

**DEPARTMENT OF FAMILY MEDICINE
ELECTIVES OPERATING STANDARD**

Classification Residency Training	Table of Contents Purpose 1
Approval Authority Department of Family Medicine Residency Program Committee	Scope 2 Definitions 3 Guiding Principles 4 Standard Statement 5
Implementation Authority Postgrad Director	Approval 6 Supervision 7
Effective Date	Attendance 8 Assessment 9 Funding 10
Latest Revision October 28, 2021	Time Frame 11 Related Information 12 Instructions and Forms 13 History 14 Revisions 15

- 1. Purpose**
 - 1.1** This Operating Standard outlines Program requirements regarding Resident Electives to ensure:
 - 1.1.1 Appropriate Elective experience selection by Residents.
 - 1.1.2 Appropriate processes for the coordination of Elective experiences are respected.

- 2. Scope**
 - 2.1** This Operating Standard applies to all Residents in the Family Medicine Programs at the University of Calgary, including Enhanced Skills Residents.

- 3. Definitions**
 - 3.1** In this Operating Standard:
 - 3.1.1 “Director” means the relevant Program leader responsible for coordinating and supporting the Program in any of the Calgary Program (Division Director), Rural Program (Site Director), or individual Enhanced Skills Programs. Directors report to the Postgraduate Director, or in the case of individual Enhanced Skills Directors, to the Overall Enhanced Skills Director.
 - 3.1.2 “Elective” means a non-mandatory learning experience chosen by the Resident based on their identified learning needs
 - 3.1.3 “PGME” means Postgraduate Medical Education

- 3.1.4 “Postgraduate Director” means the individual with overall responsibility for the Family Medicine residency Training Programs. The responsibilities entrusted to the Postgraduate Director may be delegated to the relevant Director, except where explicitly indicated otherwise
- 3.1.5 “Program” refers to the University of Calgary’s Family Medicine Residency Training Program
- 3.1.6 “Resident” means a postgraduate trainee in the Program
- 3.1.7 “Scholarly Project” means the Program Requirement described in the Family Medicine Residency Program Research Handbook:
<http://www.calgaryfamilymedicine.ca/Research/Resources/8f1673bd0223a22f9f7d8c480c9bd969.pdf>

4. Guiding Principles

- 4.1** Residents are encouraged to select Elective experiences that will assist them in:
 - 4.1.1 Meeting both Program and personal educational goals
 - 4.1.2 Exploring and discovering practice opportunities that may appeal to them in a career path upon completion of the Program
 - 4.1.3 Developing additional skills for their planned independent practice profile
 - 4.1.4 Meeting entry requirements for Enhanced Skills programs, where appropriate
- 4.2** Residents who are on a Remediation will usually have their training extended and may not use Electives to address performance deficiencies as part of a formal Remediation Plan.
- 4.3** Residents who are on a Probation Plan will always have their training extended and cannot use Electives to address performance deficiencies as part of a formal Probation Plan.
- 4.4** Where deemed appropriate by RPS or the relevant Director, Residents may be directed to undertake certain electives to ensure that Program requirements are met.

5. Standard Statement

- 5.1** Electives may be Clinical or Non-Clinical in nature.
- 5.2** Clinical Electives
 - 5.2.1 Clinical Electives are a minimum of one week in duration and can be comprised of a mix of clinical experiences and range from ½ day to 4 weeks
 - 5.2.2 Residents should develop an elective experience that provides adequate exposure to meet defined learning objectives.
 - 5.2.3 Residents should be aware that Program support personnel are not able to assist them to coordinate large numbers of short experiences.
 - 5.2.4 All elective time must be filled with clinical educational experiences, except when attending mandatory program activities such as academics or continuity callback clinics, in keeping with the Attendance and Absence Policy.
 - 5.2.5 Where a full complement of clinical experiences is not feasible, approved academic experiences may be used to supplement clinical educational experiences.
 - 5.2.5.1 Academic experiences shall not comprise more than 25% of the Resident’s Clinical Elective experience.
 - 5.2.5.2 To qualify as part of an elective experience, the experience must qualify for CFPC Mainpro credits.

- 5.2.5.3 A minimum of 3 Mainpro credits are required per half-day of elective time dedicated to their pursuit.
- 5.2.5.4 Independent reading time IS NOT a permissible academic experience.

5.3 Non-Clinical Electives - Research Electives

- 5.3.1 Residents may apply to the Research Director to complete an elective in Research
- 5.3.2 Research Electives are distinct from taking Research Days, and must be approved in advance

5.4 Residents may apply to undertake an elective in Administrative Medicine, Medical Education, or Academe/Scholarship

- 5.4.1 Approval by the Postgrad Director is required, and is contingent upon:
 - 5.4.1.1 The engagement of an appropriate supervisor;
 - 5.4.1.2 A clear set of learning objectives; and
 - 5.4.1.3 A plan for how these will be achieved

5.5 Elective time may NOT be used to attend conferences or prepare for or sit examinations. Residents must instead use their allocated Educational Leave Days, in accordance with the Attendance and Leave Operating Standard.

6. Approval

6.1 When applying to undertake an out of Calgary elective, Residents must complete an Elective Request Form.

- 6.1.1 Residents should not make firm travel plans, nor make firm comments to undertake an elective until the elective has been approved.
- 6.1.2 For electives where a resident is working under the supervision of a preceptor at an institution outside of the University of Calgary, the Elective Request Form must be completed and received by the Program at least sixteen (16) weeks before the start of the elective.
- 6.1.3 Longer lead times may be necessary for certain institutions, and to satisfy any additional University of Calgary policies.
- 6.1.4 Residents must obtain licensure and medical liability insurance in jurisdictions outside of Alberta.
- 6.1.5 For electives out of country, Residents must abide by the University of Calgary's International & Security Policy as defined by the University's Risk Management group: <https://www.ucalgary.ca/riskmgmt/travel>
- 6.1.6 For electives out of country, Residents must abide by additional requirements as described by the Indigenous, Local, and Global Health Office: <https://cumming.ucalgary.ca/community/opportunities/global-health-electives-and-experiences>
- 6.1.7 Where electives are conducted in settings where health equity is anticipated to be a component of the experience, these must be undertaken with groups or individuals with a record of community engagement and partnership, and align with the principles described in the World Medical Association Statement on Ethical Considerations in Global Medical Electives: <https://www.wma.net/policies-post/wma-statement-on-ethical-considerations-in-global-medical-electives/>
- 6.1.8 Residents must abide by PGME and AHS or other employer policies and requirements limiting the amount of training that may be completed outside of Alberta.

- 6.1.9 The Postgraduate Director must directly approve all Clinical Electives outside of Canada.
- 6.2** For electives where a resident is seeking the assistance of the Learner Scheduler, the Elective Request Form must be completed and received by the Program at least eight (8) weeks before the start of the elective.
- 6.3** For electives where a resident does not seek the assistance of the Learner Scheduler, the Elective Request Form must be completed and received by the Program at least four (4) weeks before the start of the elective.
- 6.4** Residents must abide by the Attendance and Absence Policy with respect to the duration of time spent away from their primary training site during electives.
- 6.5** The Postgraduate Director may delegate approval of Clinical Electives within Canada to a relevant Director within the Program.
- 6.6** Research Electives must be approved by the Departmental Research Director. Applications must be submitted a minimum of eight (8) weeks in advance of the start date of the Elective, and must include the following elements:
- 6.6.1 A cover letter, composed by the Resident, which formally requests the Elective, and includes:
- a. A brief description of the area of research
 - b. A clear description of how the area of research is connected to family medicine
 - c. A brief description of the objectives the Resident hopes to achieve during the Elective
 - d. A research proposal which:
 - i. Identifies the individual(s) the Resident will be working with, including the named individual who will be acting as the Resident's supervisor during the Elective. The Supervisor must be able to sign off on progress reports, and assess the quality of the work being undertaken.
 - ii. Outlines the relationship, if any, between the activities to be undertaken during the Research Elective and the Resident's Scholarly Project.
 - iii. Outlines the timeline of the specific research activities to be undertaken during the Research Elective.
 - a. If the elective is related to the Resident's Research Project, then the Resident will ensure that the timeline includes those elements listed in the Resident Scholarship Handbook which are relevant to the activities to be undertaken during this elective.
 - b. If there is not any relationship between the research elective and the Resident's Research Project, the Resident must illuminate the strategies to complete both activities.
 - iv. Defines the specific objectives the Resident aims to achieve during the elective.
- 6.7** Administrative, Medical Education, and Academe/Scholarship Electives must be approved by the Postgraduate Director.
- 6.8** Medical Education Electives require the approval of both the Postgraduate Director and the Resident's Competency Coach, or equivalent.
- 6.8.1 Core-Program (2-year) Residents may only seek Medical Education Electives following their first formal periodic review.

6.9 Where a Medical Education Elective is sought and involves undergraduate medical education learners, additional approvals may be required through Undergraduate Medical Education.

7. Supervision

7.1 Clinical elective should be under the supervision of a licensed physician.

7.1.1 This physician must have an academic appointment with a post-secondary institution.

7.2 When a Resident wishes to work with other health care professionals to achieve the defined learning objectives, additional approval is required by the Postgraduate Director, or delegate.

7.3 Residents and Supervisors must adhere to the Resident Supervision Operating Standard, particularly the areas around potential for conflict of interest.

8. Attendance

8.1 Resident attendance must be in keeping with the Attendance and Leave Operating Standard.

9. Assessment

9.1 Resident assessment will be completed in keeping with the Resident's Program's Assessment Operating Standard.

10. Funding

10.1 The Program **DOES NOT** provide financial support for Electives.

10.2 All expenses incurred for the Elective are the Resident's responsibility. This includes, but is not limited to:

10.2.1 Personal Medical Insurance

10.2.2 Medical Liability Insurance

10.2.3 Transportation

10.2.4 Accommodation

10.2.5 MAINPRO course costs

10.2.6 Licensure and Registration

10.3 Residents may secure additional funding through outside agencies. While many sources may exist to support Residents, some examples include:

10.3.1 Distributed Learning and Rural Initiatives (University of Calgary)

10.3.2 Rural Physician Action Plan

10.3.3 Indigenous Local and Global Health Office

11. Time Frame

11.1 This policy is effective as of the date approved by the Postgraduate Executive Committee, and should be reviewed every three (3) years.

12. Related Policies and Standards

12.1 Attendance and Leave Operating Standard

12.2 PGME Procedures for Residency Electives

12.3 University of Calgary International Travel & Security Policy

12.4 World Medical Association Statement on Ethical Considerations in Global Medical Electives: <https://www.wma.net/policies-post/wma-statement-on-ethical-considerations-in-global-medical-electives/>

13. Instructions and Forms

13.1 Elective Request Form

14. History

14.1 Approved: 2014-11-27 PGEC

14.2 Approved: 2014-12-18 PGEC

14.3 Approved: 2015-05-28 PGEC

15. Revisions

15.1 2015-04-10 – Under “ 10 Funding” – Addition of Mainpro course costs

15.2 2015-03-18 – Under “ 6 Approval” – Addition of language regarding out-of-country electives re: Residents must abide by the UofC’s International Travel and Security Policy
2021-10-28 – Numbering revisions, layout improvement, language alignment with other Operating Standards, added language around health equity considerations.

15.3 2021-11-18 Approved FM RPC

15.4 2021-11-25 Approved PGEC