Max Rady College of Medicine
Undergraduate Medical Education
Policy

Policy Name:	Electives
Application/Scope:	Clerkship Students (Med 3 and Med 4)
Review Date:	February 2031
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Approved (Date):	April 2026
Approved By:	Clerkship Curriculum Committee [February 2026] Curriculum Executive Committee [March 2026] College Executive Council [April 2026]

1.0 PURPOSE

This policy provides guidance and direction for the following electives-related activity contained within the Undergraduate Medical Education (UGME) program:

- Internal Electives;
- External Electives;
- Remedial Study Electives;
- Summer Electives;
- Research Electives; and
- Three (3) Different Disciplines Requirements.

2.0 DEFINITIONS

2.1 **Clerkship** – Year 3 (Med 3) and Year 4 (Med 4) students of the UGME program.

2.2 **Elective** – An elective is an opportunity for self-education in an area of the student's interest. An elective aims to improve a student's ability to function and perform as a physician; the experience can be clinical, research or self-directed.

2.3 **Internal Elective** – An elective within the Province of Manitoba.

2.4 **Core Elective –** A 2-week elective block that takes place during Med 3 core rotations.

2.5 **External Elective** – An elective outside the Province of Manitoba, within Canada.

2.6 **Remedial Study Elective** – A 2-week elective organized in accordance with the Remedial Study Elective guidelines.

2.7 **Summer Elective** – An elective scheduled during the two-week August vacation in Year 3 (Med 3) in place of a 2-week elective during the regular schedule.

2.8 **Research Elective** – An elective that can involve case reports, chart reviews, laboratory research or participation in ongoing research studies. It must involve planned scholarly work; examples include chart reviews, laboratory research, or participation in ongoing research studies/trials.

2.9 **Preceptor** - A faculty member who holds an appointment with the Max Rady College of Medicine (Physician or Scientist).

- A preceptor for the purpose of the UGME Electives Program cannot be any of the following: a graduate student, postdoctoral fellow, research assistant, research or professional associate, resident or clinical fellow.
- If the faculty mentor is not appointed within the Max Rady College of Medicine, such as from the Faculty of Science or College of Pharmacy or a health

professional employed by one of our teaching hospitals, or whose field of study is outside of the health care or biomedical research arenas, a co-preceptor from the Max Rady College of Medicine must be named.

2.10 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training, which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.

2.11 **Midpoint In-Training Evaluation Report (MITER)** – This is a formative assessment report completed by the student and then reviewed by the preceptor. It is distributed electronically at the start of each core rotation that is of at least four (4) weeks' duration and must be completed and submitted electronically.

2.12 **Vacant Elective Time** – Time within the Elective Program when the student has no confirmed elective scheduled or is unable to identify an elective placement.

2.13 **Working day** – Any day, other than a Saturday, Sunday, or legal holiday on which academic business may be conducted. Max Rady College of Medicine's usual workday hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

2.14 **National Board of Medical Examiners (NBME) Examination** – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program. The NBME will recommend a pass mark as an equated percent correct score, and the UGME Program will determine the pass mark every September, based on this recommendation.

2.15 **AFMC Student Portal** – The AFMC Student Portal is a bilingual information hub and centralized application service for visiting electives for all Canadian faculties of medicine. Services are offered for Canadian and international undergraduate medical students. To access the AFMC Student Portal, visit the link: https://afmcstudentportal.ca/.

3.0 POLICY STATEMENTS

GENERAL

3.1 Generally, the Electives Program is eighteen (18) weeks in duration and is contained within Years 3 (Med 3) and 4 (Med 4) of the UGME program.

3.2 The Elective Program is organized into four blocks of time as follows:

- Core Elective Period – 2-week elective that takes place during the Med 3 Surgery/Anesthesia/Radiology rotation.
- Period Nine – From early September to the December University Holiday Break
  - Each elective within Period Nine can be two (2) weeks in duration, with the exception of research electives, which can be four (4) weeks.
- Period Ten – 2-week elective block that takes place during the first two weeks of January.
- Period Eleven – 2-week elective block that takes place after CaRMS interviews.

3.3 Each student must complete electives in three (3) different disciplines in accordance with the three different discipline requirements outlined in policy statements 3.38 to 3.43 below. Electives in three (3) different disciplines must be completed prior to the end of Period Ten. Refer to Appendix A for the list of disciplines.

3.4 Students cannot exceed a maximum of eight (8) weeks of electives in any single entry-level discipline. An entry-level discipline is an Entry Route in the PGY-1 (R1) match. Electives in subspecialties that are part of a PGY-3 (R3) match (such as the subspecialties in Internal Medicine and Pediatrics) are counted as separate disciplines. As such, electives in these subspecialties do not count towards the eight-week maximum in the general specialty.

To keep the application process fair and organized, students should not contact preceptors directly to set up an elective.

3.5 Each student must receive approval from the UGME office prior to the commencement of each elective. Retroactive approval and evaluation credit will not be granted for any elective not approved prior to the start date.

3.6 A training session outlining the application process for electives takes place in the Med 2 Consolidation Module and TTC (Transition to Clerkship) each year.

3.7 For each elective, a FITER must be completed, and in the case of an elective of four weeks' duration or longer, a MITER is required.

3.8 Electronic MITER and FITER forms are distributed via the Curriculum Management System to the assigned preceptor and student of the scheduled elective through the Curriculum Management System. All forms must be completed and submitted electronically at the conclusion of the elective through the curriculum management system to meet graduation requirements.

3.9 In the event a student has unscheduled time within the Elective Periods, the UGME office will assign an elective six (6) weeks prior to the start of the unscheduled time. Student participation in assigned electives is non-negotiable.

3.10 No student is permitted to participate in electives during the December holiday break period.

INTERNAL ELECTIVES

3.11 The UGME office oversees the entire process of organizing all Internal Electives.

3.12 Student applications for Internal Electives must be submitted in accordance with the procedures and dates instructed by UGME Clerkship staff.

3.13 Each student will receive confirmation of each Internal Elective a minimum of six (6) weeks prior to the start date of the requested elective.

3.14 All Electives will be confirmed six (6) weeks prior to the start date. All changes and cancellations must be processed before this deadline, in collaboration with UGME Clerkship staff.

3.15 A Max Rady College of Medicine department cannot cancel a confirmed Internal Elective. The department will find the student an alternative placement for the same Internal Elective window, which can be in another specialty if necessary.

EXTERNAL ELECTIVES

3.16 Each student is encouraged to participate in External Electives throughout the Elective Program.

3.17 If cancelling an External Elective, the student must follow the rules on the AFMC Portal and contact the Electives administrator.

3.18 Electronic MITER and FITER forms are distributed via the Curriculum Management System to the preceptor of the student's External Elective. It is the student's responsibility to email the Electives Administrator the Preceptor's contact information for their External Elective so that the evaluation can be distributed.

REMEDIAL STUDY ELECTIVES

3.19 The Remedial Study Elective is designed to provide students with an opportunity to study for remedial NBME exams. Remedial Study Electives are two (2) weeks in duration and may be used only once within the Electives Periods Ten and Eleven. Remedial study electives cannot be used in Period Nine.

3.20 The study elective must be scheduled within a reasonable period of time prior to the NBME date.

3.21 Students selecting this option must obtain approval.

3.22 A student participating in a Remedial Study Elective within the Elective Program must adhere to the Remedial Study Elective guidelines contained within this policy.

SUMMER ELECTIVES

3.23 Students who are considering competitive residency programs are encouraged to consider a Summer Elective.

3.24 If approved for a Summer Elective, a student must take a two-week vacation in Period Ten or Eleven and receive approval from the Director of Electives.
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3.25 A student is eligible to participate in the Summer Elective if they have completed and passed all Clerkship rotations and have one (1) NBME Exam failure or fewer up to the time the application for Summer Elective is submitted.

3.26 Student participation in a Summer Elective cannot interfere with core Clerkship responsibilities contained within Period Seven and/or Period Eight.

3.27 Students are responsible for organizing External Summer Electives in accordance with the Electives Policy and Procedures contained herein and in accordance with the AFMC Portal policies and guidelines.

RESEARCH ELECTIVES

3.28 Research Electives are designed to provide students with the opportunity:

3.28.1 To learn about research design, hypothesis generation, and the development of research questions/problem formulation;

3.28.2 To learn to access, assimilate, and critically evaluate the medical literature pertaining to the research topic;

3.28.3 To learn about research ethics, informed consent, and the regulatory processes that must be followed in the conduct of research;

3.28.4 To learn about statistics and data analysis;

3.28.5 To conduct research and acquire any skills needed to do so (e.g., laboratory techniques, computer skills);

3.28.6 To gather data for a project, interpret the data, and integrate the data with information obtained from a literature review; and

3.28.7 To learn about manuscript preparation.

3.29 A student can participate in a Research Elective for four (4) weeks. The research elective can be split into two weeks pre-CaRMS interview and two weeks post-CaRMS interview elective periods.

3.30 A student can participate in more than one Research Elective during the Electives Program, so long as they conform to the Electives policy.

3.31 A student participating in a Research Elective generally does so at the University of Manitoba and affiliated institutions. In some instances, exceptions may be granted by the Director of Electives.

3.32 A Research Elective can involve case reports, chart reviews, laboratory research or participation in ongoing research studies. Conducting a literature review does not constitute a Research Elective.

3.33 A student participating in a Research Elective must adhere to the guidelines for Clerkship Research Electives contained within this policy.

THREE DIFFERENT DISCIPLINES REQUIREMENTS

3.34 The intent of this policy statement is to ensure that each student participates in experiences across a variety of disciplines offered within a general medical education.

3.35 Each student is required to participate in a clinical elective experience in a minimum of three (3) different disciplines.

3.36 The Discipline Listing used by the Max Rady College of Medicine is based on the AFMC Student Elective Diversification Policy and does not imply that all listed disciplines are available for electives at the University of Manitoba.

3.37 The Discipline Listing of available electives at the University of Manitoba is contained in Appendix A of this policy and will be reviewed on a yearly basis and updated as required.

3.38 Students are required to complete electives in at least three (3) different disciplines prior to the end of Period Ten.

RENEWAL PERIOD

3.39 This policy will be reviewed every five years after the last approval date.

4.0 PROCEDURES

GENERAL

RESPONSIBILITIES OF THE DIRECTOR OF ELECTIVES:

4.1 Oversee the organization and execution of student information sessions related to Electives.

4.2 Review student elective applications, address issues or concerns, as required.

4.3 Review completed elective FITERs, as required, to address issues or concerns.

4.4 Approve Remedial Study Elective requests and research requests, and review/approve students' work that results from these electives.

4.5 Review each request for a Summer Elective in collaboration with the Associate Dean of UGME. and the Assistant Dean, UGME Student Affairs.

4.6 Inform the student if a request for a Summer Elective is denied due to non-compliance with Summer Elective requirements.

4.7 Address any issues or concerns that come forward surrounding electives.

RESPONSIBILITIES OF THE INTERNAL AND EXTERNAL PRECEPTORS:

4.8 Document and communicate any significant concerns, such as professionalism, to the Director of Electives and the Associate Dean of UGME.

4.9 Meet with the student at the midpoint of the elective to review the electronic MITER for electives of four (4) weeks duration or longer.

4.10 Complete the preceptor component of the MITER electronically and submit it no less than five (5) working days following the midpoint of the elective.

4.11 Complete an electronic FITER no less than three (3) working days prior to the end of the elective. This may require compiling input from multiple preceptors.

4.12 Meet with the student on or before the last day of the elective to discuss the completed FITER.

4.13 Submit the completed FITER electronically through the Curriculum Management System.

INTERNAL ELECTIVES

RESPONSIBILITIES OF STUDENT

4.14 Complete and submit the Electives Application according to the dates set by the Administrator of Electives, which are emailed to the students as the application process ensues.

4.15 If seeking to cancel a confirmed Internal Elective for an External Elective, ensure that the External Elective is confirmed for the same time period. All change requests and cancellations will be emailed to the Electives Administrator within the specified dates.

4.16 If the student does not receive reporting instructions prior to the start of your Internal Elective, the student must contact the Department Coordinator and the UGME Electives Administrator (1) week prior to the start of the elective.

4.17 Students must follow department instructions for the start of the elective.

4.18 Students must complete the electronic MITER (when required) prior to the midpoint of the elective and submit it for viewing by the preceptor.

4.19 Students participating in electives must attend the scheduled meeting(s) with the preceptor to discuss the MITER (when required) and the FITER.

4.20 Students must complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.

RESPONSIBILITIES OF THE ELECTIVES ADMINISTRATOR

4.21 Prepare and email to the students an application iteration schedule and an electronic elective application for students to complete, including Elective descriptions.

4.22 Once students have applied, complete placements and process change requests. Ensure all students have met the three (3) discipline rules and filled all gaps in the schedule.

4.23 Six (6) weeks following the elective start dates, send the confirmed placements to the Departments. Add all the electives to the Curriculum Management System, and notify the UGME Evaluations Administrators to distribute the evaluations.

RESPONSIBILITIES OF DEPARTMENT COORDINATORS

4.24 Provide the number of electives available for all elective periods to the Electives Administrator.

4.25 Ensure that each student is assigned a site and preceptor in the Curriculum Management System no later than four (4) weeks prior to the start of the electives.

4.26 Send all students first-day reporting instructions and any other important information.

EXTERNAL ELECTIVES

RESPONSIBILITIES OF STUDENT

4.27 Apply for the electives through the AFMC Student Portal.

4.28 If seeking to cancel a confirmed External Elective for another External Elective, follow the procedures posted on the AFMC Student Portal and contact the Electives Administrator.

4.29 Follow the University's stated policies and procedures with respect to the start of the External Electives.

4.30 Provide the Electives Administrator with the external preceptor's contact information in order to send the FITER and MITER link to the preceptor.

4.31 Complete the electronic MITER (when required) prior to the midpoint of the elective and submit it for viewing by the preceptor.

4.32 Attend scheduled meeting(s) with the preceptor to discuss the MITER (when required) and the FITER.

4.33 Complete the student component of the electronic FITER within five (5) working days of receiving the FITER from the preceptor.

4.34 Ensure the completed FITER and MITER (when required) are submitted to the Electives Administrator within ten (10) working days of completion of the elective.

RESPONSIBILITIES OF THE ELECTIVES ADMINISTRATOR

4.35 Add the confirmed electives to the internal record and to the student's calendar in the Curriculum Management System.

4.36 Clerkship Evaluations Team will keep a record of any negative feedback and bring any concerns to the Director of Electives.

4.37 Inform the Clerkship Evaluations Administrators to email the students and request contact info for external preceptors and distribute evaluations electronically through the Curriculum Management System. The Evaluations Administrators track the completion of the evaluations and follow up with preceptors as necessary.

REMEDIAL STUDY ELECTIVES

RESPONSIBILITIES OF STUDENT

4.38 The student is required to request this elective through the application form or email the Electives Administrator to apply.

RESPONSIBILITIES OF THE ELECTIVES ADMINISTRATOR

4.39 Ensure that the Director of Electives has reviewed and approved all outstanding Self-Directed Study Electives requests in the Curriculum Management System.

4.40 Ensure that all students have submitted the required Journal and Report at the conclusion of their Self-Directed Study Elective week.

SUMMER ELECTIVES

RESPONSIBILITIES OF STUDENT

4.41 Email the Administrator of Electives requesting approval for a Summer Elective, providing a reason for the request.

4.42 Once approval is given by the Electives Director, the student applies for an Internal Elective through the Curriculum Management System or applies for an External Elective through the AFMC Student Portal.

4.43 If approved for an External Summer Elective, a student must email confirmation to the Electives Administrator immediately.

RESPONSIBILITIES OF THE ELECTIVES ADMINISTRATOR

4.44 Review student progress in Period Six and Period Seven core rotations prior to the start of the Summer Elective window to determine if the student meets the evaluation requirements to participate in a Summer Elective.

4.45 Informs the Director of Electives if a student does not meet the stated requirements.

4.46 Adds the Summer Elective to the Curriculum Management System and instructs the Evaluations Administrator's Team to distribute and track any evaluations.

RESEARCH ELECTIVES

RESPONSIBILITIES OF STUDENT

4.47 A student must meet with the preceptor to discuss learning objectives and receive the preceptor’s approval to conduct the research. In some cases, approvals may be required from the Research Ethics Board, the Research Resource Impact Committee, and Animal Care, among others.

4.48 A student wishing to participate in a Research Elective must complete an application through the Curriculum Management System in accordance with the Electives Policy and Procedures.

4.49 The student is required to meet with the preceptor at the midpoint of the Research Elective to discuss progress in achieving the stated research objectives.

4.50 The student is required to meet with the preceptor upon completion of the Research Elective to review the Elective Research Summary and to discuss the FITER.

4.51 Each student completing a Research Elective is required to complete a typed one (1) page summary (no title page) of the elective, meeting the following requirements:

- The report will be in 11-point Arial or 12-point Times New Roman font, with minimum 2 cm margins (top, bottom, left, right).
- Minimum word count (excluding the title, authors, and affiliations, references, and acknowledgments) is five hundred (500) words.
- Suggested headings will include:
  - Objective(s);
  - Methods;
  - Results;
  - Conclusions; and
  - Future Directions.
- Figures and tables are considered acceptable but are limited to one (1) supplementary page.
- References/cited literature are limited to one (1) supplementary page.
- A title page is not necessary.

4.52 The student is required to sign and date the Research Elective Summary.

4.53 The student receives credit for the Research Elective when the preceptor has completed and submitted the evaluation of the student's performance through the Curriculum Management System.

4.54 Each student participating in a Research Elective is encouraged to present their work at laboratory meetings (if applicable) or at meetings, symposia and conferences at the discretion of their preceptor.

RESPONSIBILITIES OF PRECEPTOR

4.55 Meet with the student to discuss and assist in developing specific learning objectives.

4.56 Reviews the Student Learning Objectives.

4.57 Meet with the student at the midpoint of the Research Elective, providing the student with feedback on the achievement of stated objectives; identify if specific objective(s) will be achieved by completion of the elective; etc. This meeting must be documented on the final Evaluation Form through the Curriculum Management System.

4.58 Meet with the student at the completion of the elective to review and sign the Research Elective Summary.

4.59 Provide an evaluation of the student's performance within four weeks after completion of the Research Elective.

5.0 POLICY CONTACT

Policy: The Director of Electives
Procedures: The Electives Administrator

APPENDIX A

List of the updated Electives Disciplines:

Anatomical Pathology	Neurology Pediatric
Anesthesiology	Neurosurgery
Cardiac Surgery	Obstetrics & Gynecology
Community Health Sciences	Ophthalmology
Dermatology	Orthopedic Surgery
Diagnostic Radiology	Otolaryngology
Emergency Medicine	Pediatric Allergy
Family Medicine	Pediatric Child Development
General Surgery	Pediatric Child Protection
Internal Medicine Cardiology	Pediatric Endocrinology
Internal Medicine Clinical Immunology & Adult Allergy	Pediatric Gastroenterology
Internal Medicine Clinical Teaching Unit	Pediatric Hematology/Oncology
Internal Medicine Endocrinology	Pediatric Infectious Diseases
Internal Medicine Gastroenterology	Pediatric Intensive Care Unit (PICU)
Internal Medicine Geriatric Medicine	Pediatric Neonatology
Internal Medicine Hematology	Pediatric Nephrology
Internal Medicine Hepatology	Pediatric Palliative Care
Internal Medicine ICU/Critical Care	Pediatric Respiratory
Internal Medicine Infectious Diseases	Pediatric Rheumatology
Internal Medicine Nephrology	Pediatric Cardiology
Internal Medicine Oncology	Physical Medicine & Rehab
Internal Medicine Palliative Care	Plastic Surgery
Internal Medicine Respiratory	Psychiatry
Internal Medicine Rheumatology	Radiation Oncology
Medical Genetics	Research
Neurology	Urology & Vascular Surgery