



MD Program

Extension to Clerkship Policy

Curricular Component: Policy #CC-19 v2

Supersedes: #CC-19

Approved by Curriculum Committee: October 12, 2023

Approved by MD PEC: November 29, 2023

Effective Date: December 1, 2023

1.0 Definition

1.1 An Extension to Clerkship Plan is additional optional clerkship opportunities for a student who has completed all curricular requirements for completion of the MD degree program, but has not yet graduated.

2.0 Purpose

2.1 The purpose of an Extension to Clerkship Plan is to enhance a student's clerkship experience facilitate the opportunity to match to a postgraduate residency program.

2.2 Extension to Clerkship Plans are intended to support students who have made reasonable attempts to engage in the matching process in good faith. The principles reflect our goal to achieve the balance between support and adherence to the principles of the CaRMS process in Canada.

3.0 Eligibility

3.1 Participation in an Extension to Clerkship plan will only be available for students who have fulfilled graduation requirements but have not matched.

4.0 Application Procedures

4.1 Availability of an Extension to Clerkship Plan (Plan) is at the sole discretion of the MD Program, and approved by the Associate Dean, MD Program or Assistant Dean Academic Affairs.

4.2 Students who wish to participate in a Plan must have the support of a Career Advisor.

4.3 Students who are participating in a Plan will not have graduated from the MD Program prior to completion of the Plan.

- 4.4 Students must submit to the Secretary, Progress and Promotions Committee for consideration, a planned electives outline, including desired placement dates and learning objectives, supported by a Year Director (Clerkship), Electives Director and a Career Advisor.
- 4.5 Students will not participate in any activities in the Plan until such time as they receive and acknowledge a Plan approved by the Assistant Dean, Academic Affairs on behalf of the Progress and Promotions Committee.
- 4.6 Once a Plan is approved, any changes will require further approval.

5.0 Extension to Clerkship Plan Requirements

- 5.1 Students will maintain registration at Queen's University to ensure appropriate insurance coverage at all times.
- 5.2 All the rules, regulations, policies, and practices of the University, Queen's Health Sciences and the MD program will continue to apply during the period of registration.
- 5.3 Students will pay tuition, if necessary and as determined by the University Registrar, during the term of the Plan. Tuition is applied during each of the Fall and Winter Terms.
- 5.4 Students will apply to be eligible to graduate from the MD Program no later than the deadline for the Spring (usually May) convocation in the calendar year after the beginning of the Plan. No extension or renewal of a Plan will be granted.
- 5.5 The Plan will consist of up to 20 weeks of additional clinical or research elective activity intended to both further clinical training and enhance chances of a successful match to a residency program. Electives must be arranged by the student in accordance with the Electives Policy.
- 5.6 Electives must be in accordance with the MD Program Electives Policy, except as noted below:
 - 5.6.1 Electives must be a minimum of 2 weeks in duration;
 - 5.6.2 Up to 50% of the elective time may be spent in one discipline;

- 5.6.3 The remaining 50% or greater of the elective time must be spent in other disciplines.
- 5.7 Electives will be registered with the MD program in the same manner as they are during the Clerkship phase of the MD Program.
- 5.8 Assessment during the Plan will be in the same manner as Electives in the Clerkship phase of the MD Program.
- 5.9 The implications of an incomplete, unsatisfactory or Fail assessment or grade of an elective during the Plan will be the same as in the Clerkship phase of the MD Program. Consequences are as outlined in the Student Progress and Promotions Policy and may include, but are not limited to, meeting with the Progress & Promotions Committee, being asked to remediate, being given a Fail grade, or being asked to leave the MD Program.
- 5.10 Students who voluntarily withdraw from the Plan prior to completion will be subject to the University's regulations and deadlines for dropping courses.
- 5.11 Student transcripts will show additional Medical Electives course(s) in each university term in which students participate in the Plan.
- 5.12 Students will continue to engage in a reflective process with respect to career decision-making with Career Advisors from Student Affairs.
- 5.13 Student Affairs will provide students with access to its services for the duration of the Plan, including Wellness, Careers and Academic Advisors for the duration of the Plan.

6.0 Oversight

- 6.1 With the support of the Year Directors (Clerkship), Director of Enhanced Clinical Experiences, and MD Program Career Advisors, the Extension to Clerkship Plan is overseen by the Progress and Promotions Committee.