

MD Program

Visiting Medical Elective Policy for Students Enrolled in a CACMS-Accredited Canadian School



General: Policy #G-04 v3

Supersedes: #G-04 v2

Approved by Curriculum Committee: April 22, 2026

Approved by MD PEC: August 31, 2022, October 29, 2024, April 30, 2026

Approved by SOMAC: pending

Approved by Faculty Board: pending

Effective Date: August 1, 2026

1.0 Preamble

- 1.1. In accordance with regulations published by the College of Physicians and Surgeons of Ontario, Queen's University provides elective placements in its affiliated hospitals and clinics for clerkship students from other CACMS-accredited Canadian medical schools.
- 1.2. Queen's MD Program participates in the Capacity-Based Management system for allocation of offers and acceptances of visiting elective students. Acceptance of a student will depend on available capacity as posted on the AFMC Portal.

2.0 Eligibility & Requirements

- 2.1. Students must be enrolled in the clerkship phase of a Doctor of Medicine program at an CACMS-accredited Canadian Medical School.
- 2.2. Elective placements cannot be used to complete core rotations.
- 2.3. Students must submit all the required documentation before an elective placement can be finalized, including confirmation of their awareness of Queen's MD Program's exposure policy and procedures, and of mistreatment policy and reporting procedures.
- 2.4. The maximum duration of elective time that may be carried out at Queen's University is 12 weeks.
- 2.5. Students who are granted an elective will be able to participate in supervised patient care activities.
- 2.6. Adequate personal 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 AFMC Electives Portal, using the Capacity-Based system. Students are not permitted to plan directly with any department or physician. If a student arranges an elective outside of the AFMC Portal, this is deemed unprofessional, and the student will be reported to their home school.
- 3.2. Preceptors who arrange a learning experience independently of the AFMC Portal 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 as per the application timeline posted on the AFMC Portal., prior to the beginning of the requested elective.
- 3.4. Per AFMC policy, elective cancellations are not permitted, except for mitigating circumstances. The request for cancellation for mitigating circumstances must be reviewed by the student's home school, followed by communication to the host school.
- 3.5. The MD Program at Queen's University will maintain a complete roster of visiting medical students.
- 3.6. The MD Program at Queen's University will oversee, manage, and ensure the provision of a performance assessment for each visiting medical student.

4.0 Fees

- 4.1. Elective acceptance fees will be determined annually and posted on the AFMC Portal.
- 4.2. The elective experience is entirely financed by the visiting student.