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# Electives Committee Meeting

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**DATE & TIME:** Tuesday, September 23, 2008 (4:30 p.m. to 5:30 p.m.)

**LOCATION:** G701H (UME Boardroom)

**COMMITTEE**

**MEMBERS:** Dr. LA Baker (Chair), Ms S. Bianchi, Ms. K. Elzinga, Ms. SA Facchini, Dr. N. Fahlman, Ms T. Gordon, Ms A. Jenkins, Dr. E. Magi, Ms. S. Marsh, Dr. D. Patry, Ms V. Thoo, Dr. K. Trpkov,

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**REGRETS:** Dr. S. Angyalfi, Dr. N. Brager, Ms. A. Di Ninno, Dr. D. Hogan, Dr. J. Latter, Dr. M. Ma, Dr. K. Millar, Dr. D. Myhre, Dr. N. Schachar

- AGENDA:**
1. Approval of agenda
  2. Approval of Minutes from May 01, 2007 meeting
  3. New Business:
    - a. International Students/Canadians studying abroad
    - b. Criteria for international applicants/historical practices U of C  
Accredited schools in AUS, UK, other  
Formalize policies for eligibility  
Common practices in some other Canadian med schools
    - c. One week electives revisited
    - d. "Back-door:" applications/"program approved" requirement
    - e. Late cancellations
    - f. UBC Elective Requirements: Mandatory rotation completion prior to approval of electives at UBC. Impact on U of C clerks with first 6 weeks of electives at beginning of clerkship year.
    - g. New Criteria at U of T
  4. Information – new CPSA procedures
  5. Adjournment
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## Minutes

Topic	Details	Follow up	Due
Approval of Agenda	<ul style="list-style-type: none"> <li>The agenda was approved with the note that Item 3f and 3G were the same topic.</li> </ul>		
Approval of the May 01, 2007 minutes	<ul style="list-style-type: none"> <li>Dr. Fahlman motioned to approve and Ms. Marsh seconded. The minutes were approved.</li> </ul>		
New Business International Students Canadian citizens	<ul style="list-style-type: none"> <li>Dr. Baker led the discussion concerning the increase in student numbers and the effects on opportunities for visiting electives. It was brought out that there is increasing demand from Canadians studying abroad for visiting electives and preferential consideration. Some ambiguity exists over which universities are to be considered as acceptable sources in terms of equivalent standard, practices, and adherence to our guidelines.</li> <li>Discussion of historical practices regarding international students, including those from the US, and reasons for exclusions and inclusions.</li> <li>It was agreed that our policies for accepting visiting clerks should be made more specific and formalized in writing.</li> <li>It was determined that it should be made clear that the priority is 1) U of C clerks, 2) Canadian students 3) International Students, with the proviso that Canadian citizens studying at approved schools(UK, AUS, NZ and IR) would be given preference over other international students.</li> <li>The approved schools will be accredited universities in the UK, AUS, NZ, Ireland.</li> </ul>	The wording on the webpage will be revised to reflect the policies.	

Topic	Details	Follow up	Due
One-week electives revisited	<ul style="list-style-type: none"> <li>Dr. Baker pointed out that the mandatory rotation for U of C clerks in Anesthesia is just one week; therefore our previous policy of two-week minimum electives needs to be amended in this case. There was general consensus that exceptions could be made upon recommendations of departments, although the two-week minimum was strongly encouraged. Both faculty and students on the committee expressed the view that one week was not usually an adequate time for a clinical experience or evaluation. The department of Anesthesia can make their requirements clear on their webpage.</li> </ul>	The Visiting Electives office will now accept one-week electives for Anesthesia. Applications for one-week electives in other departments will be discussed on a case by case basis and will require departmental approval and a subsequent request to the Visiting Electives office.	
"Back door" or private arrangement electives	<ul style="list-style-type: none"> <li>Discussion about resulting difficulties in administrative procedures, deadlines and registration requirements when students arrange their own electives, without going through the Electives Office first. It was agreed that visiting electives need to have "program approval" by the designated program supervisor of the department who are aware of the guidelines. Preceptors who are approached by students should be informed to direct them to the Visiting Electives office to be properly registered prior to accepting the elective.</li> </ul>	Get the information about guidelines out to the departments. Update the Electives website.	
Late cancellations	<ul style="list-style-type: none"> <li>Discussion re consequences for students who cancel electives at the last minute. It was agreed that the minimum accepted time should be <u>four weeks</u> before the start. The consequence of non-compliance will be a reprimand letter regarding professionalism sent to the student's Undergraduate Medical office.</li> </ul>	Dr. Baker will draft a letter and circulate it to the members for adoption.	

Topic	Details	Follow up	Due
New policies at UBC and U of T regarding electives	<ul style="list-style-type: none"> <li>Ms Marsh updated the members on recent changes to the policies at UBC which require students to have completed a mandatory rotation before applying for an elective in that discipline. This puts our students at an unfair disadvantage due to the structure of our 3-year program and the elective period being at the start of the clerkship period. As a result of her discussions with the Elective Co-ordinator at UBC it seems that U of C students may be given some consideration on this policy. This issue will be addressed at the Western Medical Schools Conference in October by Dr. B. Wright, Associate Dean. The new U of T policies do not seem to affect our students in the same way since it is only Pediatrics that is considering a similar requirement.</li> </ul>	The resolution of this issue will be made known after Dr. Wright's attendance at the October conference.	
New CPSA procedures	<ul style="list-style-type: none"> <li>Ms Gordon informed the members that as of July, the CPSA has gone to an electronic system of registering applicants, in place of the paper application forms. They have also waived the fee for out-of-province undergraduates.</li> </ul>		
Adjournment	<ul style="list-style-type: none"> <li>The meeting was adjourned at 5:30 p.m.</li> </ul>		
Next meeting	<ul style="list-style-type: none"> <li>As needed.</li> </ul>		