

Clerkship Policies

Electives

Electives (Policy # CC-06)

Approved by: MD-PEC October 20, 2011

Lead Writer: L Davidson

Last Revised: August 17, 2011

Background

During clerkship, students complete student-directed elective rotations. The total number of elective weeks is determined by the Curriculum Committee and may vary slightly from year to year. Elective rotations are usually organized by the student to meet the individual learner's interests and needs. The student is required to complete the electives proposal form, and identify clearly defined educational goals and objectives for the rotation. Formal approval by the Electives Director of each proposed elective experience is mandatory prior to commencement of the elective. Exceptional circumstances will be reviewed on a case by case basis, by the Electives Director.

The Progress and Promotions Committee may require students to use elective time to address deficiencies identified during core or elective rotations.

Policy

1. The required number of elective weeks will be defined by the Curriculum Committee on an annual basis (for each graduating class). Weeks in excess of this number will not be credited on the MSPR (Medical Student Performance Record/Dean's Letter.)
2. All elective rotations must be under the supervision of a licensed physician affiliated with an LCME accredited medical school, or a designated rural provider network.
3. Elective rotations may be from two to six weeks in length. (A 2-week elective can be split into 2 x 1-week electives at different times with the same preceptor if required. In general, 1-week electives are not permitted except to complete a residual 1 week as part of a 3 week block.)
4. Students are expected to work a minimum of eight hours per day, and may be required to take call or work shifts after hours, on weekends or statutory holidays. The student should spend a minimum of five working days (40 hours) per week during the elective.
5. In accordance with the resolution passed by the AFMC, electives must be in a minimum of 3 different disciplines (a list of which can be found at: http://meds.queensu.ca/courses/community/medicalelectives:aims/disciplines_list .) Research qualifies as a distinct discipline based upon the topic (i.e. nephrology research is the same as nephrology but different than pediatrics).
6. All elective rotations must be approved by the Electives Director prior to their commencement as per the timeline outlined in the Electives Procedures (https://meds.queensu.ca/central/community/medicalelectives:aims/key_steps.)
7. Unapproved electives will not be credited on the MSPR.
8. One Clinical Performance Assessment form (CPE) is required from each elective rotation. It is the

student's responsibility to ensure that the CPE is completed by the electives preceptor and returned to the UGME office. The student must obtain a passing grade in order to gain credit for the rotation.

9. In order to receive a pass in the overall Electives course, students must:
 - a. Demonstrate a satisfactory progression of clinical competencies over the course of all elective rotations as determined by the CPE.
 - b. Submit all documentation in a timely fashion.
10. Students who fail to comply with the requirements outlined in item #9 will meet with the Electives Director and their performance will be reviewed by the Clerkship Examiner's Committee. The Clerkship Examiner's Committee may refer concerns of student performance in the Electives Course to the Progress and Promotions Committee for consideration.

Procedures

1. The Elective Approval form (<http://meds.queensu.ca/courses/clerkship/electives?section=add>) must be submitted to the Undergraduate Office at least 6 weeks prior to the planned start date of the elective (12 weeks for international electives). Final approval must be obtained in advance of the start of the elective in order to be granted academic credit.
2. Students applying for electives outside of Canada must complete all steps included in the Off Campus International Activities Procedures regulations found here: http://meds.queensu.ca/undergraduate/current_students/international_activity/off_campus_international_activities_procedures
3. Students who do not have approved electives 3 weeks prior to the start of an elective rotation will be assigned a rotation at the discretion of the Electives Director.
4. Students requesting planned leave (i.e. personal days, conference leave) during elective time require prior approval by both the elective supervisor and the Electives Director.
5. The completed CPE, signed by the elective supervisor and the student must be submitted to the Undergraduate Office within 10 days of completion of the elective rotation.