



Information and Guidelines

Northern Ontario School of Medicine

MD Electives Program

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NOSM MD Electives

Section 1

Program Overview

Recognizing that students require a breadth of experiences to address their professional medical interests, the Northern Ontario School of Medicine has developed an elective program to complement other clinical experiences. The essential educational responsibility of the Northern Ontario School of Medicine is to provide high quality learning experiences which include provisions that minimize the implications of any issues that might arise regarding liability, safety and security of our students, their supervisors and other health care education partners. It is also highly desirable to provide a broad range of elective and optional learning experiences to students.

Defining 'Elective'

Elective:

(Mandatory)

Is a structured learning experience in a field of medicine or related fields. Electives are an integral, mandatory, **graduation requirement of the NOSM undergraduate MD program**. Electives are a mandatory **requirement of the curriculum of Phase 1 - Year 2, and Phase 3 - Year 4**. A total of eighteen weeks of approved Electives are required (four weeks in Phase 1 and fourteen weeks in Phase 3). Mandatory electives are full-time learning activities for a specified length of time. Mandatory electives are **for-credit, unpaid** experiences except for MEDS 5305 (Phase 1) mandatory electives for which the student may receive a studentship or equivalent. A grade of Pass or Fail is assigned.

Student Eligibility:

In order to participate and receive academic credit for an elective, students must be currently enrolled in Phase 1 (Year 2) or Phase 3 (Year 4). .

Special Educational Experiences (SEE):

(Non-mandatory educational experiences)

Special Educational Experiences are learning opportunities that are optional and are voluntarily pursued as a way for students to explore personal medical educational goals. NOSM created this opportunity as a response to the requests of students. This kind of educational experience **is not a graduation requirement of the NOSM MD program**. Such educational experiences are coordinated in consultation with the NOSM Student Records & Electives Officer using the NOSM Elective/SEE process. Service Learning SEE's (SL-SEE) are also voluntary and have been developed to provide another opportunity to engage in a service learning project in UME.

Students **usually elect to engage** in this type of opportunity in **Phase 1 - Year 1 and Year 2 but also may do during Phase 2 and Phase 3**. SEEs are **not-for-credit, unpaid** experiences. An assessment of satisfactory or unsatisfactory is indicated.

Student Eligibility:

Student currently enrolled in Phase 1 (Year 1) and beyond.

Service Learning - Special Educational Experiences (SL-SEE):

(Non-mandatory educational experiences)

A voluntary, non-required, optional placement that allows MD students to engage in community service of relevance to health and healthcare. Service learning is a structured learning experience that combines community service with preparation and reflection. Students engaged in service-learning provide community service in response to community identified concerns and learn about the context in which service is provided, the connection between their service and their academic coursework, and their roles as citizens. The experience will take place at specified community site(s) external to NOSM and be jointly supervised by a NOSM faculty member (NOSM supervisor) and one or more persons associated with the community site (community site supervisor). The experience **does not involve interaction with either research subjects, or typically with a physician in a clinical setting for the purposes of providing clinical treatment *unless directly* related to specific and approved service learning objectives.** All SL-SEE experiences are to be coordinated in consultation with the Service Learning Coordinator

Student Eligibility:

Any student in UME is eligible to apply for a SL-SEE placement, as long as they comply with the intent and rules governing the SL-SEE. Students may apply separately or as part of a group. If they apply as a group, the roles and responsibilities of each member must be clearly outlined.

Section 2

Insurance for Electives and Special Educational Experiences (SEEs)

General Liability:

Registered students of the NOSM MD program (Lakehead University/Laurentian University) are covered under the NOSM comprehensive general liability insurance policy against legal liability including medical malpractice liability, arising out of the performance of their student elective duties whether in Canada or abroad.

Work Place Safety:

Students engaged in a NOSM approved and required, clinical or medical sciences unpaid placement within Ontario are covered as a training participant under the authority of the Workplace Safety and Insurance Act 1997, C.16. s.21, 22 and the Ministry of Colleges and Universities Act, R.S.O. 1190, c.M. 19, s.5 and Order-in-Council 701/85. The MTCU covers the cost of workers' compensation and private insurance coverage.

It is recommended that disability insurance coverage be purchased by students from their insurance carrier as a way to provide additional protection for themselves in the event they are injured. Voluntary student insurance disability plans are available through your bank or professional medical organizations and is intended to provide medical students with some financial/emotional wellbeing.

Personal Health

As a registered undergraduate NOSM full-time student at either Lakehead University or Laurentian University, students have paid for, and are entitled to, all of the services that any full-time undergraduate student enjoys as a member of the university student union/association. A portion of the ancillary fees paid include charges that go toward the student union/association sponsored Health Plan. If, upon review of the health plan, students find that they have comparable coverage already in place and all conditions are met, they may elect to opt out of the health plan at the university campus at which they are registered. Differences in coverage vary from one campus to the next. Students are advised to ascertain the level of coverage offered and whether it might be advisable to purchase additional coverage.

Students who have opted out of the student sponsored Health Plan are advised to consult their insurance carrier for coverage details.

As with all out-of-province and out-of-country travel, it is advisable to contact an insurance carrier to determine what level of additional Personal Health coverage you should have to ensure adequate coverage.

Personal Health Insurance is mandatory and is the responsibility of each student.

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Electives – Mandatory

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Section 3

Electives – Mandatory

Phase 1 (Year 2) Elective Guidelines

1. Each student will plan a program beneficial to his or her educational experience and postgraduate goals.
2. A minimum of 4 weeks must be completed prior to registration in Phase 2 - Year 3, Comprehensive Community Clerkship (CCC). This elective is to take place in a clinical setting.
3. Other than the NOSM Northern Electives Program (NEP), there are other rural focused elective programs that operate within the province of Ontario. These include: Rural Ontario Medical Program (ROMP), Southwestern Ontario Medical Education Network (SWOMEN), and Eastern Regional Medical Education Program (ERMEP).

Students may also wish to apply for electives through other approved medical schools elective programs within Ontario, out-of-province, or out-of-country.

International travel requires additional preparation to ensure that you keep yourself safe. It is your responsibility to ensure that you have met immigration, health/immunization and both personal health/general liability insurance requirements prior to your departure. In addition, it is your responsibility to provide NOSM with complete contact information for your time away. Address, telephone, fax, e-mail, or other information for your elective, as well as your currently local emergency contact information, must be on file with the NOSM Student Records & Electives Officer prior to your departure.

4. Students may receive a studentship or equivalent for participating in electives..
5. Students are not permitted to take an elective under the supervision of a person where there might be a [conflict of interest](#) which may result in the submission of a biased assessment of student performance e.g. family member, close personal friend, etc.
6. All electives are required to be submitted to the NOSM Student Records & Electives Officer a minimum of two (2) months prior to the start date. If the elective is not registered with the Student Records & Electives Officer prior to its start date, the elective will not count towards a student's mandatory requirements.
7. Electives will be approved or denied by the Phase 1 Coordinator who will base their decision on the following five criteria, that the elective (i) is beneficial to the student's educational experience and/or postgraduate goals, (ii) is appropriate with regards to the stage of learning of year 2 learners, (iii) is adequately supervised, this usually meaning that a licenced physician is fulfilling this role, (iv) has no concerns with respect to health and safety of the student, and (v) there are no conflicts of interest as described in '5'.
8. A grade of Pass or Fail will be assigned.

Phase 3 (Year 4) Clerkship

Undergraduate Phase 3 (Year 4) medical students, require a breadth of experience to address their professional medical goals. NOSM has developed a strong electives program that will benefit students in their educational experience. The aims of the Phase 3 electives program are, to complement what has been learned in the core rotations, and provide students with experiences and learning which otherwise would not be accomplished. It is a major and important component of the clerkship.

Phase 3 Clerkship Elective Guidelines

1. Each student will plan a program beneficial to his or her educational experience and postgraduate goals.
2. Each student must satisfactorily complete 14 weeks of elective in order to fulfill the requirements of Phase 3 for graduation in the MD program. Phase 3 student elective choices will be reported back to the Phase 3 Coordinator on a monthly basis.
3. All students must take electives in a minimum of two different CaRMS (Canadian Resident Matching Service) categories. Please see Appendix B for a listing of the categories.
4. Electives can be from 2 weeks to 4 weeks in duration. Note: for rotations 1 week in duration, special pre-approval is required from the Student Records & Electives Officer.
5. Electives may be undertaken during the “Travel and Study Break” between the end of Phase 2 and the start of Phase 3 with pre-approval from the Student Records & Electives Officer.
6. Electives may be in either basic medical sciences or in a clinical area, but must be in a medical setting.
7. **Attendance** expectations for electives include the normal daily commitment of time according to the dictates of the supervisor, which may include working on weekends or on-call.
8. **Leave of absence** from the elective, including requests for vacation require prior approval of the Office of UME or Learner Affairs and the elective supervisor. Please refer to the ***NOSM Student Attendance and Leaves of Absence – Protocol for Phase 3*** for details.
9. **Time for travel** between the conclusion of one elective and the commencement of another will be permitted on the 2 weekend days (Saturday/Sunday). If students are concluding an elective and then commencing a core rotation, they are expected to be present on the Monday at the start of the core rotation. Extenuating circumstances e.g. delays due to travel abroad, must be brought to the attention of and approved by the Office of UME. Other than the NOSM Northern Electives Program (NEP), there are other rural focused elective programs that operate within the province of Ontario. These include: Rural Ontario Medical Program (ROMP), Southwestern Ontario Medical Education Program (SWOMEN), and Eastern Regional Medical Education Program (ERMED).

Students may also wish to apply for electives through other approved medical schools elective programs within Ontario, out-of-province, or out-of-country.

International travel requires additional preparation to ensure that you keep yourself safe. It is your responsibility to ensure that you have met immigration, health/immunization and both personal health/general liability insurance requirements prior to your departure. In addition, it is your responsibility to provide NOSM with complete contact information for your time away and to attend a pre-departure session. Address, telephone, fax, e-mail, or other information for your elective, as well as your current local emergency contact information, must be on file with the NOSM Student Records & Electives Officer prior to your departure.

10. Students are not permitted to take an elective under the supervision of a person where there might be a [conflict of interest](#) which may result in the submission of a biased assessment of student performance e.g. family member, close personal friend, treating physician, etc.

11. All electives are required to be approved and registered with the NOSM Student Records & Electives Officer a minimum of two (2) months prior to the start date of the elective.
12. **Students Requiring Special Accommodation** must advise their electives supervisor and the Officer of UME as part of the approval/registration process. Learners may seek assistance from Learner Affairs.
13. Students will not be paid for electives.
14. A grade of Pass or Fail will be assigned
15. **Failure** in any of the Clerkship **core rotations** may **necessitate remediation** of that rotation **during elective time**. Should this occur, the student must consult with the Office of UME before considering any electives.

Elective Types

Elective experiences can include but are not limited to:

- Limited contact with patients, as in diagnostic or therapeutic fields, where major reliance is placed upon information gathered or therapy administered via sophisticated techniques. It can also include electives in the basic or human sciences. The only requirement is that there be some general relationship to the broad area of medicine and to the medical or human sciences.
- Direct contact with patients, where you may be expected to obtain histories, perform physical examinations, and offer diagnostic and therapeutic alternatives. Students need not have primary responsibility for patients.
- Function as if you have PRIMARY responsibility for patient care in BOTH ambulatory and hospital settings. This implies that students are responsible for and direct the diagnostic and/or therapeutic plan under the direction of the attending physician and, when present, with the aid of a postgraduate resident.
- Individually Designed Electives/Research. In collaboration with a faculty member in any Division, students must design an individual elective tailored to a specific interest.

Elective Objectives

NOSM students must develop specific learning objectives for each mandatory elective which are appropriate for their own learning goals while also fulfilling the expectations of NOSM objectives for student electives.

As an example, upon completion of a clinical elective, students should:

- Demonstrate competence in patient assessment, assigning priorities to new problems presented and weigh the relevance of the information obtained.
- Be able to produce and present a succinct history.
- Be capable of developing a differential diagnosis from history and physical examination.
- Be comfortable with and competent to perform skills specific to the medical discipline.
- Be able to develop an optimum plan for further investigation and treatment based on the nature of the problem the patient's individual needs and medical economics.
- Be able to demonstrate expertise in the delivery of preventative and routine care.
- Be aware of the nature and principles of management of tertiary problems within the specialty discipline for the elective.

- Have a satisfactory understanding of the nature of the practice of the specialty discipline and the lifestyle of the physician.
- Understand the various aspects regarding the selection of this specialty as a vocation.
- Effectively communicate medical information to patients and their families, ancillary medical staff, and fellow physicians.

Planning Your Elective

1. Explore your elective options within the context of the NOSM MD Program requirements. Career advice may be sought through Learner Affairs.
2. Develop learning objectives appropriate to fulfilling personal learning goals as well as meeting the NOSM elective objectives.
3. Research and proceed with the elective application process of the approved medical schools elective programs you are interested in.

Elective Application/Approval Process

Completion of the following steps is required in order for you to receive academic credit for your mandatory elective. It is your responsibility to ensure all forms are submitted as requested.

1. Apply online for mandatory electives through the NOSM Northern Electives Program (NEP) <http://www.nosm.ca/electives/>, other rural medical network, or other accredited medical school electives program. For links to other Canadian medical schools please go to <http://www.afmc.ca/links-e.php>. If you are arranging an elective on your own without going through a rural medical network or accredited medical school electives program, then pre-approval is required from the Student Records & Electives Officer prior to making arrangements directly with a physician/hospital.
2. Ensure that all supporting application documentation is provided as requested. E.g. you may be asked to provide a Letter of Good Standing. This is a verification of your student status at NOSM, proves insurance coverage, immunization clearance, etc. Letters of Good Standing are provided by the NOSM Student Records & Electives Officer.
3. Complete and submit a **NOSM Elective Approval Form** once the details of your elective are confirmed (a **separate form for each elective** is required) to the Student Records & Electives Officer. This form must be submitted no less than 2 months prior to your start date. Note: a NOSM Elective Approval Form is NOT required for rotations coordinated through the NOSM Northern Electives Program.
4. Electives occurring outside of NOSMs geographical area: Provide your elective supervisors with the NOSM Assessment of Student Performance During Elective Form. Note: It is a student's responsibility to ensure that this form is completed and returned to records@nosm.ca. In combination with the NOSM Elective Approval Form, it is the academic proof that you have completed the elective.
5. Electives occurring via NOSM Northern Electives Program: an assessment will be sent to your elective supervisor on your behalf via the NOSM One45 system.
6. Complete the **NOSM Student Electives Evaluation** available on One45.

International Elective Application/Approval Process

Completion of the following steps is required in order for you to receive academic credit for your mandatory elective. It is your responsibility to ensure all forms are submitted as requested.

1. Apply for an elective through an accredited medical school electives program or elective network. If you are arranging an elective on your own without going through a elective network or accredited medical school electives program, then pre-approval is required from the Student Records & Electives Officer prior to making arrangements directly with a physician/hospital.
2. Ensure that all supporting application documentation is provided as requested. E.g. you may be asked to provide a Letter of Good Standing. This is verification of your student status at NOSM, proves insurance coverage, immunization clearance, etc. Letters of Good Standing are provided by the NOSM Student Records & Electives Officer.
3. Complete and submit a **NOSM Elective Approval Form** once the details of your elective are confirmed (**a separate form for each elective** is required) to the Student Records & Electives Officer. Note: Must be submitted no less than 2 months prior to your start date.
4. Attend a pre-departure workshop to be held by NOSM.
5. Complete the **Acknowledgment of Risks and Responsibility, Liability Waiver, and Indemnity Agreement** form.
6. Provide your elective supervisor with the NOSM Assessment of Student Performance During Elective Form. Note: It is a student's responsibility to ensure that this form is completed and returned to records@nosm.ca. In combination with the NOSM Elective Approval Form, it is the academic proof that you have completed the elective.
7. Complete the **NOSM Student Elective Evaluation** available on One45.

Section 4

Non-mandatory - Special Educational Experience (SEE)

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Non-mandatory – Special Educational Experience (SEE)

SEE General Guidelines

1. Special Educational Experience placements are supported as an option for students. They may take place e.g. longitudinally, during the academic year as a part-time experience, or full-time for a short specific period/block of time during the academic year e.g. Christmas break, summer break.
2. The Special Educational Experience is completely voluntary and is not needed to meet the MD program graduation requirements. Students are encouraged to use SEES to explore the myriad career options and opportunities which exist in medicine.
3. Placement(s) will be completed to coordinate with the NOSM academic program calendar requirements.
4. Students are required to work through the NOSM Northern Ontario Electives program (NEP) application process for placements sought within Northern Ontario of a 4 week block in length (5 days per week). For short-term placements or placements outside of the NOSM catchment area, students are responsible for making their own arrangements following the NOSM UME-SEE approval process.
5. Students are not permitted to take a special education experience under the supervision of a person where there might be a conflict of interest which may result in the submission of a biased assessment of student performance e.g. family member, close personal friend, etc.
6. Students are required to submit the name of a least one supervisor for the discipline they expect to experience. Should the student be under the supervision of more than one person, or, if changes are made to the roster of supervisors during the course of the experience, complete information on all supervisors and/or changes, is to be provided by the student to the NOSM Student Records & Electives Officer.
7. Students will not be paid for Special Educational Experiences.
8. Supervisors will be legally licensed/qualified to practice medicine and/or conduct research in the area for which they have agreed to provide student supervision. It is the responsibility of the student to ensure that their supervisor(s) provide the required supervision in regard to all patient and/or research subject interactions.
9. A grade for the Special Educational Experience will not be assigned. However, an indicator of approval and completion of the experience will be noted in the student record.

SEE Types (For Service Learning SEE please refer to Section 6)

Clinical: A voluntary, non-required, optional placement that allows MD students the opportunity to gain exposure in clinical settings that involve patient interaction under the supervision of a licensed/qualified medical practitioner.

Non-Clinical: A voluntary, non-required, optional placement that allows the MD students the opportunity to gain exposure in non-clinical human or medical sciences pursuits. Experience **does not involve patients**, but **may involve research subjects**. Students participate under the supervision of a licensed/qualified medical practitioner/researcher.

Planning Your SEE

1. Remember that a SEE is a voluntary pursuit and that it is not required in order for you to meet the MD program requirements for graduation.
2. Explore your elective options within the context of the NOSM SEE Guidelines.
3. Inform and advise your supervisor of the nature of a SEE – that you are pursuing a voluntary, non-required experience in order to explore different areas of medicine as potential career options.
4. Research and proceed with the application process as appropriate.

SEE Application/Approval Process

Completion of the following steps is required in order for you to receive insurance coverage from NOSM for your SEE. It is your responsibility to ensure all forms are submitted as requested.

1. It is your responsibility to ensure that your planning process allows enough time for all of the following steps to be completed as required.
2. Apply for a SEE through NOSM's Northern Electives Program (only for SEE's 4 weeks or more in duration – 5 days per week), other approved medical schools elective programs, or independently make (review SEE Guidelines) your own arrangements for a SEE (if less than 4 weeks in duration).
3. Complete and submit a **NOSM Special Educational Experience Approval Form** once the details of your SEE are confirmed (**a separate form for each SEE** is required) to the NOSM Student Records & Electives Officer. Note: Must be submitted no less than 2 weeks prior to your start date.
4. Provide your SEE supervisor with the **SEE Student Assessment Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer.

International SEE Application/Approval Process

Completion of the following steps is required in order for you to receive insurance coverage from NOSM for your SEE. It is your responsibility to ensure all forms are submitted as requested.

1. Apply for the SEE through a Medical School, Elective Network, or independently make (review SEE Guidelines) your own arrangements.
2. If applicable, ensure that all supporting documentation is provided as requested.
E.g. you may be asked to provide a Letter of Good Standing. This is verification of your student status at NOSM, proves insurance coverage, immunization clearance, etc. Letters of Good Standing are provided by the NOSM Student Records & Electives Officer.
3. Complete and submit **NOSM SEE Approval Form** once the details of your SEE are confirmed (**a separate form for each SEE** is required) to the NOSM Student Records & Electives Officer.
Note: Must be submitted no less than 2 weeks prior to your start date.
4. Attend a pre-departure workshop to be held by NOSM.
5. Complete the **Acknowledgement of Risks and Responsibility, Liability Waiver, and Indemnity Agreement** form.
6. Provide your SEE supervisor with the SEE Student Assessment Form for completion at the end of your experience to be return to the Student Records & Electives Officer.

Section 5

Cancellation Policies for Electives and SEEs

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Elective and SEE Cancellation Policy

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Elective and SEE Cancellation Policy

The purpose of the DME-COFM cancellation policy is to establish a process for cancellation of a clinical placement across the province of Ontario that ensures all relevant stakeholders are notified in a timely manner, and that the learners behave in a professional manner in their relations with elective networks.

This cancellation policy is applicable to all rotations occurring in Ontario that have been formally accepted by a medical student. Rotations which have been offered to medical students, but have yet to be accepted are not bound by this policy.

Steps for Cancelling a Confirmed Elective or SEE:

1. Medical student must notify the Elective Office of the medical school or elective network in which they have been confirmed of their decision to cancel.
2. Medical student must complete the DME Rotation Cancellation Form.
3. Medical student must submit the completed cancellation form to the Student Records & Electives Officer for approval.
4. Once the medical student receives either approval or no approval from the Student Records & Electives Officer to cancel, the student is to submit the completed cancellation form to the appropriate medical school or elective network contact.
5. The medical student is responsible for contacting their confirmed Clinical Teacher to advise them of their decision to cancel.

Note: Please see Appendix A for the official DME-COFM Policy.

Section 6

Non-mandatory – Service Learning Special Educational Experience (SL-SEE)

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Non-mandatory –Service Learning Special Educational Experience (SEE)

SL-SEE General Guidelines

1. Supervisors will be officially associated e.g. as an employee or volunteer, with the community organization and be qualified and competent to supervise the service learning placement .
2. Students are not permitted to take a Service Learning – Special Education Experience under the supervision of a person where there might be a conflict of interest which may result in the submission of a biased assessment of student performance e.g. family member, close personal friend, etc.

SL-SEE Application/Approval Process

Completion of the following steps is required in order for you to receive insurance coverage from NOSM for your SL-SEE. It is your responsibility to ensure all forms are submitted as requested.

1. Discuss the proposed SL-SEE with the Community Site Supervisor and the NOSM Service Learning Coordinator.
2. Community Site Supervisor agrees to supervise the SL-SEE.
3. Complete and submit **a SL SEE Approval Approval Form and Agreement Form.**
4. The SL-SEE Application form following must be submitted to the Service Learning Coordinator no less than **4** weeks prior to the SL-SEE start date.
5. Participate in the SL-SEE.
6. Provide both your SEE community supervisor and Faculty supervisor with the **SL-SEE Student Assessment Form** for completion at the end of your experience to be returned to the Service Learning Coordinator.

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Northern Ontario School of Medicine Supervisor/Student Guidelines for Electives and SEEs

Goals/Objectives:

The opportunity for NOSM students to gain experiences with a licensed medical practitioner/researcher in their environment is an activity NOSM supports in the belief that the exposure will enhance the learning opportunities for its students. NOSM expects that the supervisor and student will identify individual goals/objectives that will further the student's medical education and that are within the contact of scope/limitations of clinical/research interactions permissible between students and patients/research subjects outlined below.

Supervisor Guidelines:

1. Where applicable, advise all institutions where the supervisor will be working with the student in attendance, of the identity of the student under supervision.
2. Introduce and identify the status of the medical students to patients/research subjects/staff with whom they will have interactions.
3. Obtain verbal consent from patients/research subjects prior to any student involvement with their care.
4. Directly evaluate the capability and skill of the student before making judgements on the latitude and scope of subsequent student involvement with patients/research subjects.
5. Supervise all student interactions with patients/research subjects.
6. Counter-sign all student notations on patient/research subjects' charts.
7. Ensure that students do not initiate any management plan, etc. With patients/research subjects. Students should be encouraged to discuss their management plans with their supervisor.
8. Complete and submit required documentation for student participation to NOSM.
9. At the end of the rotation, complete the **NOSM Assessment of Student Performance during Elective Form** or the **SEE Assessment of Student Form**.

Student Guidelines:

1. Clearly identify their status by wearing their NOSM/other required Student ID badge at all times.
2. Abide by the standard of ethical behaviour as laid down by the CMA code of ethics located at www.cma.ca and uphold the NOSM Code of Student Conduct.
3. Record the results of all interactions with patients/research subjects in the manner directed by the supervisor.
4. Refrain from performing any unsupervised/unauthorized procedures or making comments.
5. Immediately report to the supervisor any change in patient/research subject demeanour or health that occurs while they are not in the room.

Forms

(Please click the below forms and it will link to www.nosm.ca website where forms are stored)

Elective Approval Form

Assessment of Student Performance During Elective Form

SEE Approval Form

SEE – Assessment of Student Form

SL-SEE Approval Form

SL-SEE Agreement Form

SL-SEE Assessment Form

Acknowledgement of Risks and Responsibility, Liability Waiver, and Indemnity Agreement Form –
International Electives and SEEs

DME COFM – Cancellation Form

Cancellation Policy for Core Distributed Medical Education Rotations in Ontario

The purpose of this policy is to establish a process for cancellation of a clinical placement across the province, that ensures all relevant stakeholders are notified in a timely manner, and that learners behave in a professional manner in their relations with the rural networks.

Expectations of Learners

In the event that a learner cancels a rural placement that was previously confirmed, learners are required to:

- Notify the DME network;
- Notify the University; and
- Notify the community placement(preceptor); and
- Fill out the DME Rotation Cancellation Form

Please see Appendix A for a list of University DME contacts

Failure to comply with this policy may result in a finding of unprofessional behavior and will be reported to the appropriate Medical School.

Process

1. Learner applies to one of the provincial networks for a clinical placement.
2. Learner is contacted confirming availability of the placement.
3. Learner has one week to confirm acceptance or rejection of placement. Failure to do so within 7 days may void the rotation request and allow the rotation to be filled by another learner's request.
4. If acceptance occurs, this is a binding agreement between the learner and the clinical placement.
5. If a learner cancels at this point, they must contact the network, fill out the DME cancellation form and ensure that the community preceptor is notified. The form is then signed and sent to the appropriate University contact.

Approved by COFM January 2010

CaRMS Categories

A total of fourteen (14) weeks of approved electives in medical specialties, medical sub-specialties, medical research or the human sciences is required in Phase 3. Electives must be a minimum of 2 weeks although 1 week electives may be approved in rare circumstances. All students must take electives in a minimum of two (2) different Canadian Resident Matching Service (CaRMS) categories according to the chart below.

Created from the CaRMS list of disciplines

Grouping 1:	Obstetrics & Gynecology
Grouping 2:	Family Medicine
Grouping 3:	Psychiatry
Grouping 4:	Pediatrics (Pediatrics, Pediatric Neurology)
Grouping 5:	Imaging (Diagnostic Radiology, Nuclear Medicine)
Grouping 6:	Ophthalmology
Grouping 7:	Otolaryngology – Head & Neck Surgery
Grouping 8:	Anesthesiology
Grouping 9:	Public Health & Preventative Medicine
Grouping 10:	Emergency Medicine
Grouping 11:	Medical Genetics
Grouping 12:	Internal Medicine (Internal Medicine, Dermatology, Neurology, Physical Medicine and Rehabilitation, Critical Care)
Grouping 13:	Laboratory Specialties (Anatomical Pathology, General Pathology, Hematological Pathology, Laboratory Medicine, Medical Biochemistry, Medical Microbiology, Neuropathology)
Grouping 14:	Radiation Oncology
Grouping 15:	Surgery (General Surgery, Cardiac Surgery, Neurosurgery, Orthopedic Surgery, Plastic Surgery, Urology, Pediatric Orthopedic Surgery, Vascular Surgery).

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
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V1.0 (2009-2010)	April 2008 November 2009	Approved by UMEC Minor editing changes by NOSM Registrar
V2.0 (2012-2013)	February 2012 1 st March 2012 5 th April 2012	Revised by Student Records and Electives Officer Presented to UMEC for 1 st reading Approved by UMEC
V2.1 (2013-2014)	7 th February 2013	Approved by UMEC after 2 readings (substantive revision to SEE section)
V2.2 (2014-2015)	06 March 2014	Revised version approved by UMEC after two readings pending approval of the included Assessment form by SAPC
	17 April 2014	Assessment form included approved by SAPC
		Revisions made for 2015-2016 AY
V3.0 (2015-2016)	02 April 2015	Presented to UMEC for 1 st reading
	29 April 2015	Approved by UMEC email vote
	04 May 2017	Approved by UMEC
	27 July 2017	Revised to reflect that the two week FM elective in P3 is no longer mandatory (decided previously)
	18 October 2018	Revised to reflect that there are 14 weeks of mandatory electives required in Phase 3 from 2 CaRMS categories