

**Department of Medicine
Elective Rotations**
Organizational Policies

Students – (for a four year program) Med 1 and Med 2 Years:

Although the Department of Medicine is willing to accept student clinical electives from outside of the Dalhousie University system it is our understanding that the CDHA will not allow any students to participate in any activities at the hospital unless they are processed and affiliated with Dalhousie University. We further understand that Dalhousie University will not accept or process any student clinical electives outside of the Dalhousie University student body.

Therefore, as long as these policies are in place the Department is unable to accommodate student clinical electives from external (non-Dalhousie) medical students in their first or second year.

Clerkship – (for a four year program) Med 3 and Med 4 years:

All Divisions within the Department of Medicine are interested and willing to take clerks for elective rotation experiences – if space is available.

Requirements for elective rotations are as follows:

- For students attending LCME accredited medical schools, students must be in their last year or clerkship years of their medical school experience. For students from Medical schools outside of North America, students must be in their final clinical year.
- Electives may be two, three or four weeks in length. Each division may set its own particular minimum and/or maximum lengths for electives. A maximum of four weeks is permitted for an elective rotation within any one division with a total of eight weeks within the department.
- Students should not approach divisional offices or physicians directly with requests for electives. Any who do so should be redirected as follows:
 - All external clerks (non-Dalhousie clerks) must apply and be processed through the Undergraduate Medical Education (UME) office of Dalhousie's Faculty of Medicine. The UME office will ensure all proper documentation and requirements are met by the applying clerk. Applications for Medicine electives will then be forwarded to the Department of Medicine Undergraduate Education Coordinator

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- Requests from Dalhousie clerks are to be submitted directly to the Undergraduate Education Coordinator.
- Each year, in advance of the December meeting of the Undergraduate Medical Education Committee (UMEC), a template indicating the number of rotations previously offered by each division will be circulated to all divisional representatives. The template will include Med 3 A2 and A3 rotations and Med 4 regular and interdisciplinary electives; the Med 4 rotations may be in addition to or included in the number of Med 3 rotations. Divisional representatives will be asked to notify the Undergraduate Education Coordinator no later than the December UMEC meeting of any changes to availability for the following academic year. If there is no response from a division the assumption will be that availability remains the same as the previous year.
- The Med 3 schedule is released at the end of February each year. The Undergraduate Education Coordinator will begin scheduling electives on March 1 for Dalhousie students, on April 1 for non Dalhousie Canadian Medical School students, and on May 1 for international students. Electives will be scheduled into available places (according to the template) and Undergraduate Assistants will be notified by copy of the letter to the student confirming the elective.
- If there are requests in excess of available places, the Undergraduate Education Coordinator will make an individual request to the division provided the request is made at least one month in advance of the start date. In this case the division has one week to respond to the request.
- All electives will be asked to report to the Undergraduate Assistant in the Division the first morning of their rotation.
- All electives are shown on the Med 3 & 4 Clerkship Schedule which is prepared and maintained by the Undergraduate Education Coordinator.
- There is no requirement for an elective student to be on call during an elective rotation.

Approved as revised by Undergraduate Medical Education Committee
January 8, 2010

Approved by Department of Medicine Executive