

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF MEDICINE  <b>Electives, Non-Tertiary/  Community, and Interprofessional  Rotations Guideline</b>	<b>Policy sponsor:</b>  Associate Dean, UGME	<b>Approval date:</b> September 2020
	<b>Responsible unit:</b>  Undergraduate Medical Education Office	<b>Amendments:</b> August 2024

### A. Background & Purpose

As part of their training, students are required to participate in electives, which allow them to select clinical or other experiences within their own specific fields of interest. National and local policies allow for optimal capacity and exposure for all students, as well as providing for a well-rounded and balanced portfolio of experiences.

### B. Application

This policy applies to all students in the clerkship stage of medical training, including 3<sup>rd</sup>, 4<sup>th</sup>, and Clerkship extension (Med 5) students.

### C. Definitions

CaRMS: Canadian Residency Matching Service

Community/Non-tertiary Elective: Occurring in a setting which is not a major academic or teaching centre.

International: Not within Canada (USA is considered International for the purpose of electives).

IPE: Interprofessional Education

Learning Management System: The learning management system is an online space for all curriculum-related content requiring a Dal Net ID and password.

### D. Guideline

Each student must complete eighteen (18) weeks of elective rotations, made up of twelve (12) weeks of general electives and six (6) weeks of Non-Tertiary/Community and Interprofessional rotations.

## CRITERIA FOR ELECTIVES:

1. Electives should be two (2) consecutive weeks in one specialty with the same preceptor(s). One-week electives are not permitted.
2. Students must complete twelve (12) weeks of general electives, with a minimum of three (3) different specialties (defined as CaRMS PGY1 entry disciplines). In addition, students must complete six (6) weeks of IPE/Non-Tertiary electives, for an overall total of eighteen (18) weeks. Additional time in electives is not permitted.
3. No more than eight (8) weeks is permitted in any one CaRMS PGY1 direct-entry discipline.
4. For Canadian sites, each proposal must be submitted at least four (4) weeks prior to the start of the rotation.
5. For International sites, each proposal must be submitted at least eight (8) weeks prior to the start of the elective.
6. The Formative Assessment ITER must be completed by the preceptor through one45 within one (1) week of completion of the rotation.
7. Students must complete a total of six (6) weeks of electives in IPE and Community/Non-tertiary categories; these may be two (2) weeks in IPE and four (4) weeks in Community/Non-tertiary, or four (4) weeks in IPE and two (2) weeks in Community/Non-tertiary.
8. When cancelling an elective, students must do so four (4) weeks prior to the start date.

### Interprofessional (IPE) Electives

IPE electives must occur in an outpatient setting, with planned care delivered via appointments. Settings which rely on episodic care, such as Emergency Medicine or Intensive Care, are not suitable. Clinical disciplines that do not utilize planned outpatient care, such as Radiology, Pathology, or Anesthesia, are similarly unsuitable.

### **E. Procedures**

Students must refer to the Short and Long-Term Leave of Absence Protocol for details on when time off can be requested which can be found on the UGME Policy page.

<https://medicine.dal.ca/departments/core-units/undergraduate/current-students/policies-regulations.html>

Students may contact Student Affairs for examples of prior electives.

Steps outlining the electives application process and other supporting documents are available to students in the Learning Management System.