

Undergraduate Assistants

Department of Medicine
Dalhousie University/
Nova Scotia Health Authority

A woman with long dark hair, wearing a white sleeveless top, grey trousers, and black high-heeled shoes, is reclining in a black office chair. She is wearing a headset with a microphone and has her hands clasped together. Her legs are extended and resting on a wooden desk. On the desk, there is a laptop and some papers. The background is a solid blue color.

So you're an Undergraduate
Assistant

You can get it all under control!

The basics....



Your role as Liaison



Med 3 Clerks – Scheduling and Forms Distribution

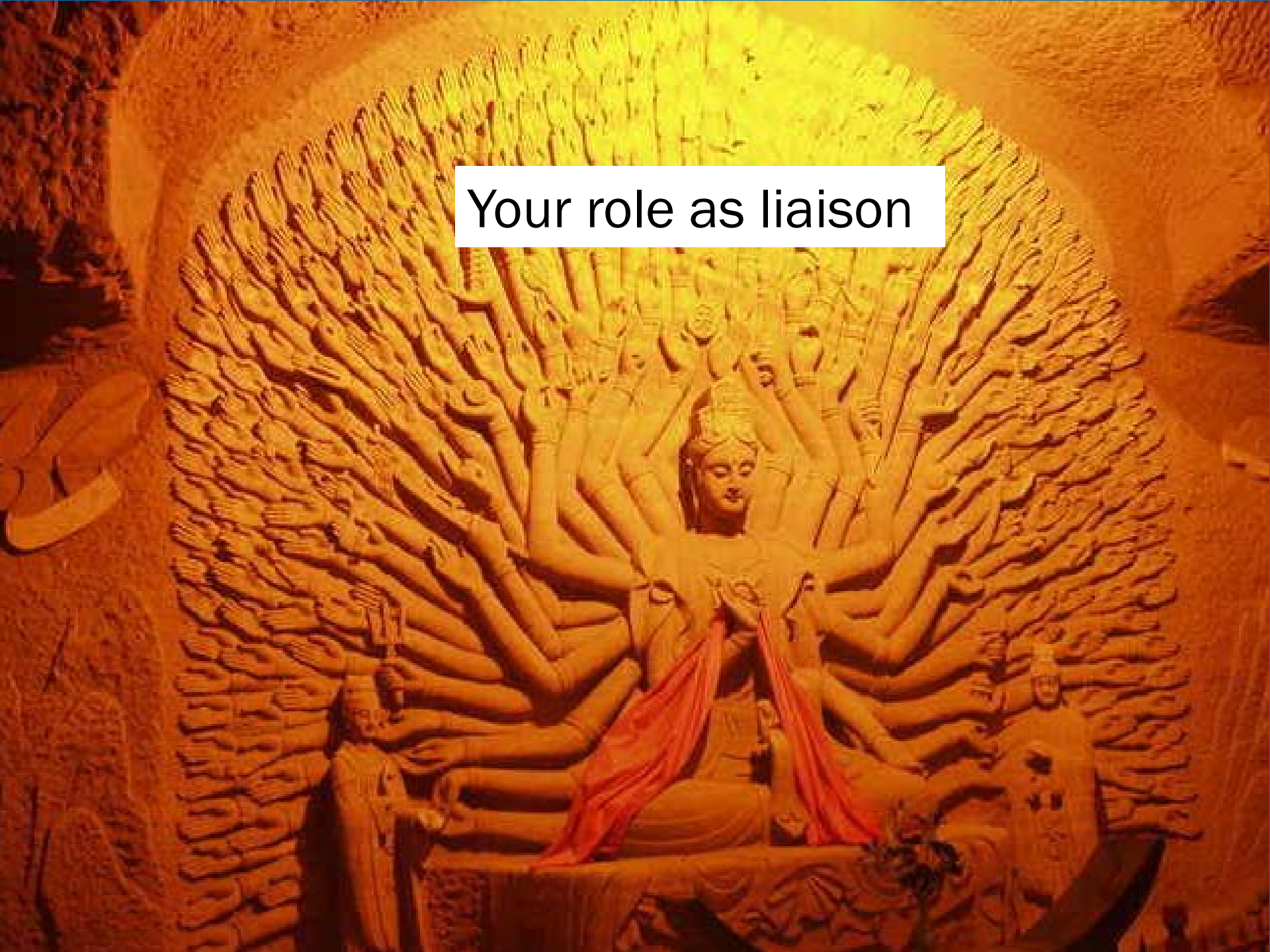


Med 4 Electives – Scheduling & Visiting Students



Using One45 – Access, Schedules and Evaluations

Your role as liaison



LIAISON – Between DoM and your Division

- Internal Medicine clerks and electives are placed in fifteen different divisions in the Department of Medicine and in the Department of Critical Care
- There are hundreds of physicians and dozens of admin staff in those entities and it is impossible for one person to know all of their names and positions, and who works for whom
- An important aspect of the role of Undergrad Assistant is to act as a liaison between the Department of Medicine Education Office and their division
- In this role you forward correspondence to the appropriate person/people in your division and follow up as needed, so that the lines of communication function well



Med 3 Clerks

MED 3 CLERKS - Scheduling

- Divisions agree in November how many places they will offer for the following year (September to September); A1 rotations are General Medicine, A2 are inpatient subspecialty, and A3S are outpatient subspecialty
- Assignments are made at the end of February for the following year
- At that time you will be directed to One45 to view your Med 3 clerks for the following year (September to September)
- Please transfer these to your divisional schedule immediately
- Normally, you will not receive individual letters regarding Med 3 clerk placements. Very rarely you may be asked to take a Med 3 clerk who is returning from a medical or maternity leave or repeating a rotation; this is the only time you will receive an individual letter about a Med 3 placement

MED 3 CLERKS – Call Schedules

- The Clerks Call Schedule is released to the students in draft form three weeks before the start of the rotation
- The clerks have a week to request switches before the final schedule is released and posted on One45 under Handouts & Links Med 3 Int Med program objects
- Once the Final schedule is released you may rely upon it to draw up your divisional schedule for the clerks re: clinics, etc.; any switches requested after the release of the final schedule are subject to the approval of the division
- If you have any questions concerning the Call Schedule, please contact the Education Coordinator on 902-473-7997 (alternatively email Sophie.Montreuil@nshealth.ca)

MED 3 CLERKS – Wednesday Seminars

- All divisions except Palliative Medicine participate in the Wednesday Seminar Series which presents important topics that clerks might not encounter during their 12 week block in Internal Medicine.
- The seminars are scheduled a year in advance through the Education Allocation process; availability is confirmed with the presenters a month before the start of the unit; the deadline for changes to presentations is two weeks before the seminar; and reminders are sent two days before the seminar.
- If changes are required, the process is:
 1. Find a replacement within the division and notify: DoMUndergrad@nshealth.ca
 2. Move to an empty spot in the schedule and notify: DoMUndergrad@nshealth.ca
 3. Switch with another presenter and notify: DoMUndergrad@nshealth.ca

MED 3 CLERKS – Forms Distribution

- Med 3 Assessments are done through One45; they are sent to you to distribute to the appropriate preceptor for completion. They should be distributed promptly so that preceptors have ample time to complete the assessment before the student leaves the service at the end of the rotation.
- The guideline is that the person who supervises the student for the second week of the four-week rotation completes the Mid-Rotation assessment, and the person who supervises the student for the last week of the rotation completes the Final ITER form. Please note A3S rotations are only two weeks.
- Evaluators are encouraged to consult with colleagues who have supervised the student earlier in the rotation
- Both Mid-Rotation and Final ITER forms have to be completed promptly – the Mid-Rotations because their purpose is to alert students to any deficiencies in time to address them before the Final ITER is due, and the Final ITERs to avoid the students' receiving 'Incompletes' on their academic records and because timely completion is an accreditation requirement.



Med 4 Electives

MED 4 ELECTIVES – Scheduling 1

- Med 4 electives can be from Dalhousie or from other medical schools in Canada or around the world. They are all travelling constantly, checking out various subspecialties and locations in preparation for their residency.
- The divisions decide well in advance how many Med 4 Electives they can take at a time (availability for Med 3 Core Rotations and Med 4 Electives is based on the number of places committed by the Divisional representatives at the Undergraduate Medical Education Committee in November of each year - for the following September to September academic year).

MED 4 ELECTIVES – Scheduling 2

- Med 4 Electives are slotted into the places which remain after the Med 3 scheduling. Placements will be made up to the agreed number without advance approval from the divisions; you will be copied on the acceptance letter to the student.
- In rare cases where a rotation is requested less than four weeks before the start date, you will be asked for approval in advance.
- You will also be asked for advance approval if your division has agreed to consider accepting electives from international schools; these divisions are Cardiology, Endocrinology, Gastroenterology, Hematology, Neurology and Rheumatology.

MED 4 ELECTIVES – Scheduling 3

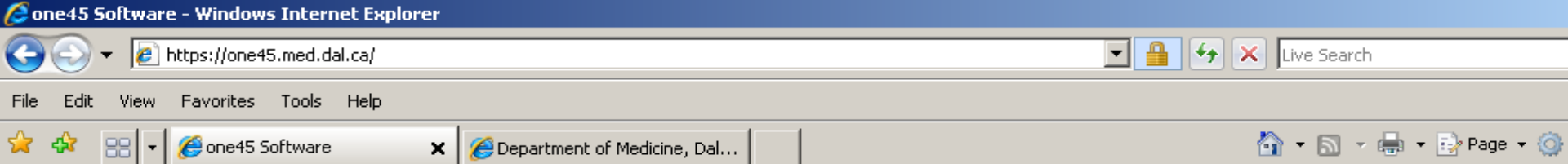
- External applicants must submit to UGME an application fee, proof of insurance, and visa documentation (if applicable) before they can be considered for electives. Once these items are complete, the applications are forwarded to the Department of Medicine.
- Dal students apply to the Department of Medicine Undergrad Education Coordinator by email only.
- All applicants are then placed based on the approved schedule.

MED 4 ELECTIVES – Scheduling 4


- If you or physicians in your department are approached directly about Med 4 Electives, please refer them immediately to the Undergraduate Education Coordinator at DoMUndergrad@nshealth.ca.
- **Do not** indicate to the student whether you have room. Keep in mind that other students who applied earlier and followed the correct procedure will have been turned down if the spaces committed in advance by your division have already been filled.
- Any agreements made with individual preceptors may be overridden by the division head if they conflict with the approved schedule, leaving the student without a placement.

MED 4 ELECTIVES – Arrangements for Visiting Students

- IT access should already be in place when students arrive (arrangements made by the Department of Medicine Education Office); any problems ,students should call the NSHA IT Help Desk at 902-473-3399
- Information on dress codes, lockers, pagers, dictation systems, libraries, cafeterias, etc., is available at:
https://medicine.dal.ca/content/dam/dalhousie/pdf/faculty/medicine/departments/departments/sites/medicine/for-current-students/Information_for_Visiting_Students_18Nov2015.pdf
under Information for ‘Visiting Students’
- Visiting students are evaluated using their own school’s form. They are responsible for bringing a paper form from their school or arranging for an online evaluation to be available to their preceptor here and are advised to provide this at the beginning of their rotation. If the preceptor is submitting a paper copy it is recommended that you keep a copy in your files.
- Visiting students will receive an evaluation through One45 to fill out about their preceptor and are encouraged to do so



Welcome to one45

 **DALHOUSIE
UNIVERSITY**
Inspiring Minds

Username

Password

Login

[Need help logging in?](#)

Once you have logged in, the system will appear in a new window. You can maximize the screen area used by the system by maximizing the new window.

You must have popup blockers disabled or set to allow this site. If you are not sure how to do this, contact your local IT administrator.

Using one45

ONE45 – Getting Access

You will receive an auto-link when you have a task to complete in one45 but you can also find many types of information on the system. To be able to log on to the system at any other time, create a password:

- go to <https://one45.med.dal.ca/>
- without filling in any fields, click forgot username/password
- in the box, enter your email address and click Submit
- you will be sent your username and a temporary password
- log on with this information and change your password when prompted

ONE45 – Forms Distribution

One45 will send you an auto-link when you have forms to distribute:

- Forward the form to the appropriate preceptor
- It is important to forward the forms promptly so that students can receive timely feedback and so that their academic records can be complete in time for the Progress Committee meeting which decides whether they will advance to the next level
- **Do not** print the forms out and submit them on paper; forms must be submitted through One45 in order to complete the academic record

ONE45 – Contact Information

If you need to get in touch with a student, either Dalhousie or external, you can find student (and physician) email addresses on One45:

- Type last name in search box in upper right core
- If a list appears, select the correct person
- Select 'Person Detail'
- You will be see the email address in the upper box
- If you see two listings for what appears to be the same person, please advise DoMUndergrad@nshealth.ca

ONE45 – Schedules

- Once you log on, you will see the dropdown box 'Choose an eDossier to View' in the top right corner of your screen
- There you will see a list of all your rotations: A1, A2 or A3 rotations in the Med 3 program, and Regular and Interdisciplinary electives (if applicable) in the Med 4 program ; select the correct rotation from the dropdown box
- Go to the left hand menu and under Schedules select 'Schedules'
- Go to the dropdown menu for academic year and select the correct year; scroll across to see your placements for the year
- Please check these schedules before scheduling students into clinics, etc – you will see in red notations of approved time off for conferences, personal time, etc.

ONE45 – Assessments (of students)

Occasionally members of your division may be asked to write letters of reference for students they have previously supervised. If a preceptor needs to see an evaluation of a student they themselves have assessed, this is what they have to do:

- On your main 'To Do' screen, go to the left-hand menu and under Evaluations select 'Evaluations'
- Select the date range you wish to view
- Click the right-facing arrow in front of 'Forms you Completed'
- At the end of the row for the evaluation you want to see, click view
- In the top left corner click the printer icon or the pdf icon

ONE45 – Evaluations (by students)

- If members of your division are looking for evaluation summaries for promotion or tenure consideration, they can access these summaries directly in One45 (under their own account only)
- Preceptors have access through One45 to all the evaluation summaries they have ever been sent. This is how to access them:
 - On your main 'To Do' screen, under the menu on the left, under 'Evaluations' select 'Results'
 - Click on the Links to get the 'Reports'
 - Click on the Print button and select a printer or select Adobe pdf

Useful contacts

- Kevin French (for anything One45 related);

Kevin.French@dal.ca Tel: 902-494-4521

- Dalhousie UGME for anything related to Med 1 or Med 2;

ugme@dal.ca