



Department of Family Medicine Policy

Policy Name:	Selection Process: Family Medicine Resident Electives in Northern Remote Sites
Application/ Scope:	All Family Medicine Residents enrolled in the Residency Program
Approved Date & Approved By:	July 8, 2020: Residency Program Committee, Postgraduate Medical Education (PGME) August 4, 2020: Executive Management Committee, Department of Family Medicine
Review Date:	Five years from the approved date
Revised (Date):	

1. BACKGROUND AND REASON FOR POLICY

- 1.1 The needs of the receiving sites to manage the types and numbers of learners they accept, and the requirements of the residents within the Northern Remote stream for core and elective rotations in northern and remote regions must be considered in the development of this process
- 1.2 This policy provides guidance and process to allow opportunity for family medicine residents who are not enrolled in the Northern Remote stream to access elective opportunities in remote regions, by developing a fair and transparent process for application and acceptance by the receiving learning site.

2. DEFINITIONS

- 2.1 Elective: a learning experience outside of the core rotations that fulfills resident determined learning objectives.
- 2.2 Core Family Medicine Rotations: required rotations in family medicine, as specified by each stream.
- 2.3 Learning Sites: a clinic, hospital or other facility that contributes to learners' educational experiences.

3. POLICY AND PROCEDURE STATEMENTS

- 3.1 For details about family medicine resident electives in general refer to the Elective Rotations policy.
- 3.2 All sites that are utilized for core family medicine rotations in the Northern Remote stream are managed internally by a single administration, the Northern Remote PGY-2 Program Administrator (NR PA). These include the urban teaching locations at Northern Connection Medical Centre and Nine Circles Community Health Centre, and the northern/remote teaching locations in northern communities in Manitoba (including Norway House, Hodgson, the Pas, Flin Flon, Thompson, Churchill, and Swan River), Northwest Territories, and Nunavut. The policy excludes the fly-in First Nations communities of northern Manitoba which are administered by Ongomiizwin Health Services (OHS). Other than for Norway



House or Hodgson, OHS can accept applications directly from residents. In this case, OHS assumes responsibility for arranging and paying for travel and accommodations.

- 3.3 No elective request of less than 14 days duration will be considered. Norway House and Hodgson will not accept elective requests for less than 21 days duration.

Procedure:

- 3.4 Residents interested in a northern elective, other than in the OHS fly-in program, should submit their application to the NR PA no less than 16 weeks prior to the scheduled rotation. Resident applications received prior to April of the preceding academic year will have a higher chance of success, given the timing of medical school elective request consideration.
- 3.5 The application must contain a letter, addressed to the site lead at the learning site. The letter should outline the applicant's interest in applying for the northern elective and any relevant experience in northern health or Indigenous health that has been explicitly sought out by the learner. The learner has the option of self-declaring rural roots and/or Indigenous heritage. The minimum requirement includes attendance at the WRHA Indigenous Cultural Awareness Workshop (ICAW), or the on-line MICST module, and the learner should submit proof of completion along with the application. The resident must be in good standing and have no outstanding remediation rotations or professionalism concerns, and the application must contain a reference from a site lead or education director at the resident's home site to attest to this. Second year residents will be given priority. Finally, the resident should complete a Department of Family Medicine Rotation Request Form complete with the resident's learning objectives.
- 3.6 Upon receipt of the application, the NR PA will contact the site(s) requested to determine availability of preceptors and accommodations. Once it has been determined that the site can accommodate an additional learner during the time frame specified, the resident's application will be forwarded to the site lead for consideration. The site lead will determine the local process for accepting residents according to the local resources and needs, and will communicate acceptance of the request to the NR PA. The site lead will assign a preceptor and complete the DFM Rotation Request Form.
- 3.7 The NR PA will forward the approval to the resident's home site lead or education director for approval, who will then forward it for final approval to the Family Medicine Program Director.
- 3.8 In keeping with department policy, in general, funding is not available for elective travel, with some exceptions. For example, for Norway House and Hodgson, travel costs for one trip at the beginning and one trip at the end of the elective rotation, as well as accommodation expenses, are provided by OHS. Some regions will provide accommodations but not travel expenses. The receiving site will let the NR PA know if travel or accommodations will be provided free of charge or whether the resident will be responsible for the cost. Residents should assume that travel expenses and arrangements are their responsibility unless otherwise specified.



- 3.9 Requests for leave, including conference leave and examination leave, during an elective rotation must be received along with the initial request. Residents who request leave during elective rotations will be expected to cover their costs of travel for the leave. The site director or education lead may choose to decline a request for an elective if leaves would result in an unduly short rotation. If the DFM requires a resident to leave an elective to attend a mandatory event in another location, the DFM will cover the transportation costs incurred.

4. REVIEW AND EFFECT ON PREVIOUS STATEMENTS

- 4.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 4.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

5. POLICY CONTACT

Please contact the Family Medicine Postgraduate Program Director with questions regarding this document.

6. REFERENCES

[DFM Elective Policy](#)

[DFM Rotation Request Form](#)