

## Department of Family Medicine

Policy Name:	Global Health Electives
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	June 2020
Contact Department:	P/G Program Manager <a href="mailto:dfmpgmanager@uottawa.ca">dfmpgmanager@uottawa.ca</a>

### **Purpose:**

To provide residents with opportunities and guidance in setting up global health electives.

### **Policy:**

- Residents must contact supervisor to confirm availability prior to starting the process.
- Residents must complete a Pre-Engagement Personal Reflection questionnaire (Appendix 1 – see below).
- Residents must complete an Elective Proposal using the template (Appendix 2 – see below).
- Residents must receive full approval from Unit Postgraduate Director and Resident Program Committee (RPC).
- All proposals must be submitted 6 months prior to start of elective period.
- An approval will be communicated to the resident within 1 month of the submission of the proposal to allow time to confirm travel plans.

### **Setting Up and Confirming Elective**

- residents strongly advised not to make any firm plans or commitments until Approval received
- residents must complete Pre-Departure Training offered by University of Ottawa or discuss alternative with Global Health Director
- consult with Travel Medicine clinic for your own health/safety
- ensure Visas, appropriate Malpractice coverage are in place
- leave travel plan and contacts with Postgrad office

**Applicability:** This policy applies to all residents (PGY 1 to PGY3)

**Pre-Engagement Personal Reflection**

1)

- Why do you hope to do this work?
- What are your motivations?
- What are your objectives, personal and structural, short and long term?

2)

- What are the benefits of you undertaking the proposed elective, and who will receive them?
- What are the costs, and who will bear them?
- What will be the effect of your presence, as an elective trainee, on patients? On the community? On local health care workers and physicians?
- Is your work sustainable? And if not, will this leave a negative impact?

3)

- Do you currently have the skills to maximize the benefits and minimize the costs/harms of your elective? If not, can you obtain these skills before you go?
- Is this the most appropriate time in your training or career to have this experience?
  
- Will the proposed elective meet your objectives?
- How will you measure or evaluate that your goals and objectives are met?
- What do you hope to bring back to your own practice and whom will you share it with?

4)

- What do you need to do to prepare for your elective, both practical and personal?
- What do you know and understand about the culture of the community?
- What are your sources of funding?

## Elective Proposal Template

### 1) Description of Elective

- Elective Details
  - Dates (dates of block, travel dates, specify number of days you will be present at elective)
  - Elective Location, Name of organization/institution
  - Expected activities (clinical and otherwise), Schedule
- Primary Supervisor
  - Title, Appointment/ Affiliation (nb. primary supervisor must have an academic affiliation)
  - Contact Details

### 2) Objectives/ Learning Plan

- Define clear, realistic learning objectives and goals (What do you hope to learn and how will you learn it?) for your elective experience. You can use the DFM's Core Family Medicine Benchmarks as a format for your objectives.
- How will you remediate for your absence from Core Academic Days?
- How will you assure that you remain on track with your scholarly project while away?

### 3) Expected Impact of Elective

- Potential benefits of elective for resident and host community
- Potential costs/harms of elective for resident and host community
- Sustainability

### 4) Evaluation

- How will your performance be evaluated?
  - It is important in your planning that you identify a supervisor(s) who will be able to complete Fieldnotes and your Final evaluation, and bring paper copies of the documents with you
  - The new DFM Elective Evaluation, which is based on your structured objectives, must be completed at the end of the rotation
  - A minimum of one Fieldnote/week must be obtained
- How will you measure whether your *personal* objectives and learning goals are met?

### 5) Plans for Pre-Departure Training and Debriefing

- should address personal health & safety, ethical challenges

### 6) Travel Plans and Logistics

- Privileges/ licensing
- Appropriate Malpractice coverage
- Funding (fundraising, apply for award eg. CFPC, resident undergraduate teaching funds)