

**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.