DALHOUSIE UNIVERSITY
FACULTY OF MEDICINE

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Department of Anesthesia

Resident Policy Title: External Resident Elective Policy	**Policy #:** 3.5 - RPC
Effective date: April 21, 2011	**Review date**: February 2024
Authority: Residency Program Committee	**Approved by:** Residency Program Committee

Policy Statement
The Department of Anesthesia is committed to offering excellent educational opportunities to individuals from outside of the Dalhousie residency program. The Dalhousie anesthesia program office is determined to provide the correct balance of clinical time for Dalhousie residents and staff while providing opportunities for interested third parties.

Purpose
The purpose of this policy is to clarify the eligibility and requirements of external resident elective learners.

Application
1. This policy applies to all residents (anesthesia and non-anesthesia) not currently enrolled with the Dalhousie University anesthesia residency program.

Definitions
1. External resident – postgraduate medical learner not currently enrolled with the Dalhousie University anesthesia residency program.
2. Elective – a voluntary learning experience not required nor mandatory.
3. Preceptor – a Dalhousie University faculty member assigned to the learner to oversee their learning experience.

Policy
1. All elective rotation requests must be received by the Dalhousie University anesthesia Office of Education a minimum of 12 weeks in advance of the proposed elective or they may not be granted.
2. Duration of electives shall be a minimum of one (1) week. The cumulative total of elective time must not exceed 12 weeks.
3. Elective residents enrolled for an eight (8) to 12 consecutive week experience are expected to participate in all educational endeavors of the Dalhousie University department of anesthesia inclusive of, but not limited to:
    a. Resident academic day activities.
    b. Grand rounds attendance.
    c. Journal / Research Club attendance.

Individuals may be asked to present at one of the above-named activities.
Elective residents from non-anesthesia programs may attend their own academic day in lieu of attending the Dalhousie University anesthesia academic day.

4. Clinical responsibilities for external resident electives will be determined by the Dalhousie University anesthesia Residency Program Director (PD) and the Dalhousie University anesthesia module evaluator, and are expected to mirror the experience of residents within the Dalhousie University program. Call may be a responsibility on certain services at the discretion of the Dalhousie University anesthesia PD and Dalhousie University anesthesia module evaluator.
    a. Non-clinical electives (i.e. research) should be encouraged, however the objectives of the rotation and schedule of resident activities need to be reviewed and approved by the Dalhousie University anesthesia Residency Program Committee (RPC) and the Dalhousie University anesthesia Residency Research Director.
5. A member of the Dalhousie University anesthesia department will be identified as a preceptor during the elective.
6. External elective residents are to have a daily evaluation form completed by their supervisor for that day.
7. Either their Dalhousie University anesthesia selected preceptor, the Dalhousie University anesthesia module evaluator, and/or the Dalhousie University anesthesia PD will complete final elective evaluations from the resident's home program. It is the resident's responsibility to provide this evaluation to the assigned evaluator.

Procedures

1. All external resident requests for an elective with Dalhousie University anesthesia, must be emailed to the Department's Education Manager (within the Office of Education) who will notify the resident directly if their request for an elective has been approved.
2. External resident electives must be approved by the Dalhousie University anesthesia PD, and particular subspecialty if required.
3. Any and all expenses for external resident electives are the sole responsibility of the external resident elective learner.
4. It is the responsibility of the external resident elective learner to ensure that all the requirements set by the Dalhousie University Postgraduate Medical Education (PGME) Office are completed prior to beginning the rotation.

Limitations

1. This policy is inclusive of all anesthesia services, clinical and non-clinical.

Accountabilities

1. The Dalhousie University anesthesia RPC is responsible for reviewing and revising the policy:
    a. By the established review date (every three years from the date of effect/last revision).
    b. When any change in residency training or Royal College exams occur that may impact this policy.
2. The elective resident is responsible for any and all reciprocal paperwork required by their home program.

Revision History

Action	Effective Date	Changes Made
Developed / Approved	August 2010	Implemented
Reviewed by RPC	September 2016	No changes needed
Updated	July 2021	Update elective time from 24 weeks to 12 weeks. Clarification on roles of Dalhousie University staff and faculty vs. home program staff and faculty.
Reviewed	February 2024	No changes