



Department of Family Medicine Policy

Policy Name:	Rotations at Family Medicine Interlake Eastern/Selkirk
Application/ Scope:	All Family Medicine Residents enrolled in the Residency Program
Approved Date & Approved By:	April 27, 2022: Executive Management Committee, Department of Family Medicine (DFM) February 16, 2022: Residency Program Committee, Postgraduate Medical Education (PGME)
Review Date:	Five years from the approved date
Revised (Date):	

1. BACKGROUND AND REASON FOR POLICY

- . 1.1 The needs of the receiving site (Selkirk) to manage the types and numbers of learners they accept, and the requirements of the residents within the Interlake-Eastern stream for core and elective rotations in the Interlake-Eastern region 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 Interlake-Eastern stream to access elective opportunities in Selkirk, by developing a fair and transparent process for application and acceptance by the receiving learning site.
- . 1.3 This will ensure that all undergraduate medical learners, and postgraduate learners in Family Medicine and Physician Assistant studies are scheduled and managed fairly and appropriately by a central source.

2. DEFINITIONS

Elective: a learning experience outside of the core rotations that fulfills resident determined learning objectives.

Core Family Medicine Rotations: required rotations in family medicine, as specified by each stream.

Learning Sites: a clinic, hospital or other facility that contributes to learners' educational experiences.

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3. POLICY AND PROCEDURE STATEMENTS

- . 3.1 For details about family medicine resident electives in general refer to the Elective Rotations policy.
- . 3.2 Selkirk is the core site for core family medicine rotations in the Interlake-Eastern stream. All rotations in Selkirk are managed internally by a single administrator, the Interlake-Eastern Program Administrator (IE PA).
- . 3.3 No elective request of less than 14 days duration will be considered.
- . 3.4 The scheduling of all rotations at Selkirk will be arranged by the Interlake-Eastern stream. This will be done by the IE PA. This includes but is not limited to core rotations in Family Medicine, Airway, Surgery, or Emergency that may be requested to be completed in Selkirk by other streams.

Procedure:

- . 3.5 Residents interested in an elective in Selkirk, should submit their application to the IE 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.
- . 3.6 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 elective and any relevant experience in rural medicine 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 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 from the resident's home stream 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.



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- . 3.7 Upon receipt of the application, the IE PA will contact the Site Lead to determine availability of preceptors and accommodations. 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 IE PA. The site lead will assign a preceptor and complete the DFM Rotation Request Form. [SEP]
- . 3.8 The IE 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. [SEP]
- . 3.9 In keeping with department policy, funding is not available for elective travel. Residents should assume that travel expenses and arrangements are their responsibility unless otherwise specified. [SEP]
- . 3.10 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 Lead or Education Director 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.

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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](#)