

## Frequently Asked Questions for Faculty – Electives Edition

- 1. Who do I contact for information regarding scheduling of learners?**
  - The Community Relations Unit is responsible for scheduling electives. If there are scheduling questions regarding electives, please contact [electives@nosm.ca](mailto:electives@nosm.ca).
- 2. Where can I find information about remuneration for teaching?**
  - Remuneration for teaching can be found in the NOSM University Faculty Handbook – Section 14. Please connect with [facultyaffairs@nosm.ca](mailto:facultyaffairs@nosm.ca).
- 3. Who can I contact about learner professionalism issues?**
  - For guidance surrounding professionalism concerns of a learner within an elective, please contact the Academic Director of Electives - Dr. John Coccimiglio ([jcoccimiglio@nosm.ca](mailto:jcoccimiglio@nosm.ca)).
- 4. Where can I find resources for teaching electives?**
  - Preceptors can find teaching resources on the “[Clinical Teaching Resources](#)” section of the NOSM University Medical Electives site. The link to the site is also found on the Block Reminders email that is sent out 4-weeks before the start of the placement.
- 5. Who can I contact if COVID or other illness related concerns occur?**
  - For all Elective Learners who are experiences COVID or other illness-related concerns, please communicate with the three following areas:
    - a) Your main preceptor
    - b) Your home school or main program contact
    - c) The NOSM University Electives Office ([electives@nosm.ca](mailto:electives@nosm.ca))
- 6. When do Learner Assessments need to be completed?**
  - Learner Assessments should be completed at the end of the elective placement with or without the learner present. It is always preferable to complete the assessment with the learner so they can receive timely feedback on their performance during the placement.
- 7. Is it expected for the learner to reach out to me (the preceptor) before the start of the elective placement?**
  - This should be considered a dual responsibility. The block reminders are sent to both the learner and the preceptor to initiate contact between them. The preceptor or responsible clinic/LEG administrator should begin communication with the learner before the start of the elective placement to

discuss their orientation procedure, goals and objectives for the placement, ect. Similarly, the learners are encouraged to initiate communication with the preceptor if they has not received any communication from the preceptor before the start of the elective placement.

**8. When will I receive feedback from the learner?**

- In order to ensure or protect anonymity, feedback is collated and sent to the preceptor after three completed evaluations as per the Faculty Affairs Policy and approach for feedback to faculty.

If there are any questions that are not answered in this Clinical Teaching FAQ for Electives, please do not hesitate to contact us as [electives@nosm.ca](mailto:electives@nosm.ca).

Best regards,

NOSM University's Community Relations Unit