

## ADULT RESPIROLOGY TRAINING PROGRAM CLERK ELECTIVE PROCESS

### GENERAL INFORMATION

Our Program **does not** accept 1<sup>st</sup> or 2<sup>nd</sup> year Clerks (Medical Students) at this time. We DO accept final year medical students/clerks for elective rotations. All Electives Requests are on a first come basis. The Clerk respirology rotation consists of two weeks on the inpatient service at one of the four acute care sites. We cannot offer a 1 month rotation.

### ELECTIVE PROCESS

**Clerks** should email visiting electives at [visiting.elective@ucalgary.ca](mailto:visiting.elective@ucalgary.ca) or [visiting@ucalgary.ca](mailto:visiting@ucalgary.ca) for placement contact emails in order to communicate with the Program Administrator directly regarding dates for a possible elective. Once you are provided with the contact email for the Program Administrator, be sure to forward that email to the Program Administrator with your elective request.

**Program Administrator** will make every effort to respond back to the student within 7 days.

After a **clerk** has secured an elective in Respirology, the **PA** will send a confirmation email.

The **clerk** will upload this email to their portal application as one of the mandatory documents and submit the application to visiting electives (email above). **NOTE** that applications must be submitted via the portal no later than 8 weeks prior to the start date of the elective or the elective will be cancelled.

**Visiting Electives** will process the application by checking the uploads and send it to the PA via the portal for the **PA's** official acceptance.

The **clerk** then has to accept the elective as well.

At least 5 weeks prior to the start of the clerk's elective, **Visiting Electives** send all accepted electives to the placement contact (PA) and MEO. Visiting Electives also sends student information to the CPSA. The MEO sends the information to the transcription office to obtain speaker codes for the clerk. **NOTE:** If a student wishes to cancel the elective, the student must cancel 8 weeks or more prior the start of the elective.

When the **clerk** accepts the elective, they receive an auto email from the portal with instructions on further training and tasks to complete in order to have access to certain programs while in Calgary.

The **clerk** sends in the confidentiality agreement to the Medical Education Office and the **MEO** then process the student to provide them with access. The MEO sends the clerk 2 emails, one containing a memorandum

that tells relevant groups that we have confirmed the student should have access, and the second email has several attachments containing more information, and further training which the student completes once they are in Calgary using an AHS computer.

Prior the elective, the PA emails program specific information to the student which includes where and when to meet on the first day of the elective.

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