NOSM University

International Undergraduate Electives Program Student Guide

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General

Website: www.nosm.ca

Email Contact: internationalelectives@nosm.ca

About NOSM University:

Health equity across the North – Strengthen northern communities and health systems through socially accountable health education and research.

Welcome to NOSM University—where we are committed to meeting the unique healthcare needs of Northern Ontario's diverse population. Through an innovative, distributed model of education, NOSM University delivers training in over 90 communities across 800,000 square kilometres.

Our learners engage in real-world learning that reflects the social and environmental determinants of health relevant to Northern and rural communities. Learners can customize their training experience by selecting disciplines and practice settings that align with their interests. Opportunities include French-language placements in francophone communities and culturally immersive placements that focus on Indigenous health.

NOSM University offers visiting elective opportunities to Canadians Studying Abroad (CAS)

Requirements: Must Read

Please note due to the number of emails our office receives, we do not respond to any inquiries regarding elective capacity, alternative dates, questions about why an application was declined, or questions about why an alternate elective was offered. We also do not answer any questions that are answered here on the portal.

Students must be CANADIAN CITIZENS OR PERMANENT RESIDENTS, who are studying internationally.

Application Process (No Direct Contact Allowed):

- **DO NOT** contact preceptors or community contacts directly.
- Communities and preceptors **cannot respond** to student-driven inquiries.
- All communications **must** go through NOSM U scheduling channels.
- This ensures equity and administrative consistency.
- **DO NOT** attempt to bypass the application process by contacting preceptors.

Matching Process:

- Learners will be **matched** to a preceptor based on the information gathered in the elective application submission on the AFMC Portal:
  - Your **chosen discipline**
  - Your **preferred community**
- You'll receive contact details **only after acceptance and fees are paid**.
- Matching will be dependent on preceptor availability and capacity.

Check Blackout Dates:

- Visit the Elective Application Period tab for available dates.
- Blackout periods are non-negotiable and no electives will be allowed during those timeframes.

What You Should Do:

- Only use the **AFMC Portal (InPlace)** to apply for international UG electives.
- Respect the outlined procedures and timelines.
- Ensure all documentation is prepared well in advance of your application

Policy & Requirements

Eligibility

- Learners must be enrolled in a recognized medical school program listed on FAIMER/IMED; the program duration must be stated.
- NOSM University does not allow a visiting elective to occur if any academic or program extension period has been granted by the Learner's home school based on the program duration as stated on the World Directory.
- Learners must be in the final two years of an undergraduate medical degree program at the time of the requested elective.
- Learners must not be attending an Osteopathic or Dentistry school.
- The clinical placement must be a mandatory and for credit elective as deemed by the learner's home school. **Applications for core placements are not accepted**.

Application Instructions

- All applications must be submitted through the Portal.
- If additional communication or requirements are not submitted to the Portal or directly to NOSM University within 5 business days, the application will be deemed to be abandoned and will be declined.
- Applications are considered submitted once all documents required at the time of application have been received. Applications submitted without the proper documents will be placed on hold until they are received and have been processed by NOSM University.
- Learners will be advised by NOSM University if a submitted document does not meet the requirements or is missing.

Application Window:

- Applications are accepted between 36 weeks and 27 weeks prior to the placement start date. Learners are strongly encouraged to apply as early as possible (36 weeks).

Submitting Multiple Applications:

- Canadians Studying abroad are limited to two NOSM University applications per lifetime - up to eight (8) weeks.

Number of Electives that can be Ranked in One (1) Application:

- Each NOSM University application allows for the following:
  - One elective start date with a minimum of 2 weeks to a maximum of 4 weeks
  - Only one placement is to be requested per application and may not be split in any way.
  - Up to three disciplines and/or subspecialty choices and up to three site locations/communities

- If you select “Any” as your site location, NOSM University will search for a preceptor in all available communities.

Capacity/Elective Availability:

- NOSM University is unable to advise as to capacity/elective availability prior to an application being submitted.

Processing Times:

- Applications are processed on a first-come, first-served basis. NOSM University will advise Learners if their application has been reviewed and moved to the processing phase within 4 weeks of the application submission date.
- If the application is missing documentation or information, NOSM University will communicate with the Learner. The Learner is responsible to adhere to dates and document requested timelines.
- The processing phase will be in effect until 12 weeks prior to the placement start date or an elective is secured, offered, and accepted or declined by the learner, whichever comes first.
- Once the elective is confirmed, the learner should check their confirmation email for additional placement instructions.
- Contact internationalelective@nosm.ca if you have not received any information 7 weeks before your placement start date.

NOTE: An application is not deemed “submitted” until the Home School Verification has been completed.

Preceptor Search

Learners are discouraged from scheduling clinical elective placements with their own preceptor independently of NOSM University. NOSM University will match each learner to a preceptor in their specified preferred area of specialty or community.
NOSM University’s Community Relations Coordinators will be open to discussion surrounding your ties to a community or preceptor preference. Please note that NOSM University will have sole discretion in the final decision for any clinical placement.

Placement Acceptance

Learners will be notified of an approved elective placement via email the In Place/AFMC portal. A response is required within 3 business days of acceptance or declination.

Learner Assessments

It is the sole responsibility of every visiting student to ensure that their home school assessment form (maybe known as an elective evaluation form) has been completed by their preceptor and returned to their home school.

NOSM University's administration will not be responsible for tracking down any assessment forms after the student has returned to their home school. NOSM University staff, preceptors and affiliates do not complete or sign any forms, letters, agreements and other related documentation, other than the medical student's Home School Clinical Assessment Form.

Should a homeschool require a completed elective assessment/evaluation, then the student must provide the assessment directly to the preceptor during the elective.

The supervising physician/preceptor is responsible for assessing students while on an elective. Electronic requests prior to or after completion of the elective will not be completed.
NOSM University does not require or keep a copy of any of the completed student assessment forms.

All preceptors are NOSM University faculty appointed physicians and can duly complete and sign these assessment/evaluation forms on behalf of the NOSM University's Northern Electives Program.

Document and Health Verification Requirements

- Acceptable file formats (unless otherwise specified): PDF, PNG, JPEG

Initial Application Document Submission:

- A recent and clear photo of yourself (JPEG)
    - Colour photo only. Black and white photos are not accepted.
- Letter of Good Standing (PDF)
    - The LoGS must include the following:
        - May not be older than 60 days
        - Current standing as a learner
        - Enrolment dates (started mm/yy and anticipated graduation date mm/yy) and must include the learners next promotion date
        - Registration status at the time of the placement (learner will be in year xx of the xx year program)
- Proof of Canadian Citizenship/Permanent Resident:

    Canadian Citizen- Please provide a **VALID** copy of one of the following Canadian Government approved citizenship documents:

    1. Canadian Passport
    2. Birth Certificate
    3. Citizenship Certificate (E-Certificate)
    4. Citizenship Card

    Permanent Resident- Please provide the following Canadian Government document

    1. Copy of a **VALID** Canadian Permanent Resident Card

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Secondary Document Requirements

Collected by Verified by Synergy:
NOSM University has partnered with Verified by Synergy to provide support and clearance for pre-placement requirements.

You will not be required to upload prerequisite documents into the AFMC Portal (InPlace) with your initial application. Log in details for *Verified by Synergy will* be sent to your school email account once you have moved into the processing stage of the application.

Health records and documents will be validated via an Electronic Review Verification (ERV) through *Verified by Synergy*, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification.

Your Electronic Review Verification (ERV)

Your Application Package will outline what documents are **required** to be submitted to *Verified by Synergy*. Be sure to review the list o requirements below and have a plan of when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.

This documentation must be completed at **five (5) months** from the start of the elective placement:

- Pre-Placement Requirement Clearance Information
- Immunization Form
- Mask Fit Testing Certificate (North America 3M, European FFP2 are accepted)
- Copy of Canadian Passport
- Police Record Check from Canada, preferably regional, along with NOSM U International Elective – Criminal Disclosure Form.

Learners should receive the *Verified by Synergy* Log In within 3 business days. If not received, please email internationalelectives@nosm.ca

You will need to ensure that all the requirements are met and will still be valid at the time of your placement. They must NOT expire prior to your placement.

Final Documentation Required Prior to Placement:

This documentation will be requested after the clinical elective placement is confirmed:

- Completion Receipt of Learner Mistreatment Training Module
- Completion Receipt of Cultural Safety Training Module - Hearing our Voices (15hrs) (Cultural Safety Module)
- Completion Receipt of Sexual Violence Prevention Module – (Sexual Violence Prevention Module)

- Proof of UHIP Coverage: Learners will be provided with the purchasing information (NOSM U's e-payment platform).
- Malpractice Coverage: Leaners will be provided with the purchasing information (NOSM U's e-payment platform).
- WHIMIS 2015: WHMIS certificates less than 60 months old at time of placement will be accepted with proof of pass.

Application Fees

All Applicable Student Fees			
Fee Description	**Payee**	**Amount**	**Status**
Application Fee	Payment is made on the AFMC Website	$485.00	Non-Refundable
Acceptance Fee	Payment is made on the AFMC Website	$300.00	Percentage Refundable
Malpractice Insurance Fee	Payment to NOSM U	$245.00	Non-Refundable
UHIP Insurance Fee	Payment to NOSM U	$79.00	Non-Refundable • One payment of $79 will cover up to 4 weeks of elective placement. • Additional fees will be required after 5 weeks for multiple rotations.
Cultural Safety Training Module	Payment is made on the Website (LINK)	$125.00	Non-Refundable
Sexual Violence Prevention Module	No payment is needed (LINK)	Free	
Housing Fee	Payment to NOSM U	$375.00 per week	Refundable
WHMIS	Payment made via WHMIS LINK	$24.95	Non-Refundable

Initial Application Fees

- All fees and associated costs will be posted on the AFMC Portal and may be subject to change.
- Application fees are paid through the AFMC Portal upon application submission. Secondary Fees

Secondary Fees

- Secondary fees will be requested by NOSM University approximately 8 weeks prior to the elective start dated.
- Fees are to be paid within seven (7) days of the requested date.
- The Community Relations Coordinator will provide you with a secure link to submit your payment.
- Refunds are only available as defined in the Elective Application Refund Policy.

Secondary Fee – Additional Information

Medical Malpractice Insurance:

- Learners cannot use a malpractice certificate issued by another school or purchased independently by the applicant.
- NOSM University does not accept coverage provided by the applicant's home school.
- Only one (1) NOSM University issued malpractice certificate is required per calendar year. Should a Learner schedule two (2) NOSM University electives within the same calendar year a second malpractice fee is not required.

University Health Insurance Program (UHIP) Coverage

- Adequate Health Insurance is mandatory to complete a placement
- UHIP coverage is mandatory regardless of OHIP coverage
- UHIP fees are as posted on the AFMC Portal.
- UHIP must be purchased by the Learner.

Housing Fees

- Should NOSM University Housing be available, fees are as posted on the AFMC Portal.

Health and Safety

- All students must have successfully completed the Workplace Hazardous Materials Information System (WHMIS) training prior to the start of their placement. WHMIS training is for employers and workers information about hazardous materials that are used in various workplaces.
- Students will receive a link to complete the training eight (8) weeks prior to the start date.
- Students are required to upload their certificate of successful completion to the portal.
- Should a student already hold a WHMIS certificate, it can be uploaded at time of application.

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Student Wellbeing

For more information for visiting learners or if you require help, please visit our website: I Need Help – Visiting Electives

Learner Mistreatment:

- NOSM University is committed to creating a climate of inclusiveness, responsiveness, understanding, and respect for the dignity and worth of every person to create the best possible environment for learning, working, and research.

Experiencing sexual misconduct, harassment or assault:

- NOSM University firmly stands against any form of sexual misconduct, harassment or assault. We are unwavering in our dedication to fostering a community that is safe, inclusive and respectful for all.

Experiencing an Injury in the Workplace:

- All injuries incurred in the workplace must be promptly reported to the Occupational Health Department at your training site and your preceptor
- If the injury is severe enough where medical attention is required, present to the nearest Emergency Department.
- In the event of needlestick or biological contamination, your site-specific Occupational Health department may advise of additional forms or testing as required.
- All learners must complete in conjunction with their preceptor an Injury/Incident Reporting Form. Should you be unable to complete this form, your supervisor must do so on your behalf. All completed forms must be sent to NOSM University Human Resources at hr@nosm.ca or by fax 705-671-3880 and learners must identify in the correspondence that they are a visiting learner, provide their home school name and their learner level. Should you require assistance in completing the reporting form, an Information Sheet is available to assist in the completion of the form.
- A NOSM University Human Resources representative will contact you directly to gather additional information and to clarify the status of the injury. The NOSM University Human Resources Unit will generate and submit Form 7 (Employer Report of Injury) to WSIB on your behalf, if required. NOSM University Human Resources or WSIB may require additional follow-up.
- Should you have any questions regarding the NOSM University process, contact NOSM University Human Resources at hr@nosm.ca.
- All learners should notify their home school of the injury and advise that any reporting if required is completed by NOSM University.
- In the event of any interruption to your rotation, you must notify your preceptor and your NOSM University elective coordinator. Your NOSM University Elective Coordinator may be reached through their NOSM University personal email or at electives@nosm.ca or internationalelectives@nosm.ca

Experiencing a Personal Crisis:
If you find yourself in a personal crisis, you are not alone. There is help available.

- Ontario Medical Association Physician Health Program (PHP): 1-800-851-6606

- For added supports within NOSM University, please refer to this section of our website: Learner Support Services | culture.nosm.ca

Experiencing Academic Difficulty:

- If you are experiencing academic difficulty, while on a rotation, please contact your homeschool, speak to your supervisor, and/or inform NOSM University's Electives Office. We are here to hope you have an enjoyable and educational rotation with us at NOSM University.
- For all inquiries related to visiting elective procedures please contact the NOSM University's Electives Office at electives@nosm.ca.

NOSM U Well App:
The NOSM University Well App is designed to readily provide information and student-based resources on your phone. NOSM University encourages all students to download the NOSM University Well App.

1. iPhone: Apple Store
2. Android: Google Play

Travel and Accommodations

Elective students are responsible for the cost of their travel and accommodations during their elective.

Housing:
The Housing Unit provides safe, comfortable housing for students requiring accommodation during placement. Learner applicability for any type of stay must fall within the NOSM University Housing Policy. This policy will highlight procedures and responsibilities, as well as some information on core and elective placements as well as other helpful information.

All medical students are expected to review the following documents prior to applying through the portal.

NOSM University Housing Policy

NOSM University Learner Housing Agreement: (students can utilize either version based on personal preference)

- **Digital Consent** (automatically sent to housing@nosm.ca)

- **PDF version** (must be signed and sent to housing@nosm.ca)

Key Features:
It is important to determine whether the above housing protocols meet your specific requirements.

- Medical students share a kitchen and bathroom with another medical student (male or female).
- NOSM U Housing is allocated to visiting learners on a first come first serve basis.
- Please let us know in the comments section if you would like us to request NOSM U Housing on your behalf
- The NOSM University Coordinator will continue to process the rotation requests even if NOSM U Housing is not available
- Overnight guests are not allowed.
- Family member housing is NOT available for Canadians Studying Abroad
- Please also see our smoking/pet/scent restrictions and mixed gender room assignment
- More information about maps, location, allocation of specific rooms, and delivery of keys are found within the guidelines document.

Availability:

- All students are encouraged to secure their own housing.
- **If NOSM U Housing is Available**: Four (4) to eight (8) weeks prior to your placement, we will email you and request payment by Credit Card via our payment platform in the amount of $375 CAD per week**.**
- **If NOSM U Housing is Not Available***:* Following confirmation of a secured elective, you will be notified by email, and additional information may be provided to help you secure accommodation in the community of your visiting elective.

Cancellation and Change Requests

Cancellation & Change Requests

Student Initiated Cancellation:

- Once an elective has been secured, changes to the elective in any way (i.e., date, community, or speciality discipline) or cancellation are **NOT** permitted.
- There are no exceptions to this policy.
- There are no refunds for cancelling any confirmed electives.
- Should a cancellation occur, once the elective placement is confirmed, you are required to notify the Visiting Electives Office at least six (6) weeks prior to the commencement of the elective start date.
- If a student cancels an elective less than six (6) weeks prior to the start date, the home school will be notified in writing by NOSM University. Cancelling an elective at this point

is deemed unprofessional and will be reported to your Home School and the AFMC Portal.

NOSM University Initiated Cancellation:

Cancellation Due to Site/Preceptor:

- While extremely rare, should a confirmed/accepted elective be cancelled by NOSM University (via site or preceptor) due to unforeseen/mitigating circumstances, we will contact the student to obtain consent if they desire NOSM University to find an alternative elective, with the understanding that a student must proceed with the offered alternative.
- All attempts to find a reasonable placement will be made. However, since this is highly dependent on capacity, students must be prepared to be flexible.
- Students can decline the alternative elective offered, but a refund will not be issued in these circumstances.
- Note that no refund will be issued if an alternative is found.
- A partial (50%) refund of the application fee will only be issued if a student does not request/consent for NOSM University to search for a reasonable alternative, OR if an alternative elective placement is not available or offered.

Cancellation Due to No Elective Placement Capacity:

- If an elective placement cannot be confirmed before six (6) weeks of the anticipated start date, NOSM University has the ability to cancel the application due to lack of capacity.
- A partial (75%) refund of the application fee will only be issued.

Frequently Answered Question (FAQ)

1. Is there an advantage to submitting an application early?
We do not accept applications outside of the application window. All applications are reviewed once the window closes, there is no advantage to applying early.

2. I am available for multiple dates. How do I reflect this in the application?
We are only able to consider requests for placements within the designated open timeframes Alternate dates will not be considered, but students are welcome to apply again during future application windows.

3. Do you have any blackout periods?
At NOSM U, the International Visiting UG Electives is open year-round. However, there are a few specific black out periods, where we know that there are specific capacity constraint on preceptor availability.

4. What happens if I do not receive an elective placement?

Due to the popularity of the elective program, capacity is limited. As such, we cannot guarantee that all applicants will receive a confirmed elective. All decisions are final. Students are encouraged to apply again to a different elective block.

5. Can students be placed at a specific site or with a preceptor of their choice?
Learners are discouraged from scheduling clinical rotations with their own preceptor. NOSM University will match you to a preceptor in your preferred area of specialty or community. NOSM U Community Relations Coordinators will be open to discussion surrounding your ties to a community or preceptor preference. Please note that NOSM U will have sole discretion in the final decision for a clinical placement.

6. Can I request a change to the dates, location or specialty after my elective has been confirmed?
No, once an elective has been confirmed, changes are not permitted. This applies to dates, location, and/or specialty disciplines.

7. Are you able to process my application although I do not have all the required documentation?
No, due to time required to onboard international students, it is imperative that the entirety of your application is completed at the time of submission. Failure to provide the required documentation will result in the rejection/cancellation of your application.

8. Are immunization forms required with an application?
Yes, the immunization forms and records are a requirement of an application and are non-negotiable. See immunization requirements tab on the left for details.

9. I have concerns about the immunization requirements, who can I contact?
For immunization questions or concerns, contact internationalelectives@nosm.ca
10. My N95 mask fit is no longer valid, or I require a religious exemption, what do I do?
Please refer to the Important Information tab on the left for details.

11. Can I waive part of my acceptance fee as I do not need malpractice insurance?
No. This is a mandatory requirement of NOSM University and ensures that all students have the appropriate coverage during the specific duration of their elective placement.

12. How do I apply for an Observership or Shadowing Opportunity?
Only requests for clerkship electives are processed by the Visiting Electives Office at NOSM University. Requests for pre-clerkship electives, observerships and job shadowing of physicians is not permitted through NOSM U and many of our hospital teaching sites do not allow pre-clerk observerships.

13. I'm a postgraduate resident; can I apply for an international visiting elective via the AFMC portal?

No. The AFMC Portal is for undergraduate medical students only. Unfortunately, NOSM University does not yet offer an International Visiting PGME Program.

14. Can you refund my application fee if I do not receive a confirmed elective offer?
Please refer to the Cancellations & Change Request tab on the left.

15. What if I have to cancel my confirmed elective? Do I receive a refund?
There are no refunds for cancelling a confirmed elective. Should you decide to cancel, you are required to notify the Visiting Electives office at least six (6) weeks prior to the commencement of the elective start date.
If a student cancels an elective less than six (6) weeks prior to the start date, the home school will be notified in writing. Cancelling an elective at this point is deemed unprofessional.

16. May my parent(s) or an agent of my choosing contact your office to discuss my application?
To protect applicant privacy and comply with provincial privacy legislation, all communication regarding elective applications will be conducted directly with the applicant only. We are unable to discuss application details with parents, guardians, or third parties.

17. I have a confirmed NOSM U Elective, and I have not received my elective placement details yet. What should I do?
Please contact the Community Relations Coordinator at internationalelectives@nosm.ca

18. When should I contact my Preceptor?
Refer to your confirmation letter for instructions in regard to your placement and preceptor contact.
19. What if I didn't receive my login or when should I receive my login for Verified?
Learners should receive the Verified log in within 3 business days. If not received, please email internationalelectives@nosm.ca.