



McGill

Faculty of  
Medicine and  
Health Sciences

Faculté de  
médecine et des  
sciences de la santé

## Visiting Electives Student Welcome Handbook



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Welcome to McGill University! We look forward to having you as an elective student within the School of Medicine. This handbook is made for you to find crucial information and answers to questions you might have during your elective.

## Contact Information

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## French Requirement

For some sites, knowledge of French is mandatory. If it is the case, it will be highlighted in the elective description on the AFMC portal. This is the case especially for electives in rural areas.

For most electives, the knowledge of French language is not mandatory. However, it is highly encouraged that all visiting students at McGill have a working knowledge of French to have a full clinical experience. In case that you encounter an unilingual French patient and that you do not speak French, it is mandatory to report it directly to your senior resident or attending staff right away (and not ask patient to speak English).

## Learning Objectives

Learning objectives for each rotation can be found at this [link](#).

The MDCM program also has educational objectives that will be reflected across all elective programs at McGill University. Those objectives align with the [CanMEDS Framework](#) and can be found [here](#).

## UGME Policies

Workload policy can be found [here](#). A scheduled work week that includes both clinical duties and scheduled academic activities must not exceed 60 hours when not on-call or 72 hours if on-call or when there are other learning activities scheduled (examinations, SIM



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Centre sessions, etc.). Students should not work more than 6 days in a work week, except during period 7. In period 7, students may have to work all 7 days in a work week (5 weekdays and 2 weekend days) during either the Christmas week or the New Year week. The full list of UGME policies can be accessed [here](#).

### **Assessment of this elective**

During your visiting elective, you must provide the head supervisor of your rotation with your home school assessment form. Our clinical supervisors will be completing your home school elective final assessment. Depending on your home school, your elective final assessment or part of your final assessment may be included in your MSPR.

As a reference, electives and clinical rotations are evaluated based on this [template for McGill students](#).

### **Infection Prevention and Control**

A full guide for prevention and control of infections can be found [here](#).

### **Accidental Exposure Policy**

The protocol for accidental exposure can be found [here](#).

### **Access to medical care during your visiting elective**

If you are in a position of needing medical care, there are a few options offered. This will differ based on your residency status. Here is a breakdown based on your residency status. In any case, if you have a medical emergency, call 911 or go to the emergency room nearest to you.

#### Quebec residents covered by RAMQ:

You can book an urgent care appointment with your RAMQ through the website of [Rendez-Vous Santé Québec](#). Alternatively, you can also call 811 to discuss your case with a nurse, which will be able to book you an appointment if medical assistance is needed.

#### Non-Quebec residents:

You can find multiple resources suggested by the McGill Student Services, which can be found in this [link](#)



## Code of Conduct & Student Professional Behavior Policy

During your elective at McGill University, it is important to maintain a professional behavior. The Faculty of Medicine and Health Sciences has published an outline a code of conduct that can be found [here](#). Medical students must also abide by the [UGME Student Professional Behaviors Policy](#).

You must wear your ID tag at all times in the clinical settings. While dressing professionally is the safest approach, you may be required to wear specific outfits in certain settings (e.g. scrubs in the OR). For more information, refer to the [Dress Code Policy](#).

## Reporting Mistreatment Incidents

The Faculty of Medicine and Health Sciences at McGill University is dedicated to a clinical learning environment that is respectful of learners, teachers, staff and patients. Please make sure to visit the [website of the Office for Respectful Environments \(ORE\)](#) and the infographic in the Handbook and learn how to report mistreatment. If you are the victim of, or a witness to, mistreatment during your elective with us, please report it at the [following link](#). All such reports are received and managed confidentially.

### Mistreatment in the clinical learning environment?

#### The Office for Respectful Environments (ORE) Reporting Process for MDCM Students

- 1.**  
You submit a report to the ORE.
- 2.**  
The ORE responds within 72 hours and offers a consultation with the ORE Academic Director (AD).
- 3.**  
The AD consults with you in a meeting and guides, supports and/or refers you to other services, as needed.
- 4.**  
Where appropriate, mediation and/or a formal inquiry may follow.



Report here:  
[www.mcgill.ca/ore](http://www.mcgill.ca/ore)



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