

**Undergraduate Medical Education Program Observership**

**Protocol/Information for New Brunswick-based Students**

Approved by:	UGME
Application/Scope:	Pre-Clerkship
Approved Date:	March 29, 2022
Review Date:	

As part of the undergraduate medical education program, New Brunswick-based medical students spend a significant amount of time in the many health facilities throughout New Brunswick completing core rotations and electives. Students may also choose to spend time with our faculty members, observing their medical practices in a variety of settings including clinics, emergency departments, etc. outside of the regular undergraduate medical education program. These experiences are called observerships.

Medical students interact with patients and have access to patient information during observerships but are not permitted to be involved in direct patient care.

UGME must approve all observership requests. Also, to ensure that students have the appropriate insurance coverage, students must obtain approval from the pertinent health authority. **The following procedures must be followed before any observership can take place:**

Step 1 – Action by Students:

- Students must identify a preceptor and ensure that the preceptor is willing to host them for an observership.
- Students must fill out an observership request form and wait for approval from the curriculum coordinator (UGME). Please use the form found here: [DMNB Observership Form](#)
- PLEASE NOTE: **THE PROPOSED START DATE MUST BE AT LEAST THREE WEEKS FROM THE DATE THE REQUEST WAS SUBMITTED, and the date range cannot be longer than six months.** This lead time is required for the health authorities to complete their internal processes.
- Forms that are submitted without the three-week lead time cannot be approved and will be returned to the student.

Step 2 – Action by Curriculum Coordinator (DMNB):

- If the request is denied by the curriculum coordinator/UGME, the student will be notified.
- If the request is approved by the curriculum coordinator/UGME, the approval will be sent by the curriculum coordinator to the HHN Medical Education office

Step 3 – Action by Health Authority:

- After they receive the request sent by the curriculum coordinator, Horizon Health Medical Education office will ensure confidentiality forms are filled out, along with access cards, licensing etc.

At this point, the process is complete.

**Please note:** This process is required for any contact with faculty outside of formal courses/learning experiences – there are no exceptions.

For questions or more information, please contact your Med 1 Coordinator at [Dmnbmed1@dal.ca](mailto:Dmnbmed1@dal.ca) or your Med 2 Coordinator at [Dmnbmed2@dal.ca](mailto:Dmnbmed2@dal.ca).