

Med 5 Program – Next Steps for Learners

The following is meant to guide learners through the med 5 process. With confidentiality top of mind, those advising learners of the information below will ensure that any individual situation is only shared with key faculty and staff whose participation in ensuring a smooth transition into the med 5 year is required.

Next steps:

- Prepare for graduation: continue with plan to graduate with class, participation in events is encouraged:
 - For DMNB and CBMC, students should advise Student Affairs on plans to attend any campus specific graduation events or not, so that arrangements can be made to have any associated package delivered to them if not attending.
 - Students should email convocation@dal.ca for any changes to their plan for attendance at Convocation (i.e.: if previously indicated attending and now no longer attending), where names are read out/students come to the stage.
- Meet with Student Affairs to review the [Med 5 Policy](#), including components for application, and next steps.
- Book a meeting with the campus specific Associate Dean, UGME, (or Assistant Dean Clerkship if designated to do so by the Associate Dean UGME or Senior Associate Dean per campus), to discuss the Med 5 policy, application for a Med 5 year, and draft of elective/other plans for Med 5.
 - If the Assistant Dean Clerkship meets with the student, reviews the application, and a Med 5 year is agreed upon, the Assistant Dean would then recommend this to the campus specific Associate Dean for their approval.
 - If a student does not wish to do a Med 5 year, they should inform the campus specific Associate Dean directly of this, as well as Student Affairs.
- Campus specific Associate Dean to advise the student directly on approval of Med 5 and copy in campus specific Student Affairs.
- Campus specific Associate Dean to advise UGME (Assistant Deans Clerkship, Operations Managers, and Med 4 Coordinators) of approval of Med 5 status.
 - If approved for Med 5, students are encouraged to setup further meeting with campus specific Student Affairs and/or the campus specific Assistant Dean, Clerkship to further discuss elective plans and strategy.

- Campus specific Med 4 Coordinator will advise the student on how to register with a “special student status” through the Registrar’s Office. The student must then register for both *Independent Elective* and *Research* course offerings to keep their options open.
- Once the student is registered, this prompts Student Accounts to apply the fees to their account. Tuition fees for Med 5 are at a significantly reduced rate of regular full-time tuition fees and are applied in accordance with the usual fall tuition deadline. Mandatory Dalhousie and campus-specific (UNB/CBMC) incidental fees are applied to include both the summer and fall of the Med 5 year. Presently, there are no tuition fees or incidental fees due in the winter semester.

Unless directed otherwise, the student is responsible for paying all mandatory incidental fees. For DMNB and CBMC students, this includes any home campus-related incidental fees, as well.

- The Director, Student Affairs DMNS, will contact Student Accounts to confirm the total tuition amount owed on behalf of each Med 5 student. The Director will then request that any available bursary be applied to the student account, which may cover all or a portion of tuition fees owed; the amount of the bursary is dependent on available funding. The Director will update both the student and the campus-specific Student Affairs Director (DMNB) or Advisor (CBMC) when the bursary is applied to the student’s account and the amount awarded.
- Once the student is approved for Med 5 and registered, the Campus specific Med 4 Coordinator will arrange access to the AFMC elective portal and notify the student when updated access is granted. Students can then begin requesting and booking electives for visiting (non-Dalhousie) and NS/PEI/NB home school electives to be completed up until June 30th of the following year.

Regarding electives:

- There is an eight-week AFMC/Dalhousie cap on number of electives per direct entry discipline.
- There is no requirement of minimum number of weeks or a total cap on number of weeks for electives in Med 5.
- There are no IPE/non-tertiary requirements.
- Students can do a maximum of six visiting (non-Dalhousie) electives, not to exceed twelve weeks in total as in Med 4 at Dalhousie.
- Students are not required to fulfill minimum number of three disciplines; however, students are encouraged to explore a range of disciplines and elective opportunities for robust planning.
- Students are encouraged to not exclusively repeat Med 4 electives. Existing mentorships may be important to consider in planning elective opportunities and requesting reference letters for the next CaRMS cycle.

- Students are required to submit elective proposals to UGME for approval and tracking and to have ITERs filled out and submitted as per Med 4 electives.
- Students must adhere to the Med 4 elective application limit and timeline for home and visiting electives, which will be communicated annually by UGME.
- Students wishing to schedule home or visiting electives over the summer (after PIER 4, but before the next Med 4 cohort begins electives) should contact UGME's Med 4 Coordinator.

Other:

- Students are not to reach out to departments or preceptors directly to book home electives unless the elective is outside of Health Authority oversight, as in Med 4.
 - Unless there are extenuating circumstances, electives are to be booked weeks in advance, as it may not be possible to accommodate last-minute requests via the AFMC portal or NB Home Electives process.
- Students are covered by the university malpractice insurance for electives.
 - For government student loan or line of credit purposes, students will be considered graduated and no longer a full-time student. Students are responsible for advising their financial institutions of their status and ensuring any repayment plans are arranged.
 - Regular meetings with Student Affairs are offered for review of experiences, advising, coaching on career planning, assistance with interview skills, CV and personal letter preparation.
 - Disability insurance:
 - Students who are enrolled with OMA must notify them that they are doing a Med 5 year, and their student status and associated benefits will remain in place.
 - Other disability/life insurance carriers may have similar notification requirements; students are responsible for arranging this.
 - Students are responsible for updating their college membership status with CPSNS, CPSNB, CPSPEI, and for any away electives per local policy; SA will remind them to do so.
 - Student Affairs will ensure regular communications related to student life and CaRMS are shared with Med 5 students.
 - UGME will ensure that Med 5 students receive appropriate operational bulletins as active students.
 - Students are responsible for compliance with UGME policies, including those related to immunization, Criminal Record Check, and Vulnerable Sector Check documentation protocols while in Med 5.

- Students are responsible for compliance with UGME policies related to professionalism, attendance, leave of absence requests and notifications.