

Department of Family Medicine

Policy Name:	Electives
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	November 2, 2023
Contact Department:	P/G Program Manager dfmpgmanager@uottawa.ca

Purpose:

The purpose of this policy is to guide the elective process for residents in PGY1 and PGY2. Please note that this policy refers only to elective blocks and NOT longitudinal blocks.

Policy:

Residents must have the opportunity to develop additional competencies in areas of interest during the Family Medicine residency program.

All residents must complete a maximum of 3 four-week elective blocks during their two years. No experience or placement can be less than two weeks, which is defined as two weeks at full time. Please refer to the **Out of Town Policy** to ensure you are within the limitations for out of town requests.

All elective supervisors must agree to abide by the resident evaluation expectations of the Department (Appendix 1).

Procedure:

1. Approval: Electives must be approved in advance by the Unit Postgrad Director or delegate. Any electives to be supervised by non-Faculty of Medicine uOttawa preceptors must be reviewed by the Unit Program Director &/or RPC to assess appropriateness. Residents must return for half or full days back unless the location is more than 150km in distance
 - Complete the on-line electives request form that will be submitted to your Unit Coordinator that will need approval by the Unit Program Director or delegate which will include at least 3 specific observable objectives and a specific supervisor who agrees to assess the attainment of these objectives
 - Duration of the elective and indication that half day backs will be completed (unless the elective is more than 150km away from the home base clinic.)

All elective supervisors must abide by the resident evaluation expectations of the Department (Appendix 1). This document should be signed prior to the beginning of the elective and given to the unit coordinator. The supervisor will use the DFM Elective ITER (Appendix 4)

Elective rotations must be booked at least 3 rotation blocks, prior to the start of the elective.

Some elective experiences such as Global Health electives may be subjected to additional restrictions and/or requirements (see Global Health Elective Policy for further details)

Appendix 1: DFM Evaluation Expectations

I understand that I will be the primary supervisor for the resident during this elective.

The resident has discussed his/her objectives for the elective with me and I believe they are reasonable, observable and attainable.

I recognize the importance of documenting my feedback and that a minimum of one Field Note per week will be completed.

I agree to assess the resident at the end of the elective period and will fill out the in-training evaluation report within 28-days of completion in accordance with Faculty of Medicine, uOttawa evaluation policy (preferably at the completion date)

_____	_____	_____	_____
Elective Supervisor Name	Position	University Affiliation/Rank	Date

Signature