

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**YEAR 4 CLINICAL ELECTIVES**

**Date of last review:** September 2018

**Revised:** April 2023

**Approved by the Curriculum Committee:** June 2023

**Next revision:** 2026

### **PURPOSE**

The Year 4 Clinical Electives (Medicine 5401) Schulich School of Medicine & Dentistry, Western provides medical students with the opportunity to seek clinical experiences in a wide variety of disciplines, to broaden knowledge and fill in gaps. This statement is guided by the [AFMC Elective Diversification Policy](#).

### **RELEVANT ACCREDITATION ELEMENTS**

**6.5 Elective Opportunities:** The faculty of a medical school ensure that the medical curriculum includes elective opportunities that supplement required learning experiences, permit medical students to gain exposure to and deepen their understanding of medical specialties and pursue their individual academic interests.

### **STATEMENT**

- Clinical Electives is a 16-week unit divided into eight blocks of two weeks in duration running from September to December.
- Electives are typically in a clinical area, however research in a medical setting may be considered.
- Electives end at 6pm on the last Friday of the block. The weekend is for travel to the next elective location, which would start on a Monday morning. In the event of a holiday Monday, the new block will start on Tuesday morning.
- Due to the limited number of positions in any Schulich department and hospital, a computerized lottery selection process is used to maximize every student's chance of getting Schulich electives of their choice. The lottery uses random numbers in combination with "rank orders" to ensure all students get some of their elective choices. The rank order is adjusted based on the choices students are assigned, to ensure an even distribution among all students.
- After the lottery has been run and the Schulich students are notified of their results (approximately six weeks from registration of rank order lists), the program opens for an add/drop period which runs typically from the middle of February to the middle of April.

- Following the add/drop period, clinical departments are notified of the finalized electives schedules and can then determine how many visiting elective students they are able to accommodate.
- Students must submit their final Clinical Electives summary to the UME Office for approval by July 1. Tentative schedules are approved by July 31st. Regardless of changes, **all electives must be approved by the UME Office at a minimum of 6 (six) weeks in advance of the start of an elective.**
  - When arranging the Clinical Electives program, a student must ensure it is broadly based; with a maximum of 8 weeks of elective time in any single entry-level discipline.
  - The student must satisfactorily complete 16 weeks in order to progress to graduation in the MD program.
  - Electives may be 2 or 4 weeks in length subject to departmental availability. It is the department that determines capacity.
- The student is expected to attend all clinical and other educational learning according to the schedule set by the supervisor, including call if relevant for the full period of the elective. Post call [PARO](#) dismissal guidelines are to be followed for elective students, including visiting elective students.

All absence requests must be completed using the online process in [the Schulich Hub](#). Travel time other than the weekend between blocks is not approved.

## INSURANCE AND CLEARANCE REQUIREMENTS

- Students taking approved electives are covered by Western's professional liability insurance as per Statement on Liability Insurance. Western maintains its primary insurance policies through the [Canadian University Reciprocal Insurance Exchange \(C.U.R.I.E\)](#). Western University carries professional liability insurance (also referred to as "malpractice" insurance for the purpose of clinical learning placements) and, subject to the terms of the policy, medical students are considered additional insured parties, with certain exclusions\*, while acting within the scope of their studies as prescribed by the University.
- \*Students with unapproved electives are not covered. This puts the student and their preceptor at risk from a medico-legal aspect. As an example, you would not be covered if it could be shown that you were under the influence of alcohol or drugs while acting in a health care setting.
- The Schulich School of Medicine and Dentistry requires that students provide, as a condition of admission into the medical program, a current Police Records Check and a Vulnerable Sector (Position) Screening along with annual clearance for clinical learning ([LEO Immunization, First Aid and Police Records](#)). Please make sure to check the requirements of each university you are applying to.

## AWAY (VISITING) ELECTIVES

- Students applying for electives outside of Western at other Canadian universities must apply for these via the AFMC portal at <https://www.afmcstudentportal.ca/>.
- For all electives being arranged outside of North America, students must follow the guidelines as shown on [Schulich Global Learning Medicine \(MD\)](#) for policies and procedures when

planning an international elective. It is advised that for all international electives, prior to leaving for the elective, check the Foreign Affairs and International Trade Canada site for [Travel Advice and Advisories by Destination](#).

- Because your health insurance does not fully cover you when outside the country, it is strongly recommended that you obtain coverage through an appropriate agency if you are going outside of Canada.
- Students who are doing a non-Schulich elective or an elective with an institution which is not affiliated with a Canadian university must complete, in advance, the Fourth Year Electives – Learning Objectives form and submit it to the UME office before the start of the elective. A copy will be retained by the student and this copy will be signed off by the preceptor at the end of the elective and submitted to the UME office.
- Students who are doing a non-Schulich elective must ensure that a Clinical Elective Assessment form is completed and submitted to the UME office within two weeks following the completion of the elective.