



UNIVERSITY
OF MANITOBA

FACULTY OF MEDICINE



U of M Students Elective Guide

Class of 2012

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FORMS AND DESCRIPTIONS

All required forms are available for download from the U of M Faculty of Medicine Curriculum Management System - OPAL.

Descriptions of electives offered within departments are available for viewing on the U of M Faculty of Medicine Website. These descriptions are updated from time to time and are by no means an exhaustive listing of all possible electives. You may also review the individual departments' websites for additional information.

<http://umanitoba.ca/faculties/medicine/education/undergraduate/electives.html>

Disclaimer: The information contained in this booklet is that which was submitted at the time of printing. The Faculty of Medicine reserves the right to incorporate additions, deletions and revisions throughout the year.

GENERAL INFORMATION

The elective program is an opportunity for self-education in an area of the student's own interest. The aim of electives is to improve the student's ability to function as a physician.

The elective blocks for the Class of 2012 will fall into two main periods.

First Period:

Students are encouraged to pursue out of town electives during this time period.

- October 3 to December 23, 2011 and,
- January 3 to January 20, 2012

Electives are not allowed over the Christmas break.

Second Period:

- February 13 to March 23, 2012

Students are *strongly* encouraged to stay within the province for CaRMS Match Day – March 5, 2012.

Each elective must be *at least two (2) weeks in length and students must complete electives in at least two (2) different disciplines (page 6) prior to December 23, 2011 with a total of at least three (3) different disciplines before March 23, 2012*

Application forms for electives being done in Manitoba for the first two elective periods should be submitted to the UGME Office prior to **April 1**, and for the third elective period prior to **Dec 1**.

Students who are looking for more information about elective options are encouraged to talk with other students about the electives that they have completed, and/or review the electives binder in the UGME Office. Students are welcome to contact the Associate Dean-UGME, Assistant Dean - Student Affairs or the Electives Program Coordinator at any time for advice and guidance.

All electives must be approved in advance of the student beginning the elective. Retroactive approval and evaluation credit will not be granted for electives that were not approved prior to their start date.

CANCELING ELECTIVES

- Cancellations must be done ***at least 4 weeks*** in advance of the start date of the elective. Failure to abide by cancellation guidelines may result in a notation being made on your Medical Student Performance Record (MSPR) in regard to professionalism.

It takes a great deal of administrative work to ensure that responses to elective requests are made in a timely manner. If you must cancel an elective please do so in writing by emailing the UGME Electives Administrator ***and*** the departmental administrator explaining your reason why. This may allow the available elective spot to be potentially filled by another interested student. **For external electives you should review their policies on refunds and cancellations before submitting your application.**

EVALUATION

In order to receive credit for electives, they must be defined, organized and approved in writing by the Electives Program Director - UGME. Electives are not 'optional', they are a **mandatory** part of the curriculum. A FITER has to be completed for each elective by the elective supervisor. If the elective is 4 weeks or longer a MITER must also be completed.

FUNDING

Please contact the Student Affairs Office for information on funding availability. Funds are limited.

It is the students' responsibility to ensure that all guidelines for electives are followed and that all required paperwork is completed and submitted to the Electives Administrator in a timely manner. This includes confirmations for external electives. All electives must be approved by the Electives Program Director - UGME prior to the start of the elective. Retroactive approval will not be granted. Evaluations submitted for non-approved electives will not be processed for credit.

SETTING UP YOUR ELECTIVES

Planning

1. Consider what you are interested in. If you are having trouble with this, consider what you are definitely not interested in and work backwards.
2. Consider where you would like to go (province, city, rural).
3. Review student feedback from previous electives – found in the UGME Office bookcase.
4. Review University websites.
5. Review journals and articles.
6. Talk to fellow students and physicians (and not just the new ones – talk to people who have worked in the area for 10, 15, or 20 years).
7. Consider your budget!
8. Start planning early – external electives – start reviewing/applying 8+ months in advance.
9. Review CaRMS website (www.carms.ca) for approximate dates of handing in documents (i.e. reference letters).
10. Remember that you must do *at least* three different disciplines, of which at least two must be done prior to the Christmas break.
11. Remember that your third block of elective time period 11 (Feb/Mar) is to be done locally in Manitoba.

1. Internal Electives (Electives at the U of M)

a) All elective requests will be processed centrally through the UGME Office by the Electives Administrator. You will be notified by email of the on-line application provided with instructions on how to complete the request prior to March 1.

- The Electives Administrator will contact the departments from a centralized system.
- Once a decision has been received from the department students will be notified via email or through OPAL.
- The Electives Program Director - UGME will review and sign off on the application form. If there are any problems or queries you will be notified.

b) Electives in Family Medicine, Dermatology, Ophthalmology & Research

- Are to be arranged directly with a preceptor by the students using the appropriate application form. The student must obtain the appropriate signature(s) from the department and/or preceptor before submitting to the Electives Administrator.

c) Research Electives

- Additional specific guidelines related to research electives are attached in **Appendix A**.
- Students must provide the potential preceptor/supervisor with a copy of these guidelines which can be downloaded from the website and OPAL.

d) Special Note on Electives in the Second Period (February – March)

Students may participate in external electives during this time frame, BUT you should be aware of the date of CaRMS Match Day - March 5, 2012. It is **strongly recommended** that when you are booking your electives in this time period that from March 5 through to March 23, 2012 that you remain in the province. If you do not match in the first iteration, the support and assistance you may require in meeting the new deadline dates for the second iteration is accomplished much easier when you are close to your home medical school!

2. External Electives (Electives Outside of Manitoba at another University)

- a. Complete the documents required by the institution that you are applying to. Normally these will be available to you on-line from their website.

- For applications requiring confirmation signatures and/or immunization document completion by the student's home university, please bring these into the UGME Office, attention of the Electives Administrator.
 - Immunization documents may take two or more weeks to be completed.
 - For verification of academic and/or clinical ability an average *mark* of 80 or higher on NBME examinations is considered above average and an average of 80% or higher on clinical FITERS is considered above average. It is quite common for most students to be average on academic ability and above average on clinical ability. Actual marks are not released.
 - Forms will be returned to your mailbox within 48 hours of receipt.
- b. Complete the U of M Elective Form (Part A & B) **after** you have received confirmation from the institution. Attach any and all confirmations received to the U of M form and submit to the Electives Administrator in the UGME Office. You need not mail our application form to the institution. The Electives Program Director - UGME will sign off on the application form. If there are any problems or queries you will be notified.
 - c. Additional forms may have to be completed depending on the location/site of the elective. If the elective takes place abroad, in a developing and/or challenging health care settings you will be asked to complete the following forms that can be found on-line:
 - Travel Health Checklist
 - Pre and Post Travel Health Certificate of Attendance
 - Acknowledgement of Responsibility and Liability Waiver

4. Assigned, Non-Negotiable Placements

Your elective placements will be continuously reviewed and updates provided to you. If you do not have a confirmed elective in place, 4 weeks prior to the start date you will be *assigned* an elective by the UGME office. This will not be negotiable.

5. Post Elective

- a. You must have your elective supervisor complete the **U of M Elective M/FITER** for each and every elective that you participate in. This should be done prior to you leaving the elective as it is your responsibility to ensure it is received in the UGME Office within five (5) working days of completing the elective. (snail mail, PDF and/or faxes are acceptable)
- b. You must follow up on the following forms if they were required for an elective taking place abroad, in a developing and/or challenging health care settings:
 - i. Travel Health Checklist
 - ii. Pre and Post Travel Health Certificate of Attendance
- c. Complete the **Student Feedback Form** on each elective that you participated in. These forms are kept on file for upcoming students to review.
- d. If there were any problems with your elective please inform the Electives Administrator in writing/email.

DEFINITION OF THREE DIFFERENT DISCIPLINES FOR ELECTIVES (AS OF JANUARY 2011)

At the 2006 meeting of the Association of Faculties of Medicine of Canada, the Undergraduate and Postgraduate Deans passed the following combined resolution: 'Electives in the Clinical Clerkship must be organized so that each student has had an elective experience in a minimum of **three different disciplines**, each of which shall take place for a **minimum of two weeks**.

For University of Manitoba students this resolution began with the Class of 2008. The following list defines 'different disciplines' for this purpose. As of January 2008 the following list is based on the discipline listing of the Canadian Resident Matching Service. This listing does not infer that all the disciplines listed are available for electives at the U of M.

Students must complete *at least two of the 'three different disciplines' requirement prior to the December break and the remaining discipline prior to the completion of their electives schedule at the end of March.*

Anatomical Pathology	Neurology
Anesthesiology	Neurology - Pediatric
Cardiac Surgery	Neuropathology
Community Medicine/Health Sciences	Neurosurgery
Dermatology	Nuclear Medicine
Diagnostic Radiology	Obstetrics & Gynecology
Emergency Medicine	Ophthalmology
Family Medicine	Orthopedic Surgery
General Pathology	Otolaryngology
General Surgery	Palliative Care
Hematological Pathology	Pediatrics
Internal Medicine	Physical Medicine & Rehabilitation
Laboratory Medicine	Plastic Surgery
Medical Biochemistry	Psychiatry
Medical Ethics	Radiation Oncology
Medical Genetics	Research Paper/Project
Medical Microbiology	Urology

The discipline listing will be reviewed on a yearly basis.

SELF DIRECTED STUDY ELECTIVE

You may apply for one (1), one week self-directed study elective. This can be done using the online application form in OPAL. You will have to indicate 2 or 3 objectives that you hope to accomplish, and upon completion submit a report/journal on what you achieved during that week.

The purpose of this elective option is:

- To fill in a gap between confirmed electives rather than having to re-organize two or three electives.
- To complete elective time to the end of December, i.e. Dec 23 or an additional week in January if only a 2 week elective can be confirmed.
- To allow additional preparation for CaRMs.
- To allow study time for an outstanding NBME exam

FLOATING VACATION

The Faculty of Medicine strongly encourages students to use their vacation time for rest and rejuvenation. The vacation period in third year normally falls at the start of August between Clerkship Periods 7 and 8.

To address the issue of students wishing to complete an early elective, especially those considering extremely competitive residency programs, starting with the Class of 2007 the third year vacation period will be considered a 'floating vacation'. **Students who *apply to replace their vacation with an elective will have to take their vacation time prior to the Christmas break and will have to state on their application the rescheduled dates for their floating vacation.***

Therefore:

- The third-year summer vacation may be planned as a two-week elective and the floating vacation will be re-scheduled by the student prior to the Christmas break.
- Students will not be allowed to abstain from the two-week vacation.
- To be eligible for the early elective, students must have completed and passed all clerkship clinical rotations and all NBME exams up to that point in time.
- Requests for leave from the period 7 or period 8 core rotations ***will not*** be granted in order to accommodate an early elective.

The U of M Elective Form must be completed and submitted to the Electives Administrator in the UGME Office prior to June 01. Retroactive approval will not be granted. An ad hoc committee consisting of the Associate Deans for UGME, Student Affairs, the Clerkship Director - UGME and/or the Electives Program Director - UGME will review each request on an individual basis. Students are responsible for organizing the elective if it is to be done externally. The same paperwork will be required as outlined under Setting up your Electives.

EXCHANGE PROGRAMS

There are currently two exchange programs available to undergraduate medical students who are in good academic standing and in their final year of medical studies. The purpose of these exchange programs is to offer students an opportunity to observe the medical practices and socio-economic life of the respective countries, to contribute to their growth as physicians with an international perspective.

The exchange programs are reviewed on a yearly basis.

1. JAPAN - SAITAMA MEDICAL SCHOOL STUDENT EXCHANGE PROGRAM

Who: Fourth Year Clerkship Students
Quota: 2 students per year
Length: Three to Four Weeks
When: During Phase II of final year of Clerkship, normally Period 11
Study: Specialty of your choice (dependant on availability)
Comments: Travel expenses and accommodation are provided for
Application: An announcement of how/when to apply will be circulated

2. CHINA - SHANTOU UNIVERSITY MEDICAL COLLEGE

Who: Fourth Year Clerkship Students
Quota: 2 to 4 students per year
Length: Three to Four Weeks
When: During Phase II of final year of Clerkship, normally Period 11
Study: Traditional Chinese Medicine (Acupuncture and Chinese Herbal Medicine)
Comments: Travel expenses, accommodation, and visas are provided for
Application: An announcement of how/when to apply will be circulated

SELECTION CRITERIA (under review):

1. The student will be required to submit a letter addressed to Electives Program Director – UGME, Elective Exchanges Program Selection Committee, UGME Office, by the deadline date, indicating:
 - what exchange program you are applying for - a separate letter is required for each program
 - why you are interesting in participating in the program
 - how you expect to benefit from the program
 - what areas of medicine you would like to study
 - curriculum vitae
2. Your academic standing will be considered as part of the selection process
3. An interview **may be** part of the selection process

CONDITIONS:

Successful applicants will be required to:

- submit a personal letter with a passport-size photo indicating areas of interest to the coordinator of the program
- **act as 'social host' for the incoming exchange students – must be available when the incoming students arrive (between August and October)**
- will be asked to do a presentation to students/faculty at the U of Manitoba after completing the exchange

**CANADIAN UNIVERSITIES: ELECTIVE WEBSITES
(AS OF NOVEMBER, 2010)**

University of Alberta

<http://www.med.ualberta.ca/education/ugme/clinicaled/electives.cfm?yr=4>

University of British Columbia

http://www.med.ubc.ca/education/md_ugrad/clerkship_electives.htm

University of Calgary

<http://www.ucalgary.ca/mdprogram/visitingelectives>

<http://www.ucalgary.ca/mdprogram/visitingelectives>

Dalhousie University

<http://undergraduate.medicine.dal.ca/electives.htm>

Universite Laval

<http://www.ulaval.ca/sg/annuaires/fac/mfc.html>

McGill University

http://www.medicine.mcgill.ca/ugme/electives/visiting_intro_en.htm

McMaster University

<http://fhs.mcmaster.ca/mdprog/electives.html>

Memorial University

<http://www.med.mun.ca/getdoc/3f70306f-cad1-4029-9ba2-977c6635f01a/Home.aspx>

Northern Ontario School of Medicine (NOSM)

<http://www.nosm.ca/education/general.aspx?id=526>

Universite de Montreal

<http://www.med.umontreal.ca>

University of Ottawa

<http://www.medicine.uottawa.ca/electives/eng>

Queens University

http://meds.queensu.ca/undergraduate/visiting_medical_electives

University of Saskatchewan

<http://www.medicine.usask.ca/education/undergrad/electives>

Universite de Sherbrooke

<http://www.usherbrooke.ca/medecine>

University of Toronto

<http://admin.med.utoronto.ca/utme>

University of Western Ontario (Schulich School of Medicine & Dentistry)

<http://www.schulich.uwo.ca/education/ume/index.php?page=VSE>

BEHAVIOURAL ETHICS AND ETIQUETTE

The following recommendations are suggested to assist you with electives. Please read them carefully:

1. When planning an elective, call the host department well in advance, following the timeline required on the application, and speak with the administrator responsible for the electives program at that site.
2. Have the dates and times and any questions pertaining to your elective on hand when you call, i.e. avoid making multiple calls.
3. Clarify your expectations and objectives pertaining to the elective with your supervisor prior to and on the first day. Write them down.
4. Show up on time, and call well in advance if you must miss a session or arrive late. Keep in mind that your supervisor may have made special arrangements to bring in patients with specific findings as well as scheduling time for you.
5. Always introduce yourself to patients as a medical student and ask the patient's permission to observe or participate in the examination, and thank them once you are through.
6. Never enter an examining room once the consultation is underway unless specifically asked to do so.
7. Knock before entering any closed room.
8. Dress according to the norms of the clinic or service in which you are working, and always show your name tag. You are there to serve as well as to learn.
9. Be friendly to the office staff - keeping in mind that it is they who are most likely coordinating the elective for you.
10. At the end of your rotation, write a short note to your supervisor and their staff thanking them for their time and cooperation.
11. Ensure that your evaluation form has been completed by both you and your supervisor, and review the evaluation together.
12. BE PROACTIVE: If there is a problem/concern during your elective, speak to your supervisor about it immediately - don't wait until the end of your elective!
13. Please document any problems or concerns pertaining to your elective to the Electives Coordinator.
14. NB: The elective is a rotation that is part of your clerkship - it counts!

LIABILITY AND INSURANCE

Professional Liability

Registered students who are undertaking mandatory programs to fulfill the requirements for the Doctor of Medicine degree are covered for Professional Liability at the rate of \$5,000,000.00 per occurrence, underwritten by the Canadian University Reciprocal Insurance Exchange (CURIE). Students in their clerkship who are on elective study at other institutions are covered for Professional Liability since the elective forms part of the undergraduate program. Students who arrange electives outside the clerkship are not covered for Professional Liability.

Health Insurance

Registered undergraduate students who travel to other parts of Canada are covered by Manitoba Health for insured services for up to three months. The same rules apply to students who travel outside of Canada ***except that*** insured services are reimbursed at Manitoba rates. It is recommended that you obtain travel health insurance that provides appropriate coverage for all health concerns, including those related to clinical activities. Your travel insurance should include evacuation and repatriation costs.

Disability Insurance

Disability insurance is the sole responsibility of the student. This should be purchased privately by each student.

ADDITIONAL INFORMATION FOR STUDENTS PLANNING OUT-OF-TOWN ELECTIVES (DEVELOPING AND/OR CHALLENGING HEALTH CARE SETTINGS)

The Faculty of Medicine at the University of Manitoba encourages and supports the valuable educational opportunities that exist in developing and/or challenging health care settings. However, it is recognized that there is a need for accessible, regularly updated, and evidence based guidance on how to go on electives safely.

This brochure provides an overview of travel health recommendations and selected Faculty of Medicine policies governing undergraduate medical electives. Not all of the items noted below may apply to your elective.

1. BEFORE YOU TRAVEL

Travel Health Advice

As soon as you receive approval for your elective experience from the UGME Electives Coordinator contact your elective site preceptor:

- to determine specific health risks associated with clinical activities
- to determine access to accepted post-exposure prophylaxis for clinical exposure to blood borne pathogens.

You are required to make an appointment to attend a recognized travel health clinic. It is advisable to initiate this contact at least six months before travel to complete all recommended immunizations prior to travel. A recognized travel health clinic is designed to provide a comprehensive health assessment and to assist with risk reduction specific to your destination and activities at your destination.

a) General Risk Reduction Education:

- Food and water risk
- Vector-borne concerns (i.e. malaria)
- Environmental risk assessment
- Political environment assessment
- Sexually transmitted infections/body fluid risk counseling
- Other regional risks.

Required and recommended vaccines and anti-infection therapy can be provided or prescribed by a travel health clinic. Your family physician should be aware of your travel plans and travel health consultations.

b) Specific Recommendations Regarding Post-Exposure Chemoprophylaxis

If your elective preceptor cannot assure you of timely access to post-exposure chemoprophylaxis for HIV, the Faculty of Medicine strongly recommends that prior to travel you obtain a 5-day starter kit of zidovudine and at least one other agent, such as lamivudine. The starter kit can be prescribed by a recognized travel health clinic or specialist in infectious diseases.

c) Travel Insurance

You should obtain travel health insurance that provides appropriate coverage for all health concerns, including those related to clinical activities. Your travel insurance should include evacuation and repatriation costs.

d) Expenses

Expenses related to travel, including but not limited to, pre- and post-travel health consultation, vaccines, anti-infective therapy, post-exposure chemoprophylaxis, and travel insurance are the responsibility of the student. The Undergraduate Medical Education Office can assist in directing you to possible funding sources for elective travel expenses.

1. AFTER YOU TRAVEL

Fever in a returning traveler from a country where malaria occurs is considered to be a medical emergency, and the diagnosis of malaria should be ruled out as soon as possible. Attend the travel clinic for comprehensive post-travel assessment, which may include:

- completion of an immunization program
- tuberculin skin testing
- clinical assessment for acquired travel related illnesses.
- Additionally, if you become ill within the year following travel, seek medical advice from your family physician and advise your health provider of your travel history.

3. TRAVEL HEALTH CLINICS

a) Winnipeg Regional Health Authority

The Winnipeg Regional Health Authority offers a travel health and tropical medicine program specific to health profession students. You will have to identify yourself as a medical student when you contact the clinic to make an appointment. **You will have to obtain a letter from the Electives Program Assistant that verifies your status as a medical student and the location and dates of your elective that must be taken with you to your appointment.** The Travel Health Clinic is located at:

490 Hargrave Street
Winnipeg, MB R3A 0X7
Telephone for appointments:
1-204-940-8747

b) Other Travel Health Clinics

There are other travel health clinics in Winnipeg that offer a range of services depending upon location. Information on these clinics and the services they offer can be obtained from your family physician or Health Links.

4. REPORTING REQUIREMENTS

The Faculty of Medicine requires you to fill out and report your attendance at a recognized travel health clinic prior to, and following your elective by completing the following documentation:

- Travel Health Documentation Form for Electives in Developing and/or Challenging Health Care Settings
- Pre and Post Travel Health Clinical Certificate of Attendance

You are encouraged to voluntarily report information regarding health issues associated with your elective. This will assist the Faculty of Medicine in providing optimal advice to future elective students.

5. WAIVER AND RELEASE

Students participating in medical electives in developing nations and other challenging settings are required to complete a University of Manitoba Acknowledgement of Responsibility and Liability Waiver Form.

6. RESOURCES

a) International Centre for Students

The University of Manitoba International Centre for Students (474-8501) is a valuable resource for pre-departure orientation, travel risk reduction and pre and post-travel cross-cultural adjustment. If requested they will maintain a link with you during your elective. Please read the Overseas Program Checklist for your information.

Contact the Student Exchange Coordinator at 474-6763 to find out when the next orientation is scheduled or to obtain a workbook.

b) Selected Literature

- Medical students, their electives, and HIV: Unprepared, ill-advised and at-risk. *BMJ* 1999; 318: 139-40.
- Mycobacterium tuberculosis infection in travelers: tuberculosis comes home. *Lancet*. 2000; 356: 442-3.
- Malaria deaths in visitors to Canada and in Canadian travelers: a case series. *CMAJ*. 2001; 164(5): 654-9.
- Integrated post-exposure protocol. Communicable Disease Control. Public Health Branch. Manitoba Health. October 2000.
- Web Site Resource <http://TravelHealth.gc.ca>

OVERSEAS PROGRAM CHECKLIST (PROVIDED BY THE U OF M INTERNATIONAL CENTRE FOR STUDENTS)

Not all of the following information applies to medical student electives, but is provided for informational purposes only. Please pay particular attention to items numbered 9 through 14.

As a participant in an overseas program (study, internship, research or practicum placement, cooperative program, etc), there are a number of issues that must be dealt with prior to your departure. It is your responsibility to see to these matters. For full information on preparing for your overseas experience, you are advised to participate in a Pre-departure Orientation offered by the International Centre for Students. If it is impossible for you to participate in an orientation, then you should at least go through the Pre-departure Workbook also available through the International Centre for Students. The following checklist and the attached waiver represent the absolute minimum in terms of the preparation you should undertake for your program.

1. If you are participating in an exchange program made possible through a formal agreement between the UM and a partner institution abroad, in most cases, particularly where courses are involved, you will be required to pay tuition and/or other fees to the University of Manitoba (UM). These fees must be paid prior to the standard UM fee payment deadline for the term/session you will be abroad. If you are a UM international student, the 75% differential fee still applies to the tuition fees you pay to the UM for your exchange period.
2. If you are studying at an institution where there is no formal UM exchange arrangement in place, or in some special cases even where there is, you will be required to pay fees to the host university. In some cases you will be required to pay an international student differential fee which can be quite high in some countries.
3. It is your responsibility to ensure that any courses you take while abroad will transfer back to the UM as credit. To this end, you must complete a Letter of Permission application and provide all supporting pieces of information necessary for course assessment. The completed LOP application and supporting documents should be submitted to the Student Records Office, Office of Graduate Studies, or your Faculty Registrar in a timely fashion. Even with complete documentation, it can take up to three months, or longer, for credit to be assessed.
4. If you are studying abroad, many host institutions and/or countries require that international students maintain full-time registration. Ensure that you know what constitutes full-time registration at your host institution.
5. Course credits taken while on a formal exchange and/or recognized in a letter of permission are to be used towards completing a UM degree program. Any decision to continue studies at the host institution beyond the time agreed to in the LOP could jeopardize your status as a UM student.
6. Withdrawal from the host institution while studying abroad on a formal exchange program may constitute withdrawal from UM. Should you choose to withdraw while abroad, you may need to reapply to the UM for admission, with no guarantee of acceptance back into your program of study. As a participant in a formal exchange program, you should be registered at the UM and at the host institution. As a result you must observe all applicable UM and host university add/drop dates and submit the necessary forms to the Student Records Office and to the host university. Failure to do so may result in failing grades being recorded on your transcripts from both institutions.
7. When studying abroad outside of a formal exchange agreement but still on a letter of permission, you must observe the add/drop dates of your host institution and inform UM of any changes in your registration at the host institution. Failure to do so may result in failing grades being recorded on both transcripts.

8. Fee arrangements and recognition for practicum experience, research placements, cooperative programs and internships will differ. Just because you are not taking courses do not assume that you do not have to pay any fees. If you want the experience to be recognized by UM or you want to maintain your status at UM while abroad, fees may be due to this institution. Fees may also be due to the institution in the home country that makes the experience possible. Find out what fees apply in your particular case and ensure that you observe all pertinent deadlines. You should also be aware of and obtain the necessary documentation to have your experience recognized by UM or in Canada.
9. You must purchase the necessary health, travel and property insurance in order to ensure that you have adequate coverage from the time you leave Canada, until you re-enter this country. Do not rely on your Manitoba Health Insurance alone as it will not be sufficient to cover many expenses. When purchasing medical insurance, there are a number of things to consider.

Look for insurance which offers:

- Continuous coverage before departure and after return
- Adequate hospitalization coverage for illness or accident
- Coverage for prescription medicine
- 24 hour emergency contact number in English
- Direct payment of bill abroad so you need not pay and then wait for reimbursement
- Adequate medical evacuation coverage: costs for this may exceed \$10,000
- Coverage for a family member to travel to be with you in case of serious accident or illness
- Repatriation of remains: costs may exceed \$12,000
- Coverage of pre-existing conditions such as asthma, diabetes, epilepsy, etc.

Try to avoid insurance which has:

- Any exclusions based on travel to particular countries
- A deductible: quoted as a fixed rate in dollars or as a percentage of the total bill.
- Plans with 100% coverage may be more expensive to purchase but may help you avoid considerable costs in the long run.
- A lifetime or single event maximum for medical expenses due to accident and hospitalization or illness: some types of injuries may exceed \$250,000

10. You are responsible for all costs incurred during your overseas program unless explicitly stated by UM or the host institution. These include, but are not limited to, tuition, student fees, program fees, insurance, room and board, books and supplies, local and international travel, visa fees and all personal expenses.
11. While abroad, you must observe the rules, regulations, and laws of your host institution and country. In some cases you will still be bound by the rules and regulations of UM. UM has the right to terminate or not recognize your participation in an overseas program (particularly a formal exchange program) if you fail to maintain minimum academic standards or if you are found in violation of the laws or regulations of the home/host country or institution. Whatever the case may be, you should remember that you represent the UM and Canada while you are abroad and your conduct should reflect well on your home university and country.
12. Ensure that you contact the Embassy or Consulate of the country where you plan to undertake your overseas program in order to determine and obtain the type of official document that is required in your case. Visitors' visas are normally adequate for tourists only. Those who study or participate in an internship, practicum, cooperative program or research placement will probably be required to obtain a student or work visa. Each country has different regulations and different names for these documents so do not make any assumptions based on past experience with other countries. Furthermore, regulations in a given country may change on a yearly basis so ensure that your information is up to date. Fees for the necessary documents will vary considerably

according to country. Failure to obtain the appropriate official documents can result in a number of penalties such as denial of entry, fines, deportation, denial of future entry, and even imprisonment. Contact information for foreign embassies and consulates in Canada is available at:

<http://www.embassyworld.com/>

13. While abroad, you should ensure that you provide your postal and e-mail addresses, and telephone number in the host country to the appropriate office at UM.
14. Finally, it is your responsibility to research the economic, social, political, and cultural situation of the country that you plan to visit. You should pay particular attention to any safety issues regarding that country. Travel Information and Advisory Reports are available through the Department of Foreign Affairs and International Trade Web-site:
http://voyage.gc.ca/main/foreign_menu-en.asp

The contact information for Canadian Embassies and Consulates overseas can be found at:
<http://www.dfait-maeci.gc.ca/world/embassies/cra-e.asp>

Additional information on how to handle emergency or crisis situations overseas can be found at:

http://www.voyage.gc.ca/consular_home-en.asp

Ultimately, the decision to participate in an overseas program is yours and you owe it to yourself to be well informed about the conditions you will face.

Contact the Student Exchange Coordinator at 474-6736 to find out when the next orientation is scheduled or to obtain a workbook.

Appendix A

University of Manitoba, Faculty of Medicine Guidelines for Clerkship Research Electives

Prepared by: Dr. Rochelle Yanofsky, Electives Director UGME and
Dr. David Eisenstat, B.Sc. (Medicine) Program Director

Students must provide the potential preceptor/supervisor with a copy of these guidelines.

1. **Duration:** The minimum length is 3 weeks and the maximum length is 8 weeks. The recommended minimum is 4 weeks. The length of the research elective should be consistent with the learning objectives. Students may take more than one research elective in accordance with the general guidelines of the Clerkship Electives program.
2. **Timing:** Research Electives may be taken at any time during the Electives period.
3. **Location:** Research Electives will generally be taken at the University of Manitoba and affiliated institutions but special exceptions may be granted by the UGME Electives Coordinator in consultation with administrative faculty including the Associate Dean - UGME, Associate Dean – Students, the UGME Clerkship Director, and/or the B.Sc. (Medicine) Program Director.
4. **Content:** A literature search does not constitute a Research Elective but may be a specific objective within the Research Elective. Case reports, chart reviews, laboratory research, as well as participation in ongoing research studies, are permitted. The supervisor must have prior approval to conduct the research. Approvals may be required from such committees as the following: REB, RRIC, animal care.
5. **Paperwork:** The application form for Clerkship Electives at the University of Manitoba should be completed, and the learning objectives (item #5d) should be appended to the application form that includes:
 - (a) **Dates, duration and location;**
 - (b) **Supervisor:** The supervisor must be a faculty member of the Faculty of Medicine (physician or scientist), and 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 an allied 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;
 - (c) **Title** of research project;
 - (d) **Learning Objectives:** In addition to the general objectives for all research electives (see Appendix I), detailed specific learning objectives consistent with the duration and content of the Research Elective will be developed by the student with the assistance of the proposed supervisor, reviewed and then approved in writing by the proposed supervisor and then appended to the Clerkship Electives application form to the UGME office.
6. **Process:** The Research Electives application form must be reviewed by the UGME Electives Coordinator, and if deemed necessary, subsequently reviewed and approved by the B.Sc. (Medicine) program director as well as other administrative faculty (referred to in #3).
7. **Students:** Any student in "good academic standing" at the time of the application may undertake a Research Elective.
8. **Expectations of the supervisor:** Expectations of the supervisor should be consistent with the stated learning objectives of the Research Elective. The supervisor will:
 - (a) Assist the student in **developing** specific learning objectives;

- (b) Review and provide written approval of the learning objectives prior to submission of the application form;
- (c) a timely evaluation of the student's performance within a maximum of four weeks after completion of the Research Elective;
- (d) Meet with the student at least three times (refer to #9);
- (e) Review and sign the written report (refer to #11).

9. **Supervisor/student interactions:** The number, type and frequency of meetings are to be determined by the supervisor with the student but at a minimum will be (i) prior to commencing the project, (ii) at a mid-point, and (iii) after completion of the Research Elective.

10. **Evaluations:**

- (a) An assessment by the Faculty supervisor must be completed at the end of the Research Elective and will be based upon the stated learning objectives that received prior approval on the Research Electives application form;
- (b) If the direction of the research has changed, the new learning objective(s) must be stated on the evaluation forms. Submission of a supplementary application form is not necessary;
- (c) If a specific learning objective is not achieved, a statement outlining the reason(s) for this should be included and does not necessarily constitute an unsuccessful Research Elective;
- (d) A mid-term evaluation is mandatory; the student and supervisor will meet at a point mid-way through the Research Elective. This meeting will be documented on the final evaluation form.
- (e) A student evaluation of the supervisor is optional.
- (f) Credit for the Research Elective will not be granted without completion of all evaluation forms and the written report (refer to #11).

11. **Deliverables:** Research Electives are not the equivalent of a B.Sc. (Medicine) project for which we expect a written thesis and oral presentation at the end of two consecutive summers of research. However, a **one page typed summary** of the Research Elective, reviewed and signed by the student and the supervisor is mandatory. This report is to be submitted with the evaluation forms (refer to #10).

Format of the report:

- (a) The report will be in 11 point Arial or 12 point Times New Roman font, with minimum 2 cm margins (top, bottom, left, right).
- (b) Minimum word count (excluding the title, authors and affiliations, references, acknowledgments) is 500 words.
- (c) Suggested headings will include: (i) Objective(s); (ii) Methods; (iii) Results; (iv) Conclusions and (v) Future Directions.
- (d) Figures and tables are considered acceptable but are limited to one supplementary page. References/cited literature are also limited to one supplementary page. A title page is not necessary.
- (e) Students are also encouraged to present their work at laboratory meetings (if applicable) or at meetings, symposia and conferences at the discretion of their supervisor.

12. **Visiting medical students:** Research Electives *may be offered* to visiting students in accordance with the expectations of the student's "home" university or medical school.

13. **Final approval rests with the Faculty of Medicine – UGME Office.**

APPENDIX A-1

General Objectives for research electives done by med students at the U of MB. (These are in addition to the specific objectives outlined for each research elective and will be appended to the guidelines for research electives):

1. To learn about research design, hypothesis generation, and the development of research questions/problem formulation.

2. To learn to access, assimilate, and critically evaluate the medical literature pertaining to the research topic.
3. To learn about research ethics, informed consent, and the regulatory processes that must be followed in the conduct of research - as appropriate to the project.
4. To learn about statistics and data analysis - as appropriate to the project.
5. To conduct research and acquire any skills needed to do so (e.g. laboratory techniques, computer skills).
6. To gather data for the project, interpret the data, and integrate the data with information obtained from the literature review.
7. To write a report about the research project at the end of the elective in addition to submitting the M/FITER.
8. To learn about manuscript preparation (if applicable).

Appendix B

University of Manitoba, Faculty of Medicine Expectations of Elective Supervisors for University of Manitoba UGME Students (as of Nov 28/10)

The following guidelines should be adhered to for all electives undertaken by University of Manitoba UGME students:

- 1) There should be clear written outcome-oriented objectives for the elective. The supervisor should review the objectives with the student at the start of the elective and adjustments (additions/deletions) noted.
- 2) The University of Manitoba evaluation forms, MITER (if applicable) and FITER will be used to evaluate electives.
- 3) The MITER form will be completed for electives that are four weeks or longer. An informal (verbal) mid-point evaluation should occur for electives that are shorter than four weeks long.
- 4) The completed FITER form should be reviewed with the student at the end of the elective; both the student and supervisor should sign the FITER form at that time.
- 5) The completed MITER form (if applicable) and the completed FITER form for the elective (as well as any other relevant attachments) should be submitted to UGME office within 10 working days of completion of the elective. Please note that the student will not be allowed to graduate unless all of their elective evaluation forms have been completed and received by the UGME office.
- 6) If so requested, the student will be given a copy of the completed MITER form (if applicable) and the completed FITER form to keep for their own records.
- 7) Any significant concerns about professionalism during the elective should be documented on the evaluation forms. (See the University of Manitoba Faculty of Medicine website – UGME Professionalism Report for the expectations regarding professionalism <http://umanitoba.ca/faculties/medicine/education/undergraduate/professionalism.html>).
- 8) Additional guidelines for electives that involve multiple preceptors during a given elective: The departmental clerkship director or the designated physician assuming overall responsibility for the elective will:
 - meet with the student on or before the first day of the elective to review the objectives of the elective with the student
 - ensure that there is a clearly defined process for obtaining input from each physician and resident who has worked with the student during the elective
 - perform a mid-rotation evaluation (see #3 above) and review it with the student at that time
 - complete the FITER form and review it with the student at the end of the elective
- 9) The Elective Administrator in the UGME office will track the submission of all completed elective evaluation forms. If they have not been received within 10 working days of the student completing the elective, the Electives Administrator will notify the student, their supervisor, and the departmental elective coordinator (if applicable) that the documents have not been received. The student and their elective supervisor will be reminded that the student will not be allowed to graduate unless the forms are completed and submitted in a timely fashion.