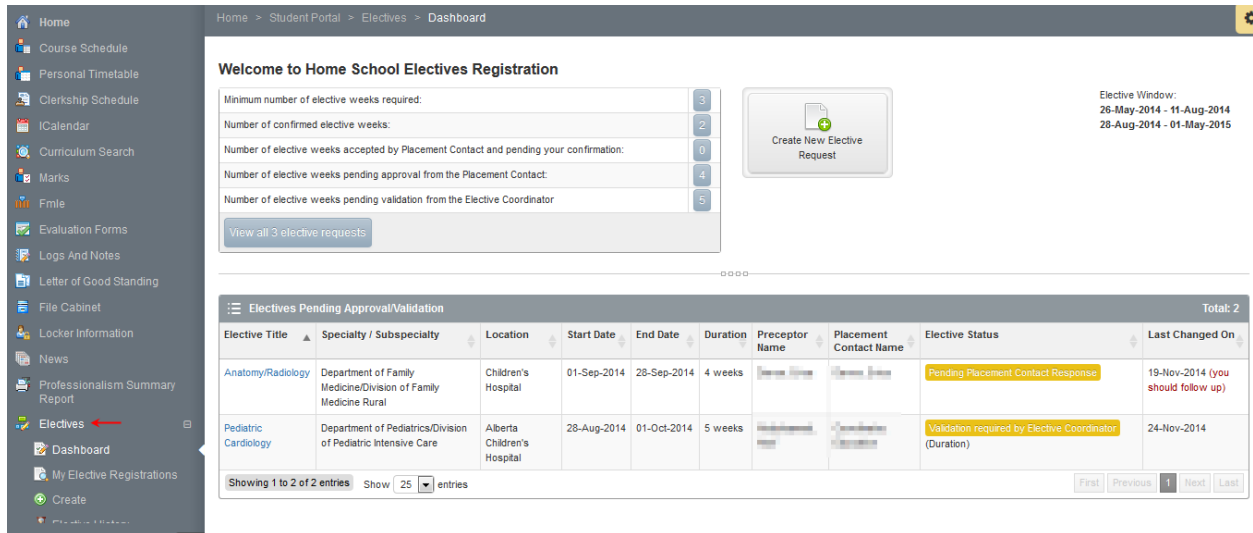


MedSIS Electives: Student

MedSIS now allows you to submit your elective requests online. Please read over these instructions for how to complete and submit your elective requests through MedSIS.

1. Dashboard

You are able to access the elective registration module from the student portal. The first page you will be presented with is the Dashboard:



The screenshot shows the MedSIS Electives Dashboard. At the top, there is a navigation breadcrumb: Home > Student Portal > Electives > Dashboard. Below this is a 'Welcome to Home School Electives Registration' section with a summary of elective weeks:

- Minimum number of elective weeks required: 3
- Number of confirmed elective weeks: 2
- Number of elective weeks accepted by Placement Contact and pending your confirmation: 0
- Number of elective weeks pending approval from the Placement Contact: 4
- Number of elective weeks pending validation from the Elective Coordinator: 5

There is a 'Create New Elective Request' button and an 'Elective Window' section showing dates: 26-May-2014 - 11-Aug-2014 and 28-Aug-2014 - 01-May-2015. Below this is a table titled 'Electives Pending Approval/Validation' with a total of 2 entries. The table has columns for Elective Title, Specialty / Subspecialty, Location, Start Date, End Date, Duration, Preceptor Name, Placement Contact Name, Elective Status, and Last Changed On.

Elective Title	Specialty / Subspecialty	Location	Start Date	End Date	Duration	Preceptor Name	Placement Contact Name	Elective Status	Last Changed On
Anatomy/Radiology	Department of Family Medicine/Division of Family Medicine Rural	Children's Hospital	01-Sep-2014	28-Sep-2014	4 weeks			Pending Placement Contact Response	19-Nov-2014 (you should follow up)
Pediatric Cardiology	Department of Pediatrics/Division of Pediatric Intensive Care	Alberta Children's Hospital	28-Aug-2014	01-Oct-2014	5 weeks			Validation required by Elective Coordinator (Duration)	24-Nov-2014

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and 'Show 25 entries'. There are also 'First', 'Previous', 'Next', and 'Last' navigation buttons.

In the upper part of the dashboard, you can see a summary of your elective requests as well as guidelines about the number of electives required to be completed. For each row, click on the number next to each summary to view more details.

To create a new elective request, click the [Create New Elective Request] from the dashboard. The elective windows from your timetable are also visible.

The lower part of the dashboard displays a table with information about the electives which are pending approval or validation. The results in the table can be sorted by clicking on the arrows to the right of each heading. The following details are available:

- Elective title
- Specialty/Subspecialty
- Location
- Start Date
- End Date
- Duration
- Preceptor Name
- Placement Contact Name
- Elective Status
- Last Changed On

MedSIS Electives: Student

2. My Elective Registration

This section displays all of your elective requests. You can filter this section by the status of the elective request. The results of the table can also be sorted by clicking on the arrows to the right of each heading.

The following information is presented in the table:

- Elective title
- Preceptor Name
- Specialty/Subspecialty
- Location
- Start Date
- End Date
- Duration
- Placement Contact Name
- Elective Status
- Last Change On

Home > Student Portal > Electives > My Elective Registrations ⚙️

Elective Status: -- Select --

-- Select --

Accepted by Elective Coordinator

Accepted by Placement Contact

Cancelled

Confirmed by Student

Declined by Elective Coordinator

Declined by Placement Contact

Declined by Student

Draft

Pending Placement Contact Response

Validation required by Elective Coordinator

Elective Title	Specialty	Location	Start Date	End Date	Duration	Placement Contact Name	Elective Status	Last Changed On
Anatomy/Radiology	Family	Children's Hospital	01-Sep-2014	28-Sep-2014	4 weeks		Pending Placement Contact Response	19-Nov-2014
Geriatric Medicine	Department of Family Medicine/Division of Family Medicine Rural	Children's Hospital	28-Aug-2014	10-Sep-2014	2 weeks		Confirmed (by Margaret Scudellari)	19-Nov-2014
Pediatric Cardiology	Department of Pediatrics/Division of Pediatric Intensive Care	Alberta Children's Hospital	28-Aug-2014	01-Oct-2014	5 weeks		Validation required by Elective Coordinator (Duration)	24-Nov-2014

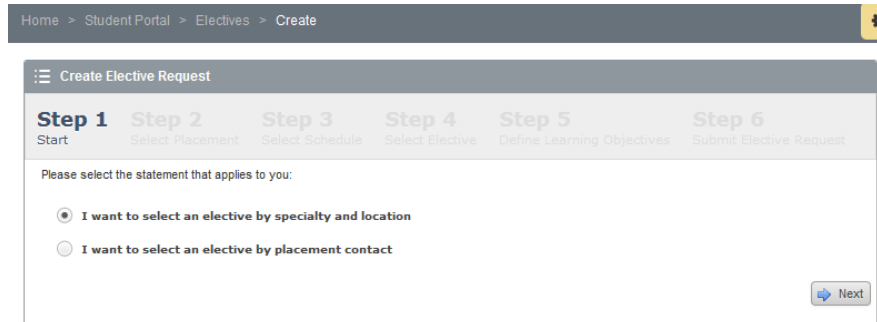
Showing 1 to 3 of 3 entries Show 25 entries First Previous 1 Next Last

Click on the Elective Title to open a window with the details of the elective. From here, you will be able to Edit or Cancel the Elective, Request a Change or Confirm an elective approved by the Placement Contact.

MedSIS Electives: Student

3. Create – you can request an elective two different ways – 3a OR 3b

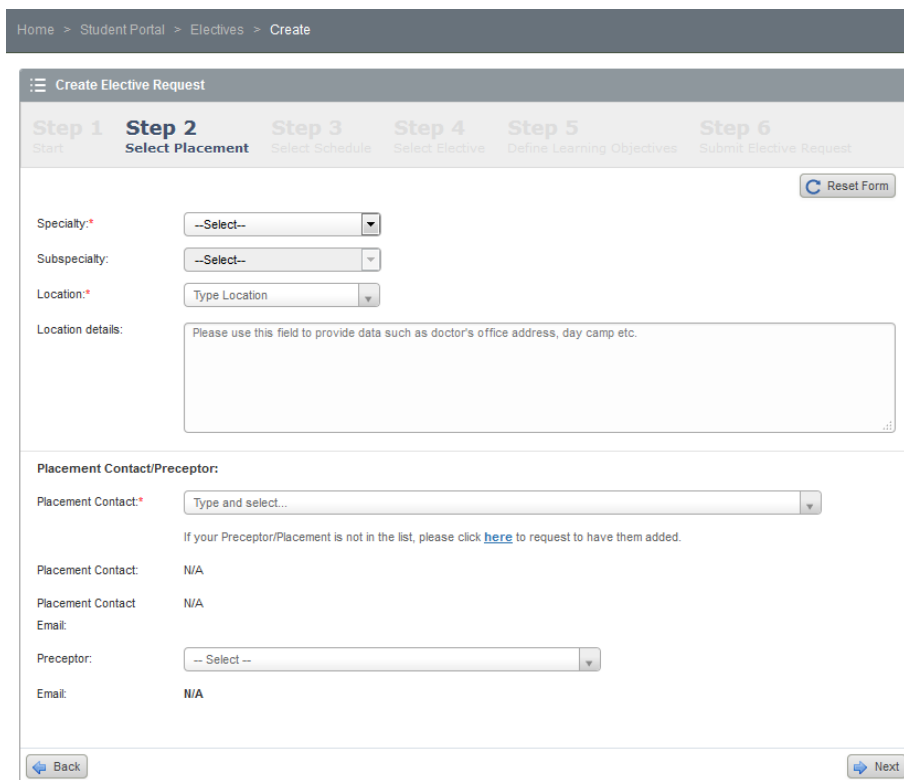
This section allows you to create an elective request. Clicking on the “Create” menu item will take you to the elective request wizard which allows creation of an elective request in two ways:



3a. I want to select an elective by specialty and location

The second step of the wizard requires you to enter information about the specialty and Placement Contact/preceptor for the elective request. The sections marked with a red asterisks are mandatory and must be completed in order to proceed to step three.

Select the specialty (and if available, the subspecialty). This will factor into the elective list presented in step 4. The location section also needs to be filled out. As you begin typing the location, a filtered list will be displayed based on your searching criteria. Make sure to select the location and not type out the full name. If there is any extra relevant information regarding the location, please enter it in the Location Details area.



MedSIS Electives: Student

Clicking on the Placement Contact Dropdown will present the Placement Contacts that have been mapped to the specialty and location you selected. **If your preceptor is known at the time of submitting the request, you can select them from the Preceptor Dropdown. However, if it is not known, please leave the preceptor dropdown blank.** It is not required to proceed to Step 3 and will be added once the preceptor is known.

If your preceptor does not appear in the drop down list, you can make a request to have the Preceptor/Placement Contact added. Once the click “here” is selected, a new pop-up window will appear where you can send a request to have the preceptor added to MedSIS (Note that CPSA# is optional). This request will be sent to the Elective Coordinator. Once the preceptor has been approved and added to MedSIS, you will be able to complete your request and select the newly added preceptor from the drop down.

Once all the information is entered in step two, the next step in the wizard is to select the time period for the elective experience. Select the elective window which is extracted from your Personal Timetable. Then, enter a Start Date and Duration. Note that only Mondays are eligible as the Start Date. The End Date will be automatically calculated based on the Start Date and Duration selected. The End date will always be on a Sunday.

The next step is to select the elective experience title and the elective type. If the elective you are looking for does not appear, make sure the correct Specialty/Subspecialty was chosen in Step 2.

MedSIS Electives: Student

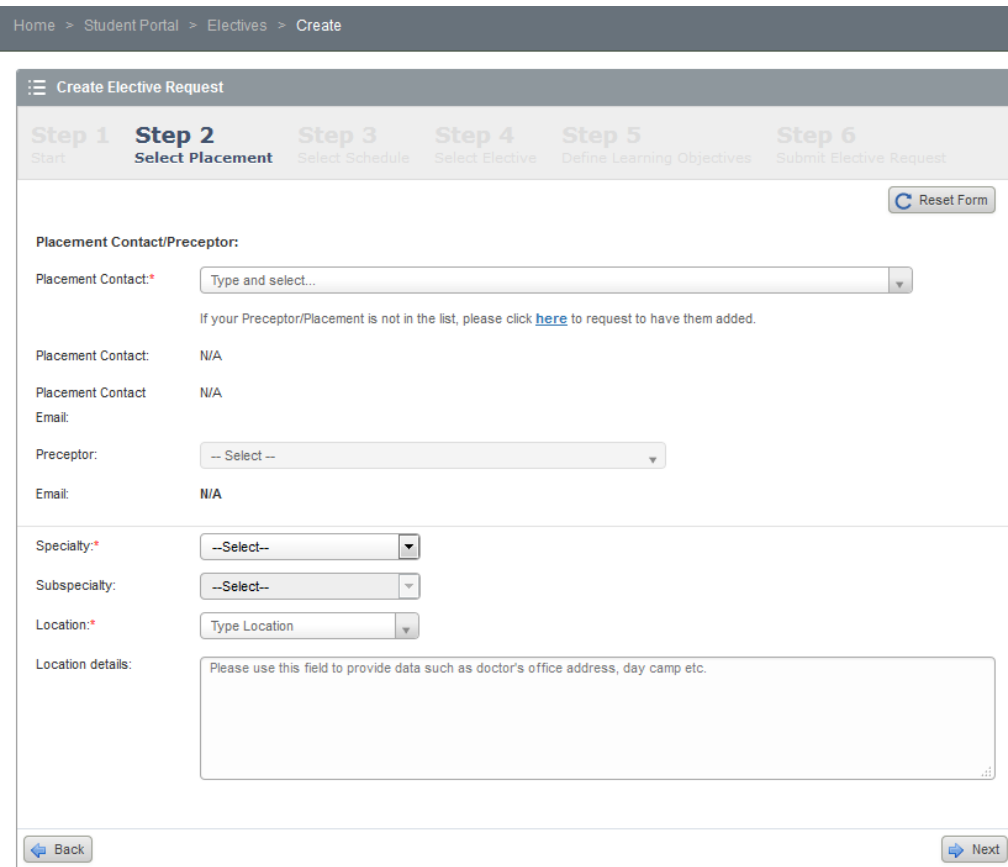
The fifth step gives you the ability to define learning objectives. Please skip this step and proceed to the final step.

The last step of the elective request provides an overview of the information selected and allows you to perform one of the following actions:

- Submit
 - This action sends the request to the Placement Contact for approval
- Close (Submit Later)
 - This action saves the request as a draft allowing you to edit the completed information and submit another time.

3b. I want to select an elective by Placement Contact

This mode of submitting an elective request follows similar steps to the first option “I want to select an elective by specialty and location” as described above. The only difference is in step two:



The screenshot shows the 'Create Elective Request' form in Step 2, 'Select Placement'. The breadcrumb trail at the top reads 'Home > Student Portal > Electives > Create'. The form has a progress bar with six steps: Step 1 (Start), Step 2 (Select Placement), Step 3 (Select Schedule), Step 4 (Select Elective), Step 5 (Define Learning Objectives), and Step 6 (Submit Elective Request). A 'Reset Form' button is located in the top right corner. The form fields are as follows:

- Placement Contact/Preceptor:**
 - Placement Contact*:** A search box with the placeholder text 'Type and select...'. Below it, a note states: 'If your Preceptor/Placement is not in the list, please click [here](#) to request to have them added.'
 - Placement Contact:** N/A
 - Placement Contact Email:** N/A
 - Preceptor:** A dropdown menu with the option '-- Select --'.
 - Preceptor Email:** N/A
- Specialty*:** A dropdown menu with the option '--Select--'.
- Subspecialty:** A dropdown menu with the option '--Select--'.
- Location*:** A dropdown menu with the placeholder text 'Type Location'.
- Location details:** A text area with the instruction: 'Please use this field to provide data such as doctor's office address, day camp etc.'


At the bottom of the form, there are 'Back' and 'Next' buttons.

This second option allows selection from the list of Placement Contacts defined which will then auto-complete the Placement Contact, Specialty, Subspecialty (if applicable) and Location information. **As before, only fill in your preceptor if it is known at the time. If it is not known, leave the preceptor field blank.**


MedSIS Electives: Student

4. Elective History



The Elective History screen presents information about past elective experiences which have been carried out in the past and that have been confirmed.

Home > Student Portal > Electives > Elective History 

Location: Preceptor:
 Specialty: Type: Date Interval: to

 Past Elective Experiences Total: 1

Search:

Elective Title	Elective Type	Preceptor Name	Specialty / Subspecialty	Location	Placement Contact Name	Action
Geriatric Medicine	Clinical		Department of Family Medicine/Division of Family Medicine Rural	Children's Hospital		Not valid any longer

Showing 1 to 1 of 1 entries Show entries First Previous 1 Next Last

Use the filters at the top of the page to filter the results. They will have the following columns:

- Elective Title
 - Clicking on the elective title will display the request in read only format. If the Preceptor/Location/Specialty/Subspecialty/Placement Contact is still available, you can click on the [Select Action] button and submit a request using the same information.
- Elective Type
- Preceptor Name
- Specialty/Subspecialty
- Location
- Placement Contact Name
- Action: The possible values in this column are: "Request Elective" or "Not valid any longer"
 - If the combination Preceptor/Location/Specialty/Subspecialty/Placement Contact is still available, a "Request Elective" button will be displayed. If the combination is not available any longer, a text noting "Not valid any longer" will be displayed instead of the "Request elective" button.

Rural Electives

To request Rural electives please contact the specific placement contact.

- For electives in Red Deer email Pam Nacinovich pam.nacinovich@ualberta.ca
- For electives in Grande Prairie email Corrie Merchant merchant@ualberta.ca
- For all other electives email Rattan Dhillon at rattan1@ualberta.ca
- Please provide the title of elective that you want, 3 specific start - end dates, in order of preference and what year you will be in at the time of the elective. The placement contact will provide you with available preceptors. Students will contact the preceptor/s to arrange the elective and forward an email approval from the preceptor to the placement contact prior to submitting the elective request through MedSIS. All rural electives need pre-approval by the preceptor, prior to submitting the elective request through MedSIS.
- When arranging a rural elective, ensure that the preceptor is a physician in the discipline of the elective that you are requesting (eg. Anesthesiology electives must be with an Anesthesiologist)

MedSIS Electives: Student

When requesting a Rural Elective in MedSIS: Specialty = Department of Family Medicine; Subspecialty = Division of Family Medicine Rural. Then in Step 4, you will be able to choose the title of the elective.

Placement Contact: Rattan Dhillon rattan1@ualberta.ca