



## Policy and Procedure

UME Program Phase 3 Non-Clinical Electives Policy and Procedure				Class: C	
<b>Approved By:</b>	Phase 3 Committee				
<b>Approval Date:</b>	2021 05 27	<b>Effective Date:</b>	2021 05 27	<b>Review Date:</b>	2023 03 01
<b>Responsible Portfolio/ Committee:</b>	UME / Phase 3 Committee				
<b>Responsible Officer(s):</b>	Associate Dean UME / Phase 3 Director				

### 1.0 Purpose

The purpose of this policy is to outline the requirements for non-clinical electives in Phase 3 of the NOSM UME program.

### 2.0 Scope

This policy applies to students in Phase 3 (Year 4) of the NOSM UME program.

### 3.0 Definitions

- 3.1 **Non-clinical or research elective:** an undergraduate medical education elective that does not involve patient care. For the sake of this policy, research electives are considered non-clinical electives.
- 3.2 **Clinical elective:** an elective that involves direct patient care in a clinical or virtual setting.
- 3.3 **Phase 3 Director/Assistant Director:** the NOSM faculty responsible for overseeing the NOSM UME program Phase 3 curriculum, including elective experiences
- 3.4 **Academic Director Electives:** the NOSM faculty responsible for overseeing elective experiences at NOSM

## **4.0 Procedure**

### **Student Responsibilities**

- 4.1 Phase 3 students may apply for a non-clinical elective to the Student Records and Electives Officer using the Phase 3 Non-Clinical Elective Application and Approval Form. This form must be submitted at least four weeks prior to the start of the elective unless there are extenuating circumstances (i.e. late cancellation of elective, requirement for quarantine or self-isolation).
- 4.2 The Phase 3 Director will approve or decline the non-clinical elective within one week of submission.
- 4.3 Students will have the opportunity to provide program evaluation of the non-clinical elective at the end of the experience.

### **Creating a Non-Clinical Elective: Faculty or Student**

- 4.4 Students may contact faculty members directly to request a non-clinical elective experience. Faculty members are encouraged to subsequently offer the elective to other students.
- 4.5 Non-clinical elective opportunities will be listed internally on the NOSM website.

### **Requirements**

- 4.6 The preceptor for a non-clinical elective must have a faculty appointment at NOSM. Under extenuating circumstances preceptors for non-clinical electives can be non-NOSM faculty members if approved by the Phase 3 Director, Phase 3 Assistant Director, or Academic Director Electives.
- 4.7 All non-clinical electives must have goals and objectives, learning activities, and a clear assessment plan for approval.
- 4.8 Selection of non-clinical electives must abide by the Association of Faculties of Medicine of Canada (AFMC) Student Elective Diversification Policy.

## **5.0 Roles and Responsibilities**

The Academic Director Electives and the Phase 3 Director/Assistant Director are responsible for communicating this Policy to Phase 3 students during orientation. They are also responsible for timely approval of electives offerings from faculty and timely approvals of elective submissions by students.

Faculty members/preceptors are responsible for supervising the student’s experience, teaching, and giving feedback and completing the assessment of the student.

Faculty members/preceptors are responsible for completing the non-clinical elective assessment form at the end of the elective.

Non-clinical electives must have a commitment of at least 25 hours per week. Non-clinical electives must abide by the Phase 3 Duty Hours and On-Call Policy.

**6.0 Getting Help**

Queries regarding interpretations of this document should be directed to the NOSM Academic Director Electives.

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
<b>Version</b>	<b>Date</b> yyyy mm dd	<b>Authors/Comments</b>
1.0	2021 03 22	Approved by Phase 3 Committee
	2021 05 27	Revisions made. Approved by P3C Director
	2021 06 03	Presented to UMECC for information