

Undergraduate Medical Education

Student Observerships

Curricular Component: Procedure #CC-02P v6

Corresponding Policy: Policy #CC-02 v6

Lead Writer: unknown

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Procedure

- The student is responsible for completing the Observership Approval Form in MEdTech **prior** to the observership for all observerships. The UGME Office will only approve the observership if the form is sent ahead of time.
- Students must follow the submission and approval process for **all observerships**, including those which occur away from Queen's and/or are not for credit. **This is for insurance and liability purposes.**
- Additionally, if the Faculty being observed are from Queen's, they will receive Workforce Credit for their work with students, **only if the submission and approval process has been followed.** An email will automatically be sent to the preceptor asking him/her to confirm attendance the day following the observership.
- The Student Reflection is optional and allows students to enter a short note outlining the experience along with any learning questions that the experience has stimulated. **NOTE: the reflection is *not* sent to the preceptor.**
- As components of the Introduction to Physician Roles 1 (IPR1) course, students will be required to reflect on at least one of their observerships on their Year 1 Career Advising Form in Term 2. As components of the Integration of Physician Roles 2 (IPR2) course, students will be required to discuss their observership experiences as part of the Careers interview in Term 4 (please note: patient identifying data is not to be included in any related assignments).
- Once the observership has been confirmed by the preceptor, it will be noted as such on the student's "My Observership" screen.

- Each student must ensure that **SIX (6)** for-credit observerships in different clinical disciplines are completed and that all observerships are completed by **May 15 of Year 2**. Additionally, at least **TWO (2)** observerships must be completed by **May 15 of Year 1**.
- On May 15 of year 1, a report of student completion of two observerships will be sent from Student Support Team to the Course Director of IPR1 to signify those students who have passed the observership portion of the course.
- On May 15 of year 2, a report of student completion of six observerships will be sent from Student Support Team to the Course Director of IPR2 to signify those students who have passed the observership portion of the course.
- Students are expected to conduct observerships outside of mandated class time as per Absence Policy.
- Students participating in observerships outside of Canada are required to follow the International Process Guidelines are located on the UME Web site. Please go to:

http://meds.queensu.ca/education/undergraduate/current_students/off_campus_international_activities_procedures

NOTE: It is important to qualify in your initial request that you are “Queen’s Medical Student.” It is helpful for faculty to be aware of this detail as it may impact their willingness to receive an observer, especially as many students who are not enrolled in the Queen’s Medical School request observerships.