# Table of Contents

**Family Medicine Electives** ........................................................................................................... 1

**Undergraduate Program** ........................................................................................................... 1

1. Introduction to Supervising, Family and Community Medicine Electives ........................................ 1

2. Objectives for Family and Community Medicine Electives & the Can MEDS-FMU ............................ 2

3. The Mechanics of Undergraduate Electives ..................................................................................... 3

4. Faculty Appointments .................................................................................................................... 4

5. How and What to Teach ................................................................................................................. 4

5. How and What to Teach (continued) ............................................................................................. 6

6. Practical Tips for Organization and Time Management ........................................................................ 6

7. Site Visits Program ......................................................................................................................... 6

8. Undergraduate Education Resources ................................................................................................ 7

8. Undergraduate Education Resources (con’t) .................................................................................. 8

9. Teaching Tools ................................................................................................................................ 1

Appendix 1 Clerkship Evaluation ....................................................................................................... 1

Appendix 2 Clinical Teacher Evaluation ............................................................................................... 4

Appendix 3 Professionalism Evaluation ............................................................................................... 5

Appendix 4 AFMC Letter .................................................................................................................... 8

Appendix 5 TEACHING LOG ............................................................................................................. 10

Appendix 6 Sample Learning Contract ............................................................................................... 11

Appendix 7 Sample Memo ................................................................................................................. 12
As Electives Coordinator for the Undergraduate Education Program of the Department of Family and Community Medicine, I would like to thank you for your contributions to undergraduate education. Your enthusiasm and dedication to teaching are helping shape our future family doctors. I am becoming increasingly aware of the challenges you face in incorporating teaching into your hectic practices. Moreover, I recognize your financial sacrifice as you dedicate significant amounts of your valuable time.

In response to an expressed need for more guidance in teaching Family and Community Medicine electives, a manual for supervisors has been developed. I hope that the information included will provide you with administrative information, as well as some practical teaching tools that you can incorporate into your undergraduate teaching.

If you have questions or feel you need further assistance, please contact the electives administrator, Alicia Tulloch, Undergraduate Program Assistant at familymed.undergrad@utoronto.ca.

Amita Singwi, BEd, MD, CCFP (Maternity Leave)
Electives Coordinator, Undergraduate Education Program

Claire Murphy, MD CCFP M.Med FCFP
Interim Electives Coordinator, Undergraduate Education Program
2. Objectives for Family and Community Medicine Electives & the CanMEDS-FMU

Electives are a mandatory part of the Undergraduate Curriculum. The 15-week electives course occurs between September and December of fourth year. Students complete a minimum of 13 weeks of electives most of which span 2-4 weeks.

U of T has developed a new third year elective program that will start in 2020. This will provide students with more elective time and opportunities for career exploration. The 2-week electives will occur in May and June of third year. At this point in their education, they will have completed the majority of their core rotations.

The objectives for the Family and Community Medicine Electives are as follows:

a) To provide opportunities to explore family and community medicine as a career
b) To gain experience in aspects of family and community medicine beyond the core curriculum
c) To have the opportunity to study aspects of family and community medicine in greater depth

Many of you may recall the Four Principles of Family Medicine:

1. The family physician is a skilled clinician.
2. Family Medicine is a community-based discipline.
3. The family physician is a resource to a defined practice population.
4. The patient-physician relationship is central to the role of the family physician.

Although these concepts continue to guide our training of family physicians, medical education is guided by competency-based curricula. Student objectives are considered within the context of the CanMEDS competencies.

In keeping with the unique approach that Family Medicine takes towards the whole patient (patient-centered vs. disease-centered care), Family Medicine has created the CanMEDS-FMU (Family Medicine Undergraduate) document, describing learning objectives using this same framework.

The seven CanMEDS-FMU roles are:

- The Family Medicine Expert
- The Family Medicine Communicator
- The Family Medicine Collaborator
- The Family Medicine Manager
- The Family Medicine Health Advocate
- The Family Medicine Scholar
- The Family Medicine Professional

A full description of CanMEDS-FMU is contained in the document: CanMEDS-FMU Undergraduate Competencies from a Family Medicine Perspective.
3. The Mechanics of Undergraduate Electives

**Elective Bookings:** Descriptions of each elective are found in the Undergraduate Medicine Electives Catalogue: [http://medsis.utoronto.ca/electives/](http://medsis.utoronto.ca/electives/). Students independently arrange placements based on this information. **Students must send an official request for approval through MedSIS.** Supervisors can approve and comment on these requests in response to the MedSIS email request.

**Elective Attendance:** Students are expected to complete 9-10 half days per week, not including weekends unless on-call. They may have a half day off to catch up on dictations/charts or another structured activity not necessarily related to patient care (reading labs/reports) or shadowing allied health. Requests for time off requires prior approval by the supervisor and the Electives Office. Students should submit their absence requests to the university, including for unplanned absence due to illness.

**Evaluation:** There are two types of evaluation - formative and summative. Formative evaluations are designed to provide the student with useful feedback during a learning experience and may be organized informally. Such assessments must be free of threat, as the aim is to get the students to reveal their strengths and weaknesses rather than to disguise them. I encourage you to give regular feedback to your students so that they may direct their learning activities appropriately. Feedback sessions are most helpful when they are scheduled and both parties set goals and objectives.

Summative evaluations are formal and carry academic weight. They are designed to help make decisions about a student's competence at the end of a period of instruction. An elective evaluation form represents a summative evaluation. It is the student's responsibility to ensure the completion of the Clerkship Electives Evaluation Form (Appendix 1) and the Clerkship Electives Supervisor Evaluation Form (Appendix 2). These evaluation forms are computer-based and on MedSIS. They are reviewed and feedback given to the supervisor periodically.

To instill professionalism amongst the electives students the program has adopted a Clerkship Professionalism Form (Appendix 3) which will also be completed on MedSIS. This form allows you to document any lapses in professionalism amongst the electives students. If you are unsure if there has been a lapse in student behaviour, please feel free to contact us for further discussion.

**The Student in Academic Difficulty:** Occasionally the supervisor may encounter a student with academic or attitudinal difficulties. These cases should immediately be brought to the attention of the Electives Coordinator who will assist in addressing the problem. Appropriate individuals will be notified if the situation is serious and the student is in danger of failing the elective.

**Insurance:** University of Toronto Clinical Clerks are covered under the University of Toronto's Comprehensive General Liability Insurance policy against legal liability, including medical malpractice liability, arising out of the performance of the student's elective duties. The College of Physicians and Surgeons of Ontario has produced guidelines concerning services clinical clerks may provide: Professional Responsibilities in Undergraduate Medical Education.

**Visiting Students:** MD students attending Canadian/American/International schools use the AFMC (Association of Faculties of Medicine of Canada) portal to seek and book electives. Liability and Insurance Coverage must be confirmed, hence, these electives must be authorized through the official channels. (See Appendix 4 regarding unapproved electives)

If you have any concerns regarding non-U of T students, please contact the following Electives Administrators:

Sheila Binns Visiting Electives Program Administrator for Canadian & US Clerkship Students
Teresa Simm Visiting International Electives Program Administrator
4. Faculty Appointments

As teachers of Family and Community Medicine for the University of Toronto, you must apply for and receive a faculty appointment. Most elective supervisors hold the academic rank of Lecturer. In addition, longstanding and consistent excellence in education, research or creative professional activity may make you eligible for promotion to Assistant Professor. The procedure for such a promotion requires careful preparation of a detailed promotions dossier including a teaching log. We have included a sample teaching log form you may use for this documentation (Appendix 5). Your local hospital chief or program director must recommend you to the Junior Promotions Committee who reviews the candidates. The committee subsequently makes its recommendations to the Executive Committee and, once endorsed, the Chair submits the recommendation to the Dean of the Faculty of Medicine for approval. Although the procedure for promotion seems overly bureaucratic, the rigorous process supports the advancement of our faculty members to their maximum potential. For a detailed description of the promotions process to Assistant Professor, please visit the departmental website: http://www.dfcm.utoronto.ca/junior-promotion

5. How and What to Teach

It can be overwhelming at the outset particularly for the novice teacher to know how or where to begin with an elective student. A few useful teaching tools and tips have been summarized below to assist you in the process.

Develop a Learning Contract (see Appendix 6)
A learning contract can be a useful tool to help focus the student's experience. You and your student should spend a few minutes at the start of the rotation or elective to draw up a written learning contract.

1) First, help the student define his or her objectives:
   • These might be different for each student.
   • They should be specific, achievable and concrete.
   • They should include areas where the student needs more experience.
   • If the student isn't sure of objectives you can help identify needs by reviewing his or her training to date, and identifying any special areas of interest.
   • It is helpful to divide the objectives into categories of knowledge base, skills (interviewing skills, procedures, examination techniques), and attitudes.

2) Next, develop together a plan of action and clearly define responsibilities in order to meet the objectives.
   • Decide what type of patients the student should see.
   • Make some suggestions of where the student can find information and identify available resources.
   • You may also choose to define a special project such as developing an approach to a clinical problem, or studying a particular topic.

3) Finally, set dates to review performance and to check if objectives are being met. This should occur at least once during the rotation and of course at the end.

Topics to Cover
What topics to cover depends on the learning contract. These are some areas to consider:

   • Focused history, physical, differential diagnosis, plan
   • Common illnesses
   • Illness prevention, health promotion and screening
   • MD/patient relationship
   • Clinical epidemiology and natural history of disease
   • Critical appraisal of medical literature
Teaching Techniques

Students are often inundated with facts and figures and may find it difficult to sort through the information overload. You can focus their knowledge by highlighting key issues in the clinical setting. You can create a need to know by showing the importance of something in its real life context. Be ready to seize teachable moments when a clinical situation arises, or when the student observes something or makes a mistake. Remember that the student is an adult and is able to share responsibility for his or her learning.

There are many different strategies for office teaching. We offer a few examples and encourage you to try many different strategies to determine what works best for each individual student. One is exposure or observation. The student follows her/his supervisor from patient to patient at the normal pace of the practice. Before starting in the office, the student will be asked to watch for certain aspects of the principles of family medicine. For example, on the first day the student may be asked to identify how the physician uses resources in the community to help the patients, or to identify elements of prevention/screening in the practice. On the next day, he/she may be asked to focus on the doctor/patient relationship, or to think about the effect of continuity of care in a particular situation and the family physician's role.

The exposure model can be effective, especially to meet the goal of exposing the student to the discipline of family medicine. However, if used too much, it would obviously become boring for student and teacher alike. One or two days at the beginning of the rotation at most are likely enough.

An in-depth approach allows the student to see the patient alone, do the entire history/physical, and attempt to formulate a diagnosis and treatment plan. This process is more or less extensive depending on the problem. The supervisor can then discuss the case with the student outside the room, formulate a plan and then enter together. Alternatively, the supervisor can rejoin the student and patient, and the student can present the case to the supervisor with the patient present. In this second method, the patient acts as a control and ensures that the student has grasped the problem. In either case, the supervisor may repeat part of the history/physical to verify findings and then implements a plan of action for treatment after discussing it with patient and student.

This model should also move at the pace of the practice if possible, with the supervisor seeing patients concurrently with the student. The supervisor will choose appropriate patients, based on the student's needs as identified in the learning contract.

As much as possible the student should be involved in the follow-up of a patient they have seen. This involvement might include rebooking patients when the student could see them again, and checking results of lab work and other investigations.

The modified problem-based learning model is less labour-intensive and allows the supervisor to see a full office while the student is there.

The student sees two to three patients per half-day, with certain learning goals in mind. The patients may be scheduled specifically to see the student or they may be chosen from the existing list. After the patient interview, the student may independently research a topic coming out of the interview, using office time or at home. The student could then present the topic to the supervisor.

Remember, we often 'teach' students in a manner that we would like best if we were the student. Students may have a different learning style than we do. We encourage you to ask your students about strategies that work best for them.
5. How and What to Teach (continued)

Setting
Teaching often takes place in the office setting, but the supervisor is encouraged to take the student to the emergency room, chronic care hospitals, home visits, obstetrical deliveries, or any other clinical activity in which they are involved.

A Multidisciplinary Experience
Family physicians practice amongst a team in their community. Supervisors are encouraged (depending on the length of the elective experience) to have the student spend time with other health professionals such as the office nurse, public health nurse, social worker or local pharmacist.

Patient Log
In order to ensure that objectives are being met, it is very useful for the student to keep a patient log. This will allow the student to follow up on lab results and referral reports. The student can arrange for patients to return to follow up on their condition and learn the natural history of the illness. A log can keep track of the number and type of patients seen, and be a guide to ensuring goals are met, and can identify gaps in knowledge and experience, especially at the mid-rotation review.

6. Practical Tips for Organization and Time Management

Community physicians may be concerned about the impact students will have on their busy practices. It is true that teaching does involve extra time, but there are some steps that may streamline the process.

Prepare patients ahead of time that they may be asked to see a student. It is helpful to hang a notice in the waiting room to inform patients that this is a teaching practice. This information can also be included in a practice brochure or memo (see Appendix 7) presented to new patients. The office receptionist may inform patients in advance that there is a student working that day.

Finding time to facilitate learning opportunities can be a challenge. You can squeeze the teaching in before the first patient, at the end of the day between patients, or at lunch. Some supervisors schedule gaps in the bookings to catch up on teaching. Have students see patients who may take a long time such as chronic patients, or periodic assessments, or have students see walk-in or urgent patients who have been added on.

Students can do jobs or projects that can actually improve efficiency such as update the cumulative patient profile, organize and review complicated charts, prepare consultation requests, and phone patients or consultants, to name a few. These strategies can actually free up the supervisor to see patients or get other work done.

7. Site Visits Program

This program was developed to allow us to liaise with all our community sites and provide educational needs to our community preceptors. We acknowledge the time, effort, and excellence in teaching you provide medical students and we want to ensure you feel connected with the Department. In addition, we enjoy taking a tour of the site to assess the learning environment and opportunities for our students.

We usually connect with you in December/January to arrange for a visit in the Spring or Summer. Site visits are usually made every 3-5 years. We look forward to meeting all of our preceptors.
Faculty Development
Faculty development is the acquisition of new skills to help achieve career progression and growth, thereby enabling one to contribute to their career in a meaningful way.

We want to help you achieve your faculty development goals. Here is the link http://www.dfcm.utoronto.ca/landing-page/faculty-development to the Faculty Development homepage. If you are interested in contacting your Faculty Development Lead, please search http://www.dfcm.utoronto.ca/find-your-faculty-development-lead. Your Faculty Development Lead can provide details and advice about promotions, mentorship, faculty development events, awards, funds, or your PDP plan, to name a few. If you do not have a Faculty Development Lead, please contact Dr. Susan Goldstein at susan.goldstein@utoronto.ca.

Workshops
A number of short faculty development activities are offered through the department. They include the Undergraduate Education Evening, Working with Families Workshop, Teaching Practices Annual Workshop, and the DFCM Conference.

Interprofessional Applied Practical Teaching and Learning in the Health Professions (INTAPT)
This 2-week modular course is designed to provide participants with a broad introductory overview of teaching and learning issues in health professional training as a field of scholarly inquiry and research and examines the major topics which are important in developing educational programs for health sciences. This course will introduce students to some of the important literature in the field of teaching and learning including as it is applied to practicum/field supervision. This course also provides participants with opportunities to develop a scholarly and practical approach to teaching with generous use of case studies and in working in small groups and multidisciplinary teams. For information please contact healthteach.grad@utoronto.ca or 416-978-1914.

Clinical Teacher Certificate
This four module program's goal is to provide advanced training in Health Professions Education for interdisciplinary faculty members who want to increase their teaching effectiveness. It is suitable for part time teachers at all career levels; new, mid-career and seasoned. The two required courses examine the theoretical base and current issues generic in clinical education and applications to real life teaching. For more information visit our website http://www.dfcm.utoronto.ca/ctc or contact familymed.grad@utoronto.ca or 416-978-1914.

Academic Fellowship
The DFCM Academic Fellowship program is designed to provide academic training or preparation for faculty with an emphasis on teaching, professional leadership and critical appraisal. Faculty may join this program on a part-time or full-time basis. For information, contact familymed.grad@utoronto.ca or 416-978-1914.

Graduate Studies
The DFCM also offers two unique graduate studies degrees intended to strengthen the practice of family medicine and primary care by developing leadership, teaching and research skills of the practitioners. MScCH (FCM) and the MPH (FCM) are designed for practicing health professionals who are or can reasonably expect to become teachers and leaders in their professional fields. For information, visit our website http://www.dfcm.utoronto.ca/graduate-studies or contact familymed.grad@utoronto.ca | 416-978-1914.

Basics Program for New Faculty
Targeted to new Faculty appointed within the last 5 years, the purpose of this 3-day program is to equip new Faculty to function optimally in their new role(s), and to build and strengthen collegiate networks of learning within the Department of Family and Community Medicine. For more information, visit our website http://www.dfcm.utoronto.ca/basics-workshop-series or contact pd.familymed@utoronto.ca | 416-978-1914.
B.P.E.R. Rounds
Best Practice in Education Rounds (B.P.E.R) are a weekly accredited group learning activities held Tuesdays at 12pm. These presentations originate from St. Michael’s Hospital, and are video cast to a number of GTA hospital locations as well as by direct webcast, and through the use of the Periscope App. BPER focus on topics of special interest to faculty involved in teaching and education. Past years presentations are archived on their website. BPER is co-sponsored and organized by the Center for Faculty Development and The Wilson Centre. Further information can be found at https://cfd.utoronto.ca/bper

Teaching Tools
The University of Toronto libraries provide many services to support your research, teaching, and learning. As a U of T faculty member, you have access to electronic resources, full text articles, and mobile resource available through https://gerstein.library.utoronto.ca

The DFCM Open website is a repository of peer reviewed, evidence-based, family-medicine focused tools and resources that are clinical, educational or research-oriented in nature. http://dfcmopen.com/

The Hub Family Medicine is an online guide created to address students’ need for up to date, relevant and distilled resources for clinical reference and study during the Family and Community Medicine rotation. The Hub is designed to provide references and resources for all core objectives for the course, and it should be used to complement the clinical experiences and seminars that students encounter during their rotation. http://thehub.utoronto.ca/family/
9. Teaching Tools

One Minute Preceptor

The One-minute Preceptor: Shaping the Teaching Conversation.

1. Get a Commitment
2. Probe for Supporting Evidence
3. Teach General Rules
4. Reinforce what was done right
5. Correct Mistakes

1. GET A COMMITMENT:
   • Find out what the learner thinks is going on
   • What do they want to do now?
   • For early learner might be a commitment about how to figure out the diagnosis for more advanced learners might be about how to manage situation.

2. PROBE FOR SUPPORTING EVIDENCE:
   • Find out how the learner arrived at the commitment
   • What factors did they consider in making that decision?
   • Helps to understand their clinical reasoning and evaluate knowledge base

3. TEACH GENERAL RULES:
   • Clinical pearls
   • Summary of key features of a diagnosis
   • Don't try to teach everything on one case
   • If knowledge is lacking can assign reading or plan review session

4. & 5. REINFORCE WHAT WAS DONE RIGHT/CORRECT MISTAKES:
   • Should be:
     i. well timed
     ii. expected
     iii. case specific
     iv. behaviour focused
     v. descriptive rather than evaluative
   • Label it as feedback

SNAPPS

SNAPPS: A Learner-centred Model for Outpatient Education.

1. Summarize history & findings
2. Narrow the differential
3. Analyze the differential
4. Probe the preceptor
5. Plan the management
6. Select an issue for learning

1. SUMMARIZE BRIEFLY THE HISTORY AND FINDINGS:
   a. Should be condensed, concise summary of relevant information
   b. Preceptor can probe for further details as needed

2. NARROW THE DIFFERENTIAL TO 2-3 RELEVANT POSSIBILITIES:
   a. Should focus on most likely possibilities
   b. Similar to “Make a commitment” step in One minute preceptor

3. ANALYZE THE DIFFERENTIAL BY COMPARING AND CONTRASTING THE POSSIBILITIES:
   a. Learner should discuss how and why they ruled in/out a particular diagnosis
   b. Teacher can identify knowledge gaps/ errors in clinical reasoning

4. PROBE THE PRECEPTOR BY ASKING QUESTIONS ABOUT UNCERTAINTIES, DIFFICULTIES OR ALTERNATIVE APPROACHES:
   a. Learner driven educational discussion
   b. Can discuss teaching point

5. PLAN MANAGEMENT FOR THE PATIENT’S MEDICAL ISSUES:
   a. Bringing steps 1-5 together to create a management plan

6. SELECT A CASE RELATED ISSUE FOR SELF-DIRECTED LEARNING:
   a. Set learning objective
   b. Try to make points specific rather than unfocused/general
## Appendix 1 Clerkship Evaluation

### Clerkship Evaluation - Electives

<table>
<thead>
<tr>
<th>Medical Expert/Skilled Clinician</th>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge (Basic Science and Clinical)</strong></td>
<td>1</td>
<td>All or most aspects of knowledge are observable lower than expected at this level of training; major gaps are present.</td>
<td>Large gaps in knowledge base for level of training.</td>
<td>Displays adequate knowledge base for level of study.</td>
<td>Comprehensive knowledge base evident for most issues, very few gaps identified.</td>
<td>Displays medical knowledge for level of training.</td>
</tr>
<tr>
<td><strong>History Taking</strong></td>
<td></td>
<td>Sketchy, incomplete, major omissions, lacks focus.</td>
<td>Usually misses several aspects of history. Provides cursory detail. Poorly organized.</td>
<td>Thoroughly complete, accurate and organized.</td>
<td>Comprehensively, accurately, problem identification and characterization, excellent interviewing skills.</td>
<td></td>
</tr>
<tr>
<td><strong>Physical Examination</strong></td>
<td></td>
<td>Incomplete, misses obvious findings, major technical deficiencies, lacks focus.</td>
<td>Physical examination skills are often less than adequate or inappropriate. Often unable to elicit most of the important findings.</td>
<td>Carefully documents, detects, technically sound, organized approach.</td>
<td>Completes, detects some subtle findings, sensitivity to patient.</td>
<td>Very thorough, well-organized, all important findings detected, often finds subtle or difficult findings.</td>
</tr>
<tr>
<td><strong>Diagnostic Test Interpretation</strong></td>
<td></td>
<td>Incomplete, inappropriate use or diagnostic tests, unable to interpret or apply results.</td>
<td>Usually orders inappropriate tests for clinical scenario. Able to interpret and apply results.</td>
<td>Consistently orders appropriate tests for clinical scenario. Able to interpret and apply results.</td>
<td>Exceptional understanding of diagnostic tests. Able to apply that knowledge in patient care.</td>
<td></td>
</tr>
<tr>
<td><strong>Problem Formulation and Management Plan (Clinical Judgment)</strong></td>
<td></td>
<td>Assessments usually incorrect or incomplete. Great difficulty generating differential diagnosis. Diagnostic and therapeutic plans incomplete or not logically derived from data.</td>
<td>Assessments often incorrect or incomplete. Limited in ability to integrate data and arrive at differential diagnosis, and diagnostic and therapeutic plans.</td>
<td>Able to solve common problems and generate reasonable differential diagnosis and management plan.</td>
<td>Considerably accurate and thorough in generating differential diagnosis and management plan.</td>
<td>Exceptional judgment. Able to generate differential diagnosis, provide a rational differential diagnosis and management plan.</td>
</tr>
</tbody>
</table>

https://medsis.utoronto.ca/medsis/index.cfm?fuseaction=EvPrintPreview.showEvaluation... 10/14/2011
### Technical and Procedural Skills
- Difficulty using proper techniques, proper application of knowledge of procedures, understanding of procedural experience.
- Techniques and skill often inconsistent, may not follow good clinical standards, may not understand basic procedures.
- Completes many procedures, has a good knowledge of procedures, may need to be reminded of some procedures, may not be fully confident in some procedures.
- Completes most procedures, has a good understanding of risks and benefits, is generally sensitive to patient's needs.
- Technical expertise well beyond level of study, begins to exhibit confidence in patient care.

### Communicator/Doctor-Patient Relationship

<table>
<thead>
<tr>
<th>Communication with Patients/Families/Community</th>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former, inaccessible, lacks rapport, lack of trust, difficulty in establishing rapport with patients.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates effectively with patients and families, establishes rapport and respectful, culturally sensitive.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistently able to effectively communicate with patients and families, very effective in establishing rapport.</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional ability to establish and maintain rapport with patients and families, even in challenging situations.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptionally empathetic, true leadership and cooperation.</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Written Records

- Incomplete, disorganized, difficult to trace patient's progress and management.
- Notes are often incomplete, disorganized, or difficult to read.
- Generally consistent, organized, complete, accurately reflects progress and interventions.
- Consistently, logical, well organized, includes all important information.
- Outstanding, comprehensive and accurate record keeping, well organized, intelligently written.

### Oral Reports

- Occasionally, usually disorganized, lack of coherent logic, few or no errors.
- Many omissions of relevant information, lack of organization.
- Reasonably clear, complete, accurate, yet needs to prove the case to clarify.
- Consistently, clear, organized, facts presented in a logical manner.
- Outstanding, precise, relevant issues clearly delineated, excellent understanding of complex issues.

### Collaborator

<table>
<thead>
<tr>
<th>Uncooperative and poorly integrated team member</th>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occasionally, poorly integrated team member.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generally functions well as team member.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistently makes extra effort to be part of the team in the provision of care.</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistently offers to take on extra tasks to help the team provide effective care.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Team Participation (Contribution within Interdisciplinary Team)

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
</table>
| Manager

| Unaware of appropriate use of healthcare resources. | 1              |                    |                    |             |     |
| Appropriately assesses use of health resources. | 2              |                    |                    |             |     |
| Consistently assesses the general availability of health care resources. | 3              |                    |                    |             |     |
| Exceptionally wise in the stewardship of available resources. | 4              |                    |                    |             |     |
| Exceptionally wise in the stewardship of available resources. | 5              |                    |                    |             |     |

https://medis.utoronto.ca/medis/index.cfm?fuseaction=EvPrintPreview.showEvaluation...  
10/14/2011
### Health Advocate

<table>
<thead>
<tr>
<th>Category</th>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Advocacy</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Scholar</td>
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<tr>
<td>Self-Directed Learning</td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Contribution to Rounds, Seminars and Other Learning Events</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

N.B. Please note that unsatisfactory in any one category within a competency may be grounds for a failing

**COMMENTS**

**Professionalism Form Completed?**

- Yes
- No

**Strengths:**

**Suggestions for Improvement:**

https://medsis.utoronto.ca/medsis/index.cfm?fuseaction=EvPrintPreview.showEvaluation... 10/14/2011
## Elective/Selective Clinical Teacher Evaluation

**Electives, 2015 - 2016**  
**Evaluation period:** 13-Jul-2015 to 06-Dec-2015  
**<Supervisor's Name>**  
**Hospital:**  
**Hospital Division:**

Were you taught by this teacher?  
- Yes  
- No

What was the duration of your encounter with this teacher?  
- Brief (e.g., single clinic, a couple of hours, on call, OR)  
- Moderate (e.g., a few clinics, on call, OR)  
- Extensive (e.g., 1 week, several clinics, calls, or ORs)

The Undergraduate Medical Education office takes evaluation of teachers seriously and relies on student feedback to continually improve the curriculum. Providing honest, objective, and constructive feedback is a key professional obligation of learners. Please use the following form to evaluate your teachers' clinical teaching:

<table>
<thead>
<tr>
<th>Clarity of teaching</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unable to provide clear instruction on even simple concepts</td>
<td>Provides clear explanations for most concepts</td>
<td>Makes even complex concepts understandable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Challenges and stimulates learner to think</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to stimulate learner to think even at a basic level</td>
<td>Encourages learner to think broadly and comprehensively</td>
<td>Consistently stimulates critical thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Is an effective professional role model</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacks attributes of either a good clinician or teacher</td>
<td>A good example of a clinician and teacher</td>
<td>Excels at both clinical care and teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Enthusiasm for teaching</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to show interest in or acknowledge learners</td>
<td>Teaches with enthusiasm</td>
<td>Exceptional enthusiasm, and is inspirational</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Contributes to a positive learning environment</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to contribute to a positive learning environment</td>
<td>Contributes to a positive learning environment</td>
<td>Enhances learning environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Ensures learner takes appropriate responsibility for patient care</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to provide sufficient opportunities for appropriate involvement</td>
<td>Encourages and facilitates appropriate involvement</td>
<td>Promotes and confirms appropriate involvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Available to learners</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficult to approach or unavailable</td>
<td>Approachable and available as needed</td>
<td>Very approachable and easy to access</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Provides feedback</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to provide feedback or only provides poor quality feedback</td>
<td>Provides quality feedback</td>
<td>Provides high quality feedback consistently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Overall teaching ability</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Several weaknesses impacting teaching quality</td>
<td>Good teacher overall</td>
<td>Outstanding teaching in many regards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Comments: (please provide your detailed comments here especially if you have selected a rating of 1 or 2 for any of the above criteria)

Please check box if you feel this teacher should be nominated for a teaching award
### Appendix 3 Professionalism Evaluation

**Clerkship Professionalism Evaluation Form**

**Question about the form or process?**

<table>
<thead>
<tr>
<th>Altruism</th>
<th>Meets professional expectations</th>
<th>Observed 1 or 2 minor lapses of professional behaviour</th>
<th>Observed 1 major lapse or 3 or more professional/unprofessional behaviour</th>
<th>Was not in a position to observe</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puts patients' interests before his/her own</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Demonstrates sensitivity to patients' and others' needs</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Takes time to comfort and communicate with patients in an empathic manner</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Demonstrates patient-family centredness</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Shows respect for patients' confidentiality</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Duty: Reliability and Responsibility**

<table>
<thead>
<tr>
<th>Meets professional expectations</th>
<th>Observed 1 or 2 minor lapses of professional behaviour</th>
<th>Observed 1 major lapse or 3 or more professional/unprofessional behaviour</th>
<th>Was not in a position to observe</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely completion of assigned tasks</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>Fulfills obligations</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>Provides appropriate reason for absence or lateness in a timely fashion</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>Reports accurately and fully on patient care activities</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>Demonstrates respectful communication with all members of multidisciplinary team</td>
<td>○</td>
<td>○</td>
<td></td>
<td>○</td>
</tr>
</tbody>
</table>

**Excellence: Self Improvement and Adaptability**

<table>
<thead>
<tr>
<th>Meets professional expectations</th>
<th>Observed 1 or 2 minor lapses of professional behaviour</th>
<th>Observed 1 major lapse or 3 or more professional/unprofessional behaviour</th>
<th>Was not in a position to observe</th>
<th>N/A</th>
</tr>
</thead>
</table>

https://medsis.utoronto.ca/medsis/index.cfm?fuseaction=EvPrintPreview.showEvaluation... 10/14/2011
<table>
<thead>
<tr>
<th>Accepts constructive feedback</th>
<th>behaviour</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognizes own limits and seeks appropriate help</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Engages in self-directed learning relevant to the Elective</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Respect for Others: Relationships with Students, Faculty & Staff**

<table>
<thead>
<tr>
<th>Meets professional expectations</th>
<th>Observed 1 or 2 minor lapses of professional behaviour</th>
<th>Observed 1 major lapse or 3 or more professional/unprofessional behaviour</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains appropriate boundaries in clinical and learning situations</td>
<td>○</td>
<td>○</td>
<td>N/A</td>
</tr>
<tr>
<td>Relates well to fellow students, faculty and allied health professionals</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Honour and Integrity: Upholding Student and Professional Code of Conduct**

<table>
<thead>
<tr>
<th>Meets professional expectations</th>
<th>Observed 1 or 2 minor lapses of professional behaviour</th>
<th>Observed 1 major lapse or 3 or more professional/unprofessional behaviour</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses appropriate language in discussions with patients and colleagues</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Resolves conflicts in a manner that respects the dignity of those involved</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Behaves honestly</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Respects diversity of race, gender, religion, sexual orientation, age, disability, intelligence and socio-economic status</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Maintains appropriate boundaries with patients</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Dresses in an appropriate professional manner (context specific)</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Critical Event:** Yes  No

**Critical Comments:** (note if there was a critical event, please document it here)
<table>
<thead>
<tr>
<th>Areas of praise</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Areas for improvement</th>
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<tbody>
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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Was this discussed with the student?

Question about the form or process?
April 21, 2017

RE: Letter from AFMC and Learner organizations regarding un-approved electives

Dear Postgraduate and Undergraduate Deans,

Medical student leaders have brought concerns to the Association of Faculties of Medicine of Canada (AFMC) regarding unofficial visiting elective activities, often occurring during weekends, taking place at several faculties.

Many of our medical students are interested in participating in a large number of elective opportunities in a variety of locations in the hopes of being well prepared and building what they perceive as a strong dossier to bring forth as part of their residency match application. Clinical preceptors from our 17 faculties of medicine are very supportive of our students and attempt to find innovative ways to invite them to attend clinical experiences.

This has led to circumstances where students are participating in clinical encounters without having gone through the appropriate approval process from their medical school and faculty members not declaring the elective student to their division, department, or faculty administration that this elective is taking place. These may also favor students who are “better connected” and who can afford to travel to these activities which are often out of province.

These situations represent a significant patient safety, student safety and institutional liability issue for the following reasons:

In all provinces (except Ontario), all students involved in clinical care must be registered with the provincial medical regulatory authority, or college. This protects our patients.

As per the Committee on Accreditation of Canadian Medical Schools (CACMS) element 11.3 Dean’s offices retain oversight over extramural electives. These electives must be approved by the home school in order for the University to be in a position to provide insurance coverage. This protects our students. As a reminder, students are not covered by the Canadian Medical Protection Association (CMPA); the University provides their only protection.

Practices and health care institutions are mandated to ensure that care is provided by appropriately regulated and insured practitioners. Enabling circumstances where this is not the case could lead to significant legal issues. We should protect our practices and health care institutions.

Finally, medical schools are not in a position to document elective activities, in the Medical Student Performance Record, that they did not approve. The student will then not receive the potential advantage of the experience.

We strongly encourage students to only undertake elective opportunities for which they register and obtain approval through the official channels of both their home and visiting schools. In this way, the student will be protected, the
elective supervisor will be protected, the clinical environment will be protected, and, most importantly, patients will be protected and receiving care using all the appropriate safeguards that we have worked hard to ensure in our system. We also encourage faculties of medicine to ensure that only authorized experiences are occurring in their training facilities. If a faculty becomes aware of unauthorized experiences being offered to their students by other faculties, the Undergraduate Deans should be notified.

Please forward to all those in your environment who would benefit from this information.

We thank our students for their keen interest in having a wide array of clinical experiences and our faculty members for supporting our students as they work through their journey of career decision making.

Should you have any questions or concerns please do not hesitate to contact us at communications@afmc.ca.

Sincerely,

Geneviève Moineau,
President & CEO,
AFMC

Franco Rizzuti,
President,
CFMS

Jessica Ruel-Laliberté,
Présidente,
FMEQ

Christopher Lemieux,
Président,
FMRQ

Kimberly Williams,
President,
RDoC
Appendix 5 TEACHING LOG

Department of Family and Community Medicine  
Undergraduate Electives Program

This log will help you to keep track of the undergraduate teaching you do in the Family Medicine Electives Program. An accurate record of teaching is essential for application for appointment or promotion.

NAME OF PHYSICIAN: ___________________________  ACADEMIC YEAR: __________

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>YR 1,2,3 or 4</th>
<th>DATES OF ELECTIVE</th>
<th># OF HALF-DAYS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
## Learning Objectives

### A) KNOWLEDGE
- Exposure to ambulatory care approach to some of the most common problems in F.P., e.g. pharyngitis, vaginitis, diabetes mell.
- Learn about most current treatment strategies for osteoporosis.
- Acquire familiarity with common OTC meds & how to prescribe.

### Resources & Strategies
- Review previous rotations, electives, interests, projects.
- After Hours Clinic, observe different preceptors for different approaches.
- Direct observation.
- STD clinic, textbook, article.
- Diabetes Ed’n Clinic, direct observation.
- Cdn Diabetes Assoc, reference articles.
- Osteoporosis program, chart review, textbook.
- Book specific pt, medline search, internet.
- Pharmacy in area, pharmaceutical rep, reference articles.
- Acquire familiarity with common OTC meds & how to prescribe.
- Direct observation.
- STD clinic, textbook, article.
- Diabetes Ed’n Clinic, direct observation.
- Cdn Diabetes Assoc, reference articles.
- Osteoporosis program, chart review, textbook.
- Book specific pt, medline search, internet.
- Pharmacy in area, pharmaceutical rep, reference articles.
- Acquire familiarity with common OTC meds & how to prescribe.

### Evidence of Accomplishment
- Log card.
- able to treat.
- Case review with preceptor.
- Narrative report.
- COSS.
- OSCE exam.
- Academic project presentation.
- Increasing prescribing over course of rotation.

### Target Date for Completion
- Mid-evaluation.
- End unit.
- End unit.

### B) SKILLS
- Focused history taking.
- Improve MSK exam skills.
  - Knee.
  - Shoulder.
  - Ankle.
- Begin to develop time mgmt skills.
- Improve common Xray interpretation skills.

### Resources & Strategies
- Review notes with preceptor.
- Case presentation.
- Videotape.
- Direct observation.
- Sports Med Clinic, physiotherapy clinic.
- Rheumatology selective.
- Clock in room.
- Secretary to help.
- Patient to help.
- ER, Radiologist.

### Evidence of Accomplishment
- Summarize case.
- OSCE, role play.
- Videotape.
- Increase # patients seen/day.

### Target Date for Completion
- Increased prescribing over course of rotation.

### C) ATTITUDES
- Develop a non-judgmental approach to sensitive issues.
- Recognize impact of illness on pt/family.
- Medicolegal issues.

### Resources & Strategies
- Role model.
- Observe 1 way mirror.
- Book appropriate pt.
- Interview family members.
- House visits.
- Review College notices, reports done by preceptor.
- Case studies e.g. child abuse.

### Evidence of Accomplishment
- Review students notes and medicolegal issues related to them.

### Target Date for Completion
- Role play.

---

Date of 1st review: ________ Date of mid-unit review: ________ Date of end-of-unit review: ________
TO: Our Patients

FROM: Dr. Greig, Dr. Harris, Dr. Newman and Dr. Rosen

Our practice has been chosen as a teaching practice; this means that university medical students will spend time in our office, seeing our patients under our supervision and direction.

We feel honoured by our selection to be part of the clinical teaching team associated with the university, but we recognize that for some patients this may pose a problem. Some patients feel reluctant to be seen by a medical student, even though we will be supervising. Of course it is very helpful for the students to develop their skills seeing patients in an office, and we are grateful to all patients who help and participate in this process. However, the comfort and security of our patients is a major priority, so if any patients object to being seen by a medical student, please let your preference be known and we will schedule your appointment when no students are in the office.