Visiting Elective Guidelines

The University of Manitoba, Faculty of Medicine Undergraduate Medical Education Office accepts a limited number of visiting medical students who are enrolled in Medical Schools other than the University of Manitoba for short periods of elective study. The electives program exists to allow visiting students a period of time to undertake an independent study of an area of medicine of their own choice. This period serves students in the development of continuing study habits, in the understanding of the scientific basis of clinical medicine, and in the evaluation of career direction, both occupational and geographic.

Priority will be given in the following order to:
1) University of Manitoba medical students,
2) Canadian medical school students,
3) Canadian citizens studying abroad,
4) US medical school students and,
5) Students from all other medical schools.

Part A - Elective Duration
A visiting elective student can do a total maximum of eight (8) weeks, with no one elective extending longer than a maximum of four (4) weeks duration and no elective shorter than a minimum of two (2) weeks duration.

Part B - General Information
- Applications must be received four (4) months prior to the requested start date.
- Applications from a visiting student will not be accepted more than seven (7) months prior to the start of the elective.
- We will endeavour to notify the applicant at least eight (8) weeks prior to the start date of the elective as to whether or not an elective placement has been found.
- Applicants can not request more than two (2) elective choices at one time.
- Applicants must specify the exact date range during which the elective is to be taken. Electives start on a Monday (Tuesday in the case of a holiday) and end on a Friday.
- For departments offering subspecialties, applicants must specify which subspecialty is preferred.
- Applicants must be able to converse in English, both verbal and written. Proof of ability may be requested.
- Applicants must provide their own clinical jacket and stethoscope.
- Applicants are responsible for all costs associated with their visiting elective(s). We cannot guarantee housing; however, a limited list of contact information will be provided if you are confirmed for an elective. The University of Manitoba is not able to provide any financial assistance.
- Applicants must provide their own evaluation form from their home school. The University of Manitoba does not provide evaluation forms or distribute or track evaluation forms for visiting students.
- Canadian students and Canadians studying abroad are welcome to apply all year round. All other international students can apply for electives with start dates during April 1 to September 30.
- Upon receipt of your completed application, the Undergraduate Medical Education Office will confirm your eligibility and contact the appropriate department for review of your elective application request.
- Partially completed applications will not be processed. Applicants are not to contact the departments directly. Please refer to your specific category of application for detailed instructions.
- Due to the volume of clerkship activities we do not currently keep a central database of available openings and therefore cannot provide you with what elective spaces are available before submitting an application.
- Students are asked to not contact departments directly to schedule electives.
- CANCELLATION POLICY – If a student wishes to cancel their confirmed elective they must do in writing 6 weeks prior to the start date of the elective.
Part C - Registration Fees *(Only assessed if you are accepted for an elective)*

The following are the current mandatory registration fees charged in regard to visiting electives. All fees are quoted and payable in Canadian dollars. **Fees are subject to change; do not send any money until instructed to do so. All fees are payable in Canadian funds.**

- The University of Manitoba currently charges a registration fee of $192.15 per elective.
- The College of Physicians and Surgeons of Manitoba currently charges a registration fee of $75.00 and also requires submission of a criminal record check and vulnerable person search (in Canada the approximate cost is $31.00)
- The University of Manitoba’s International Health Insurance that is mandatory for all non-Canadian international students is $71.00/month. Canadians studying abroad must submit a copy of their Canadian provincial medical card to be exempt from this charge.

Part D – Cancellation Policy and Changes

- Notification of the need to cancel a confirmed elective must be initiated through the AFMC Student Portal at least 6 weeks in advance of the start date of the elective.
- Changes to submitted applications must be made in writing/email to the Electives Administrator. Only one change will be permitted, after which applicants will be required to submit a new application. **Changes will not be made over the telephone.**

Part E – Observerships, Shadowing or Internships

- The U of Manitoba Undergraduate Medical Program does not make arrangements for or support requests for observerships, shadowing or internships.

**Canadian Medical School Applicants**

Criteria for Acceptance

Applicants must be registered for their clerkship year(s) in a Doctor of Medicine Program recognized by the Liaison Committee on Medical Education of the Association of Medical Colleges (LCME) and in good academic standing.

How to Apply

All of the following documents must be submitted through the AFMC Student Portal: [www.afmcstudentportal.ca](http://www.afmcstudentportal.ca)

1) Visiting Elective Application Form and Passport Size Photo
2) Curriculum Vitae (CV)
3) Immunization Record Form*
4) Proof of N95 Mask fitting*
5) Copy of Provincial Health Card

**Canadian Applicants Studying Abroad**

Criteria for Acceptance

Students must be registered or entering their final year of undergraduate medical school at the time of the elective in a Doctor of Medicine Program recognized by the Liaison Committee on Medical Education of the Association of Medical Colleges (LCME) or Foundation for Advancement of International Medical Education and Research (FAIMER). Final approval rests with the University of Manitoba.
How to Apply
All of the following documents must be submitted through the AFMC Student Portal:
www.afmcstudentportal.ca

1) Visiting Elective Application Form and Passport Size Photo
2) Curriculum Vitae (CV)
3) Canadians studying abroad must submit a copy of their Canadian provincial health card.
4) Immunization Record Form*
5) Proof of N95 Mask fitting*
6) Copy of Provincial Health Card
7) Proof of Malpractice/Liability Insurance - $5 Million Aggregate Limit Required *. If your University does not supply this type of insurance it is highly recommended that you request for a quote from 1 of the contacts below so that you are aware of the costs associated with this insurance as it will cost over $1000.

Non-Canadian International School Applicants

Please note that due to limited capacity non-Canadian medical school applicants will only be permitted to apply for visiting electives in the time period of April 1 to September 30.

Criteria for Acceptance
- Students must be registered or entering their final year of undergraduate medical school at the time of the elective in a Doctor of Medicine Program recognized by the Liaison Committee on Medical Education of the Association of Medical Colleges (LCME) or Foundation for Advancement of International Medical Education and Research (FAIMER). Final approval rests with the University of Manitoba.
- Students will be required to purchase the University of Manitoba’s International Health Insurance – MISHIP, unless they can provide proof of Canadian provincial health coverage.
- Students must be able to converse in English, both verbal and written. Proof of ability may be requested.
- Students are responsible for obtaining the appropriate visa from the Canadian Consulate in their country of study for entry into Canada. Visas cannot be obtained upon landing in Canada.
- Immigration Canada may require you to provide a ‘certificate of good health’ from a Physician who is classified as a Designated Medical Practitioner by the local Canadian Consulate. Please contact your nearest Canadian Consulate Office for further information on how to obtain this document. This form cannot be obtained upon landing in Canada. Canadians studying abroad are exempt from this process.

How to Apply
All of the following documents must be submitted through the AFMC Student Portal:
www.afmcstudentportal.ca

1) Visiting Elective Application Form and Passport Size Photo
2) Immunization Record Form*
3) Curriculum Vitae (CV)
4) Proof of N95 Mask fitting*
5) Proof of health insurance, please purchase MISHIP
6) Proof of Malpractice/Liability Insurance - $5 Million Aggregate Limit Required *. If your University does not supply this type of insurance it is highly recommended that you request for a quote from 1 of the contacts below so that you are aware of the costs associated with this insurance as it will cost over $1000.
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*Immunization Record Form - The University of Manitoba no longer accepts an opt-out influenza vaccine form.

*N95 Mask Fitting - If you do not have this at the time of your application, submit the rest of your documents without it. Once you have completed the fit test, please upload the related documentation to your profile on the AFMC Student Portal. Each student on a clinical placement is required to carry evidence that this standard has been met. It is expected that students from other universities will arrange to be fit tested with a 3M product prior to arrival, and will submit documentation from a registered fit testing program along with their immunization record. Students will not be permitted to start their elective without this requirement.

If you cannot complete the N95 at your current location please make arrangements to complete the N95 when you arrive in Canada. You can make an appointment at Levitt Safety:

Levitt-Safety Winnipeg
100 Plymouth St.
Winnipeg, MB R2X 2V7
P: (204) 633-7228
Toll Free: (888) 453-8488
F: (204) 633-1268
E-mail: csr@levitt-safety.com
http://www.levitt-safety.com/

When you have made the appointment, please email me the date/time so I can add it to your file. We must receive proof of your fitting prior to the start of your elective. Please note that this must be done and handed into to the Electives Administrator before you can begin your elective.

*Malpractice/Liability Insurance - $5 Million Aggregate Limit Required
If your University does not provide coverage, I would recommend contacting one of the following individuals:

Richard W. Pater, CAIB
Commercial Insurance Marketer
Team Insurance Brokers Inc.
Unit 6-2605 Main Street (Rivergrove Shopping Centre)
Winnipeg, MB R2V 4W3
B. 204.334.4373
F. 204.338.9129
E. rpater@teamib.com, www.teamib.com

Arnold Cariaga
Account Associate
HUB International HKMB Limited
595 Bay St., Suite 900
Toronto ON M5G 2E3
Tel: 416-597-0555 ext 353
Fax: 416-597-2313
Email: arnold.cariaga@hubinternational.com