. Click on **Home** in the navigation bar, then click the **Start a new application** button

2. Click on **Elective Wishlist** in the navigation bar, then on **Apply Now** at the top right

3. Click on **Applications** in the navigation bar, then click on **Create Application**
At any time, you may stop the application process by clicking the Save Application as Draft button at the top right. You can resume draft applications by clicking on In Draft under Applications in the navigation bar.

**Electives**

1. On the Create a New Application screen, review the 5 instructions as you will not be able to complete or submit your application if information is missing.
2. Choose from the drop down box which school you would like to apply to. **Important:** Only schools with electives in your wishlist will appear here.
3. Select your preferred language for the application and click the Apply button.
4. On the Elective Information page, begin by checking the Elective 1 box.
5. Select the desired duration of the elective.
6. Choose a specific elective from your wishlist by clicking the Please Select button.
7. Pick a start date for your elective (some dates may not be available refer to the elective windows and blackout periods displayed in the calendar)
8. Specify your learning objectives for the elective if requested (not all schools will require objectives).
9. Indicate whether or not you have already contacted potential supervisor(s) for this elective, and add their contact details if applicable.
   - **Note:** Some schools may not require this and will in fact not allow contact with supervisors beforehand
10. Add any desired comments.
11. If you wish to apply for more electives, repeat steps 4-9.
12. Click the Next button at the bottom of the page

**Document Upload**

The Document Upload tab will allow you to attach documents from your student profile to your current application. For each required document:

1. Click the Browse button on the right.
2. Select a matching document from the list.
3. Click the Save button.
4. Once all the required documents are attached, click the Next button.

**Academic**

The Academic tab will populate with information from your student profile. Fill in any missing details about your Home school, personal information and verify your core rotations/clinical electives in the bottom section to ensure they are accurate.

If not, save the application as a draft and return to the My Profile section (see the Completing the student profile help document for more information). When you are ready to proceed, click the Next button.
Personal
Verify that your personal information and that of your emergency contact are accurate. Click the Next button.

Other
This section will ask for any specific information required by the school you are applying to. The contents of this tab will vary. Click the Next button once you have filled out the required information.

Payment (application)
The payment tab will outline any fees attached to the current application. Enter your credit card details to process payment for the elective (payment information will not be saved if you save the application as a draft).

Note: This is paid directly to the institution and is separate from the fee paid at registration for the Student Portal. Once you have entered your credit card details, click the Next button.

Summary
The summary tab allows you to review your entire application. You can go back and change any part of the application before submitting it.

Carefully review all your information and ensure it is accurate. Once you are satisfied with your application, check I have read and agree to abide by the above statement box. If over the course of the application, you entered information that you would like to have saved in your student profile, click the Submit and update My Profile button. Otherwise, click the Submit button.

You will receive an on-screen confirmation of your application and an email re-iterating this confirmation (see below). Your application can now be viewed by clicking on In Process under Applications in the navigation bar.

IV. Next Steps
Following your submission, the host institution will proceed with verifying your application with your home school and subsequently try to find a placement that matches your request. You will receive an email notification when this happens.

In the meantime, you can check your application status by clicking In Progress under Applications in the Student Portal (the Applications menu also lets you view all your other applications). Potential statuses are:

- **Under Review**: Since the student submitted the application and no document update is required until the application is either completed or cancelled.
- **Under Review Pending Student Document(s) Update**: This status allows a registrant to update the previously submitted documents. Once the new documents are submitted, the status changes to "Under Review" and the registrant cannot make further updates.
- **Completed**: At least one of the requested electives is confirmed by the student and rest are cancelled, confirmed, or declined by student. 
- **Completed With Outstanding Flag(s)**: At least one of the requested electives is confirmed by the student and rest are cancelled, confirmed, or declined by student and there exists one or more flags with in-progress status.
• **Cancelled:** The entire application has been cancelled (all the requested electives are cancelled or declined by the student) and the cancellation email is sent to the Placement Contact for the elective(s) that was previously confirmed.

### V. Accepting a placement

Once the host institution has created a placement for you, they will notify you via email and you will be prompted to log into the Student Portal to accept or decline it.

**How to accept the placement**

Log in to the Student Portal. You will have a notification that an application requires action. Click the red circle.

You will see your list of applications.

<table>
<thead>
<tr>
<th>Applications</th>
<th>Application ID</th>
<th>Language</th>
<th>Submission Date</th>
<th>Application Status</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Applications</td>
<td>95</td>
<td>English</td>
<td>Oct 23, 2014</td>
<td>Under Review</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Click the magnifying glass at the right to view the application. Partway down the screen, you will see your electives and the option to **Decline** or **Accept**.

Clicking **Accept** will confirm your elective with the Host institution. When accepted a confirmation email will be sent to you with important information on the placement you will be attending.

Clicking **Decline** will cancel the application. You will be prompted to confirm. **THIS CANNOT BE UNDONE.**
VI. Requesting a cancellation

Once your application is submitted you cannot cancel your application through your dashboard, you must send a **Cancellation request** to the Elective Coordinator of the Host Institution. Complete the reason for your cancellation and **Save**. The Host Institution will be notified and once your request is processed you will receive a cancellation email.

![Request Cancellation](image1)

VII. Requesting a Change

Once your application is verified and submitted by your Home School Verifier, the **Create Change Request** feature will be available. This feature can be used in the event you need to inform the Host Institution a change in date, location or elective is required. The Host Institution may reach out to you for more information on the change request through the Portal therefore it is important to view “unread Emails” on your Dashboard. To send a change request enter the required fields and **Save**.

![Create Change Request](image2)
Frequently Asked Questions – Electives

General

Who do I contact with an Electives Question?

For process and general queries, it is recommended that you email electivesugme@umanitoba.ca.

For advice on Electives choices and planning, it is recommended that students discuss their situation with a mentor and or faculty member they trust to seek professional insight. Student Affairs is always available to provide assistance and insight on making informed Electives choices.

Why are there iterations within the application process?

In order to control and manage the workflow and pace of approvals, as well as to accommodate the range of factors involved in matching elective requests to opportunities, a phased approach (iterations) was determined to best meet the needs of students, departmental coordinators, and preceptors. Afternoon. In some cases, departments are very quick to approve electives, in others given the demand it can take some time. Patience within the Electives process is mandatory. With the Period Nine application window extending to the end of the summer, it is entirely possible that some electives will not get approved internally until the last minute. That being said, no student gets left behind with respect to internal electives.

Of note, students should be aware that the Electives Administrator handles both your internal/external electives as well as Visiting Student Electives for both Canadian and International students attending the University of Manitoba. The pace can be quite hectic from time to time.

When does the portal open and close?

The process of changing the status of the Electives portal is manual. Typically, noon is used as a common transition point to allow for advance planning and preparation. In some cases, arrangements can be made to adjust timings. Remember though, the electives process is a system and that there are many dependencies, constraints, and restraints.

How can I see my objectives for elective applications or rotations which I have completed?

Students can see their objectives by clicking “view” to the left of the relevant elective on the “View Applications” page.

Approvals

Will all of my elective applications be approved by the end of a particular iteration window?
No. Given the particular scheduling demands of a department, they may or may not be able to approve all electives until other scheduling demands have been addressed. For example, resident rotations, call schedules, resident electives, and Clinical rotations are all balanced against elective opportunities.

**What is the latest date an elective can be approved for Period Nine (Sep – Dec)?**

Electives can be approved up to 01 September of each academic year. While most student elective applications are finalized no later than mid-July, changes can occur right up to the deadline.

**I submitted my electives for Period Nine (9) but I did not receive a confirmation/receipt of my applications. They simply show as “pending” within my electives portal. Is this normal?**

Yes. You applications are automatically forwarded to the respective departments for consideration and approval. Please note that the approval process and timelines varies from department to department. In some cases it may take some time to receive an approval or rejection. This is why we require both primary and secondary alternatives for dated internal electives.

**Situational**

**My Primary Dated Internal Elective was rejected. What happens now?**

When a Primary Dated Internal Elective is rejected, the Electives Portal automatically informs the Secondary Dated Internal Elective Department and injects your application into their approval flow.

**I have applied for some internal dated electives. My applications are pending. Is it possible to add another Third and Fourth choice as backups to my initial two internal dated electives?**

No. However, you may apply for a flexible elective and state your most preferred dates in the comments. Please note that you are only allowed one flexible elective per period.

**I have applied for my electives and still have three (3) weeks open before the Holiday break. I don’t want to do a three week elective. Can I conduct a two week and then a one week elective?**

No. In accordance with the [Electives policy](#) an elective must be a minimum of two (2) weeks. There is no allowance for splitting the three (3) window. You may however break the time up with a self-study elective of one (1) week combined with an internal dated elective of two (2) weeks as an option. In cases such as this it is recommended that students discuss their situation with a mentor and or faculty member they trust to seek professional insight. There is no harm in asking hard questions such as this given the importance of the decision.

**In the first iteration both my primary and secondary elective choices were rejected. I am now applying for an alternate internal dated elective within the second/third iteration. Am I given any preference against other students because I was previously rejected?**
No. Decisions to accept students for electives are controlled by the respective Department. If you are applying for an elective in the second iteration, students who have applied for the first iteration are not given preference. Preference for electives is based on objectives and is intended not to be on a first come first approved basis.

Early Electives

I want to take an early elective. How do I achieve this?

1. For early electives, you first need to apply for an Early Elective within the portal - There is additional information contained at the following link. Do not forget to have a plan and to communicate your intentions and objectives as clearly as possible to assist in the approval process.

2. You will need to seek approval from both the Electives Director (for permission to take the early elective) and from the Department you are applying to (to ensure that they have an elective spot and a Preceptor for you).

3. Once you have received written confirmation of the elective from the department, please forward the correspondence to the Electives Administrator (electivesugme@umanitoba.ca) so that approval can be granted in OPAL.

External Electives

Do I have to record my external elective within the Portal?

Yes. Each student must receive approval through the OPAL Electives Portal 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.

I provided approval for my External Elective. Why has it not been updated yet?

Again, we strive to enter approvals for External electives as they arrive. Unfortunately, at certain periods of the year, the approval workflow lags behind the pace of approvals. You External Elective will be approved/entered into the system in due course. Immediate updates are not possible given the complexity of the electives process and overall level of user inputs.

I cancelled an External Elective. Do I need to send in the cancellation forms to the Administrator, Electives?

In terms of cancellation, so long as you conform to the deadlines established by the host university as well as our policy, we do not need the cancellation. You must remember though to delete the External Elective from your Gantt chart. Retain the documentation supporting your cancellation just in case it is needed.
1. **PURPOSE**

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.

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

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

2. **DEFINITIONS**

2.1 Internal Elective – An elective within the Province of Manitoba.

2.2 External Elective – An elective outside the Province of Manitoba, within Canada and International.

2.3 Early Elective – An elective scheduled during the two week August vacation in Year Three in place of an elective in Period Nine of the elective program.

2.4 Self-Directed Study Elective – A one-week elective organized in accordance with the Self-Directed Study Elective guidelines.

2.5 Supervisor - A faculty member of the Faculty of Medicine (Physician or Scientist). A Supervisor 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 Faculty of Medicine, such as from the Faculties of Science or 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-supervisor from the Faculty of Medicine must be named.
2.6 OPAL – Online Portal for Advanced Learning.

2.7 OPAL Electives Portal – The scheduling tool within OPAL used to coordinate electives for both students and departmental administrators.

2.8 FITER – Final In-Training Evaluation Report. A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.

2.9 MITER – Midpoint In-Training Evaluation Report. This is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the beginning of each core rotation that is of at least four weeks’ duration and must be completed and submitted electronically. This must include a narrative description of medical student performance.

2.10 UGME – Undergraduate Medical Education

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. Faculty of Medicine normal work day hours are Monday through Friday 8:30 a.m. to 4:30 p.m.

3. POLICY STATEMENTS

GENERAL

3.1 Generally, the electives program is of fourteen (14) weeks duration and contained within Year Four of the Undergraduate Medical Education program.

3.2 The elective program is organized into two periods as follows:

- Period Nine – From early October to December Holidays Break and,
- Period Ten – The first two weeks of January

3.3 Each elective within Period Nine can be of two (2) to four (4) weeks in duration, with the exception of self-study electives, which are a maximum of one (1) week in duration. Within Period Ten, each elective is two (2) weeks in length.

3.4 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.

3.5 Each student must receive approval through the OPAL Electives Portal 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.

3.6 The OPAL Electives Portal will open for Year Four 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 Portal will take place in mid-January each year.

3.7 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.
3.8 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 OPAL to the Preceptor of the student’s elective through OPAL 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.

3.9 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.

3.10 Each student is required to electronically complete and submit the Student Elective Evaluation which will be distributed electronically to the student through OPAL at the end of each elective in accordance with the requirements of the Program Evaluation Policy and Procedures.

3.11 No student is permitted to participate in electives during the December holidays break period.

INTERNAL ELECTIVES

3.12 The UGME Office oversees the entire process of organizing all internal electives.

3.13 Student applications for internal electives must be submitted in accordance with the procedures and dates identified in this document.

3.14 Each student will receive confirmation of each internal elective a minimum of four (4) weeks prior to the start date of the requested elective.

3.15 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.

3.16 If a Faculty 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.

3.17 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.

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

3.19 A student participating in a Research Elective must adhere to the guidelines for Clerkship Research Electives contained within this policy.

EXTERNAL/INTERNATIONAL ELECTIVES

3.20 Each student is encouraged to participate in external electives throughout the elective program.

3.21 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 forwarded to the Electives Administrator by the student if necessary.

3.22 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 the OPAL Electives Portal.
3.23 Funding is available to support student participation in External Electives. Information related to this is available through Student Affairs, Faculty of Medicine.

**SELF-DIRECTED STUDY ELECTIVES**

3.24 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.

3.25 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 Elective may also be used to allow study time in the remediation of an outstanding NBME exam.

3.26 In the event that the self-study week is used to prepare for an outstanding NBME exam, the week taken must be prior to the exam and within a reasonable period of time to the expected exam.

3.27 As a self-directed 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.

**EARLY ELECTIVES**

3.28 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.

3.29 A student must take a two-week (2) vacation within the Electives Program if participating in an Early Elective.

3.30 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.

3.31 Student participation in an Early Elective cannot interfere with Core Clerkship responsibilities contained within Period Seven and/or Period Eight.

3.32 The deadline for the submission of an application for the Early Elective is 01 June the academic year preceding the commencement of Period None. Applications must be submitted electronically using the OPAL Electives Portal interface.

3.33 Students are responsible for organizing External Early Electives in accordance with the Electives Policy and Procedures contained herein.
RESEARCH ELECTIVE

3.34 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.

3.35 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.

3.36 A student can participate in more than one research elective during the Electives Program so long as they conform to the Electives Policy.

3.37 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.

3.38 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.

THREE DIFFERENT DISCIPLINES REQUIREMENTS

3.39 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.

3.40 Each student is required to participate in a clinical elective experience in a minimum of three (3) different disciplines.

3.41 The Discipline Listing used by the Faculty 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.

3.42 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.

3.43 Student is required to complete electives in at least three (3) different disciplines prior to the end of Period Ten.

4. PROCEDURES - GENERAL

RESPONSIBILITIES OF DIRECTOR, ELECTIVES:

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

4.2 On an annual basis meet and confirm with personnel in each department to determine the number of available spaces for the upcoming academic year.

4.3 Review student application, as required, to address issues or concerns.

4.4 Review completed Elective FITER, as required, to address issues or concerns.
5. PROCEDURES – INTERNAL ELECTIVES

STUDENT

5.1 Complete and submit the Electives Application through the OPAL Electives Portal according to the dates set by the Electives Administrator which are emailed to the students as the application process ensues.

5.2 If seeking to cancel a confirmed internal elective for an external elective, ensure that the external elective is confirmed for the same time period.

5.3 The student must request a change within the OPAL Electives Portal 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.

5.4 If cancelling an internal elective for an alternate internal elective, the change request must be received through OPAL no less than four (4) weeks prior to the start of the stated elective.

5.5 If you do not receive reporting instructions prior to the start of your Internal Elective, the student must contact the respective Departmental 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 OPAL:

- Proceed to Curriculum Explorer
- Select your Class
- Select the Introduction to Clerkship (ITC) option
- Open the “Department Contacts” file contained within the Learning Resources section

5.6 Students must follow department instructions for the start of the elective.

5.7 Students must complete the electronic MITER (if required) prior to the midpoint of the elective and submit it for viewing by the supervisor.

5.8 Students participating in electives must attend scheduled meeting(s) with the supervisor to discuss the MITER (if required) and the FITER.

5.9 Students must complete electronically all applicable components of the Clerkship Elective Form (see Appendix 2) by the last day of the elective to ensure release of the FITER for the student’s personal file.

5.10 Students must complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the supervisor.

SUPERVISOR

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

5.12 Perform an informal (verbal) mid-point evaluation for electives of less than four (4) weeks.

5.13 Meet with the student at the midpoint of the elective to review the electronic MITER for electives of four (4) weeks duration or longer.

5.14 Complete electronically the supervisor component of the MITER and submit it no less than five (5) days following the midpoint of the elective.

5.15 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.

5.16 Meet with the student on or before the last day of the elective to discuss the completed FITER.
5.17 Submit the completed FITER electronically.

5.18 **ADMINISTRATOR ELECTIVES**
Prepare electronic application by End-February of the academic year and make the period catalog viewable for students and email students informing them.

5.19 Prepare electives planning schedule on the 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.

5.20 Send students an e-mail through OPAL informing them that the Electives Portal is available for applications.

5.21 Send the Department Coordinators an email through the Electives Portal informing them that the student’s applications are ready for review and scheduling.

5.22 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.

5.23 Monitor student’s schedules, that they have all elective time booked and have completed three (3) disciplines by the end of Period Ten.

5.24 Finalize each Electives Period no later than four (4) weeks prior to the effective start date.

5.25 Prepare the evaluation workflow in OPAL for each department for each elective period when the period has been finalized.

5.26 In the event of an Elective cancellation, inform 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.

5.27 Inform students requesting a cancellation that their request is denied if cancellation does not meet deadline requirements

5.28 Forward cancellation request email that are received via OPAL to the appropriate department coordinator and make sure they are aware.

5.29 **DIRECTOR ELECTIVES**
Oversee the organization and execution of student information sessions related to Electives.

5.30 Approve self-directed study requests, research requests and review/approve student’s work that results from these electives.

5.31 Review special case student applications, as required, to address issues or concerns.

5.32 Review completed Elective FITERs, as required, to address issues or concerns.

5.33 **DEPARTMENTAL COORDINATORS**
Login to the OPAL Electives Portal and schedule the student’s application when you are prompted by email

5.34 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.
5.35 Prepare the FITER distribution within Curriculum Explorer and distribute the FITERS as required.

6. **PROCEDURES - EXTERNAL ELECTIVES**

6.1 Prior to applying to external electives, review that university’s policy and procedures related to application process, refunds and cancellations.

6.2 Complete the required student information on that university’s visiting elective application form.

6.3 For those universities which require a visiting elective application to be completed, have the necessary documentation sent to the Administrator, Electives to complete on behalf of the Faculty of Medicine, University of Manitoba.

6.4 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.

6.5 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 OPAL Electives Portal and the student must inform the external university according to their specific cancellation policy.

6.6 Follow the accepting university’s stated policies and procedures with respect to the start of the external elective.

6.7 Copy and paste the FITER link and the MITER link (if required) from “My Front Page” into an email to the assigned supervisor.

6.8 Complete the electronic MITER (if required) prior to the midpoint of the elective and submit it for viewing by the supervisor.

6.9 Attend scheduled meeting(s) with the supervisor to discuss the MITER (if required) and the FITER.

6.10 Complete electronically all applicable components of the Clerkship Elective Evaluation Form by the last day of the elective to ensure release of the FITER for the student’s personal file.

6.11 Complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the supervisor.

6.12 Ensure the completed FITER and MITER (if required) are submitted to the Electives Administrator within ten (10) working days of completion of the elective.
SUPervisor

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

6.14 Perform an informal (verbal) mid-point evaluation for electives of less than four (4) weeks.

6.15 Meet with the student at the midpoint of the elective to review the electronic MITER for electives of four (4) weeks duration or longer.

6.16 Complete electronically the supervisor component of the MITER and submit it no less than five (5) days following the midpoint of the elective.

6.17 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.

6.18 Meet with the student on or before the last day of the elective to discuss the completed FITER

6.19 Submit the completed FITER electronically.

Administrator, Electives

6.20 Complete and sign the stated university’s elective application form/student verification form by five (5) working days of receipt of form. Return the form to the student’s mailbox.

6.21 Update OPAL Electives Portal to “approved” upon receipt of confirmation from the stated university.

6.22 Prepare the evaluation workflow in OPAL for external elective for each department and distribute to students and the appropriate time to ensure that each student has access to the appropriate link for the FITER and MITER (if required).

7. Procedures - Self Directed Electives

Student

7.1 The student is required to submit an application through the OPAL Electives Portal and include three (3) learning objectives in which the student wants study.

7.2 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 Electives Administrator by email.

Administrator, Electives

7.3 Ensure that the Electives Director has reviewed/approved all outstanding self-directed requests in the OPAL Electives Portal.

7.4 Ensure that all students have submitted the required Journal/Report at the conclusion of their Self-Directed Study week.
DIRECTOR, ELECTIVES

7.5 Approve Self Directed Elective Applications.

7.6 Review the submitted report/journal to determine if the student has achieved the stated Electives objectives. Provide feedback in the form of a FITER for Self Directed Study Elective.

8. PROCEDURES – EARLY ELECTIVES

ADMINISTRATOR, ELECTIVES

8.1 Review student progress in Period Six and 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.

8.2 Informs the Director, Electives if a student does not meet the stated requirements.

DIRECTOR, ELECTIVES

8.3 Reviews each request for an Early Elective in collaboration with the Associate Dean, UGME and Associate Dean, Students.

8.4 Informs the affected student if a request for Early Elective is denied due to non-compliance with Early Elective requirements.

9. PROCEDURES – RESEARCH ELECTIVES

STUDENT

9.1 A student must meet with the supervisor to discuss learning objectives and receive the supervisor’s approval to conduct the research. In some cases, approvals may be required from Research Ethics Board, Research Resource Impact Committee, animal care, etc.

9.2 A student wishing to participate in a Research Elective must complete an application through the OPAL Electives Portal in accordance with the Electives Policy and Procedures.

9.3 The student is required to meet with the Supervisor at the midpoint of the Research Elective to discuss progress in achieving the stated research objectives.

9.4 The student is required to meet with the Supervisor upon completion of the Research Elective to review the Elective Research Summary and to discuss the FITER.

9.5 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.
9.6 The student is required to sign and date the Research Elective Summary.

9.7 The student receives credit for the Research Elective when the Supervisor has completed and submitted the evaluation of the student’s performance.

9.8 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 supervisor.

SUPERVISOR

9.9 Meet with the student to discuss and assist in developing specific learning objectives.

9.10 Reviews the student learning objectives.

9.11 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.

9.12 Meet with the student at the completion of the elective to review and sign the Research Elective Summary.

9.13 Provide an evaluation of the student’s performance within four weeks after completion of the Research Elective.

DIRECTOR, ELECTIVES

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

10. **POLICY CONTACT**

Administrator, Electives