International Visiting Electives

Program Requirements
(April 2015 to March 2016)

Undergraduate and Postgraduate Learners

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Frequently Asked Questions

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How does NOSM define a visiting elective?
As host university, NOSM may define a visiting elective differently than your home university. To determine if you qualify for a visiting elective, as defined by NOSM, please review the Letter of Good Standing.

What happens if I have a pre-application question?
NOSM requires all of your Stage 1 documentation to be reviewed in its entirety before we can determine if your application will move to the preceptor search stage. If your pre-application question is not answered in this document, it means that your situation is unique and cannot be answered independently without a review of all of your Stage 1 documentation.

Will my application package be accepted?
Learners must read, understand, and follow the instructions provided in the Letter of Good Standing and in this document. If your application package is approved by NOSM, you will be placed in an eligibility queue and a preceptor search will continue for at least 8 weeks on your behalf. Learners will receive an email specific to their situation regarding the following:

- any outstanding or additional documentation that may be required,
- when the preceptor search is expected to start and end.

Learners who do not submit an application package correctly on the first try as outlined in this documentation and in the Letter of Good standing will be declined.

May I contact NOSM’s preceptors directly?
No. NOSM will conduct the preceptor search on your behalf based on the order of students placed in NOSM’s eligibility queue. Students who contact preceptors directly at any time place their elective requests in jeopardy.

Who is eligible to apply for a visiting elective?
Each application package is assessed independently to determine eligibility into NOSM’s visiting electives program. Generally, the following students are considered eligible to apply for a visiting elective:

- Canadian Citizens and non-Canadian citizens.
- Undergraduate learners who have commenced their clerkship years at the time of their proposed elective with NOSM.
- Postgraduate learners who have commenced their postgraduate training at a recognized university at the time of their proposed elective with NOSM.
What community sites are considered NOSM’s territory?
Learners may select any community in NOSM’s territory as listed on this map:
http://electivecatalogue.nosm.ca/electivescatalogue.aspx

What disciplines are available?
We recommend Sudbury and Thunder Bay for specialty medicine as both these communities have populations in excess of 100,000. Our Electives Catalogue, although not yet fully populated, will provide you with a general idea of some of the exciting possibilities in northern Ontario. A more comprehensive list of disciplines is outlined below.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Sub-specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>Aboriginal, Addiction, Anesthesia, Emergency Room, Geriatrics, Palliative Care, Rural, Sports Medicine, and Women's Health</td>
</tr>
<tr>
<td>Anesthesia</td>
<td></td>
</tr>
<tr>
<td>Community Public Health</td>
<td></td>
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<tr>
<td>Emergency Room</td>
<td></td>
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<tr>
<td>Hospitalist</td>
<td></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>Cardiology, Clinical Teaching Unit, Dermatology, Diagnostic Imaging, Endocrinology &amp; Metabolism, Gastroenterology, General, Geriatrics, Hematology, Intensive Care, Nephrology, Neurology, Oncology, Radiation Oncology, Respirology, Rheumatology</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Adolescent, Community Consulting, General, NICU</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>General, General Inpatient, Outpatient</td>
</tr>
<tr>
<td>Surgery</td>
<td>Cardiac, Gastroenterology, General, Neurosurgery, Ophthalmology, Orthopedic, Otolaryngology (ENT), Plastics, Thoracic, Urology</td>
</tr>
<tr>
<td>Women’s Health</td>
<td>Obstetrics &amp; Gynecology</td>
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</tbody>
</table>

We will first search in your preferred communities and then in ANY community where there might be an opening for your stated disciplines in your preferred time slot. Please note that daily access to a car is required for certain communities (e.g. Huntsville, Bracebridge).

When does the preceptor search start?
NOSM will estimate when the preceptor search is expected to commence based on your particular circumstances. NOSM generally provides a progress report four to five weeks following receipt of your application package.

Are there any open and closed application dates?
NOSM does not implement official open and closed application dates. NOSM simply accepts applications 6 to 10-months prior to a learner’s planned elective start date with NOSM, unless there are unforeseen NOSM capacity issues as noted in the following paragraph.
Are there any elective date restrictions?

There are two types of restrictions. The first is a category **date** restriction according to your international category (Page 5). The second is an overall **capacity** issue relating to the number of international students NOSM can accept. Because it is not possible to predict capacity issues 6 to 10 months in advance of a learner's planned elective with NOSM, then NOSM will offer the following choices:

- Offer an alternate planned elective date,
- Refund the administrative fee of $500.00,

What documentation is required?

You can download certain documentation here: [http://www.nosm.ca/electives](http://www.nosm.ca/electives) - Click on Group 4 for international learners.

**For undergraduate learners who are Canadian citizens**

<table>
<thead>
<tr>
<th>i. NOSM pdf application</th>
<th>Handwritten applications are not accepted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii. NOSM immunization form</td>
<td>The original hard copy NOSM immunization form is required. NOSM will not accept medical records on any other form.</td>
</tr>
<tr>
<td>iii. Letter of good standing</td>
<td>The sample letter posted on NOSM's website meets our minimum requirements for undergraduate learners.</td>
</tr>
<tr>
<td>iv. Home university student ID card:</td>
<td>Photocopy a clear, legible copy of your home university student ID card.</td>
</tr>
<tr>
<td>v. Canadian passport</td>
<td>Photocopy, in color, a clear, legible copy of your Canadian passport.</td>
</tr>
<tr>
<td>vi. Permanent resident card</td>
<td>Photocopy a clear, legible copy of your Permanent Resident Card showing an expiry date after your NOSM planned elective.</td>
</tr>
<tr>
<td>vii. Canadian personal health care coverage</td>
<td>Photocopy a clear, legible copy of your current Canadian provincial health care card (front only) for review.</td>
</tr>
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</table>

**For undergraduate learners who are non-Canadian citizens**

In addition to items i) through iv) above, please include the following:

| English language speaking tests | If you home university academic program is not conducted in English, you will be required to submit recent TOEFL or similar type scores for review and approval. |
| Passport | Photocopy, in color, a clear, legible copy of your passport. |
For postgraduate learners

We recommend that you first check with the College of Physicians and Surgeons of Ontario (CPSO) at www.cpso.on.ca to determine what fees they require to obtain a CPSO educational license for an 8-week visiting elective with NOSM.

What fees can I expect to pay?

Stage 1 fees are $700.00 whether you request 4, 6, 8, or 12 consecutive weeks of electives. Stage 2 fees may include one or more of the following for undergraduate medical learners after a preceptor match has been made:

- $325.00 for NOSM Medical Malpractice Insurance, or $650.00 if your elective commences in one calendar year and ends in the following calendar year.
- $125.00 per week for NOSM housing, if available and if required.
- $60.00 for personal health care coverage per month, if your personal health care or provincial coverage has been declined by NOSM and Lakehead University.
- $35.00 for an online WHMIS certificate. You may use any online service provider but many students prefer http://www.whmisdirect.ca/whmis-course.cfm

All documentation and travel costs are at the student's expense. Foreign documentation must be translated into English at the student's expense. For non-Canadian citizens, a special medical exam (approximately $500.00) will be required by Canadian Immigration Canada (CIC). NOSM will assist learners with entry requirements into Canada early on in the visiting elective process.

What limits of medical malpractice insurance does NOSM require?

You or your home university may send a copy of your medical malpractice certificate for NOSM's review. The limits of coverage must equal $5 million per occurrence with a $10 million aggregate limit. Other conditions may apply. If your home university's insurance is declined by NOSM or if your home university does not provide medical malpractice insurance, you may purchase insurance NOSM's medical malpractice insurance.

What if I change my mind about my elective request?

Any change in elective dates, disciplines, or site locations is considered an elective cancellation and requires NOSM approval.

What is NOSM’s refund policy?

<table>
<thead>
<tr>
<th>Refundable</th>
<th>The $100.00 housing security deposit is refundable if all housing protocols have been met. Contact <a href="mailto:housing@nosm.ca">housing@nosm.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-transferable</td>
<td>Fees paid to NOSM are not transferrable to any other organization.</td>
</tr>
<tr>
<td>Non-refundable</td>
<td>The $200.00 application fee is non-refundable. The $500.00 administrative fee is non-refundable unless NOSM was unable to locate a preceptor for you 3 months prior to any NOSM-approved elective start date.</td>
</tr>
</tbody>
</table>
Will NOSM locate housing for me?

NOSM housing is not mandatory. NOSM housing is reserved for medical students only; family members wishing to visit Canada must locate their own housing. A medical student may not pay additional fees to reserve a two-bedroom unit for a single-occupancy preference.

Upon receipt of your housing fees and housing agreement, NOSM will make every attempt to reserve a NOSM unit for you, which includes internet, a private bedroom unit, plus a shared kitchen and bathroom with another medical student. About one month prior to your rotation date, NOSM housing will provide additional housing information (e.g. location, keys pick-up, inventory control).

Note: Although a rare occurrence, if NOSM housing units are at maximum capacity in the community where a preceptor agreed to teach you, you may be required to find your own accommodations.

How many weeks can I apply for?

Please note that June, July, and August have either no availability or limited availability based on the international categories defined below.

Category 1 means a student who has lived in one of the communities listed on this map for a period of 10 consecutive years: [http://electivecatalogue.nosm.ca/electivescatalogue.aspx](http://electivecatalogue.nosm.ca/electivescatalogue.aspx)

Minimum Elective: One 4-week rotation.
Maximum Elective: 12 consecutive weeks (e.g. three 4-week rotations, or two 6-week rotations) between April 2015 and March 2016.
Date Restrictions: None, but June, July, and August have limited capacity and NOSM has the least amount of time to search for a preceptor. See refund policy.

Category 2 means an international student whose home university has an existing agreement with NOSM.

Minimum Elective: One 4-week rotation.
Maximum Elective: 8 consecutive weeks (e.g. two 4-week rotations, or one 6-week rotation) between April 2015 and March 2016.
Date Restrictions: None, but June, July, and August have limited capacity and NOSM has the least amount of time to search for a preceptor. If you require NOSM housing, we do not recommend any electives during June and July. See refund policy.

Category 3 means all other international students.

Minimum Elective: One 4-week rotation.
Maximum Elective: 8 consecutive weeks (e.g. two 4-week rotations, or one 6-week rotation) between April 2015 and March 2016.
Date Restrictions: You may not apply for any rotation that falls partially or fully in July and/or August 2015.
How and when do I submit my application package?

NOSM will accept one student application package during a 12-month period from April 2015 to March 2016.

<table>
<thead>
<tr>
<th>Stage 1 documentation and fees</th>
<th>NOSM must receive your Stage 1 documentation and Stage 1 fees 6 to 10 months in advance of your planned rotation. For exceptions to the 6 and 10–month rule see “Are there any elective date restrictions?” on Page 3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2 documentation and fees</td>
<td>Submit to NOSM when prompted by NOSM.</td>
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</tbody>
</table>

Your home university may email your Letter of Good Standing directly to marie.prpic@nosm.ca; otherwise, submit this letter with your Stage 1 documentation and fees.

Electronic methods of payment are expected to become available through the AFMC Portal sometime in 2015.

In the meantime, fees may be mailed under separate cover by a third party. Obtain an international money order in Canadian funds (or US funds, if the bank will not issue a money order in Canadian Funds). Alternatively, a cheque written on a Canadian bank account is acceptable; however, a $50.00 fee will apply if any cheque is returned by the bank. The money order or cheque must be made payable to the Northern Ontario School of Medicine or NOSM.