

RURAL ELECTIVES – SHAREPOINT PROCESS

FREQUENTLY ASKED QUESTIONS

Q: How do I access the DLRI SharePoint site to submit an elective request?

A: Link: [DLRI SharePoint](#) can also be found and on the [DLRI website](#). You will be asked to log onto the UofC Central Authentication system, using your UCID and password.

Q: I am interested in booking a rural elective, do I have to specify a geographical location?

A: DLRI arranges electives within Alberta (outside a 50km radius from Calgary), the Northwest Territories, and Whitehorse. As a default, if you do not specify any geographical area, we will look within the AHS Central Zone, South Zone and Calgary Zone (Canmore and Banff)

Q: How do I track the status of my submitted request?

A: You will find your request on the DLRI rural elective landing page on the [DLRI SharePoint](#) site. The “status” column will show you the current status of your request.

Q: My request status has not changed for the last 3 weeks, has it been cancelled?

A: No. unless you receive a confirmation or cancellation notice from DLRI, your elective request is considered pending and we will continue to search for your placement.

Q: My request status shows “rejected” what does it mean?

A: Requests with invalid data are automatically rejected. Please double check the information you entered to verify that it is accurate. If the problem persists, contact rmelect@ucalgary.ca

Q: My request status shows “2nd preceptor contacted”. Is there a limit to the number of preceptors DLRI contacts, and if so, what does it mean?

A: We will do our best to find a placement for you. We will contact a maximum of 3 specialty preceptors for regional hospital placements (e.g. ICU, Surgery, etc.) and 3 for Family Medicine physicians. If we receive a negative answer from all of the maximum contacts, we will let you know and close the request by changing your request status to “unable to place.”



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Q: My request shows “unable to place”. What does this mean?

A: Unable to place means we have contacted the maximum number of preceptors for your request and the preceptors were not available to take you for the date requested **OR** we have not been able to place you at least 9 weeks prior to the start of your elective. It is recommended you contact your elective coordinator to seek an alternate placement within Calgary.

Q: Are there financial reimbursements available to offset the costs of my elective?

A: DLRI provides mileage round trip to the elective site and an honoraria for the preceptor. For more information please contact rmexpenses@ucalgary.ca

Q: My schedule changed, and I need to adjust my elective dates. Can I edit my request?

A: Currently, learners cannot edit their request. For any changes to dates, area of interest, or preferred geographic area, please contact rmelect@ucalgary.ca

Q: I am no longer interested in a rural placement, how do I cancel my request?

A: If you found an alternate placement, please let us know as soon as possible by sending us an email at rmelect@ucalgary.ca. We will send you a reply confirming your request has been cancelled. Electives must be cancelled 8 weeks in advance of the start date.

Q: I connected with a rural physician at a UME event, and they are open to supervise me for an elective. How should I proceed?

A: Networking is part of the learning experience. If you know of a specific preceptor that you would like to work with, when you log into the SharePoint site to submit a request, please note this in the comment section (include first and last name).

We will submit the official request on your behalf.

Please do not contact preceptors/clinic directly to arrange your own elective.

