

Undergraduate Medical Education

Visiting Medical Elective Policy for Students Enrolled in an LCME Accredited Canadian School

General: Policy #G-03

Supersedes: none

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1.0 Preamble

- 1.1. In accordance with regulations published by the College of Physicians and Surgeons of Ontario, Queen's University provides elective experiences in its affiliated hospitals for students in the clerkship phase from other accredited medical schools (LCME/CACMS) in Canada. Activities during the elective are in keeping with the student's demonstrated competence.
- 1.2. Acceptance of a student will depend on an available position in the rotation roster and on the recommendation of the applicant's Dean.

2.0 Eligibility & Requirements

- 2.1. Students must be enrolled in the final clerkship phase of a Doctor of Medicine program at an LCME accredited Canadian Medical School.
- 2.2. Prior to enrolment in an elective, a student may be required to have completed his/her core clinical clerkship rotation in the discipline for which they have applied.
- 2.3. The elective experience cannot be used to complete a core rotation.
- 2.4. Students must submit all the required documentation before an elective can be finalized.
- 2.5. The maximum duration of elective time that may be carried out at Queen's University is 12 weeks.
- 2.6. Students must have up-to-date Basic Cardiac Life Support (BCLS).
- 2.7. Students who are granted an elective will be able to participate in supervised patient care activities.
- 2.8. Adequate health coverage for the duration of the elective is the responsibility of the student.

3.0 Scheduling

- 3.1. Electives are centrally coordinated and scheduled through the Undergraduate Medical Education (UGME) office only. Students are not permitted to make prior arrangements with any department or physician at any of the hospitals or clinics.
- 3.2. Preceptors who arrange a learning experience independently of the UGME Office will be fully responsible for all actions of the student and the experience will not be recognized as an elective.
- 3.3. A completed application form and supporting documents must be submitted at least four months prior to the beginning of the requested elective.
- 3.4. The earliest date applications will be accepted is 6 months in advance of the requested elective date.
- 3.5. Students wanting to switch their elective choice after an application has been completed and approved must cancel the elective and re-apply.
- 3.6. Cancellations received less than 6 weeks prior to the start date are deemed unprofessional and the home school will be notified.

4.0 Fees

- 4.1. Elective fees will be determined annually and posted on the Undergraduate School of Medicine website.
- 4.2. The fee is a non-refundable administrative fee per elective.
- 4.3. The elective experience is entirely financed by the visiting student.