



Faculty of Health Sciences

School of Medicine
Academic Calendar
2018-2019



SCHOOL OF
Medicine

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Application Procedures

Applications for the Queen's School of Medicine are made through the [Ontario Medical Schools' Application Service \(OMSAS\)](#). Please visit the OMSAS site for information regarding the application process. All documents and application materials must be submitted through the application centre. Candidates will be assessed solely based on materials submitted to OMSAS by the application deadlines. Addendums or supplemental materials sent directly to the School of Medicine will be destroyed.

If you have a concern regarding the submission of your application materials or require additional information please contact the Admissions Office of Undergraduate Medical Education: telephone 613 533-3307 or FAX 613 533-3190, or the [Ontario Medical Schools' Application Service \(OMSAS\)](#), 170 Research Lane, Guelph, Ontario N1G 5E2.

[OMSAS – Important Dates](#)

September 15, 2018 (4:30 pm ET)

Deadline to register for/create an account for the [OMSAS online application](#).

Notes:

- Create your own account and do not take over an account created by someone else.
- Requests for references should be sent to your referees by this date.
- Credit card is the only payment method available for the application. If you must pay by an alternative method, cheque payments are accepted; however, requests to pay by cheque must be made by this date.

October 1, 2018 (4:30 pm ET)

Deadline to submit applications. There are no exceptions (this is a strict deadline).

- Deadline for OMSAS to receive your initial transcripts and academic documents.
- Deadline for OMSAS to receive your references.
- Deadline for OMSAS to receive all payments.

November 1, 2018

OMSAS must receive your MCAT scores.

Note: It takes 2 business days for OMSAS to receive your scores after they are released. Your request should be made no later than October 29, 2018.

May 13, 2019

First round offers of admission are sent out.

June 30, 2019

OMSAS must receive your final transcripts.

Selection Process

100 Canadian citizens or permanent residents and 5 international students are admitted annually into first year and are selected on the basis of a strong academic record and the assessment of personal characteristics considered to be the most appropriate for studying medicine at Queen's University and the subsequent practice of medicine.

The Admissions Committee believes that both academic abilities and specific personal attributes are important in successfully studying and practicing medicine, and will assess these factors at different points during the [admission application process](#).

The Committee evaluates:

- Grade Point Average
- MCAT
- Autobiographical Sketch
- Reference Letters
- Interview

Process for Indigenous Candidates

The Admissions Committee recognizes the critical shortage of Indigenous physicians in Canada and the need to educate more Indigenous physicians to serve as role models and to address the health care needs of Canada's Indigenous people.

The Committee has developed an alternative process for assessing Indigenous candidates. 4 qualified Indigenous students per year may be admitted to the MD program by the alternative process. You may also choose to apply through the regular admission process.

If you wish to be considered by the alternative process, submit the following documentation, through OMSAS, by October 1, 2018:

- A separate letter to the Director of the Admissions Committee, in which you declare your Indigenous ancestry and give specific information about First Nations, treaty, community, or organizational affiliation. The letter should request consideration by this alternative process, and should expand on your academic and personal background, and reasons and motivation for wishing to become a physician.
- An application letter, accompanied by a letter of support from an individual representing the First Nations, community or organization to which you belong.
- Proof of Indigenous ancestry.

Once you are identified by the screening panel, you will be invited for an interview at the same time as the general applicants. If selected, you will complete the MMI and a standard panel interview with a team of representatives from the Indigenous community.

Process for Canadian Armed Forces Candidates

At the request of the Department of National Defence, Queen's University Undergraduate Medical Education program has completed arrangements with the Department of National Defence (DND) to create up to five additional training positions in the Queen's Medical Doctorate Program. Canadian Forces Staff, who are supported by the DND would be eligible to apply for these positions and offers of admission will be made to those that qualify.

Regular Force military candidates interested in the Military Medical Training Program can obtain more information by consulting the following *intranet* website address:

<http://cmp-cpm.mil.ca/en/recruitment-careers/education-programs/officer-specialist-training.page>

Military candidates who apply through the MMTP program must meet all application eligibility requirements including the completion of the necessary prerequisite courses. These candidates must follow the same application procedures as all other applicants. The application fees and institutional levy will apply and the candidates must follow the same method of payment as all other applicants.

1. An introduction letter **MUST** be sent directly to the Faculty of Medicine, indicating that one has applied through OMSAS for admission through the MMTP with the Canadian Forces.
2. All military candidates wishing to apply to medical schools under MMTP sponsorship **MUST** inform Director General Military Careers DMCPG 5-2 – at CMP.DMCPG5(AT SIGN)FORCES.GC.CA at the same time of their application to the medical schools.

For additional information regarding the MMTP application process please contact:

Name: DMCPG 5-2

Title: Commissioning and Education Programs Supervisor, Director General Military Careers

E-mail: CMP.DMCPG5(AT SIGN)FORCES.GC.CA

For additional information regarding Medical Officer recruitment/roles/responsibilities and prospective military service in Health Services *it is strongly encouraged* to also contact:

Name: Maj Tina Sweet

Title: Staff Officer Attraction and Retention, CF Health Services Group Headquarters

Tel: 613-901-1558

E-mail: TINA.SWEET(AT SIGN)FORCES.GC.CA

International Students

Queen's University will admit an additional number (up to a maximum of 5 per year) of qualified international students (non-Canadian citizens, non-permanent residents).

If accepted into the program, it will be the international student's personal responsibility to ensure all licensing requirements of the country in which they intend to practice medicine are fulfilled.

All international applicants must have completed (or be in their final year of study) the equivalent of a Canadian 4-year university Bachelor's (Honours) Degree. No specific course prerequisites are required.

Applicants attending university outside Canada or the United States must have their academic credentials assessed for Canadian equivalency by World Education Services (WES).

A course-by-course evaluation, with an overall grade point average is required.

If you are an international student interested in applying to Queen's medical school, please visit our dedicated website for international medical student applicants at <http://www.intlmeds.queensu.ca/>.

The Queen's Medical School Curriculum is conducted entirely in English. Proficiency in English is a prerequisite for admission. Those applicants whose native languages do not include English will be required to obtain satisfactory standing in the Test of English as a Foreign Language (TOEFL) proficiency test.

Each international student is responsible for paying international annual fees. These fees include tuition, student fees and university health insurance premiums.

MD/PhD and MD/Master's Program

The combined [MD/PhD and MD/ Master's Programs](#) provide benefits to both scholarship and to the professional development of physician-scientists by allowing better integration of clinical and research training experiences, and also provide better opportunities for fostering translational research.

Our programs are in keeping with the strategic directions of both the Canadian Institutes of Health Research Strategic Plan and Government of Canada's Science and Technology Strategy, which emphasize the need for providing increased trans-sectorial and multidisciplinary training, building research excellence, translating knowledge into practical applications and deepening the pool of highly skilled individuals. Students in combined MD/graduate programs bring a distinctive, clinical/translational perspective into their laboratories, and conversely, these students also bring a basic science perspective to share with their fellow medical students. This is especially relevant in the context of the greater emphasis now being placed on team-based learning approaches as an important component of the Queen's medical curriculum.

Offers and Deferrals

Each year the Queen's School of Medicine coordinates its initial round of offers with the other Ontario Medical Schools. This means that you will receive the results of your application some time during May. After the initial round of offers and declines, we will continue to send offers until the class has been filled. All applicants will receive an email relating to the outcome of their application. Finally, once the class has been filled, an email will be sent to all applicants on the waitlist. For these reasons, it is important that if you change your email from the one appearing on the OMSAS application that you let us know.

Admission Offer Checklist

All candidates that accept offers of admission to Queen's School of Medicine must complete and submit all documents listed in the [Admission Offer Checklist](#) in order to participate in the curriculum.

Deferred Registration

Requests for deferred registration will be considered by the Admissions Committee from highly qualified students wishing to complete the requirements for their undergraduate or graduate degree before enrolling in the School of Medicine. A maximum of ten students wishing to complete the requirements for their undergraduate or graduate degree may be accepted for deferred registration. Requests for deferral will be considered as they are received and must be received by August 1st of the year of acceptance to be considered. Normally, deferred registration will be granted for one year.

Entry Requirements

Immunization

As an entry requirement to Queen’s School of Medicine, students are expected to provide documentation of immunization or immunity, as listed in the [Communicable Disease Screening Protocol](#).

After reviewing the Communicable Disease Screening Protocol please ensure that the [Communicable Disease Screening Form - 1st Year Students](#) is completed by a health care professional and submitted to the Undergraduate Medical Education Office.

Police Records Check Policy

All students who accept an offer of admission into a Medical, Residency, Nursing or Rehabilitation Therapy program will provide evidence of a Police Check and Vulnerable Sector Screening, conducted at their expense, before they will be permitted to register in the program.

The Schools will make reasonable efforts to inform potential applicants of the requirement to have a Police Check and Vulnerable Sector Screening and that a “not clear” Police Check may result in withdrawal of an offer of admission, or suspension or expulsion from the program.

An applicant or student who submits false, misleading or incomplete information about a criminal charge or criminal record may be subject to sanction by the School and/or the University.

The Ontario Human Rights Code permits the discrimination in the provision of educational services on the basis of a criminal record, provided that a pardon has not been granted under the Criminal Records Act. Accordingly, it would not be a violation of the human rights code to deny admission to the Faculty of Health Sciences to any individual who has a criminal record.

Nevertheless, universities are required to act fairly and reasonably when making decisions that affect the rights and opportunities of others. As a result, decisions which result in the denial of admission to or removal from an academic program must be made thoughtfully, respecting the need for due process.

Queen's Accelerated Route to Medical School (QuARMS)

To be considered for admission to QuARMS, you must complete the following steps:

- Submit a complete application to one, or more, of the following Queen's University direct-entry undergraduate programs through the Ontario Universities Application Centre (OUAC):
 - ~ Bachelor of Arts Honours (QA),
 - ~ Bachelor of Science Honours (QS),
 - ~ Bachelor of Computing Science Honours (QD)
- Be nominated for the [Chancellor's Scholarship](#) (Min. 90% Average) and submit the Major Admission Awards application to Queen's University.

What Happens Next?

Mid-February:

A select group of Chancellor's Scholarship nominees will be contacted by email and invited to submit a supplementary application. These supplementary applications will be sent to candidates by email. Instructions regarding completion of the application and the instructions for the Letter of Reference will be included.

Late February

QuARMS application, academic and non-academic forms must be submitted by email to the School of Medicine Admissions Office.

Mid-March:

From the supplementary applications received, a small, select group of applicants (40-50), will receive invitations to the QuARMS interviews **Travel Bursary Available*

Early April:

Evening reception for QuARMS candidates (interviews held the next day)
QuARMS interviews at Queen's University, School of Medicine (full day)

Late April:

All candidates who participated in the interview process will be notified of their QuARMS admissions status.

**Financial Assistance: Queen's offers need-based assistance to supplement family resources for students admitted to a first-entry undergraduate program at Queen's.*

Invited candidates may be eligible for a travel bursary to assist with travel expenses to Queen's University. Further information will be provided to the candidates invited to the QuARMS interviews.

Leadership

Associate Dean, Undergraduate Medical Education

[Anthony J. Sanfilippo, BSc, MD, FAAC, FRCPC](#)

The Associate Dean, Undergraduate Medical Education is primarily responsible for the direction, content, organization, conduct and evaluation of the medical curriculum.

MANAGEMENT TEAM

Manager - Staffing & Student Support Services

[Jacqueline Findlay](#)

Manager - Undergraduate Operations

[Jennifer Saunders](#)

Contact Information

Undergraduate Medical Education: 613-533-2542

Admissions Office: 613-533-3307

Mailing Address:

Undergraduate Medical Education
80 Barrie Street, Queen's University
Kingston, Ontario, K7L 3N6

Fax: (613) 533-3190

Student Affairs

Welcome from the Student Affairs Team, located at the Learner Wellness Centre.

While a career in medicine is exciting, challenging and rewarding, there are times of exhaustion, disillusionment and stress. Our Student Affairs team is there to support the personal and professional growth of medical students throughout the four years of medical school at Queen's University by providing advocacy and advice in the areas of Academics, Careers and Wellness.

We want to get to know you and support you. We will have many opportunities to meet through our wellness curriculum but know you can contact us at anytime. If you find yourself wondering about whether to contact us – please do!

For appointments, please contact learnerwellness@queensu.ca, stop by our office in the Undergraduate Medical Office or call our Learner Wellness Assistants, Erin Meyer or Kim Suffron at 613-533-6000 x78451. We look forward to meeting with you!

Our confidential fax # is (613) 533-6389.

Visit our website for additional information:

<https://meds.queensu.ca/academics/undergraduate/student-affairs>



Dr. Renee Fitzpatrick, MD, MRC Psych, FRCPC
Director of Student Affairs
Tel: 613 533-2542

Meet our Student Affairs, Learner Wellness Team

Wellness Advisors

Drs. Fitzpatrick, Franklin and ten Hove are committed to sitting down with Queen's medical students needing help or advice in a confidential and welcoming environment.



Dr. Renee Fitzpatrick, MD, MRC Psych, FRCPC
Wellness Advisor



Dr. Jason Franklin, HBSc, MD, FRCSC
Wellness Advisor



Dr. Martin ten Hove, M.Eng., MD, FRCS(C)
Wellness Advisor

Career Advisors

Drs. Haley, Howse and Lakoff are enthusiastic about helping Queen's medical students transition from being a student to a professional, including choosing a career within medicine.



Dr. Susan Haley, MD, FRCPC
Career Advisor



Dr. Kelly Howse, BSc (Hon), MD, CCFP
Career Advisor



Dr. Joshua Lakoff, MD, FRCPC
Career Advisor

Academic Advisors

Drs. Beattie, Goldie, and MacDonald provide, in a welcoming environment, counselling to Queen's medical students who have concerns or encounter academic difficulties in their program.



Dr. Erin Beattie, MSc, MD, CCFP
Academic Advisor



Dr. Craig Goldie, MD, CCFP
Academic Advisor



Dr. Susan MacDonald, MD, MHSc, FCFP
Academic Advisor

Fees

Upon acceptance of an offer to the School, matriculates are required to submit a non-refundable deposit of \$1050. This amount is applied to the minimum tuition payment.

Details regarding fees may be found on the Office of the University Registrar's [website](#).

Questions regarding fees should be directed to the Office of the University Registrar.

Awards

There are several different award options available to students. All other awards (scholarships, bursaries, medals, etc.) are listed at the top of this page when they become available.

A list of awards, including scholarships and bursaries are available, click on the links below:

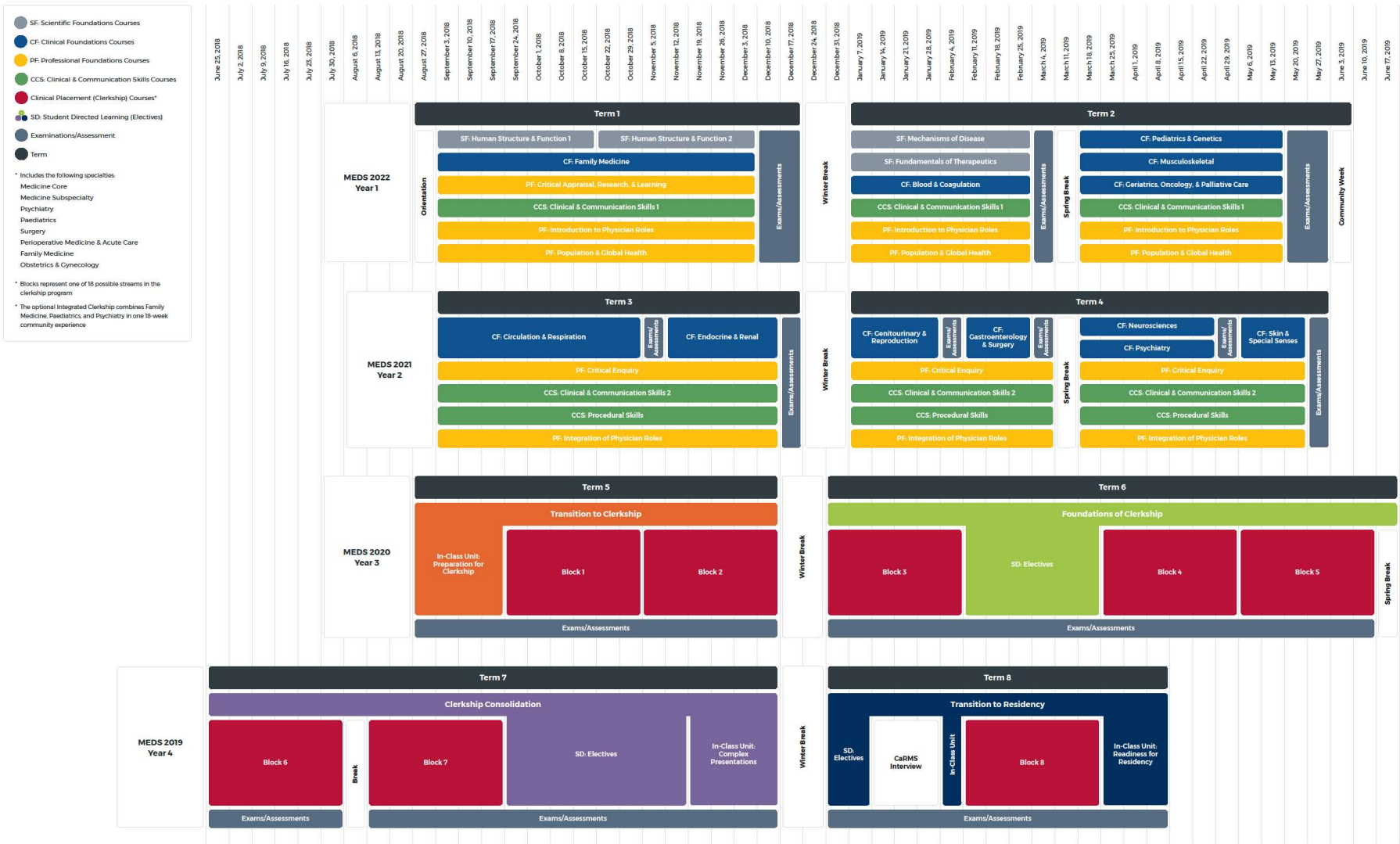
[Awards Requiring An Application](#)

[Automatic Awards](#)

[Bursaries](#)

School of Medicine – Academic Calendar 2018-2019

Curriculum Map for the 2018-19 Academic Year



School of Medicine – Academic Calendar 2018-2019

YEAR 1	Course Nbr	Course Title
	110	SF: Human Structure & Function 1
	111	SF: Human Structure & Function 2
	112	PF:Critical Appraisal Research & Learning
	113A	PF: Introduction to Physician Roles
	114A	Clinical and Communication Skills 1
	115	CF: Family Medicine
	116A	Professional Foundations: Population and Global Health
	113B	PF: Introduction to Physician Roles
	114B	Clinical and Communication Skills 1
	116B	Professional Foundations: Population and Global Health
	120	SF: Mechanisms Of Disease
	121	SF: Fundamentals of Therapeutics
	122	CF: Pediatrics and Genetics
	125	CF: Blood And Coagulation
	126	CF: Principles of Geriatrics, Oncology & Palliative Care
	127	CF: Musculoskeletal
	130	Medical Observership
YEAR 2	-	-
	230	CF: Circulation & Respiration
	231	CF: Endocrine & Renal
	232A	PF: Critical Enquiry
	233A	PF: Integration of Physician Roles
	234A	Clinical and Communication Skills 2A
	238A	Procedural Skills
	232B	PF: Critical Enquiry
	233B	PF: Integration of Physician Roles
	234B	Clinical and Communication Skills 2B
	238B	Procedural Skills
	240	CF:Genitourinary & Reproduction
	241	CF: Gastroenterology & Surgery
	242	Clinical Foundations: Skin and Special Senses
	245	Clinical Foundations: Neurosciences
	246	Clinical Foundations: Psychiatry
	250	Medical Observership
YEAR 3	-	-
	351	Transition to Clerkship
	361	Foundations of Clerkship
YEAR 4	471	Clerkship Consolidation
	440	Medicine Specialty
	441	Medicine
	442	Surgery
	443	Obstetrics & Gynaecology
	444	Paediatrics
	445	Psychiatry
	446	Family Medicine
	453	Perioperative
	482	Transition to Residency

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School of Medicine	
August 2018	
27	Clerkship begins for third year (Class of 2020)
27 - 1	Orientation program for first year (Class of 2022)

September 2018	
1	Tuition Fees due in full for Fall Term
TBA	Photo ID and student card validation for first year students
3	Labour Day (University closed. Classess will not be held)
4	Classes begin for First Year (Term 1), Second Year (Term 3) students

October 2018	
8	Thanksgiving Day (University closed. Classess will not be held)
15	Last date to apply to graduate in SOLUS for Fall 2018
16	University Day

November 2018	
5 - 9	Review and evaluation for Term 3 courses MEDS 230 (Class of 2021)
9	Remembrance Day Service (Classes cancelled 10:30 - 11:30 a.m.)
TBA	Fall 2018 Convocation

December 2018	
6	Commemoration Day (examinations will not be held)
11	Classes end for first year (Class of 2022) (Term 1)

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12 - 21	Study and evaluation for first year
14	Classes end for second year (Class of 2021) (Term 3)
14	Clerkship ends for fourth year (Class of 2019)
16	Clerkship ends for third year (evening call ends @10:00 p.m. Saturday, December 15th; overnight call ends @10:00 a.m. Sunday, December 16th)
17 - 21	Study and evaluation for second year
21	Term ends for first year (Class of 2022) (Term 1) and second year (Class of 2021) (Term 3)

January 2019	
1	New Year's Day (Statutory holiday)
2	Clerkship resumes for third year (Class of 2020) and fourth year (Class of 2019)
7	Classes resume for first year (Class of 2022) and second year (Class of 2021) (Terms 2A and 4A begin)
11	Supplemental / Make Up Exams (if required)

February 2019	
1	First date to apply to graduate in SOLUS for Spring 2019
4 - 8	Review and Evaluation for Term 4A course MEDS 240 (Class of 2021)
18	Family Day (University closed. Classes will not be held)

March 2019	
1	Classes end for first year (Class of 2022) and second year (Class of 2021) (Terms 2A and 4A end)
4-8	Study and evaluation for Terms 2A and 4A
11 - 15	Spring Break (Pre-clerkship classes will not be held)
18	Class resumes for first year (Class of 2022) and second year (Class of 2021) (Terms 2B and 4B begin)
22	Supplemental / Make Up Exams (if required)
24	Clinical Rotations for fourth year ends (Class of 2019 ends @ 10:00 am after overnight call/handover)

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30	Application to Graduate for MEDS 2019 ends
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April 2019	
12	Clerkship ends for fourth year (Class of 2019)
19	Good Friday (University closed. Classes will not be held)
29 - May 7	Review and Evaluation Term 4B for courses MEDS 245 and MEDS 246 (Class of 2021)

May 2019	
NOTE: Spring 2019 Convocation: Dates will be determined in November 2018. Please refer to http://www.queensu.ca/registrar/convocation to view these dates.	
7	Review and Evaluation Term 4B for courses MEDS 245 and MEDS 246 (Class of 2021) ends
10	Term ends for fourth year (MEDS 2019)
20	Victoria Day (University closed. Classes will not be held)
21	Classes end for first year (Class of 2022)
22 - 31	Study and evaluation for Term 2B
24	Classes end for second year (Class of 2021) (Term 4B)
27 - 31	Study and evaluation for Term 4B
31	Term 2B ends for first year (Class of 2022) and Term 4B ends for second year (Class of 2021)

June 2019	
3 - 7	"Community Week" for first year students (TENTATIVE)

July 2019	
1	Canada Day (Statutory holiday)
2	Supplemental Exams (if required)

Approved by MDPEC : March 22, 2017

Research

The graduating medical student will have developed effective learning strategies that include the capacity to engage in reflection and self-assessment, the ability to critically evaluate information and its sources (the literature), and the ability to contribute to the process of knowledge creation (research). As scholars, physicians demonstrate a lifelong commitment to reflective learning as well as the creation, dissemination, application and translation of medical knowledge.

The program objectives for the professional competency are as follows:

The competent medical graduate:

- Recognizes knowledge gaps and can ask focused questions which can address these gaps appropriately
- Retrieves medical information efficiently and effectively
- Critically evaluates the validity and applicability of medical procedures and therapeutics modalities to patient care using knowledge of research and statistical methodology
- Adopts rigorous research methodology and scientific inquiry procedures
- Prepares and disseminates new medical information
- Develops, monitors and adjusts learning

Research Curriculum

MEDS 112 - Critical Appraisal of Research and Lifelong Learning (CARL)

The Critical Appraisal, Research and Learning (CARL) course is completed by all medical students as a component of the Professional Foundations curriculum offered in the fall of their first year. The course encompasses 6 themes including: 1) Medical information literacy (searching and filtering reliable medical information), 2) Diagnostic tests and their properties, 3) research designs and methods, 4) Understanding the results of medical research, 5) Critical appraisal of medical literature, 6) Key learning strategies to foster effective educational and professional learning. These themes are addressed with didactic and small group learning exercises, online modules and textbook readings.

MEDS 116 - Population and Global Health

This first year course introduces students to a breadth of foundational concepts related to population and global health, advocacy, scholar and social accountability. Specific topics include an introduction to health and global health, the determinants of health, the Canadian healthcare system and comparison with other systems, health policy and economics, disease surveillance, outbreak management, immunizations and an exposure to various community based organizations and special populations. We are fortunate to have a number of faculty experts come to deliver these interesting and diverse range of topics.

Expanded CARL

The skills learned in the CARL course continue to be applied by all students throughout their subsequent pre-clerkship and clerkship courses through planned critical appraisal group work activities in which students appraise selected topical articles pertaining to their current coursework. In small groups, students complete an appraisal assignment for each article and participate in a class discussion facilitated jointly by the CARL professors. This longitudinal approach to critical appraisal ensures that students finish medical school having practiced and applied the skills that they learned in term 1 in multiple different contexts before entering residency. There are currently structured applied critical appraisal activities as components of the hematology, geriatrics, pediatrics, musculoskeletal, cardiovascular, respiratory, endocrinology, genitourinary and neurology courses.

MEDS 232 - Critical Enquiry

This mandatory 2nd year undergraduate medical course guides students through the fundamental steps in the creation of a research proposal, through monthly small group learning and a series of progressive structured assignments. Students are assigned to topic focused research groups through a ranking process. They are mentored in a 3:1 student:faculty ratio by either active clinician scientists or faculty with epidemiologic and research expertise.

Monthly lectures deliver structured content relevant to the research development process, and completion of an online research ethics module is an additional mandatory component of the course. In addition, students are instructed on techniques for systematic literature review and are expected to produce an annotated bibliography for their topic of investigation. They also generate a research question with justification midway through the course. The course culminates in the submission of a full research proposal.

Course deadlines are structured to complement funded summer student research grant deadlines, so that students who choose to carry their developed proposals out may compete for funding support. Students who successfully complete this course have demonstrated competence in the development and creation of a research proposal falling within one of the four pillars of the Canadian Institutes of Health Research: biomedical, clinical, health systems and services and population and public health.

Extra-Curricular Research Opportunities

Student Research Opportunities

In addition to the research opportunities offered in continuation of the Critical Enquiry course, many Queen's medical students participate in extra-curricular research projects at Queen's and outside institutions. Participation in extra-curricular research provides students with self-directed opportunities to enrich their scholarly training and apply the skills they have learned through the formal curriculum. This may come in the form of a summer research project, projects completed in student's free time during the school year, or in the form of a research elective during clerkship. Interested students are encouraged to contact potential supervisors independently and follow the announcements page for project postings.

Summer Studentships

Summer studentships are funding opportunities to allow students to pursue an original research project during the summer after first or second year. Awards are granted by the Awards Committee on the basis of academic achievement and detail and development of the project. Students are required to arrange a research project with a researcher and submit a proposal to be assessed by the committee. If students wish to pursue the research plan outlined in their Critical Enquiry project, summer studentships offer a funded opportunity to do so.

Please see the Summer Studentship [website](#) for additional details.

Scholarships and Awards

A variety of awards and scholarships are available to allow students to participate in scholarly activities such as conference attendance or research abroad.

Please see the official Awards [website](#) for more details.

Conferences

Queen's medical students are also encouraged to submit their research to local and international conferences in their field of enquiry. Funding is available to encourage such activities through the Dean's Office. Additional information regarding conference funding can be found [here](#).

Additionally, Queen's School of Medicine hosts an Annual Medical Student Research Showcase. This event provides an opportunity for medical students engaged in summer research activities to showcase their work in the form of a poster presentation. Additionally, up to three exemplary projects are selected to deliver an oral plenary presentation, moderated by Dean Richard Reznick. Students selected for the oral plenary, along with the top student poster presenter, will jointly receive the *Albert Clark Award for Medical Student Research Excellence*.

Student Initiatives

The scholar competency student leads offer a number of initiatives to students in pre-clerkship to encourage extra-curricular participation in scholarly activity. This includes a bi-weekly **Journal Club** in which interested students select, critically appraise and present an article from the current medical literature. The Journal Club is frequently facilitated by faculty members and provides an opportunity to extend and apply the critical appraisal skills learned through the CARL course.

Students also host several sessions to interact with clinician scientists in both formal and informal settings. In the **Academic Medicine Information Session**, a panel of clinician scientists is assembled to talk about careers in academic medicine and field questions from students interested in pursuing research as a career. Additionally, several Grad Club mixers are facilitated each year, allowing students to interact directly with clinician scientists.

Policies

The Queen's School of Medicine operates in accordance with all Policies as set out by the governing bodies of the University. The Senate is one of the three [governing bodies](#) of the University, together with the [Board of Trustees](#) and the [University Council](#), all of which are administered by the [University Secretariat](#). A full listing of all Senate and Board policies can be found at <http://www.queensu.ca/secretariat/policies/senateandtrustees.html>

The School of Medicine Academic Council is empowered to develop basic policies which are in accordance with the long-term goals of the Faculty and the University.

Every effort is made to ensure the accuracy of this website. However, in the event of any discrepancies between the policy documents approved by the authorizing committee within the Faculty and the versions published via this website, the former shall be the governing version.

Please read the document entitled [What is a Policy?](#) for information about changing or creating a new policy.

Policy No.	Policy Name	Effective Date	Last Reviewed
Admissions			
AD-01	Application to the School of Medicine Policy	April 19, 2008	April 19, 2008
AD-02	Aboriginal Admissions Policy	January 12, 1999	January 12, 1999
AD-03	Assessment of Graduate Applicants Policy	November 21, 2005	November 21, 2005
AD-04	Applicants with Previous MD Degree Policy	March 18, 2008	March 18, 2008
AD-05	Deferred Registration Policy	March 1, 2005	March 1, 2005
AD-07	Unprofessional Conduct of an Applicant Policy	January 27, 2011	January 27, 2011
AD-08	Police Records Check Policy	July 25, 2007	July 25, 2007
AD-09	Transfer Student Policy	December 16, 2015	December 16, 2015
Student Assessment			
SA-02 v2	Examinations Regulations Policy	September 1, 2014	July 14, 2014
SA-05 v4	Student Assessment Policy	August 31, 2015	June 2, 2016

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Policy No.	Policy Name	Effective Date	Last Reviewed
SA-06 v2	Student Progress and Promotion Policy	September 1, 2014	August 27, 2014
SA-07 v3	Attendance and Absences in UGME Policy	September 1, 2016	August 24, 2016
SA-08	Academic Accommodation Policy	September 1, 2014	July 14, 2014
Student Conduct			
SC-01	Senate Policy on Academic Integrity Procedures	October 23, 2008	October 24, 2011
SC-02 v4	Student Professionalism Policy	September 1, 2015	September 1, 2015
SC-03	Immunization and Communicable Disease Policy	April 21, 2009	June 14, 2013
SC-04	Authorship Policy	July 22, 2010	July 22, 2010
SC-05 v2	Student Complaints Policy	July 22, 2010	March 23, 2016
SC-08	Working Policy with Respect to HB Infected Students	November 14, 2013	March 5, 2014
N/A	Aesculapian Society Policy: School of Medicine Building Acceptable Use Policy	February 29, 2012	October 28, 2015
Curricular Components			
CC-02 v6	Student Observership Policy	September 23, 2016	September 14, 2016
CC-04	Ethical Conduct of Clinical Teaching Encounters Policy	April 15, 2008	April 15, 2008
CC-06 v5	Clerkship Electives Policy	January 28, 2016	May 18, 2016
CC-06 v6	Clerkship Electives v6 *for the class of Meds 2020 and subsequent classes	May 10, 2018	May 10, 2018

School of Medicine – Academic Calendar 2018-2019

Policy No.	Policy Name	Effective Date	Last Reviewed
CC-08 v3	Logging of Mandatory Clinical Encounters and Procedures Policy	March 27, 2014	March 27, 2014
CC-10 v2	Teaching Methodology Policy	January 5, 2012	January 5, 2012
CC-11 v2	Use revision and dissemination of the Queens UGME Competency Framework & MCC Presentations Policy	January 1, 2014	July 21, 2016
CC-12 v2	Curricular Time in Year 1, Year 2, and the Clerkship Curricular Courses	November 1, 2014	March 23, 2017
CC-13	Distributed Clinical Site Policy	January 1, 2015	December 17, 2014
CC-14 v2	Clerkship Clinical and Academic Activity Policy	October 22, 2015	October 22, 2015
CC-15 v2	Guest Teacher Policy	November 27, 2015	November 12, 2015
CC-16	Audio and/or Video Recording of Learning Events in UGME Policy	December 16, 2015	December 15, 2015
CC-17	Disruption of Educational Activities	July 1, 2016	May 18, 2016
CC-18	Course and Faculty Evaluation Policy	July 1, 2016	September 16, 2016
CC-19	Extension to Clerkship	March 1, 2018	March 1, 2018

General Components

G-02 v2	International Electives Policy	March 1, 2016	May 17, 2017
G-03	Visiting Medical Electives Policy	December 1, 2014	December 1, 2014

Procedure No.	Procedure Name	Effective Date	Last Reviewed
Student Assessment			
SA-05P v4	Student Assessment Practices and Procedures	September 1,	November 24, 2016

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Policy No.	Policy Name	Effective Date	Last Reviewed
		2014	
SA-07P	Attendance and Absences in UGME: Procedure for Requesting Approval for Time Off Undergraduate Medicine	November 7, 2014	November 7, 2014
SA-09P	Electronic Examination Procedure	July 26, 2016	July 26, 2016
Student Conduct			
SC-08P	Communicable Disease Screening Protocol	December 2016	December 2016
Curricular Component			
CC-02P v6	Student Observerships Procedure	August 31, 2015	August 31, 2015
CC-06P v3	Clerkship Electives Procedure	August 17, 2011	May 18, 2016
CC-11P v3	Use, Revision and Dissemination of UGME Competency Framework & Medical Council of Canada Presentations Procedure		July 21, 2016
CC-15P	Guest Teacher Procedure		March 18, 2015
CC-16P	Procedure for Course Directors to make changes to Course Content	January 30, 2014	January 30, 2014
Other			
N/A	Access to Student Records & Privacy		November 2014
N/A	Conflict of Interest Procedures		August 2016
N/A	Funding for Conferences		August 2016
N/A	Survey-based External Research		September 2016
N/A	Occupational Exposures and Injuries Procedure		May 30, 2014
N/A	Student Vehicle Travel Safety Guidelines		May 19, 2016

Licensing Requirements

A University degree does not give the right to practice the profession of Medicine. It is also necessary to conform with the laws pertaining to the practice of Medicine in that province, state or country in which the individual proposes to practice.

In Canada, the regulation of health disciplines is a provincial responsibility and each province has its own provincial college of physicians and surgeons. The provincial colleges maintain registers of individuals that have met the requirements for the practice of medicine. Currently, all provinces except Quebec require the candidate to have passed Part I and Part II examination of the Medical Council of Canada to be eligible for a license to practice.

Further, all provincial colleges require that individuals wishing to be registered for the independent practice of Medicine successfully complete a minimum period of two years of postgraduate training and be a certificant of the College of Family Physicians or complete specialty training and be a Fellow of the Royal College of Physicians and Surgeons of Canada.

Kingston is a centre for Part I and Part II of the qualifying examination of the Medical Council of Canada. Part I is given in the spring on completion of the academic year for final year medical students. Part II is given in the fall upon completion of at least one year of postgraduate training. Application forms and instructions will be issued to final year students at the appropriate time. Information regarding the examinations may be obtained from the Registrar, The Medical Council of Canada, P.O. Box 8234, Station "T", 100-2238 St. Laurent Blvd., Ottawa, Ontario K1G 3H7, Tel: 613-521-6012; Fax: 613-521-9509; MCC online: <http://www.mcc.ca>

Due to human resources planning policies, each of the provincial governments may place restrictions on individuals who have not trained in that province or who have not met the criteria for independent practice in that province. There also may be restrictions on practice location for recent graduates. Individuals should check with the current provincial policies prior to making commitments for practice.

The Aesculapian Society

The Aesculapian Society was organized by the medical students of Queen's University in 1872. All students registered in the School of Medicine become active members of the Society, which includes as honorary members all graduates in Medicine and members of the School of Medicine at Queen's University. It is hoped that every medical student will take an active part in the Society, which is dedicated to the promotion of the general interests of the Medical Faculty and to the control of matters affecting medical students in their relationships one to another, to other student organizations at Queen's University and elsewhere, and to the Faculty of Medicine, Senate, and other governing bodies of Queen's University. Control of the Society is vested in an Executive which is elected annually by closed ballot of all active members. To the Executive Committee are responsible the Year Executives, Formal Committee, Variety Night Committee, the Aesculapian Society, H.G.Kelly Lectureship Committee, Building Fund Committee, Athletic Committee, Orientation Committee, the Aesculapian Trust Fund, and other elected or appointed committees of medical students.

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Canadian Residency Matching Services

The Canadian Resident Matching Service (CaRMS) corporation works in close cooperation with medical schools and students to provide two services: an electronic application service and a computer match for entry into postgraduate medical training. This provides an orderly way for applicants to decide where to train and for program directors to decide which applicants they wish to enroll in postgraduate medical training. The Match is carried out using a computer program that, in only a few minutes, a series of decisions that would otherwise require hours of time for both applicants and program directors to determine is accomplished by a specific date, without pressure being placed on applicants to make decisions before exploring all options.

A directory of PGY-1 programs offered at the Canadian medical schools provides detailed descriptions of the programs and is available on the CaRMS web site - <https://www.carms.ca/>