

## KEY POINTS/SUMMARY – Clinical Science Electives

Elective information is found on the year 4 website:

[http://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/year\\_4/index.html](http://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/year_4/index.html)

- On-line Lottery selection opens mid-November
- On-line Lottery selection closes mid-January
- Lottery results released and Add/Drop opens beginning of February
- Add/Drop closes mid-April
- Complete elective schedule beginning of July. (Although it is not always possible to have all electives in place/confirmed at this time, a tentative schedule showing all 8 blocks is required in order to approve schedules.)
- External electives are electives outside the lottery and AFMC portal, as well as Department of Family Medicine and Distributed Education. (Example, electives in Yukon Territories, or facilitators not affiliated to a university program.) Students arrange these, send confirmations to UME office and add to their SSO schedule as external electives. Students must also complete the Electives Objective Form  
<https://www.schulich.uwo.ca/medicine/undergraduate/docs/year4/External-Elective-Objectives-Form.pdf>

**Family Medicine and Distributed Education** (rural) electives are **not** included in the lottery

- **On-line request form**, which 'opens' the 1<sup>st</sup> of March (DE) and February 24th (Family), is found under the **Family Medicine** webpage  
[http://www.schulich.uwo.ca/familymedicine/undergraduate/year\\_4/electives\\_request\\_form.html](http://www.schulich.uwo.ca/familymedicine/undergraduate/year_4/electives_request_form.html) - electives are on a first come, first served basis
- **On-line request form for Distributed Education** (deadline to apply is early May)  
[http://www.schulich.uwo.ca/distributededucation/undergraduate/schulich\\_medicine\\_student\\_programs/fourth\\_year\\_clinical\\_electives.html](http://www.schulich.uwo.ca/distributededucation/undergraduate/schulich_medicine_student_programs/fourth_year_clinical_electives.html)

**AFMC Portal** (<https://www.afmcstudentportal.ca>), national policies/dates:

- Cannot apply earlier than 26 weeks prior to the start of the elective (most programs adhere to this timeline, however, there are a couple of schools who may not so please check profiles/guidelines for each school carefully)
- Applications are not accepted any later than 16 weeks prior to the start of an elective
- The elective program must notify applicants of placements a minimum of 8 weeks prior to the start of the elective
- Students must cancel electives within 6 weeks of the start date or they will receive a letter regarding unprofessional behavior (please refer to each university's profile, as the cancellation policy varies – e.g. University of Calgary)
- Students must accept/decline electives within 7 days of being offered the elective – no duplication of elective blocks is permitted (i.e. **cannot have a Western elective and portal elective in the same block**)
- The portal will not allow two electives in the same time period. You must cancel one in order to accept another elective
- Confirmed AFMC portal electives automatically download into our database
  - If there is a Schulich elective in the same time slot, you will be advised to cancel one of these electives.

**PLEASE NOTE: If an elective is confirmed via the portal and subsequently downloaded into our system, this does not mean duplicate Schulich electives are automatically cancelled. They must be removed by the student if it is during the add/drop period. If it is after the add/drop period, you must let the UME office know that the elective needs to be cancelled. UME office receives notifications of conflict/duplication of AFMC portal and Western/other external electives. Students must remove the duplicate elective within 7 days.**

- Please check program site requirements, as not all policies/requirements are the same at all universities
- Once the add/drop period closes in mid-April (lottery electives only), all Schulich elective changes must be made by administrator in the UME office. Students are still able to add/drop external electives (these are electives arranged outside of the Portal and Western lottery electives).
- **Immunization** – There is a standardized form/procedures for all schools, however there may be some variables by school so follow the instructions carefully.  
<https://www.afmcstudentportal.ca/Immunization>
- When creating your profile and applying to electives please make sure:
  - Your Student Number is correct – otherwise approved electives will not download properly into our system
  - Indicate **you will be in your 4<sup>th</sup> year of study at the time of the elective.**
- At no time during a clinical elective will a student cover an on-call shift, provide supervised patient care in any form or take part in an informal observership for another medical or surgical service other than the clinical service they are registered with as students are only covered with liability coverage to the elective they have been officially assigned to. These activities are not permitted even if the current supervisor provides permission and if the supervisor in the horizontal elective agrees to provide direct supervision. Students participating in electives outside the assigned elective carry potential of personal and professional medico-legal risks, they will receive a letter of unprofessionalism which will be included in their permanent record and may receive a grade of FAIL for the whole elective course, at the discretion of the course chair.
- **Western students cannot apply for electives at Western via the AFMC Portal – the portal is for visiting medical students only.**
- Verifications for electives applied for via the portal are done by the UME Electives Administrator. A large number of requests are received every other week. In order to be fair, verifications are completed on a first come, first served basis and there is a 1-3 day turnaround time for verifications (this is the average timeframe for all schools in the Portal).
- **Letters of Good Standing** are not usually required as the electronic verification covers all good standing letter items. However, there are some exceptions (e.g. Northern Ontario School of Medicine) and it is advised to review requirements for each school carefully. Letters are available from UME Elective Administrators at both London and Windsor campus.

#### **N95 Mask fitting:**

- Mask fitting tests expire two years after completion date. If you did this test prior to 3<sup>rd</sup> year clerkship (at the end of year 2) then you are fine. If a new test is required, you can do so via Student Health Services (Room 11, Lower Level of UCC). Please contact them directly (519-661-3030) to book appointments. The fee is \$30.00.

**Police Record Check:**

- Police record checks expire after one year and renewal is required by the date of the test completed the year before. As portal electives are being applied for *prior to* expiration, indicate on portal applications that you are up-to-date until mid-August (or date of previous test) and will be completed by then in order to comply with requirements for September-December electives.

**Approval of Elective Schedule in Single Sign On:**

- Final approval of elective schedule is not done until after July 4<sup>th</sup> deadline. A tentative/complete schedule is required by this date in order to assess if criteria is being met. This does not mean that changes are no longer permitted – changes after this date must be approved via UME office and only UME administrators can make the corrections within your SSO (except for Portal electives, which UME cannot change).
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**CaRMS Timelines:**

- On-line application opens beginning of September
- Mid-October can start choosing programs to apply to
- Beginning of November transcripts and MSPR's are due
- Mid-November is deadline for applications and all documents assigned (except references). File review by programs begins
- End of November, deadline for all reference letters to be assigned to program
- Mid-January to 1<sup>st</sup> week of February is CaRMS interview period
- End of January to mid-February is ranking period for applicants and programs
- Beginning of March is Match Day

**MCCQE Timelines:**

- Opens the first week of October for the Spring examination (of the next calendar year)
- Main application deadline – sliding deadline as of September, 2018 (no hard deadline/late fees)
- Check LMCCQE site for further timeline information (i.e. exam dates, etc.)
- Certified Identity Confirmation form to be completed between October-January by authorized "Signatories" in electives office
- Examination dates fall usually around the end of April/beginning of May

**Document Notarization/Verification/Signatories**

UME office offers this service to our Schulich undergraduate medical students. The list of people, services and availability can be found at:

[https://www.schulich.uwo.ca/medicine/undergraduate/academic\\_resources/credentialing/current\\_students.html](https://www.schulich.uwo.ca/medicine/undergraduate/academic_resources/credentialing/current_students.html)