

Horizon Health Network

New Brunswick Elective Application Process

Purpose:

At present Dalhousie University and Memorial University, like many other Canadian Medical Schools, are unable to host visiting electives. Although the electives landscape may change in the coming months, New Brunswick based medical students of Dalhousie University and Memorial University are being guided to prepare for electives hosted exclusively at Horizon Health Network facilities in the event that the situation does not change favorably to permit visiting electives at other institutions. This document outlines the process for electives management in New Brunswick.

Note:

- Electives secured by medical students outside of this process will not be approved.
- Students will only confirm and hold one elective per elective date range, i.e., students are not permitted to double-book electives
- Students will be expected to complete the registration and approval process as established by their respective university.
- Status updates will be communicated via the NBElectives@horizonnb.ca email.
- If Public Health or University restrictions allow internal elective opportunities in New Brunswick for those Dalhousie University and Memorial University medical students based outside New Brunswick those students will follow the internal elective process as described in this document.

Dalhousie University Electives: 12 October 2020 – 07 March 2021 (21 Weeks)

- 12 weeks: Must complete electives in three (3) different disciplines
- 3 Consecutive Weeks:
 - Inter-Professional and
 - Non-Tertiary/Community

Memorial University Electives: 05 October 2020 – 07 March 2021 (22 Weeks)

- 10 Weeks: Electives
- 8 Weeks: Selectives
 - 8 Weeks: P2P Selective Optional

Process:

1) Each Med 4 NB based medical student will:

- Complete and submit the NB Elective application form to NBElectives@horizonNB.ca.
- For each submission date you can secure up to 6-weeks of placement. (**Exceptions include booking two 4-week electives and MUN's 8-week P2P program – in these cases, you will be maxed out at 4 weeks of requests on the next submission block)

- Only one application form will be accepted on the specified submission date noted below.
 - Application forms received in advance of the specified dates, will be returned to the medical student.
 - Submission Date: 9 August 2020 –10pm ADT
 - Submission Date: 30 August 2020 – 10pm ADT
 - Submission Date: 20 September 2020 – 10pm ADT
- 2) On receipt of the completed application form and in order of receipt of same, the Elective Coordinator will enter the following information to the Electives database:
- Name
 - University
 - Email address
 - Date/Time application was received
 - Department/Specialty
 - Begin and End Date
 - Rank list of site
 - Alternative choices
- 3) The Elective Coordinator will distribute first choice requests to the respective Clerkship Coordinator for processing for a maximum of 6 weeks of electives*.
- **Elective Request: Approved**
 - The Clerkship Coordinator will send confirmation of approved elective request to NBElectives@HorizonNB.ca
 - The Elective Coordinator will note confirmation of acceptance to the database
 - The Elective Coordinator will email the medical student to advise of status
 - The Medical Student must accept the approved elective within 5 days.
 - The Medical Student must complete the registration and approval process as established by their respective university.
 - **Elective Request: Denied**
 - The Clerkship Coordinator sends confirmation of denied elective request to NBElectives@HorizonNB.ca
 - The Elective Coordinator will note elective request is denied to the database.
- 4) The Elective Coordinator will start the process over from Step 3 with 2nd, 3rd, etc. location choices until each student has an approved elective for each period requested. If location choices are all declined, the Elective Coordinator will move on to alternative option for that rotation.

July 2020