

## UME Program Manual for the Department of OB/GYN at the University of Calgary

There are multiple programs that the Cumming School of Medicine Undergraduate Medical Education (UME) program and it can be difficult to keep track of it all! This manual has been developed by Dr. Paw to ensure that process is followed, and to decrease confusion for the interested parties. The information here is accurate as of November 2023 and will be reviewed annually for correctness. This manual has been approved by the Department of OB/GYN Education Committee.

**CAREER DEVELOPMENT:** There are 3 programs. It is mandatory for U of C med students to participate in this program.

### 1. Career coaches

What it is: The commitment is three ~1-hr meetings (in person, phone, zoom) over the course of a year with a focus on general questions and support to assist students as they work towards making informed decisions for their CaRMS applications. First meeting is by end of September of 1<sup>st</sup> year, 2<sup>nd</sup> meeting Dec/early Jan of 1<sup>st</sup> year, and 3<sup>rd</sup> meeting is June or July of early 2<sup>nd</sup> year.

Compensation: Coaches are paid at the usual UME teaching rate (\$250 for 3 sessions).

How to be involved/contact/Preceptors recruitment: There is currently no need to recruit O&G preceptors for this position. However if O&G staff are interested, they can reach out to the program directly (email below).

### 2. Career conversations

What it is: 1 hour chat with medical student discussing the good, the bad, the ugly of life in our profession. Basically get to talk about your life for an hour!

Compensation: This 1 hour is not compensated as it is considered mentorship and done out of goodwill.

How to be involved/contact/Preceptors recruitment: Link is sent out to faculty first week of September (sent to department heads, PDs then send out to dept).

### 3. Career development weeks

What it is: Used to be referred to as 'pre-clerkship electives'. These occur in Year 1 (December and March), and Year 2 (June), and are a week each time. Students must choose 3 different disciplines to spend this clinical time. This is considered exposure to the discipline and low stakes (evaluation is based on professionalism only and not on medical knowledge).

Compensation: Preceptors are paid at the usual UME teaching rate. Currently it is \$125 per week, per student.

How to be involved/contact/preceptors recruitment: Those interested in OBGYN are to contact Louise Gofton at [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com). Louise will find a week during the Career Development Weeks in December, March or June that does not have an assigned clerk where we can accommodate another learner to observe on L&D, clinic and OR. These students will then be placed at that site and the preceptor will be assigned by Louise. If there is greater demand than

spots available, then Louise will reach out to Dr Paw (or current Deputy Head of Education of O&G) so that potential opportunities in MFM, urogyne, gyne onc, MIGS could be considered.

Career Development UME Contacts: Lana Pankiw at [mdcareerdevelopment@ucalgary.ca](mailto:mdcareerdevelopment@ucalgary.ca).

**AEBM (Applied Evidence Based Medicine)**- It is mandatory for U of C med students to participate in this program.

What is it: Used to be called Med440. Pre-clerks spend 30 hours of **observership** with their preceptor (clinic, OR, call) that they organize on their own over the course of 4 months (May to August). Each student is expected to complete 3 Educational Prescriptions (EP) which are reviewed with the preceptor. Preceptor completes evaluation at mid-point and at the end.

Compensation: Preceptors receive \$450 per block (1 block is 30 hours) for FFS. AMHSP or GFT would not get paid in addition to their contract.

How to be involved/contact/Preceptors recruitment: students interested in O&G AEBM will contact the UME coordinator at [aebm@ucalgary.ca](mailto:aebm@ucalgary.ca) directly. The students are then provided a list of interested preceptors (or lead contacts in dept) to contact to set up their 30 hours *on their own*. The UME will track this, which means that they will keep a list of the students who express interest and the preceptor they end up being paired with. These students are not tracked by the Dept of O&G. Louise Gofton will not be involved in this. Dr Paw will ensure the list of interested preceptors is updated annually and forwarded to the UME.

List of interested AEBM preceptors in past:

- Dr Maryam Nasr (general O&G PLC)
- Dr Pauline Ekwalinga (general O&G PLC)
- Dr Dorothy Igras (general O&G PLC)
- Dr Dhea Wallace-Chau (general O&G RGH)
- Dr Meriah Fahey (general O&G SHC)
- Dr Kimber Thornton (general O&G FMC)
- Dr Kovid Lee (general O&G RGH)
- MFM (Dr Jaime Schachar, contact person)
- Gyne Onc (Judy McFadzen contact, [judy.mcfadzen@ahs.ca](mailto:judy.mcfadzen@ahs.ca))
- Urogyne (if student is interested, UME can contact Dr Jadine Paw for list of interested UG preceptors to then provide to student)

**CLERKSHIP ELECTIVES**- It is mandatory for U of C med students to participate in this program.

What is it: 2 weeks of clerkship elective in O&G (general, MFM, gyne onc, urogyne, MIGS). These are clinical clerks (have completed pre-clerkship) and may or may not have done their O&G clerkship rotation at the time of their elective. At the U of C, elective blocks are at predictable

times during the year and are told to the clerkship team in advance. The U of C electives catalogue has further information and has been updated as of November 2023 by Dr Paw. Compensation: Preceptors are paid at the usual UME teaching rate. Currently it is \$250 per week, per student.

How to be involved/contact/Preceptors recruitment:

- Clerks interested in an O&G elective to contact Louise Gofton [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com)
- Clerks interested in gyne onc elective to contact Judy McFadzen [judy.mcfadzen@ahs.ca](mailto:judy.mcfadzen@ahs.ca)
- Clerks interested in MFM electives to contact Dr Jaime Schachar using [jaime.schachar@ahs.ca](mailto:jaime.schachar@ahs.ca). *This is currently on HOLD until further notice.*
- Clerks interested in a urogyne elective to contact [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com) and then Louise will distribute to urogyne staff (Dr Erin Brennand, Dr Shunana Kim-Fine, Dr Carter-Ramirez, Dr Magali Robert, Dr Colin Birch).
- Clerks interested in an MIGS elective to contact Louise Gofton [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com). Louise will then reach out to Dr Kathy Lo to see where student could be accommodated.

The Dept of O&G will be involved in tracking and scheduling clerkship elective students. Because these are clerks who may do call or attend ORs, they need to be fit into the clerkship schedule. Staff are not to accept electives students independently. This will ensure that elective clerk experiences do not overlap with O&G clerks and help minimize teaching fatigue for the preceptor and site. Louise will need to see where elective clerks can be accommodate based on the OBGYN clerkship schedule at each site. She will then distribute the elective student to the site that has space, and to the staff that does not have a O&G clerkship student at that time. In the past, the dept of O&G would just assign these clerkship electives based on the O&G clerkship schedule and not rely on volunteers. We will return to this method of distributing clerkship electives as it is most fair and least confusing. Preceptors will be assigned clerkship elective students, just like they will be assigned O&G clerks. All members of the Dept of O&G are expected to be involved in clerkship teaching and this will not be voluntary (unlike AEBM and career explorations, which are voluntary).

## VISITING CLERKSHIP ELECTIVES

What is it: 2 weeks of clerkship electives in O&G (gyne onc, MFM, urogyne). These are clinical clerks (have completed pre-clerkship) and may or may not have done their O&G clerkship rotation at the time of their elective. These are all clerks from a different (non- U of C) medical school in Canada.

Compensation: UME does not pay for students on a visiting elective from other provinces (and UME does not pay when U of C students travel outside of Calgary for an elective either).

How to be involved/contact/preceptor recruitment: Same process as for U of C clerkship electives.

- Clerks interested in an O&G elective to contact Louise Gofton [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com)
- Clerks interested in gyne onc elective to contact Judy McFadzen [judy.mcfadzen@ahs.ca](mailto:judy.mcfadzen@ahs.ca)
- Clerks interested in MFM electives to contact Dr Jaime Schachar using [jaime.schachar@ahs.ca](mailto:jaime.schachar@ahs.ca) *This is currently on HOLD until further notice.*
- Clerks interested in a urogyne elective to contact [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com) and then Louise will distribute to urogyne staff (Dr Erin Brennand, Dr Shunana Kim-Fine, Dr Carter-Ramirez, Dr Magali Robert, Dr Colin Birch).
- Clerks interested in an MIGS elective to contact Louise Gofton [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com). Louise will then reach out to Dr Kathy Lo to see where student could be accommodated.

The Dept of O&G will be involved in tracking and scheduling clerkship elective students. Because these are clerks who will do call, they need to be fit into the O&G clerkship schedule. Staff are not to accept electives students independently. This will ensure that elective clerk experiences do not overlap with O&G clerks, and help minimize teaching fatigue for the preceptor and site. Louise will need to see where elective clerks can be accommodate based on the OBGYN clerkship schedule at each site. She will then distribute the elective student to the site that has space, and to the staff that does not have a O&G clerkship student at that time. In the past, the dept of O&G would just assign these clerkship electives based on the O&G clerkship schedule and not rely on volunteers. We will return to this method of distributing clerkship electives as it is most fair and least confusing. Preceptors will be assigned clerkship elective students, just like they will be assigned O&G clerks. All members of the Dept of O&G are expected to be involved in clerkship teaching and this will not be voluntary (unlike AEBM and career explorations, which are voluntary).

### **SHADOWING from U of C Med students:**

What is it: 1<sup>st</sup> and 2<sup>nd</sup> year medical students enrolled at the University of Calgary who want to shadow a member of the O&G department to explore this area of medicine. This is not a mandatory component of the medical school program and is considered extracurricular. It is up to the staff and student to decide what component of our job they shadow (OR, clinic, L&D), and is usually 4-8 hours at a time.

Compensation: none

How to be involved/contact/preceptor recruitment: Student contacts preceptor they want to shadow directly. The student has to log the experience in Osler and then the preceptor will get an automated email once approved by UME. The approval by UME ensures liability coverage. No forms are required to be completed by the department or student. The department does not

need to track this or be involved. Students are NOT to be directed to Louise, nor the department for this.

UME policy: <https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/S/Shadowing%20-%20January%202022.pdf>

**SHADOWING REQUESTS from NON-U of C Med Student** (high school student, non-medicine undergrad student, internal employees, general public):

What is it: a non-MD or non-med student who wants to shadow an OBGYN in the department as part of their work or interest.

Compensation: none

How to be involved/contact/preceptor recruitment: These have to be approved by the department.

The interested shadower should contact Louise Gofton at [louise.gofton@ahs.ca](mailto:louise.gofton@ahs.ca). It is possible that the shadower may also email [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com). If the shadower does not have a preceptor in mind, then Louise will connect the shadower to an appropriate preceptor by asking Dr. Paw for suggestions. If a department member has been approached directly for this request (and are agreeable to this), they should connect this shadower to Louise in order to complete the appropriate forms before the shadowing begins.

Forms to be completed:

- Confidentiality form and video:  
<https://www.albertahealthservices.ca/info/Page3962.aspx>
- Job shadow request form: <https://www.albertahealthservices.ca/frm-19671.pdf>
- Criminal record check is required if duration is >5 days. AHS job shadowing info:  
<https://www.albertahealthservices.ca/careers/page12347.aspx>

## OBSERVERSHIPS

What is it: Person requesting has an MD (often IMG, clinical associate), but is not affiliated with the University of Calgary.

Compensation: none

How to be involved/contact/preceptor recruitment: These need to be approved by the department and tracked by our department. If a department member has been contacted by the student and is agreeable to this observership, then the faculty should contact Louise Gofton at

[louise.gofton@ahs.ca](mailto:louise.gofton@ahs.ca) to organize the paperwork below. All requests received through the [calgaryOGelectives@gmail.com](mailto:calgaryOGelectives@gmail.com) account (or those not directed to a specific department member) will be forwarded to Louise and she will confirm with Dr Paw how to proceed. Enrollment is tracked through Medical Affairs, who distributes a Recognition Memo once complete.

Forms to be completed:

- Confidentiality form and video:  
<https://www.albertahealthservices.ca/info/Page3962.aspx>
- Job shadow request form: <https://www.albertahealthservices.ca/frm-19671.pdf>
- Criminal record check is required if duration is >5 days. AHS job shadowing info:  
<https://www.albertahealthservices.ca/careers/page12347.aspx>

## PATHWAYS TO MEDICINE

What is it: The Cumming School of Medicine has designed this program to support enrollment and success of future MD students who are interested in a career in medicine from diverse under-represented groups in Alberta. This is a scholarship program that helps with tuition, internship, and connects them to mentors in the faculty of medicine. They typically shadow 4 hours at a time in clinic, OR, L&D. <https://cumming.ucalgary.ca/future-students/scholarships/pathways-medicine-scholarship>.

Compensation: none

How to be involved/contact/preceptor: Typically the program admin/director will reach out to preceptors directly asking if these students can shadow. Because they are not medical students, the request for observership should be treated as shadowing request (non U of C med- student, as above) and go through the appropriate department channels for approval.