

# Electives Orientation Session Class of 2012

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Presented by:  
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February 3rd, 2011  
Theatre C



**ONE UNIVERSITY. MANY FUTURES.**



UNIVERSITY  
OF MANITOBA

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# General 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 21 wks):

- Elective periods:
  - Oct 3 to Dec 23, 2011 to Jan 3 to Jan 20, 2012, and
  - Feb 13 to Mar 23, 2012
- Electives must be a **minimum of 2 weeks**
- Electives must be done in at least 3 different disciplines, with **2 different disciplines completed by the Christmas break.**

# General Information - continued

## Canceling Electives

- Cancellations must be done *at least 4 weeks* in advance of the start date of the elective.
- Make sure you are aware of external elective cancellation policies – they may require more time.....
- Failure to abide by cancellation guidelines may result in a notation being made on your Medical Student Performance Record (MSPR) in regard to professionalism.

# External Electives

(start early – 6 to 8 months)

Before You Start an Elective:

- Complete all required external application forms. If the UGME office has to sign off on an application – submit it to the UGME office, Electives Administrator.
- Immunization documents will be completed by Dr. Libich – submit to UGME office (allow *at least* 2 weeks to process).
- A **confirmation** of your placement for the external elective must be attached to the U of M Paper Elective Form and submitted to the UGME office.

When You Finish an Elective:

- Submit a completed M/FITER for the elective to the UGME office at the end of *every* elective.

# Internal Electives

## Before You Start an Elective:

- Complete the U of M Elective on-line application form prior to April 1, 2011 for your first period of electives, and prior to Dec 1 for your second period elective of electives.
- Elective requests will be processed centrally by the UGME office, Electives Administrator.
- You will be notified of a confirmed placement by email from the UGME office, Electives Administrator.
- Exceptions to central distribution - Family Medicine, Dermatology, Ophthalmology & Research Electives. Students are to make direct contact and have the U of M Paper Elective Form signed off by the preceptor/or a confirmation email attached and submit the form to the UGME Office.

## When You Finish an Elective:

- Submit a completed M/FITER for the elective to the UGME office at the end of *every* elective.

# Research Electives

- Copy of the Guidelines are on OPAL and the electives web site.
- Must be minimum of 3 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.
- Submit a completed M/FITER for the elective to the UGME office at the end of the elective.

# Unique Situations

## Floating Vacation:

- You may ***apply*** to postpone your vacation period, August 3 to August 16, 2011, to another 2 week period ***prior*** to the Christmas break in order to participate in an early elective.
- You ***can not*** opt out of the vacation period. The U of M Paper Elective Form must be completed and submitted to the UGME office before **June 01, 2011** for consideration.

## One Week Self Directed Study Elective:

- You may ***apply*** for one (1), one (1) 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 submit a report/journal of what you achieved at the end of the week to the UGME Electives Administrator.

# Unique Situations - continued

## Challenging Health Care Settings

- May require additional forms such as liability and waiver, travel health check etc. depending on the location and/or mode of travel.
- You will be notified by the UGME office and provided with the appropriate forms if one of your electives falls into this category.

## Exchange Programs

- Currently there are two U of M sanctioned exchange programs with Saitama Medical School (Japan) and Shantou Medical College (China). U of M students will participate in March 2012 and the visiting students will participate in the fall of 2011 (Aug-Oct). Notification will be sent out in the spring of 2011 on how to apply.

## Important Note

- 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 in writing by the UGME Electives Program Director prior to the start of the elective. **Retroactive approval will not be granted.**
- FITERs submitted for non-approved electives will not be processed for credit.

# Tips for Planning Your Electives

(start early!)

- Consider what you are interested in - if you are having trouble with this consider what you are definitely *not interested* in and work backwards.
- Consider where you would like to go (province, city, rural).
- Review student feedback from previous electives – found in binder in the UGME Office bookcase.
- Review University websites.
- Review journals and articles.
- Talk to fellow students and physicians.
- Consider your budget! You are responsible for all costs.

# Submission Deadline Dates For Manitoba Elective Requests

## April 01, 2011:

- Elective Requests for October 3/11 to January 20/12.

## June 01, 2011:

- Floating Vacation/Early Elective request.

## December 01, 2011:

- Elective Requests for February 13/12 to March 23/12.

## 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 a start date, you will be *assigned* an elective by the UGME office. This will not be negotiable.

# Final Word on Electives

- All required paperwork must be completed & submitted on time.
- All electives must be approved by the UGME Electives Director.
- If you decide to cancel an elective it should be done in writing to the UGME Electives Administrator ***no less than 4 weeks in advance.*** External elective schools may require more notice!
- Provisions will be allowed for up to 4 weeks of elective time to be allocated for *approved remedials or requests for leaves*, that have been approved by the Associate Dean–UGME, Clerkship Director UGME &/or a Student Affairs representative without the student having to complete the missed elective time.
- All elective FITERs are to be completed and submitted to the UGME office preferably within seven working days after the end of the elective. Failure to submit elective FITERs will result in no credit being allocated for the elective.

# Help! I Forgot What You Said

## Electives Website:

- <http://www.umanitoba.ca/faculties/medicine/education/undergraduate/electives.html>
- All documents will be on OPAL.
- Ms. Yvette Slobodzian – Electives Administrator  
T: 789-3820, Email: [slobodzy@cc.umanitoba.ca](mailto:slobodzy@cc.umanitoba.ca)
- Tara Petrychko - Clerkship Program Administrator  
T: 977-5675, Email: [petrych@ms.umanitoba.ca](mailto:petrych@ms.umanitoba.ca)
- Dr. R. Yanofsky – Electives Program Director  
Email: [rochelle.yanofsky@cancercare.mb.ca](mailto:rochelle.yanofsky@cancercare.mb.ca)