



Northern Ontario  
School of Medicine

École de médecine  
du Nord de l'Ontario

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## MD Electives Program

Information and Regulations

This document effective September 3, 2019

# MD Electives Program Information and Regulations

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# NOSM MD Program 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.

### Mandatory Elective

These are required structured learning experience in a field of medicine or related fields. Electives are an integral, mandatory, **graduation requirement of the NOSM undergraduate MD program**. Specifically, electives are a mandatory **requirement of the curriculum of Phase 1 and Phase 3**. Prior to choosing which mandatory electives to undertake students should receive advice from NOSM career advisors. 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** experiences for which students are unpaid, except for MEDS 5305 (Phase 1) mandatory electives for which the student may apply for and receive a studentship or equivalent. A grade of Pass or Fail is assigned to Phase 3 electives and Complete or Incomplete to Phase 1 – Year 2 electives.

#### *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):

Special Educational Experiences are additional learning opportunities that are optional and are voluntarily pursued as a way for students to explore personal medical educational goals. NOSM created this opportunity in 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 various persons at NOSM depending on the nature of the SEE.

Students can engage in this type of opportunity in all four years of the UME program. SEEs are **not-for-credit, unpaid** experiences although students may receive an educational scholarship while participating in an SEE. Completion of the SEE must be confirmed prior to the elective being entered into the student's record.

#### *Student Eligibility:*

Student currently enrolled in Phase 1 or Phase 3.

### Elective Types

Electives can be internal (NEP), external Canadian (AFMC), and international (global health).

## **Elective Experiences**

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. The only requirement is that there be some general relationship to the broad area of medicine.
- 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/Teaching. In collaboration with a faculty member in any Division, students must design an individual elective tailored to a specific interest.

## **Elective supervision and assessment**

All electives must be supervised by someone who possesses the appropriate qualifications and experience. Clinical electives must be supervised by licenced physicians. Assessment of electives carried out within the NOSM catchment area will possess a NOSM faculty appointment. Electives which occur elsewhere will usually be assessed by someone possessing a faculty appointment at the host institution. Only in exceptional circumstances will qualified persons lacking a faculty appointment at any educational institution be permitted to supervise and assess electives, and only when permission has been granted by the Assistant Dean, Phase 1 or the Phase 3 Director.

## **Conflict with other required educational experiences**

Students should not seek to schedule electives or SEEs at the same time as other required learning experiences such as reassessment or remediation, that have previously been communicated to the student by UME. If, after the student has applied for an elective, the student becomes aware of a scheduling conflict between the elective and any other required learning experience, the student must inform the Assistant Dean Phase 1 or the Phase 3 Director within two working days.

## **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 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 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.**

## Section 3 – Mandatory Electives

### Phase 1 (Year 2) Elective Regulations

1. Each student will plan a program beneficial to his or her educational experience and postgraduate goals with the aid of NOSM career advisors
2. Four weeks of electives must be completed prior to registration in Phase 2 - Year 3, Comprehensive Community Clerkship (CCC). This requirement may be satisfied with one 4-week elective or two 2-week electives.
3. Mandatory electives in Phase 1 (Year 2) may be
  - a. Clinical Electives. Students may undertake electives through the NOSM Northern Electives Program (NEP).
  - b. Research & Teaching Electives. Students may undertake electives which are equivalent to this SEE type of the same name as part of this elective requirement (see Section 4). (Note that Research & Teaching SEE may be undertaken in addition to the 4 weeks of mandatory electives during the summer period). Electives which involve any patient care activities will be considered clinical electives.
4. Students may also wish to apply for out-of-country electives through other approved medical school's elective programs. There are additional requirements for out-of-country electives and students should refer to the Section 5 for further details. **Canadian medical schools currently do not accept pre-clerkship elective applications.**
5. Students may receive a studentship or equivalent for participating in electives.
6. Students are not permitted to take an elective under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Assistant Dean Phase 1 for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1 will be final and binding.
7. Electives will be approved or denied by the Assistant Dean, Phase 1, 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 Complete or Incomplete will be assigned based on the student completing the required number of elective weeks.

### Phase 3 (Year 4) Clerkship Electives Regulations

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.

1. Each student will plan a program beneficial to his or her educational experience and postgraduate goals with the aid of NOSM career advisors.
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 Director on a monthly basis.

3. All students must comply with the UME Clerkship Electives Policy.<sup>1</sup> Failure to comply with the Clerkship Electives Policy may result in the cancellation of an elective, a fail grade being given for the elective and/or be viewed as professional misconduct.
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 Phase 3 Director.
5. Electives may be in either scholarly (research and/or teaching) or in a clinical area, but must be in a medical setting. Electives which involve any patient care activities will be considered clinical electives.
6. **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.
7. **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.
8. **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.
9. Students may also wish to apply for electives through other approved medical school's elective programs within Ontario, out-of-province, or out-of-country. There are additional requirements for out-of-country electives and students should refer to the Section 5 for further details.
10. 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 (ERMEP).
11. Students are not permitted to take an elective under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Phase 3 Director for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Phase 3 Director will be final and binding.
12. All electives are required to be approved by the Phase 3 Director and registered with the NOSM Student Records & Electives Officer a minimum of two (2) months prior to the start date of the elective.
13. **Students Requiring Special Accommodation** must advise their electives supervisor and the Officer of UME as part of the approval/registration process. Students may seek assistance from Learner Affairs.
14. Students will not be paid for electives.
15. A grade of Pass or Fail will be assigned
16. **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 Phase 3 Director before considering any electives.

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<sup>1</sup> This requirement applies to students enrolled in the Class of 2021 and beyond. Students enrolled in earlier classes must instead participate in electives in at least 2 CaRMS categories.

## 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 medical school elective programs you are interested in.

## Elective Application/Approval Process for Mandatory Electives in any Phase (except for Research & Teaching Electives)

**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. Electives through the NOSM Northern Electives Program (NEP)
  - a. Visit <http://www.nosm.ca/electives> for information regarding application process for electives within NOSM catchment area.
  - b. Complete your application through PaNDa.
  - c. Once submitted, your elective application will be automatically sent to the Phase Director for approval.
  - d. Once approved, your elective application will be processed.
  - e. Upon completion of your elective, an assessment will be sent to your elective supervisor on your behalf via the NOSM One45 system.
2. External Electives outside of NEP and within Canada



- a. For all Canadian medical schools, apply online for mandatory electives through the AFMC Student Portal (<http://www.afmc.ca/links-e.php>). **Note that Phase 1 students can only apply via the NEP.**
  - b. For the Rural Ontario Medical Program (ROMP), please follow ROMP's application process (<https://romponline.com/learning-opportunities/>)
  - c. For the Eastern Regional Medical Education program (ERMED), please follow ERMED's application process (<https://www.ermep.com/apply-online>)
  - d. Upon completion of your elective, 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](mailto:records@nosm.ca). In combination with the NOSM Elective Approval Form, it is the academic proof you have completed the elective.
3. External electives outside of Canada
    - a. Please refer to section 5 - International/Global Health Elective Approval Process for more information.
  4. For all electives, 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.
  5. For all electives, complete the **NOSM Student Electives Evaluation** available on One45.

### **Elective Application/Approval Process for Research & Teaching as a Mandatory Electives in any Phase**

Students who wish to undertake Research & Teaching as part of their mandatory electives should use the same procedure as for SEE of the equivalent type. Students who are unsure as to whether their elective contains a research component should contact the Assistant Dean, Phase 1 or the Phase 3 Director for advice. Research electives must be exclusively research with any interaction with human subjects being as research participants only. If the elective contains any patient care component it will be considered a clinical elective.

## Section 4 - Non-mandatory Special Educational Experience (SEE)

### SEE General Regulations

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 (SEE) 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. SEEs will be completed to coordinate with the NOSM academic program calendar requirements and may not prevent the student participating in educational experiences required by the MD program.
4. Students are not permitted to take a SEE under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists they may contact the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1, or the Phase 3 Director as appropriate, will be final and binding.
5. Students must be supervised by a person qualified to do so e.g. a legally licenced physician for clinical SEE, an experienced and qualified researcher in the chosen field of study. Supervisors will normally be NOSM faculty members but faculty at other institutions are permitted if they are appropriately qualified. Students are required to submit the name of a least one supervisor for the discipline they expect to experience. It is the responsibility of the student to ensure that they are adequately supervised in all patient and/or research subject interactions. 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.
6. Students will not be paid for Special Educational Experiences but may receive educational or research scholarships as part on an SEE.
7. Preceptors are not paid for SEEs and it is the student's responsibility to ensure the preceptor is aware that the experience is not a mandatory elective and is unpaid.
8. All SEEs must be approved and authorised by the MD program. The approval process will consider the adequacy of supervision, funding requirements if any, any perceived or actual conflicts on interest, health and safety of students and patients, and any other procedural requirements such as Research Ethics Board approval for research involving human subjects.

9. A grade for the Special Educational Experience will not be assigned. However, an indicator of approval and completion of the experience must be received before the experience will be entered into the student's record.

## SEE Types

When planning your SEE you should select one of the following SEE types. The approval process and application forms differ for each type. If you are unsure what type to choose for your planned activity please contact the appropriate Phase Director or Assistant Dean for advice.

*Clinical:* Allows students to gain exposure in clinical settings that involve patient interaction under the supervision of a licensed/qualified medical practitioner. Clinical SEE allow students to experience different medical disciplines as a means to inform their future career choices. The objectives of the experience must be appropriate for the student's stage of learning. For example, in Phase 1 Clinical SEEs must be predominantly observational in nature.

*Skills enhancement:* These SEEs are practical activities designed to enhance a specified skill e.g. venous access, POCUS. These will normally be organised as a supervised group activity involving more than one student.

*Service-Learning:* A learning experience undertaken as a collaboration between the student, a community organisation which is external and independent to NOSM, and the NOSM Service-Learning Coordinator or a NOSM faculty member. A Service-Learning SEE may not involve any research.

*Research & Teaching:* Allows students to gain participate in non-clinical scholarly pursuits. The experience does not involve patients, but may involve human research subjects. The Research & Teaching SEE may involve all forms of scholarship, curriculum development, and/or teaching and is undertaken with a supervisor who has a faculty appointment at an accredited educational institution.

*Advocacy & Leadership:* Allows student to participate in advocacy projects e.g. health promotion, or leadership e.g. holding significant leadership positions in internal or external organisations. The SEE will be undertaken with a faculty member who has a faculty appointment at an accredited educational institution, and who will guide the student's training in leadership or advocacy.

## 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 Regulations. Including determining the type of SEE which best fits with your desired experience.
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, and that the SEE is a non-paid teaching experience.
4. Research and proceed with the application process as appropriate.

5. Note that for out-of-country electives there are additional requirements as described in Section 5.
6. SEE may not interfere with the student's participation in scheduled education experiences required by the MD program.

### **SEE Application/Approval Process**

#### *Clinical SEE*

Students may undertake clinical experiences during any Phase which do not interfere with their participation in scheduled educational sessions. They may be undertaken during the summer period in Phase 1 in addition to the mandatory elective, or at other times which do not interfere with other required educational activities e.g. on evenings or during weekends.

**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 required.**

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. Please complete and submit a **Clinical 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 1 week prior to your start date.

Students may also wish to apply for electives through other approved medical school's elective programs within Ontario, out-of-province, or out-of-country. There are additional requirements for out-of-country electives and students should refer to the Section 5 for further details.

3. All Clinical SEE must be approved by the Assistant Dean, Phase 1 or, in Phase 3, by the Phase 3 Director.
4. Participate in the Clinical SEE.
5. Provide your SEE supervisor with the **Special Educational Experience – Completion Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer so that the SEE may be entered into your student record.

### *Skills Enhancement SEE*

Students should identify and discuss the proposed Skills Enhancement SEE with a potential supervisor who has the appropriate experience and qualifications to supervise the activity.

Students are not permitted to take a Skills Enhancement SEE under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, will be final and binding.

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

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. Complete and submit a **Skills Enhancement SEE Approval**.
3. All Skills Enhancement SEEs must be approved by the Assistant Dean, Phase 1 or, in Phase 3, by the Phase 3 Director, and the UME Administrative Manager of Educational Resources.
4. Participate in the Skills Enhancement SEE.
6. Provide your SEE supervisor with the **Special Educational Experience – Completion Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer so that the SEE may be entered into your student record.

### *Service-Learning SEE*

Students should discuss the potential Service-Learning SEE with a potential Community Supervisor who is situated in the community organisation, and with the NOSM Service-Learning Coordinator who can act as the NOSM Supervisor. The NOSM Supervisor may also be any NOSM faculty member who does not play an existing role in the community organisation although initial discussions much always also involve the NOSM Service-Learning Coordinator. The Community Supervisor will be officially associated e.g. as an employee or volunteer, with the community organization. Both Community and NOSM Supervisors must be qualified and competent to supervise the Service-Learning placement.

Students are not permitted to take a Service-Learning SEE under the supervision of a person where there might be a conflict of interest such as when the student e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, will be final and binding.

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

1. Discuss the proposed Service-Learning SEE with the Community Supervisor and the NOSM Service-Learning Coordinator.
2. Community Supervisor agrees to supervise the Service-Learning SEE.
3. If the NOSM supervisor is in addition to, or different from, the NOSM Service-Learning Coordinator the NOSM Supervisor also agrees to supervise the Service-Learning SEE.
4. Complete and submit a **Service-Learning SEE Approval and Agreement Form**.
5. The Service-Learning SEE Application form following must be submitted to the Service-Learning Coordinator no less than **4** weeks prior to the SL-SEE start date.
6. All Service Learning SEEs must be approved by the Assistant Dean, Phase 1 or, in Phase 3, by the Phase 3 Director, and the UME Administrative Manager of Educational Resources and the NOSM Service-Learning Coordinator.
7. Participate in the Service-Learning SEE.
8. Provide your SEE supervisor with the **Special Educational Experience – Completion Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer so that the SEE may be entered into your student record.

### *Research & Teaching SEE*

The Research & Teaching SEE must be supervised by a NOSM faculty member who has the appropriate qualifications and experience to supervise the activity. If the SEE involves any form of research activity the student must ensure that all necessary procedures e.g. human ethics approval, animal care approval, biosafety approval, must be completed prior to starting the SEE.

Students are not permitted to take a Research & Teaching SEE under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, will be final and binding.

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

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. Complete and submit a **Research & Teaching SEE Approval Form**. If the SEE involves any form of research additional approvals e.g. research ethics board, may be needed. While preliminary approval for the SEE may be given prior to such approval the SEE cannot start until these additional requirements are completed.
3. All Research & Teaching SEEs must be approved by the Assistant Dean, Phase 1 or, in Phase 3, by the Phase 3 Director. When preliminary approval is given pending additional documentation e.g. biosafety, the SEE approval form must be resubmitted once it is obtained.
4. Participate in the Research & Teaching SEE.
5. Provide your SEE supervisor with the **Special Educational Experience – Completion Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer so that the SEE may be entered into your student record.

### *Advocacy & Leadership SEE*

The Advocacy & Leadership SEE must be supervised by a NOSM faculty member who has the appropriate qualifications and experience to supervise the activity.

Students are not permitted to take an Advocacy & Leadership SEE under the supervision of a person where there might be a conflict of interest such as when the student has, or has had, a close (a) personal relationship e.g. family member, close personal friend, or professional relationship e.g. personal physician, with the supervisor. If student is unsure as to whether a conflict of interest exists, they may contact the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, for advice. When there is disagreement between the student, supervisor, and UME program as to whether a conflict of interest exists the decision of the Assistant Dean, Phase 1, or the Phase 3 Director, as appropriate, will be final and binding.

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

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. Complete and submit a **Advocacy & Leadership SEE Approval Form**.
3. All Advocacy & Leadership SEEs must be approved by the Assistant Dean, Phase 1 or, in Phase 3, by the Phase 3 Director.
4. Participate in the Advocacy & Leadership SEE.
5. Provide your SEE supervisor with the **Special Educational Experience – Completion Form** for completion at the end of your experience to be returned to the Student Records & Electives Officer so that the SEE may be entered into your student record.



## **Section 5 - International/Global Health Elective Approval Process**

Please refer to the UME Procedure “International Electives Approval Process”. This is an additional procedure which must be completed in addition to the other electives approval processes described in this document.

## Section 6 - Cancellation Policies for Electives

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:

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 7 - Forms

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

Elective Approval Form

Assessment of Student Performance During Elective Form for Phase 3

Assessment of Student Performance During Elective Form for Phase 1

Clinical SEE Approval Form

Skills Enhancement SEE Approval Form

Research & Teaching SEE Approval Form

Service Learning SEE Approval Form

Advocacy & Leadership SEE Approval Form

SEE Completion Form

DME COFM – Cancellation Form

## **Appendix A - 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 [here](#) 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

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
<b>Version</b>	<b>Date</b>	<b>Author/Comment</b>
V1.0 (2009-2010)	April 2008 November 2009	Approved by UMEC Minor editing changes by NOSM Registrar
V2.0 (2012-2013)	February 2012 1 <sup>st</sup> March 2012 5 <sup>th</sup> April 2012	Revised by Student Records and Electives Officer Presented to UMEC for 1 <sup>st</sup> reading Approved by UMEC
V2.1 (2013-2014)	7 <sup>th</sup> 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 <sup>st</sup> 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
V4.0	Early 2019	Revised by Interim Associate Dean UME (BRoss), Manager Community Relations (MLitalien), and Senior Director, UME Administration (JFriesen)
	2019 06 06	Approved by UMEC after two readings
	2019 07 25	Added on pg 4 "Conflict with other required educational experiences" section. Approved by UMEC Chair's action. <b>This version effective 2019 09 03</b>