

MD Program Elective Policies & Procedures



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Office of Faculty
Development

When supervising Temerty Faculty of Medicine elective students for the ELV410 course

Absences

U of T students must **register all planned and unplanned absences** for their elective through the registrar's office. For more information visit: md.utoronto.ca/school-absences.

Academic Regulations & Learner Mistreatment

All elective supervisors should be aware of the [MD Program's Academic Regulations](#) which reference policies, statements and guidelines relevant to U of T medical students, information on student wellness and the learning environment and guidelines related to student mistreatment. The Temerty Medicine [Learner Mistreatment Guideline](#) outlines specific steps that supervisors, faculty, and members of the MD Program learning community should take in order to support a student who may have experienced mistreatment. Students can discuss, disclose, or report by [reaching out to designated MD Program leaders](#) or by using the confidential, [online disclosure form](#).

Assessments of Elective Student

Elective supervisors are required to complete 2 assessments for all students they have supervised. MedSIS automatically generates and sends an assessment notification to all assigned supervisors by email, during the final week of an elective placement. Each MedSIS notification directs supervisors to a set of electronic assessment forms (Clinical & Professional for each student). The Electives Office recommends that a supervisor completes student assessments during the final week of an elective placement.

Cancellation Policy

Student cancellations of an elective experience must be executed through MedSIS (U of T students)/the AFMC Student Portal (visiting students) no less than **six weeks prior to the proposed start-date**. All students must also inform their placement contact/supervisor in writing. Failure to comply may result in a professionalism citation unless an exceptional circumstance is identified. Please contact the [Electives Office](#) immediately if you believe a student to be in breach of this policy. If as a supervisor you must cancel an elective, please advise both the student and the [Electives Office](#) as soon as possible. Assistance in securing an alternate supervisor is greatly appreciated.

Diversification

Electives in any single entry-level discipline may not **exceed eight weeks in duration**, as per the AFMC Elective Diversification Policy. This national policy implemented at all Faculties of Medicine in Canada stipulates that a student cannot exceed a maximum of eight weeks of elective placements in any single entry-level discipline. An entry-level discipline is an Entry Route in the PGY-1 (R1) match. Each of these entry-level disciplines leads to specialty certification with either the RCPSC or the CCFP. 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, elective placements in these subspecialties do not count towards the 8-week maximum in the general specialty. Note: Selective experiences do not count towards the eight-week maximum in an entry-level discipline.

Equity, Diversity, Inclusion, Indignity, Accessibility (EDIIA)

Elective supervisors are expected to model respect for difference in all its forms, and to actively and explicitly advance the principles of respect and equity. Please review the Temerty Faculty of Medicine's [Equity, Diversity and Inclusion](#) page for additional information.

Faculty Conduct & Professionalism

All elective supervisors should be aware of the various policies, statements and guidelines relevant to [teacher conduct and professionalism](#).

One-Week Electives

In exceptional circumstances one-week elective placements are considered. A formal request to, and approval by, the Electives Director is required.

Pre-Booking Electives

Sites should not hold elective placements for students prior to the opening of elective registration. All requests must go through MedSIS and should be processed in the order they were received.

Research Electives

Research elective proposals are submitted to the Electives Director for review and approval; four week minimum and eight week maximum with no clinical involvement.

Teacher Evaluations

Students are required to submit confidential evaluations at the end of each elective placement. Students' feedback supports the electives program quality assurance, faculty development programming, faculty performance reviews, and award nominations. Elective supervisors may access their Teaching Evaluation Scores (TES) directly through MedSIS. For assistance related to TES scores, kindly contact the [MedSIS](#) team.

Virtual Electives

Proposals for virtual electives must be submitted to the Electives Director for review and approval.

Resources

Elective supervisors are encouraged to direct students to the [Office of Learner Affairs \(OLA\)](#), which offers a variety of well-being-related supports, including confidential personal counselling, workshops, and regular seminars on well-being and resilience-related topics. Resources for Indigenous students are available through the [Office of Indigenous Health](#), as well as through [First Nation House – Indigenous Student Services](#). The MD Program's [Community of Support \(COS\)](#) offers resources and mentorship to students who are Indigenous, Black, Filipino, economically disadvantaged, or who self-identify as being affected by either a visible or non-visible disability.

Questions concerning any of the policies listed above, can be directed to the [Electives Office](#).