Program Administrators Executive Committee
Thursday, October 9, 2014
University Hospital
0830-0930

Present: Kim Nitz (Chair), Sue Smyth, Marnie Bensette, Lisa Baker-Spiller, Fred Ross, Christine Ward, Lori Dengler, Mindy Minka, Ana Malbrecht (guest attendee)

Regrets: Rodger Moran, Deb Lewis, Corey Hilliard

Absent: Jennifer Whytock, Charlotte Sikatori

Invited Guests: Matt Wannan, Manager, Undergraduate Medical Education
Becky Bannerman, Clinical Education Coordinator, Undergraduate Education

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MINUTES

Matt Wannan and Becky Bannerman were invited to attend today to provide information to the PA Executive Committee on the Visiting Electives process and the new portal system that will be put in to place in the near future.

The visiting electives process has moved from manual submission to a capacity-based model and now to a web-based portal.

As part of obtaining a medical degree in Canada, medical students are expected to do a number of electives through another faculty of medicine in Canada. Students from outside of Canada also apply to and complete medical electives in Canada. It is estimated that approximately 6000 students will register and hold an account on the Portal during a 12-month period. The Portal is an online, bilingual service created to facilitate the application and placement of medical students for undergraduate visiting electives across Canada. The AFMC Student Portal service includes a searchable database of visiting electives in Canada; online application process for Canadian and International students; and placement and confirmation tracking tools for elective coordinators at each faculty.

The Portal is designed to offer a simple, centralized application process. It standardizes application requirements such as immunization records and offers a searchable database of visiting electives offered across Canada. Anyone can search the database of visiting electives. To complete and submit an application, students who are eligible for clerkship must register on the portal where they will upload supporting documentation and check the status of their applications (there is a one-time Portal registration fee for students). Elective administrators (the VSE office) will use the service to process visiting electives and keep students informed about their application status.

A short clip about the Portal can be seen at https://www.youtube.com/watch?v=5sgpsGtvEVk

The go-live date for the new portal is November 1, 2014.

Points to note from today's session:

- The current electives process is closed to prepare for implementation of the portal
- The portal never closes and is always available to electives and administration
- Preceptor name is a mandatory field in the portal
- Spots are available to any elective access the portal and there isn't a way to "save" spots (if a spot is available it is able to be seen and applied for by all that are searching at that time)
- Students will only be able to select one elective time slot/date at a time, thus avoiding the "hoarding" and with subsequent cancelling that currently takes place
- All communication will take place within the portal (student to VSE office, etc.)
- PA's will be granted access to the portal, but there is no detailed information on how/when this take place

Meeting adjourned at 9:30 am
Next meeting: **Thursday, November 6, 2014 at 8:30 am**
Urology Conference Room, B4-644, St. Joseph's Hospital

Respectfully submitted: Kimberly Nitz