



Classification Residency Training	Table of Contents Purpose 1
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- Purpose** 1 This policy outlines Program requirements regarding resident electives to ensure:
- Appropriate elective experience selection by residents
 - Appropriate processes for the coordination of elective experiences are respected
- Scope** 2 This policy applies to all Residents in the Family Medicine Programs at the University of Calgary , including Enhanced Skills Residents.
- Policy Statement** 3 Program – refers to the University of Calgary’s Family Medicine Residency Training Program
PGME – Postgraduate Medical Education
- Selection** 4 Residents are encouraged to select elective experiences that will assist them in:
- Meeting both Program and personal educational goals
 - Exploring and discovering practice opportunities that may appeal to them as a career path upon completion of the Program
 - Developing additional skills for their planned independent practice profile
 - Meeting the entry requirements for Enhanced Skills programs, where appropriate.

Residents who are under a Remediation or Probation Plan will have their training extended. Where deemed appropriate, the Program may direct residents to undertake certain electives to ensure that Program requirements are met.

Electives may be Clinical or Non-Clinical in nature.

Clinical Electives

Clinical Electives are a minimum of 4 days in duration and can be comprised of a mix of clinical experiences and range from ½ day to 4 weeks Residents should develop an elective experience that provides adequate exposure to meet defined learning objectives. Residents should be aware that Program support personnel are not able to assist them to coordinate large numbers of short experiences.

All elective time must be filled with clinical educational experiences, except when attending mandatory program activities such as academics or continuity callback clinics, in keeping with the Attendance and Absence Policy.

Where a full compliment of clinical experiences is not feasible, approved academic experiences may be used to supplement clinical educational experiences. Academic experiences shall not comprise in excess of 25% of the resident's Clinical Elective experience. To qualify as part of an elective experience, the experience must qualify for CFPC Mainpro credits. A minimum of 3 Mainpro credits are required per half-day of elective time dedicated to their pursuit. Independent reading time **IS NOT** a permissible academic experience.

Non-Clinical Electives

Research Electives:

Residents may apply to the Research Director to complete an elective in Research. Research electives are distinct from taking Research Days, and must be approved in advance.

Residents may apply to undertake an elective in Administrative Medicine, Medical Education, or Academe/Scholarship. Approval by the Program Director is required, and is contingent upon: the engagement of an appropriate supervisor; a clear set of learning objectives; and plan for how this will be achieved.

Elective time **MAY NOT** be used to attend conferences or study for examinations. For these activities, Residents must use their allocated Educational Leave Days, in accordance with the Attendance and Absence Policy.

Approval

- 5** When applying to undertake an out of Calgary elective, Residents must complete an Elective Request Form.

Residents should not make firm travel plans, nor make firm commitments to undertake an elective until the elective has been approved.

For electives where a resident is seeking the assistance of the Learner Scheduler, the Elective Request Form must be completed and received by the Program at least eight (8) weeks before the start of the elective.

For electives where a resident does not seek the assistance of the Learner Scheduler, the Elective Request Form must be completed and received by the Program at least four (4) weeks before the start of the elective.

For electives where a resident is working under the supervision of a preceptor at an institution outside of the University of Calgary, the Elective Request Form must be completed and received by the Program at least sixteen (16) weeks before the start of the elective.

Longer lead times may be necessary for certain institutions, in order to satisfy any additional University of Calgary policies. Residents must obtain licensure and medical liability insurance in jurisdictions outside of Alberta.

For electives out of country, Residents must abide by the University of Calgary's International Travel & Security Policy which can be found the University's Risk Management site: <https://www.ucalgary.ca/riskmgmt/travel>

Residents must abide by the Attendance and Absence Policy with respect to the duration of time spent away from their primary training site during electives.

Electives are approved by the following individuals:

1) Clinical Electives:

- For Residents in the Urban Program, the Resident's Division Director or Program Director approves the Elective Request
- For Residents in the Rural Program – the Resident's Site Director approves the Elective Request
- For Residents in an Enhanced Skills Program, the Program Director approves the request.

2) Non-Clinical Electives

a) Research Electives:

- Residents must have Research Electives approved by the Research Director.

Applications must be submitted a minimum of eight (8) weeks in advance of the start date of the elective. Applications must include the following elements:

- A **Cover Letter**, composed by the Resident, which formally requests the elective, and includes:
 - A brief description of the area of research
 - A clear description of how the area of research is connected to family medicine
 - A brief description of the objectives the Resident hopes to achieve during the elective
- A **Research Proposal**, which:

- Identifies the individual(s) the Resident will be working with, including the named individual who will be acting as the Resident’s Supervisor during the elective. The Supervisor must be able to sign off on progress reports, and assess the quality of the work being undertaken
- Outlines the relationship, if any, between the activities to be undertaken during the research elective and the Resident’s Research Project
- Outlines the timeline of the specific research activities to be undertaken during the research elective.
 - If the elective is related to the Resident’s Research Project, then the Resident will ensure that the timeline includes those elements listed in the Resident Scholarship Handbook which are relevant to the activities to be undertaken during this elective.
 - If there is not any relationship between the research elective and the Resident’s Research Project, the Resident must illuminate his/her strategies on how s/he plans to complete both activities
- Defines the specific objectives the Resident aims to achieve during the elective

b)Administrative, Medical Education, Academe/Scholarship:

- Residents must seek the approval of the Program Director

Supervision	6	<p>Electives should be under the supervision of a licensed physician. This physician MUST have an academic appointment with a post-secondary institution.</p> <p>When a resident wishes to work with other health care professionals to achieve the defined learning objectives, additional approval from Program Director, Division Director or Site Director is required.</p>
Attendance	7	Resident attendance of Electives must be in keeping with the Attendance and Absence Policy.
Assessments	8	Assessments will be completed in keeping with the Resident’s Program Assessment Policy.
Funding	9	<p>The Residency Program DOES NOT provide financial support for electives. Expenses incurred for the elective are the resident’s responsibility. This includes any medical insurance, transportation, accommodation, Mainpro course costs etc.</p> <p>Residents may secure additional forms of funding through outside agencies. While many funding sources may exist to support residents, some examples include:</p> <ul style="list-style-type: none"> • Distributed Learning and Rural Initiatives (University of Calgary) • Rural Physician Action Plan • Office of Global Health (University of Calgary)
Time Frame	10	This Policy is effective as of the date approved by the Residency Program Committee, and should be reviewed every 3 years.

Related Policies **11** Department of Family Medicine Attendance & Absence Policy
PGME - Procedures for Residency Electives – Canadian Residents

University of Calgary International Travel & Security Policy

**Instructions
& Forms** **12** Elective Request Form

History **13** *Approved: 2014-11-27 PGEC*
Approved: 2014-12-18 PGEC
Approved: 2015-05-28 PGEC
Effective:

Revisions:

2015-04-10

Under "9 Funding" – Addition of Mainrpo course costs

2015-03-18

Under "5 Approval" – Addition of language regarding out-of-country electives re: Residents must abide by the UofC's international travel and security policy