



**Electives Committee Meeting Minutes**  
**Thursday, January 18<sup>th</sup>, 2018 (9 a.m. – 10 a.m.)**  
**Location: G701 (UME Boardroom)**  
**Approved**

**Attendees:** *Ms. Jessica Andrews (DLRI), Dr. Laurie Ann Baker (Chair), Ms. Mandy Dale (Electives Coordinator for Rural), Ms. Dory Glaser-Watson (Surgery), Dr. Adrian Harvey (Surgery), Ms. Shannon Leskosky (Manager, UME Program), Ms. Jane McNeill (Admin Assist), Mr. Mike Paget (Manager, Academic Technologies), Ms. Tania Pander (Visiting Electives Coordinator), Mr. Nicholas Riopel (Class of 2020 Int'l Electives), Mr. Cormac Southam (Electives Representative, class of 2020), Ms. Dani Wang (Electives Representative, class of 2019), Ms. Kristy Ward (U of C Electives, Coordinator), Ms. Michelle Krbavac (Immunization Specialist)*

**Regrets:** *Dr. Heather Baxter (Family Medicine), Dr. Cindy Card (Medical Oncology), Ms. Sue-Ann Facchini (Program Supervisor, Preclerkship), Dr. Christopher Hahn (Neurology), Dr. Josephine Ho (Peds Endocrinology), Dr. Meira Louis (Emergency Medicine), Ms. Mary MacRae (Psychiatry), Dr. Julian Midgley, (Pediatrics), Dr. Doug Myhre, (DLRI), Ms. Alexa Scarcello (Class of 2019 Int'l Electives Rep, ), Ms. Angela Shamchuk (Class of 2018 Int'l Rep), Dr. Davinder Sidhu (Pathology), Dragana Stanojevic (Operation Manager, DLRI), Dr. Ron Spice (DLRI), Ms. Sibyl Tai (Clerkship), Anthony Wong (Class of 2018 & Rep for Electives)*

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**AGENDA:**

1. Approval of Agenda
  2. Approval of Minutes of September 19, 2017
  3. New Members Update: Ms. Michelle Krbavac (Immunization Specialist), Mr. Cormac Southam (Class of 2020 Rep for Electives, Mr. Nicholas Riopel (Class of 2020 International Electives)
  4. Business Arising from Minutes (Standing Items)
  5. New Business:
    - Review Visiting Electives (before portal opens on Feb 1, 2018) - Ms. Tania Pander
    - New Summer Elective ITER (excluding the Global Health/International Summer Elective form
  6. Adjournment
  7. Next Meeting – September, 2018 (a doodlepoll will be circulated in May, 2018)
1. **Approval of Agenda:** The Agenda was approved with one addition, that being Mr. Mike Paget will introduce the new Summer Elective ITER (excluding the global health/international summer elective ITER). Moved by Ms. D. Glaser-Watson; seconded by Mr. N. Riopel. Moved unanimously.

2. **Approval of Last Minutes of September 19, 2017:** The minutes were approved. Moved by Ms. Tania Pander; seconded by Ms. S. Leskosky. Motion approved unanimously.
3. **New Members Update:** Dr. Baker welcomed the new members. She introduced Ms. Michelle Krbavac our immunization specialist who ensures that our students follow the Alberta Health Services and University of Calgary's immunization guidelines as well as assist students that require information regarding their immunizations. Dr. Baker also introduced our two new class representatives from the class of 2020, Mr. Nicholas Riopel (International Rep) and Mr. Cormac Southam (Rep for Electives). Each committee member introduced themselves and their role as members (as noted in Attendance).
4. **Business arising from last minutes,** Dr. Baker reported that much of what was covered at the last meeting regarding the portal is going to be addressed in our meeting today (i.e. submission and cancellation policy for the students).
5. **a) Review of Visiting Electives (before portal opens on February 1, 2018):**

Ms. T. Pander, Visiting Electives Coordinator, informed committee members that U of C was one of the first schools to use the AFMC Student Portal system in January, 2015. Initially, the portal was not "running up to par" so in order to manage all of the visiting elective requests U of C moved to a hybrid process. The hybrid process is as follows: the portal is used for all visiting elective uploads and the official final acceptance. However, we require students to contact Ms. T. Pander with their visiting elective request, she then gives that student the departmental contact information. The student and the department sort out the elective particulars. Once the elective is set, the student then submits the application into the portal (no later than 8 weeks prior to the start date of the elective) at which time the visiting elective is processed by Ms. Pander. Some visiting students, however, do not, or forget to submit their application into the portal. Dr. Baker informed members that the problem with the U of C hybrid process is that it is not what the majority of universities use across the country and as students' stress levels go up they are not thinking of the responsibility to check the website to see if the U of C process for our visiting electives is done differently.

Dr. Baker informed members that Ms. Pander is collecting a list from all U of C departments' placement contacts for the possibility of a year-long schedule of availability for elective students. Ms. Pander reported that based on a small sample, some departments were able to comply with this request, whereas other departments were not.

Ms. Pander reported that a new step in the application process this year will be implemented on February 1<sup>st</sup> (when the portal reopens). The new step being that once a student requests a visiting elective, they receive an email from Ms. Pander detailing the contact information, the students forward that email to the placement contacts to negotiate an elective in that department, and the forwarded email confirms to the department that the student has been approved by her. Ms. Pander is going to start pulling a report of all approved visiting elective students each month to know who has actually applied through the portal and who can proceed. Ms. Pander will then send all departments a list of the visiting elective students two and half months before the start date.

Dr. Baker moved that U of C continue with the current hybrid system for our Visiting Elective students and also, that all visiting students must submit their application to the U of C portal prior to

**eight weeks** of the start date of the visiting elective; if a student wants to cancel their visiting elective with the U of C, they must cancel prior to **eight weeks** of the start date of their visiting elective. All members in attendance were in agreement with this.

Dr. Baker asked Ms. Pander to look into the feasibility to put in a new tab on the U of C Portal Profile for the purpose of informing visiting students of new and upcoming electives, as well indicating current availability of visiting electives.

Dr. Baker emphasized to our student representatives that a very important message to relay to their classes is to check each universities' elective websites constantly – look at the school you are applying to because each school's visiting elective processes have some differences (even though we have come together nationally, there are still district/provincial restrictions).

**b) Presentation of the new Summer Elective ITER by Mr. Mike Paget:**

Mr. Paget, manager of Academic Technologies, informed committee members that Dr. Coderre and the UMEC Committee have come up with the Big 10 (Entrustable Professional Activities) which would see all Canadian graduating medical students having to fulfill a certain status (entrustability) across the professional activities. These are presently reflected in our clerkship ITERS, clerkship Elective ITERS and now the Summer Elective ITERS (revised copy attached). Mr. Paget reviewed all of the revisions made to the Summer Elective ITER, some notable revisions are as follows:

- The addition of the “conflict of interest” component.
- A four-point scale (Unsatisfactory, Performance Deficiency, Satisfactory-good and Outstanding) opposed to the five-point scale of the previous ITER (the Excellent scale has been deleted).
- He commented that the revised ITER has more explicit anchors to try and frame the expectations for the summer elective student versus a medical clerk.

Dr. Baker informed committee members that once the Summer Elective Form has been distributed to a preceptor in One45, they will have the option to print a hardcopy. The new Summer Elective ITER will be used for the upcoming class of 2020, once it has been passed at UMEC. Dr. Baker also informed members that the Global Health/International Elective ITER will also be presented to UMEC, this ITER has a different outline and layout.

Dr. Baker asked the student representatives from the classes of 2019 and 2020 if their classes had any concerns regarding electives, they reported that the students in their classes did not have any concerns with electives.

6. Meeting was adjourned at 9:55 a.m. The next Electives Committee meeting will take place in September, 2018 ( A doodle poll will be sent out to members in May, 2018).