

International Learners Visiting Electives

Approval Authority: Chief Operating Officer

Established On: 2024 06 01

Amendments: no amendments

Category: Administration and Operations Portfolio

1.0 PURPOSE

This Policy dictates the processing and scheduling of International Learners' clinical elective applications by outlining the eligibility conditions, fees, and the supporting documents required.

2.0 SCOPE

This Policy is applicable to all International Learners, including Canadians studying abroad currently registered in their final two years of their undergraduate medical school training who are interested in completing a clinical elective clerkship placement in Northern Ontario.

3.0 DEFINITIONS

- 3.1 Canadian Studying Abroad: Canadian citizen or permanent resident registered in a Medical School outside of Canada
- 3.2 FAIMER/IMED: Foundation for Advancement of International Medical Education and Research / International Medical Education Directory
- 3.3 International Learners: Non-Canadian resident or permanent resident registered in a Medical School outside of Canada
- 3.4 Learner: Medical Student
- 3.5 Portal: AFMC Student Portal (Association of Faculties of Medicine of Canada)
- 3.6 UHIP: University Health Insurance Plan
- 3.7 WHMIS 2015: Workplace Hazardous Materials Information System (Global Harmonized System)
- 3.8 World Directory: World Directory of Medical Schools' resource on the FAIMER website
- 3.9 Placement: A clinical experience for the Learner with medical faculty that has clear goals and objectives

- 3.10 Credentialing Portal: An approved third-party agency will be used as a credentialing portal for immunization records and supporting documentation, which will be reviewed and approved by their Occupational Health Nurse.

4.0 ELIGIBILITY REQUIREMENTS

- 4.1 Applications must be submitted through the AFMC Portal within the appropriate Learner Type group.
- 4.2 Application deadlines and blackout periods are as posted on the AFMC Portal.
- 4.3 Learners must be enrolled in a school listed on FAIMER/IMED. The program duration must be stated on FAIMER/IMED.
- 4.3.1 NOSM U does not allow a visiting elective to occur if any academic or program extension period has been granted by the Learner's home school based on the program duration as stated on the World Directory.
- 4.4 Learners must not be attending an Osteopathic school.
- 4.5 Learners must be in the final two years of an undergraduate medical degree program at the time of the requested elective.
- 4.6 The placement must be a mandatory and for credit elective as deemed by the Learner's home school. Applications for core placements are not accepted.
- 4.7 Application limits are as follows:
- 4.7.1 Canadians Studying Abroad are limited to two applications per lifetime (Up to 16 weeks).
- 4.7.2 International Learners are limited to one application per lifetime (Up to eight weeks).
- 4.8 NOSM U allows a maximum of 16 weeks of confirmed elective weeks across Canada.
- #### **5.0 FEES**
- 5.1 All fees will be paid in Canadian Funds in the requested manner of the program and the Community Relations Coordinator
- 5.2 All fees will be posted on the AFMC Portal and may be subject to change.
- 5.3 Application fees are paid through the AFMC Portal upon application submission.
- 5.4 Secondary fees are required once a placement is confirmed.
- 5.4.1 Medical Malpractice fees are mandatory and are as posted on the AFMC Portal.
- 5.4.1.1 Learners cannot use a malpractice certificate issued by another school or purchased independently by the applicant.

- 5.4.1.2 NOSM U does not accept coverage provided by the applicant's home school.
- 5.4.1.3 Only one NOSM U issued malpractice certificate is required per calendar year. Should a Learner schedule two NOSM U placements within the same calendar year a second malpractice fee is not required.
- 5.4.2 Housing fees; if required, are as posted on the AFMC Portal.
- 5.4.3 UHIP coverage is mandatory, and fees are as posted on the AFMC Portal.
 - 5.4.3.1 Ontario health cards are not accepted.
 - 5.4.3.2 UHIP coverage is mandatory and is to be purchased by the Learner. The electronic payment portal information will be provided by the Community Relations Coordinator. The UHIP coverage must be paid for upon placement confirmation.
- 5.5 Mandatory Secondary fees collected by NOSM U are to be submitted by electronic payment. The Community Relations Coordinator will provide you with a secure link to submit your payment.
 - 5.5.1 Secondary fees will be requested by the Community Relations Coordinator eight weeks prior to the placement start date and are to be received by NOSM U within seven days of the requested date.
 - 5.5.2 Refunds are only available as defined in the Elective Application Refund Policy.

6.0 SUPPORTING DOCUMENTS

- 6.1 The following documents must be submitted at the time of initial application within the AFMC's Learner profile section:
 - 6.1.1 Letter of Good Standing - Mandatory information that is required in the letter is posted on the AFMC Portal.
 - 6.1.2 Recent and clear color photo.
 - 6.1.3 Proof of English Language Proficiency required if the Learner is an International Learner and the Home School's language of instruction is not English as stated on the World Directory. Language proficiency tests must be graded no earlier than 104 weeks/two years from the elective end date.
 - 6.1.3.1 TOEFL iBT must have an overall score of 93, which includes a writing and speaking score with a minimum score of 22.

Or alternatively,

IELTS tests must have an overall score equal to 6.5 or higher with no individual band below 6.0

6.2 The following documents are required to be submitted and approved to the NOSM U Credentialing Portal per the timeframes for elective applications:

6.2.1 Pre-Placement Requirement Clearance Health Record Information for NOSM U International Electives Learners

6.2.2 Mask-fit testing certificate

6.2.3 Color copy of valid Passport

6.2.4 Police record check with vulnerable sector check (or country equivalent) along with NOSM U International Elective - Criminal Disclosure Form is required and must be valid within 12 months of the end date of the placement.

6.2.4.1 Should a police certificate be current at time of application, however set to expire prior to the placement end date, Learners must upload the current valid document at time of application and must upload a new police certificate valid for the placement period no later than eight weeks prior to the placement start date.

6.2.4.2 Failure to do so will result in the cancellation of the placement and Learners will forfeit all fees paid.

6.3 The following documents are required once a placement is confirmed and are requested eight weeks prior to the placement start date. Documents are to be received by NOSM U within 14 days of the requested date.

6.3.1 WHMIS 2015 certificate

6.3.2 Canadian Visa, if applicable.

6.4 NOSM U Initiated Documents (UHIP, Credentialing Portal Verification, Malpractice Insurance)

7.0 SCHEDULING

7.1 Application timelines are as posted on the AFMC Portal.

7.2 NOSM U does not guarantee a placement for any learner.

7.3 Duration of placements may vary between four and eight weeks in duration.

7.4 Only one placement is to be requested per application and may not be split in any way.

7.5 Once the Learner's home school has verified an application, changes to discipline and date selection will not be accepted.

- 7.5.1 A change request submitted at this time is considered a cancellation of the original application in its entirety.
- 7.6 Applications are reviewed on a first-come, first-served basis; thereafter, applications are processed upon verification of submitted supporting documentation.
- 7.7 Applications are only processed once all documentation has been submitted and vetted by NOSM U. Learners will be advised once their application moves to the processing phase.
- 7.7.1 Any application submitted without proper documentation will be placed on hold until documents are received. Learners will be advised by NOSM U if a submitted document is not acceptable or is missing.
- 7.8 NOSM U will process applications in accordance with the three placement choices listed on the Learner's application. Should there be no availability, NOSM U will reach out to the Learner discuss other potential options.
- 7.9 Placement offers are provided to the Learner through the AFMC Portal. Provisional placement offers must be accepted or declined by the Learner within seven calendar days of the offer being sent.
- 7.9.1 Failure to respond to the placement offer within the posted deadline will result in the cancelation of the provisional offer and respective application.
- 7.10 NOSM U processes applications until eight weeks prior to the anticipated placement start date.
- 7.10.1 Should a placement not be secured by NOSM U at the processing deadline, NOSM U will advise the Learner of the cancellation of the application and will process reimbursements in accordance with the Elective Application Refund Policy.
- 7.11 NOSM U will advise the Learner with a confirmed placement of the remaining fees, documents and housing information eight weeks prior to the placement start date.
- 7.11.1 Remaining fees and documents must be received by the NOSM U elective office no later than 14 days from the requested date.
- 7.11.2 Failure to do so will result in the cancellation of the placement and respective application.

8.0 COMMUNICATION STANDARDS

- 8.1 NOSM U only communicates with applicants directly. The program will not discuss applications or placement details with the applicant's family, friends, or agents.
- 8.2 NOSM U will not provide status updates on applications. NOSM U will reach out to the Learner when needed (i.e. application moving to next processing stage, clarification

required, scheduling). Learners are advised to contact NOSM U approximately 10 weeks prior to the placement start date for an update.

- 8.3 All communication from Learners is to be submitted through the AFMC Portal. Should Learners be unable to send a message through the AFMC Portal, they may correspond to internationalelectives@nosm.ca and must include their AFMC Application ID number in the subject of the email. NOSM U will respond to messages within two business days.
- 8.4 Failure to comply may result in the cancellation of the Learner's current application.

9.0 ROLES AND RESPONSIBILITIES

9.1 Learners are responsible for:

- 9.1.1 Ensuring that they meet all eligibility requirements prior to submitting their application.
- 9.1.2 Submitting their applications including all required documents, secondary fees and ensuring communication with NOSM U is within the provided deadlines.
- 9.1.3 Communicating and submitting all documents to NOSM U using the methods outlined within this Policy.
- 9.1.4 NOSM U staff, preceptors and affiliates do not complete or sign any forms, letters, agreements, and other related documentation, other than the medical Learner's Home School Clinical Assessment Form. Learners are responsible for the completion of their assessment.
- 9.1.5 Adhering to all NOSM U's policies, instructions and posted deadlines. Failure to comply may result in the cancellation of the Learner's current application, confirmed placement and ability to submit future elective applications to NOSM U.

9.2 NOSM University is responsible for:

- 9.2.1 Reviewing and vetting the completed submitted application within four weeks and advising Learners once their application has reached the processing phase.
- 9.2.2 Processing applications in accordance with the Learner's listed preferences.
- 9.2.3 Providing updates to Learners when available.
- 9.2.4 Sending provisional placement offer to Learners.
- 9.2.5 Reviewing the status of applications eight weeks prior to the anticipated start date and communicating with Learners on confirmed placements and next steps or the cancellation of any unsecured placement applications.

9.3 Learners' Home School is responsible for:

9.3.1 Completing the home school verification for submitted applications pertaining to their Learners.

9.3.2 Responding to queries for clarification from NOSM U.

10.0 RELATED DOCUMENTS

In support of this Policy, the following documents may be referred to:

Elective Application Refund Policy
AFMC Quick Links – Immunization Requirement
NOSM U International Elective - Criminal Disclosure Form
NOSM U - UME Learner Immunization Form (Version 2022)

11.0 INTREPRETATION

Questions of interpretation or application of this policy will be referred to:

internationalelectives@nosm.ca

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Chief Operating Officer
- b. Responsible Officer: Manager, Community Services
- c. Procedural Authority: Community Relations Unit
- d. Procedural Officer: Community Relations Coordinator

Review and Revision History

Review Period: 1 year

Date for Next Review: 2025 06