



Policies and Procedures

Subject: Resident Requests to Change Clinical Learning Experiences	
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Reviewed and approved by the Residency Program Committee: Sept 2023	Next review date: Sept 2026

Residents are encouraged to complete all clinical learning experiences as scheduled whenever possible. The Department of Family Medicine realizes that there are some circumstances when the resident might wish to request a change in the timing or location of a clinical learning experience.

Resident requests for Clinical Learning Experience changes will only be considered under the following circumstances:

- The request is made to achieve an educational experience not available at the resident’s home site, or
- The resident has extenuating circumstances (please see [Extenuating Circumstance policy](#))

In addition, the following must be considered:

- A change request cannot shorten the length of a clinical learning experience;
- Noncore clinical learning experiences can not be substituted for core clinical learning experiences;
- Efforts to maintain continuity of care will be considered;
- The receiving site must have capacity to accept the resident;
- Core clinical learning experiences at a site or department outside the Dalhousie system will not be approved if the experience is currently available within the Dalhousie system;
- Any expenses for travel to the requested site and for accommodations at the site are the responsibility of the resident.

Requests will only be considered if the following procedures are followed:

1. **Requests for changes must be received in writing by the Site Director through the Site Administrator at least three (3) months in advance of the rotation change requested.**
2. All written requests for schedule changes should clearly stating the reason(s) for requesting the change.
3. With less than three (3) months’ notice only requests with exceptional/extenuating circumstances will be considered. Please see the [Extenuating Circumstance policy](#).
4. **The Residency Program Committee Executive must approve any location changes to clinical learning experiences.** Changes in the timing of clinical learning experiences can be addressed with the appropriate Site Administrator and Site Director.
5. The Site Administrator should communicate the change to the involved Clinical Learning Experiences.
6. **Notice of approvals for PGY1s must be sent to the Faculty of Medicine PGME Office,** who will ensure all individuals and departments are notified of the change.