

# Undergraduate Medical Education

## Student Observership Policy

*Curricular Component: Policy #CC-02 v6*

*Supersedes: Student Observership Policy #CC-02 v4 and v5 for the class of 2018 and onwards*

*Lead Writer: Teaching, Learning, and Innovation Committee*

*Approved by Curriculum Committee: October 26, 2014*

*Approved by SOMAC: TBA*

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*September 28, 2011 (v2)*

*July 25, 2013 (v3 – still in effect for the class of 2017)*

*October 20, 2014 (v4)*

*August 15, 2015 (v5)*

*September 14, 2016*

*Effective Date: September 23, 2016*



### 1.0 Definition

- 1.1. A for-credit student observership is defined as a minimum half-day (4 hours) self-directed learning experience spent with a Queen's University faculty member in a clinical setting. Observerships may only be scheduled during Year 1 or 2 of undergraduate medical training.

### 2.0 Purpose

- 2.1. The Student Observership Policy sets out the regulations and student responsibilities concerning the scheduling, completion and documentation of observerships.

### 3.0 Student Responsibilities

- 3.1. It is the sole responsibility of students to set specific learning objectives and goals for observerships and to make arrangements to participate in observerships. Students are responsible for contacting clinicians or other health professionals and arranging mutually convenient times for observerships.

### 4.0 Regulations

- 4.1. Participation in observerships is compulsory.
- 4.2. Students must complete six observerships in six different clinical disciplines with Queen's Clinical Faculty by May 15 of year 2. Additionally, at least two observerships must be completed by May 15 of year 1.

4.3. Students may participate in additional observerships beyond six, but these will not be recognized officially as part of the curriculum.

4.4. Students must follow procedures below for **any** observerships for insurance and liability purposes.

## **5.0 Approval**

5.1. The UGME Office is responsible for approving observerships submitted through the MEdTech form. Information from six observerships (selected by the student) will be included in each student's MSPR.

## **6.0 Oversight**

6.1. With the support of the UGME Office, the Observership Program is supervised by Career Advisors who will review and address individually any instances of non-completion, as well as any other concerns or issues that may arise. A Career Advisor will meet with students individually during their formative Career Meetings about career plans and use their observerships to frame the discussion.

6.2. Observership completion is a part of the year 1 Introduction to Physician Roles (IPR1) Course and successful completion of a minimum of 2 observerships is required for a "Pass" grade in this course. A total of 4 further observerships is required in order to pass year 2 Integration of Physician Roles (IPR2) Course.

## **7.0 Faculty**

7.1. Observerships must be conducted with Queen's Clinical Faculty, both for recognition in the student's MSPR, and credit for the Introduction to Physician Roles and Integration of Physician Roles (IPR1 and IPR2) Courses.

## **8.0 Time**

8.1. The scheduling of observerships must be in compliance with policy #SA-07: Attendance and Absences in UGME.