Elective Scheduling
Help Document for Students
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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 17 weeks):

- Elective periods (dates are tentative):
  - Period 9 (15 weeks) – September 7, 2020 to December 18, 2020
  - Period 10 (2 weeks) – January 4, 2021 to January 15, 2021 (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 2021 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 AFMC 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 Pediatric</th>
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<tbody>
<tr>
<td>Anesthesiology</td>
<td>Neuropathology</td>
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<tr>
<td>Cardiac Surgery</td>
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<td>Community Health Sciences</td>
<td>Nuclear Medicine</td>
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<tr>
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<tr>
<td>Diagnostic Radiology</td>
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<td>Emergency Medicine</td>
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<td>Pediatric Allergy</td>
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<td>Pediatric Child Development</td>
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<tr>
<td>Internal Medicine Cardiology</td>
<td>Pediatric Child Protection</td>
</tr>
<tr>
<td>Internal Medicine Clinical Immunology &amp; Adult Allergy</td>
<td>Pediatric Endocrinology</td>
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<tr>
<td>Internal Medicine Clinical Teaching Unit</td>
<td>Pediatric Gastroenterology</td>
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<tr>
<td>Internal Medicine Endocrinology</td>
<td>Pediatric Hematology/Oncology</td>
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<tr>
<td>Internal Medicine Gastroenterology</td>
<td>Pediatric Infectious Diseases</td>
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<tr>
<td>Internal Medicine Geriatric Medicine</td>
<td>Pediatric Intensive Care Unit (PICU)</td>
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<tr>
<td>Internal Medicine Hematology</td>
<td>Pediatric Neonatology</td>
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<tr>
<td>Internal Medicine Hepatology</td>
<td>Pediatric Nephrology</td>
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<td>Internal Medicine ICU/Critical Care</td>
<td>Pediatric Palliative Care</td>
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<tr>
<td>Internal Medicine Infectious Diseases</td>
<td>Pediatric Respiratory</td>
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<tr>
<td>Internal Medicine Nephrology</td>
<td>Pediatric Rheumatology</td>
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<tr>
<td>Internal Medicine Oncology</td>
<td>Pediatric Cardiology</td>
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<tr>
<td>Internal Medicine Palliative Care</td>
<td>Physical Medicine &amp; Rehab</td>
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<tr>
<td>Internal Medicine Respiratory</td>
<td>Plastic Surgery</td>
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<tr>
<td>Internal Medicine Rheumatology</td>
<td>Psychiatry</td>
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<tr>
<td>Medical Genetics</td>
<td>Radiation Oncology</td>
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<tr>
<td>Neurology</td>
<td>Urology</td>
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<tr>
<td></td>
<td>Vascular Surgery</td>
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</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 July vacation (July 13-24, 2020) 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 February 24, 2020
  - Application opens March 9, 2020
- 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 – 26 weeks prior to elective start date)
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/
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.
OPAL Schedule for Period 9 and 10 Electives

All application stages take place at approximately noon.

**Period 9 (September 7 - December 18, 2020) – 15 Weeks**

- Feb 24 – Mar 9 – Period 9 Electives Catalogue Open for Viewing
- Mar 9 – Mar 23 – Iteration 1, Students Apply
- Mar 23 – Apr 6 – Iteration 1, Departments Schedule
- Apr 6 – Apr 20 – Iteration 2, Students Apply
- Apr 20 – May 4 – Iteration 2, Departments Schedule
- May 4 – May 18 – Iteration 3, Students Apply
- May 18 – June 1 – Iteration 3, Departments
- Schedule Jun 1 – Aug 3 – Open for All
- August 3 – Period 9 Finalized (4 weeks out from period starting)

**Period 10 (Jan 4 - 15, 2021) – Dates Tentative until CaRMS Releases interview dates**

- May 25 – Jun 8 – Period 10 Electives Catalogue Open for Viewing
- Jun 8 – Jun 22 – Iteration 1, Students Apply
- Jun 22 – Jul 6 – Iteration 1, Departments Schedule
- Jul 6 – Jul 20 – Iteration 2, Students Apply/Change
- Jul 20 – Aug 3 – Iteration 2, Departments Schedule
- Aug 3 – Aug 17 – Iteration 3, Students Apply/Change
- Aug 17 – Aug 31 – Iteration 3, Departments
- Schedule Aug 31 – Dec 7 – Open for all
- Dec 7 – Period 10 Finalized
### Period 9 (15 Weeks, Sep 7-Dec 18, 2020)

<table>
<thead>
<tr>
<th>Year</th>
<th>Internal Elective Applications (Enter Department/Subspecialty)</th>
<th>External Elective Applications (Enter School/Department/Subspecialty)</th>
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<tr>
<td>2020</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
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</table>

- **September**
  - 1st Choice
  - Backup

- **October**
  - 1st Choice
  - Backup

- **November**
  - 1st Choice
  - Backup

- **December**
  - 1st Choice
  - Backup

### Period 10 (2 Weeks, January 4-15, 2021) Tentative Dates

<table>
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<tr>
<th>Year</th>
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<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
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- **January**
  - 1st Choice
  - 2nd Choice
  - Backup

### 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>
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- **My Total Budget**
  - 0

- **Total Available After Costs Entered**
  - 0
**External elective applications:** The earliest date for an out-of-province elective is **July 13, 2020 (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 July 13, 2020:**

All schools with the exception of Calgary open for application on **January 6, 2020** (26 weeks in advance of start date).

**Period 9 Elective Start Date of September 7/2020:**

All schools with the exception of Calgary open for application on March 9, 2020 (26 weeks in advance of start date).

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

*Go to Calgary's AFMC Student Portal Profile for information on their application dates.*
**YOU HAVE MADE IT!**

As you prepare for clerkship, you need to begin the process of applying for electives. Yet as your hands hesitantly reach for the computer keyboard, you become aware of a feeling very similar to the one you had on the day you were asked to perform a history and physical examination for the first time. A lost medical student peering into the soothing light of the computer screen, you realize that you are not sure where to start. Rest easy! I am a medical student myself and I wrote this short guide in order to provide you with the tips necessary to book your electives successfully!

1. **WELCOME TO THE AFMC STUDENT PORTAL**

The Association of Faculties of Medicine of Canada (AFMC) is a pivotal body that supports your medical education. It has successfully launched the new Student Portal, a centralized, user-friendly system to help you book all of your clerkship electives. Now operational in all 17 faculties of medicine, the Portal is the only way to apply for medical electives in Canada. Check it out below!

[https://www.afmcstudentportal.ca](https://www.afmcstudentportal.ca)

2. **FINDING A SCHOOL FOR YOUR ELECTIVE**

On the left of this homepage, you will see the list of the 17 faculties of medicine. Click on your school of interest in order to see the school’s profile and to find out more about the elective requirements.

**Tip:** At any time while on the Portal, you may click on a school’s logo to bring you back to the school’s profile.

3. **REQUIREMENTS BASED ON YOUR STUDENT STATUS**

On the school’s profile page you will be able to view your student type (Canadian, international, in- or out-of-province, etc.). Requirements and fees will vary based on your status, so read carefully.

**Tip:** Schools will list the **Required Documents** for their electives ahead of time. It is a good idea to see what documents are required in order to upload them earlier in the year. Documents such as police record checks require many weeks to process, so start early. These will eventually have to be uploaded onto the Student Portal.

4. **POLICIES AND INFORMATION**

Looking up a school’s “Policies and Information” section is a very important step in setting up your electives smoothly. When you click on a school’s profile, you will find a link that looks like this:

![Policies and Information](https://www.afmcstudentportal.ca)

Clicking on it will direct you further down the school’s profile page to important information regarding matters like immunization, travel and accommodation, evaluations, and cancellation policies. You are required to familiarize yourself with this information prior to applying.

**Tip:** This section contains important documents that you may need to fill out. Ensure that you look through all tabs of the “Policies and Information” carefully. These documents will eventually have to be uploaded onto the Student Portal.

5. **BROWSE MEDICAL ELECTIVES BY SPECIALTY, LANGUAGE OR SCHOOL, PRIOR TO APPLICATION**

One of the highlights of the Portal is that you can look up electives, required documents, fees, dates and more, before you even have to apply for electives. Yes, that’s right; you can look up your elective right now! Once you are on the portal’s homepage, click on the magnifying glass, as shown below.

You will then be able to refine your search based on desired criteria.

**Tip:** You will need a valid credit card in order to pay the fees for your electives when you apply. Be sure to enter your billing address of the credit card used or it will be refused.
The Nuts and Bolts of the AFMC Student Portal
Advice for students, from a student
Modified May 2017 from the original version by Agata Dzwonek

6. YOU ARE READY TO BEGIN!

In order to help you with the registration, application process, and completion of your profile on the Portal, the AFMC has put together references in the Help Desk that are readily available to you. These resources clarify various steps in the application process. In the portal’s Help Desk you will find this valuable information under the Help Documents tab. You will find a direct link Help Desk / Service de dépannage at the bottom of the page.

On the Help Desk you will find FAQs for students, as well as Help Documents that will thoroughly outline the registration, profile, and elective application steps.

★ Tip: If you ever require technical assistance with your Student Portal, or need to consult the Help Desk, click on “Help Desk” on the very bottom, right-hand side of the portal page.

http://service.afmcstudentportal.ca/

You can also click on the little question mark on the upper, right-hand side of each page for help related to the section you are currently working on.

7. YOUR APPLICATION IN A NUTSHELL

In this section, we will provide you with a summary of the steps that you need to complete in order to apply for electives. The order is very important for steps 6-11. We will primarily be referring you to various parts of your Student Portal as you have already logged-in, as shown below:

Here are the key steps that you should undertake in order to complete an application:

1. Download the support documents from the Knowledgebase (see earlier link in this document)
2. Register with the AFMC Student Portal
3. Log into your student portal
4. Complete My Profile
5. Based on your research, upload all required Documents (police record checks, CV, photo, etc...)
6. Add all your completed or scheduled core rotations in the Academic tab of your profile.
7. Click on the Visiting Electives Guide and search for your desired electives.
8. Add desired electives to your Elective Wish list.
9. Review all your electives in your Elective Wish list.
10. Go to Applications and Create Application. Alternatively you can also click on Start New Application in the Home section of the Portal.
11. Fill out and submit your application. Note that before submitting, you may Save Application as Draft at any time, and return to it at a later time.

★Tip: Always save your applications before changing web pages.

★ Tip: Let’s say that you are just glancing over the application one last time. As you review your personal information you notice a mistake in your profile. You do not need to save your application as a draft and return to My Profile to correct the mistake. Instead, correct the mistake directly in your application and when you submit your application (after payment) you will have two options “Submit and update My Profile” or simply “Submit”.

★ Tip: Notifications concerning your electives will appear in your Student Portal account. These will also be forwarded to your personal e-mail address, so you are sure to never miss anotification!

★ Tip: As you submit applications you will receive numerous notifications on your Home section of the Portal. In order to help you keep track of which e-mails you have already dealt with, mark them as read. To do so, click on the notification in your Home screen, proceed down to E-mail history, click on View All next to the e-mail you are dealing with, and you will have the option to then mark it as read.

★ Tip: If you have multiple documents for various schools, clearly specify which school the document corresponds to as you upload it. It will help you attach the documents to the correct applications.

★ Tip: Documents must be uploaded separately under the Documents tab. Once you start your application, you do not have the option of uploading new documents. If you have forgotten a document, save your application as a draft, and direct yourself to the Documents section.
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?**
Undergraduate Medical Education Program

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?
Undergraduate Medical Education Program

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. Your 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.

12/08/2014
1. PURPOSE

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

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

2. DEFINITIONS

2.1 Clerkship – Year III and Year IV of the UGME program.

2.2 Elective – 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.

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

2.4 External Elective – An elective outside the Province of Manitoba, within Canada and international.

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

2.6 Early Elective – An elective scheduled during the two week August vacation in Year III in place of an elective in Period Nine of the Elective Program.

2.7 Research Elective – An elective that can involve case reports, chart reviews, laboratory research or participation in ongoing research studies. It must involve planned scholarly work; examples include chart reviews, laboratory research, or participation in ongoing research studies/trials.
2.8 **Preceptor** - A faculty member of the Max Rady College of Medicine (Physician or Scientist).

- A preceptor 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 Max Rady College of Medicine, such as from the Faculty of Science or College of 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-preceptor from the Max Rady College of Medicine must be named.

2.9 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.

2.10 **Midpoint In-Training Evaluation Report (MITER)** – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core rotation that is of at least four (4) weeks duration and must be completed and submitted electronically.

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. Max Rady College of Medicine usual workday hours are Monday through Friday 8:00 a.m. to 4:00 p.m.

2.13 **National Board of Medical Examiners (NBME) Examination** – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry Rotations at the Clerkship level of the Undergraduate Medical Education Program (UGME). Attaining a mark at the 11th percentile or higher is considered a pass.

2.14 **AFMC Student Portal** – 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.

- To access the AFMC Student Portal, visit the link: [https://afmcstudentportal.ca/](https://afmcstudentportal.ca/).

3. **POLICY STATEMENTS**

**GENERAL**

3.1 Generally, the Electives Program consists of fourteen (14) weeks duration and contained within Year IV of the UGME program.

3.2 The Elective Program is organized into two periods as follows:

- **Period Nine** – From early October to December Holidays Break
  - Each elective within Period Nine can be of two (2) to four (4) weeks in duration, with the exception of Self-Directed Study Electives, which are a maximum of one (1) week in duration.
- **Period Ten** – The first two weeks of January
  - Within Period Ten, each elective is two (2) weeks in length.
3.3 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. Effective with the Class of 2021, the maximum number of weeks in an elective/selective discipline is 8 weeks.

3.4 Each student must receive approval through the Curriculum Management System 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.

3.5 The Curriculum Management System will open for Year IV 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 system will take place in mid-September and mid-January each year.

3.6 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.

3.7 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 the Curriculum Management System to the preceptor of the student's elective through the Curriculum Management System 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.

3.8 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.

3.9 Each student is required to electronically complete and submit the Student Elective Evaluation which will be distributed electronically to the student through the Curriculum Management System at the end of each elective in accordance with the requirements of the program Evaluation Policy.

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

INTERNAL ELECTIVES

3.11 The UGME office oversees the entire process of organizing all Internal Electives.

3.12 Student applications for Internal Electives must be submitted in accordance with the procedures and dates identified in this document.

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

3.14 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.

3.15 If a Max Rady College 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.

EXTERNAL
Consolidated Electives

3.16 Each student is encouraged to participate in External Electives throughout the Elective Program.

3.17 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 or confirmation from the AFMC Student Portal forwarded to the Administrator, Electives by the student if necessary.

3.18 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 Curriculum Management System.

SELF-DIRECTED STUDY ELECTIVES

3.19 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.

3.20 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 Study Elective may also be used to allow study time in the remediation of an outstanding NBME Examination.

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

3.22 As a Self-Directed Study 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.

3.23 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.

EARLY ELECTIVES

3.24 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.

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

3.26 A student is eligible to participate in the Early Elective if they have completed and passed all Clerkship rotations and have one NBME Exam failure or fewer up to the time the application for Early Elective is submitted.

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

3.28 The deadline for the submission of an application for the Early Elective is June 1st the academic year preceding the commencement of Period Nine. Applications must be submitted electronically using the Curriculum Management System interface.
3.29 Students are responsible for organizing External Early Electives in accordance with the Electives Policy and Procedures contained herein.

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

RESEARCH ELECTIVE

3.31 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.

3.32 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.

3.33 A student can participate in more than one Research Elective during the Electives Program so long as they conform to the Electives policy.

3.34 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.

3.35 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.

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

THREE DIFFERENT DISCIPLINES REQUIREMENTS

3.37 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.

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

3.39 The Discipline Listing used by the Max Rady College 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.

3.40 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.

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

3.42 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

**GENERAL**

**RESPONSIBILITIES OF DIRECTOR, ELECTIVES:**

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

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

4.3 Review completed elective FITER, as required, to address issues or concerns.

**INTERNAL ELECTIVES**

**RESPONSIBILITIES OF STUDENT**

4.4 Complete and submit the Electives Application through the Curriculum Management System according to the dates set by the Administrator, Electives which are emailed to the students as the application process ensues.

4.5 If seeking to cancel a confirmed Internal Elective for an External Elective, ensure that the External Elective is confirmed for the same time period.

4.6 The student must request a change within the Curriculum Management System 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.

4.7 If cancelling an Internal Elective for an alternate Internal Elective, the change request must be received through the Curriculum Management System no less than four (4) weeks prior to the start of the stated elective.

4.8 If the student does not receive reporting instructions prior to the start of your Internal Elective, the student must contact the respective Department 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 the Curriculum Management System:

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

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

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

4.11 Students participating in electives must attend scheduled meeting(s) with the preceptor to discuss the MITER (if required) and the FITER.
4.12 Students must complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.

RESPONSIBILITIES OF PRECEPTOR

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

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

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

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

4.17 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.

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

4.19 Submit the completed FITER electronically through the Curriculum Management System.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

4.20 Prepare electronic application by end-February of the academic year and make the period catalog viewable for students and email students informing them.

4.21 Prepare electives planning schedule on the Electives 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.

4.22 Send students an e-mail through the Curriculum Management System informing them that the Electives Portal is available for applications.

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

4.24 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.

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

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

4.27 Prepare the evaluation workflow in the Curriculum Management System for each department for each elective period when the period has been finalized.

4.28 In the event of an Elective cancellation, inform the 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.

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

4.30 Forward cancellation request email that are received via Curriculum Management System to the appropriate Department Coordinator and make sure they are aware.
RESPONSIBILITIES OF DIRECTOR ELECTIVES

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

4.32 Approve Self-Directed Study Elective requests, research requests and review/approve student’s work that results from these electives.

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

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

RESPONSIBILITIES OF DEPARTMENT COORDINATORS

4.35 Login to the Curriculum Management System Electives Portal and schedule the student’s application when you are prompted by email

4.36 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.

4.37 Prepare the FITER distribution within Curriculum Management System and distribute the FITERS as required.

EXTERNAL ELECTIVES

RESPONSIBILITIES OF STUDENT

4.38 Prior to applying to External Electives, review that university’s policy and procedures related to application process, refunds and cancellations on their AFMC Institution Profile.

4.39 Apply for the elective through the AFMC Student Portal.

4.40 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.

4.41 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 Curriculum Management System and the student must inform the external University according to their specific cancellation policy through the AFMC Student Portal.

4.42 Follow the accepting university’s stated policies and procedures with respect to the start of the External Elective.

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

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

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

4.46 Complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.
4.47 Ensure the completed FITER and MITER (if required) are submitted to the Administrator, Electives within ten (10) working days of completion of the elective.

RESPONSIBILITIES OF PRECEPTOR

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

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

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

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

4.52 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.

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

4.54 Submit the completed FITER electronically.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

4.55 Complete the verification request for each student’s AFMC application that is sent by email to the Administrator, Electives.

4.56 Update the Curriculum Management System to “approved” upon receipt of confirmation from the stated university.

4.57 Prepare the evaluation workflow in the Curriculum Management System for External Elective for each department and distribute to students at the appropriate time to ensure that each student has access to the appropriate link for the FITER and MITER (if required).

4.58 Collate evaluations and file electronically. Keep record of any negative feedback from students and bring any concerns to the Director, Electives.

RESPONSIBILITY OF DIRECTOR, ELECTIVES AND ASSOCIATE DEAN, UGME

4.59 Address any concerns around professionalism, as needed.

SELF-DIRECTED STUDY ELECTIVES

RESPONSIBILITIES OF STUDENT

4.60 The student is required to submit an application through the Curriculum Management System and include a topic and three (3) learning objectives in which the student wants study.

4.61 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 Administrator, Electives by email.
4.62 Ensure that the Electives Director has reviewed/approved all outstanding Self-Directed Study Electives requests in the Curriculum Management System.

4.63 Ensure that all students have submitted the required Journal/Report at the conclusion of their Self-Directed Study Elective week.

RESPONSIBILITIES OF DIRECTOR, ELECTIVES

4.64 Approve Self-Directed Study Elective Applications.

4.65 Review the submitted report/journal to determine if the student has achieved the stated Electives objectives.

EARLY ELECTIVES

RESPONSIBILITIES OF STUDENT

4.66 Email Administrator, Electives requesting approval for an Early Elective providing reason for request.

4.67 Once approval is given, student applies for Internal Elective through the Curriculum Management System or applies for an External Elective through the AFMC Student Portal.

4.68 If approved for an External Early Elective, student must email confirmation to Administrator, Electives.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

4.69 Review student progress in Period Six and Period 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.

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

RESPONSIBILITIES OF DIRECTOR, ELECTIVES

4.71 If necessary, reviews each request for an Early Elective in collaboration with the Associate Dean, UGME and Associate Dean, Students.

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

RESEARCH ELECTIVES

RESPONSIBILITIES OF STUDENT

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

4.74 A student wishing to participate in a Research Elective must complete an application through the Curriculum Management System in accordance with the Electives Policy and Procedures.

4.75 The student is required to meet with the preceptor at the midpoint of the Research Elective to discuss progress in achieving the stated research objectives.
The student is required to meet with the preceptor upon completion of the Research Elective to review the Elective Research Summary and to discuss the FITER.

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.

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

The student receives credit for the Research Elective when the preceptor has completed and submitted the evaluation of the student’s performance through the Curriculum Management System.

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 preceptor.

RESPONSIBILITIES OF PRECEPTOR

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

Reviews the Student Learning Objectives.

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 through the Curriculum Management System.

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

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

RESPONSIBILITY OF DIRECTOR, ELECTIVES

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

POLICY CONTACT

Please contact the Administrator, Electives UGME with questions respecting this policy.