



Electives Committee Meeting Minutes
Thursday, September 15th, 2016 (2 p.m. to 3:30 p.m.)
Location: G701 (UME Boardroom)
Approved

Attendees: Dr. Laurie Ann Baker (Chair), Dr. Cindy Card (Medical Oncology), Ms. Sue-Ann Facchini (Program Supervisor, Preclerkship), Ms. Dory Glaser-Watson (Surgery), Ms. Rhonda Lun (Class of 2017 Int'l Electives Rep), Ms. Shannon Leskosky (Manager, UME Curriculum), Ms. Mary MacRae (Psychiatry), Ms. Jane McNeill (admin), Dr. Julian Midgley (Pediatrics), Ms. Tania Pander (Visiting Electives Coordinator), Ms. Angela Shamchuk (Class of 2018 Int'l Electives), Mr. Matthew Sobczak (Clerkship Electives Program Coordinator), Ms. Kristy Ward (Summer Electives Coordinator), Mr. Anthony Wong (Class of 2018 & Rep for Electives)

Regrets: Dr. Heather Baxter (Family Medicine), Dr. Chris Hahn (Neurology), Dr. Adrian Harvey (Surgery), Dr. Josephine Ho (Peds Endocrinology), Dr. Meira Louis (Emergency Medicine), Ms. Allison Michaud (Class of 2017 Rep), Dr. Doug Myhre (DLRI), Mr. Mike Paget (Mng – eLearning), Ms. Alexa Scarcello (Class of 2019 Int'l Electives Rep), Ms. Laura Senst (Class of 2017 & Rep for Electives), Dr. Rob Spice (for Doug Myhre-DLRI), Ms. Sibyl Tai (Clerkship), Dr. Kiril Trpkov (Pathology), Ms. Dani Wang (Electives Representative), Ms. Ann Zalucky (Class of 2017 & Rep for Electives)

AGENDA:

1. Approval of Agenda
2. Approval of Minutes of June 22, 2015
3. New Members Update
4. Business Arising from Minutes
5. New Business:
 - a. 2015/2016 Electives Report Summary
 - b. Portal Update: Current Issues/Concerns
 - c. Immunization Update
 - d. Summer Electives Issues
 - e. Clerkship Electives Issues
 - f. International Elective Issues
6. Adjournment
7. Next Meeting – As required.

1. **Approval of Agenda:** The Agenda was approved. Moved by Dr. C. Card; Seconded by Ms. D. Glaser-Watson. Moved unanimously.
2. **Approval of Last Minutes of June 22, 2015:** The minutes were approved. Moved by Ms. S. Leskosky; Seconded by Ms. D. Glaser-Watson. Motion approved unanimously.
3. **New Members Update:** Dr. Baker welcomed the new members and each member introduced themselves and their role as members (as noted in Attendance).
4. **a) Dr. Baker shared some overall statistics with the Electives Committee:**

With regard to **Summer Electives**, for the class of 2017, out of 159 students, there were 285 summer electives with a total of 635 weeks (2% - research). Dr. Baker reviewed a few challenges with regard to summer electives, such as the student orientation for summer electives is held when the students are just beginning medical school. Although students are receiving information early, the disadvantage is that it invokes more stress on the students. As well, fewer and fewer schools are accepting new student placements for summer electives. Dr. Baker stated that the University of Calgary does not accept other universities summer elective placements. There is an increased resource demand on University of Calgary to place our own students. With regard to **Clerkship Electives**, for the class of 2015, out of 179 students, there were 1,798 elective weeks placed (98% clinical, 2% research). With regard to **Visiting Electives**, out of 176 students, 1,798 weeks were placed. Dr. Baker thanked our UME Coordinators, K. Ward, M. Sobczak and T. Pander for gathering the statistics.

b) Portal Update: Current Issues/Concerns:

Dr. Baker informed the committee that the portal is two years into the process (for visiting students only). The portal is improving with upgrading features, however, it's a slow and ongoing process. Ms. T. Pander, Visiting Electives Coordinator, informed committee members that the University of Calgary's portal process is quite different from that of other schools in the country. Students are asked to contact the U of C to set up visiting electives. On a positive note, we have eliminated many refunds (last year, we refunded 217 applications, this year, only 14 refunds were made). Overall, many students are satisfied with the portal system. Dr. Card commented that from a departmental perspective, the portal system is time efficient. Ms. Pander shared some concerns with regard to the portal system, such as some students have double, or triple, booked electives for the same time. As well, many students cancel their visiting elective without informing the proper people. Dr. Baker informed members that there is a movement nationally that 28 weeks will be the earliest that students can apply for a visiting elective. Students are able to contact the department earlier, but cannot submit their elective request in the portal system until **seven months** before the elective. Dr. Baker informed committee members that she will speak with Ms. Sibyl Tai, Clerkship Supervisor, to get back-up for Ms. Pander, as she needs assistance with the hundreds of visiting elective applications in the portal system. Dr. Baker commented that she and Ms. Pander will work on "firming up" the process and the wording of the portal system. Ms. Pander will send an email to placement contacts requesting that visiting electives are not to be confirmed until 28 weeks before the visiting elective is to take place. Ms. Pander suggested that she would speak with the student representatives to come up with a "portal guide" to see what points would be helpful.

c) Immunization Update – Dr. Baker informed the committee that nationally, immunizations have made huge gains. Provincial guidelines and health boards vary across the country, therefore Dr.

Baker has encouraged students to check each schools' immunization requirements (websites). She specified that each schools' requirements for immunizations are different (ex. different wording). Ms. Leskosky confirmed that UME's Immunization Nurse Specialist, Ms. Michelle Krbavac, is very helpful, knowledgeable and has worked with many different schools across the country. Dr. Baker stated that if students are not clear as to which immunizations they require, the student should speak with either Ms. K. Ward, Mrs. M. Krbavac or check the schools' website. Mr. A. Wong, commented that many of his classmates from the Class of 2018 were unaware that the UME had a nurse immunization specialist, or that they could speak to a UME Coordinator with regard to immunizations. Dr. Baker suggested that we work on communication with regard to immunizations, ideally, not overwhelming students on their first day of medical school as the students have a lot of information to process already. Dr. Baker suggested that a list be made for students consisting of key people and points to make the elective immunization process easier. Ms. Pander suggested that a referral guide in the form of a power point presentation would be helpful for the students to answer questions they may have. An important note of interest, if subsequent information is uploaded on your elective application, it will override all other information.

d) Summer Elective Issues – Ms. K. Ward reported that there were no new issues with regard to Summer Electives. She stated that ideally summer elective placements are filled by late May, however, some late placements were made due to cancellations or students submitting their application late. Ms. K. Ward and Ms. J. McNeill will make a departmental contact information list for clerkship and pre-clerkship electives. This list will consist of all updated department contact names.

e) Clerkship Elective Issues – Mr. Sobczak reported that there are no major issues with regard to Clerkship Electives, other than ensuring that when submitting an application into the portal you keep in mind the time differences across the country.

f) International Elective Issues – Ms. A. Shamchuk, Class of 2018 International Elective Representative, reported that 25 students participated in an International Elective. She stated that, overall, the Global Electives were a success. She did note, however, that there was a great deal of miscommunication between the students taking part in the International Elective, the UME, and the Global Health Office. Ms. Shamchuk indicated that there is not a "Preceptor Evaluation" section on the evaluation sheet, and that students are unable to rate their preceptor. Dr. Baker indicated that would be taken care of. As well, the paper copy of the Global Elective ITER (to be filled out by the preceptor) does not indicate that the comments made on the ITER will be applicable for the students' MSPR letter. Ms. Shamchuk offered to make a list of frequently asked questions for students to use as a guide when going to different countries for Global Electives, Ms. K. Ward will proof this list for consistency purposes. Ms. Shamchuk will meet with Dr. Kellner of the Global Health Office. Dr. Baker suggested that if Ms. Shamchuk feels that issues are not progressing, to let her and Dr. Kevin Busche know.

5. Adjournment – 3:20 p.m.

6. Next Meeting – Dr. Baker suggested that if the students did not feel that issues were being resolved, that an ad hoc meeting could take place mid-year.