

 DALHOUSIE UNIVERSITY FACULTY OF MEDICINE Clerkship Extension: Med 5 Year Policy	Policy sponsor: Associate Deans, UGME	Approval date: November 5 2024
	Responsible unit: UGME & Student Affairs	Amendments:

A. Background & Purpose

Dalhousie medical students may go unmatched following undergraduate training and may not be able to secure a residency position.

The optional Clerkship Extension Med 5 year provides students who have been unsuccessful in the Canadian Resident Matching Service (CaRMS) match the opportunity to participate in an additional year of undergraduate medical training.

The purpose is to enhance a student's overall clerkship experience to facilitate the opportunity to match to a postgraduate residency program in the following CaRMS cycle.

The Med 5 year is intended to support students who have made attempts to engage in the matching process, and to achieve a balance between support and adherence to the principles of the match in Canada.

B. Eligibility

Eligibility to participate in the Med 5 year is determined based on meeting one of the following criteria outlined below.

- A student goes unmatched after applying to and ranking at least **2** disciplines during the first iteration, and they do not wish to participate in the 2nd iteration based on available disciplines. They also must have completed at least 1 elective in each of the two disciplines.
- A student goes unmatched after applying to and ranking at least **2** disciplines during the first iteration, and they participate in the 2nd iteration (no specific criteria needed) and remain unmatched. They also must have completed at least 1 elective in each of the two disciplines in the first iteration.
- A student goes unmatched in the first iteration **without** applying to and ranking at least 2 disciplines AND they go unmatched after the 2nd iteration after applying to and ranking at least 1 program in a generalist discipline*

* Generalist Specialties are defined by the Generalism Working Group at Dalhousie University and include: family medicine, emergency medicine, psychiatry, pediatrics, general surgery, internal medicine and obstetrics/gynecology.

C. Definitions

Clerkship – Years 3 and 4 of the UGME Program

Clerkship Extension: Refers to students who were unmatched in their Med 4 year and are undertaking a Med 5 year.

Canadian Resident Matching Service (CaRMS) – A national, independent, organization providing application and postgraduate residency match services to the Canadian medical education community.

Home Campus – The campus to which the student is admitted and is undertaking their undergraduate medical education.

Special-Professional: Medicine Status – A student category designated by the Office of the Registrar at Dalhousie university to allow graduated students to be enrolled officially.

Student Affairs – A support office that operates at arm's length from UGME to provide confidential support to students throughout their medical training, including a Med 5 year.

UGME – The Undergraduate Medical Education Office, responsible for oversight of the training of medical students at all campuses of Dalhousie Medicine.

D. Process

Any unmatched student interested in applying for the Med 5 year is advised to meet with Student Affairs who will support them through the process. This includes reviewing their eligibility based on the criteria (section B), and assistance with preparation of the required documents.

Applications must be submitted the Associate Dean of Undergraduate Medicine at their home campus **on or before June 30th** of the current academic year.

Applications to Med 5 must include a letter of intent and supporting documentation to the campus specific Associate Dean UGME. The application package is to include the following:

- The disciplines applied to unsuccessfully in the current match cycle (first, and second iteration where relevant)
- Validation of the current year's application from CaRMS, students must reach out to CaRMS at compliance@carms.ca for a record of their application
- List of completed Med 4 electives by discipline, location and date

Additionally, students are to include:

- Resources the student will utilize through Med 5

- Proposed elective and match strategy for a med 5 year

Students applying for Med 5 will then be required to meet with either the campus specific Assistant Dean Clerkship or the Campus Specific Associate Dean of Undergraduate Medicine to review their application.

The campus specific Associate Dean UGME will provide a decision by email to the student regarding disposition of their application within 10 business days of receiving the completed application. Should the application be denied, a meeting will be offered to the student to review with the campus specific Associate Dean UGME. Student Affairs will offer to meet any student who is unmatched and is deemed not eligible for Med 5.

As the eligibility criteria are explicit, and all students who meet the criteria will be accepted, the option to appeal is not available.

The Med 5 year may only commence after graduation and once registration is complete. The start time is typically early summer, pending and the student's plan for starting electives. It is recommended that students apply early to ensure they are well set up for the year.

E. Administrative Structure

1. Authority: This Policy is sponsored by and falls under the authority of the Associate Deans UGME.

2. Undergraduate Medical Education & Student Affairs are the units responsible for the administration of this Policy.

The Campus-specific Assistant Dean, Clerkship will be responsible for overseeing the academic elective component of the program. The student will be assigned to the Director of Student Affairs at their home campus when accepted to the program to ensure the process of their application for bursaries and registration are handled in a timely manner. The Director and/or the Assistant Dean Student Affairs will provide ongoing support throughout the Med 5 year. Students are supported by the Student Affairs Office throughout the year and are provided the usual CaRMS supports with emphasis on addressing areas identified to strengthen their application.

UGME will work directly with the Registrar's Office to register the student with a "Special-Professional: Medicine" Status.

When registered, the following will appear on their academic record.

GRADES NOT AVAILABLE			Course Credit Hrs
Current Program: 2021/2022 Regular			
Special-Professional: Medicine			
2021/2022 Regular	MEDI D 4998 1	Independent Research	01.0
2021/2022 Regular	MEDI D 4999 1	Independent Elective	01.0
<i>This is NOT an official transcript.</i>			

Once the student is registered, Student Accounts will apply the relevant tuition and fees to their account. Tuition is approximately 25% of regular tuition. Any errors may be worked out with the Manager, Student Accounts directly by the campus specific Director of Student Affairs.

The Finance Office within the Faculty will be provided with the Banner numbers of all students enrolled in the Med 5 year by UGME, and relevant bursaries will be provided to help support tuition fees.

The student is required to pay the incidental fees for the year; this provides them with benefits such as health and dental insurance, bus pass for example.

Once the student is registered, they may begin booking electives. They are covered by the university malpractice insurance and considered a full time “enrolled” student.