

Request for Elective/Community Rotation

Pediatric Postgraduate Education Program, McMaster University

Please note that this request must be submitted two (2) months in advance from your rotation start date. The resident is responsible for arranging the rotation. If not submitted within this time, it will be noted in the Professionalism section on your Academic Coach Progress Report (ACPR). For any out-of-province or out-of-country electives, please see notes at end of form.

Residents are required to attend all mandatory program activities during electives unless previously approved by the Program Director. These include AHD, protected teaching sessions (Tuesday morning, Grand Rounds), in-training examinations, etc. Exceptions include international or electives away from McMaster region. The PGME office will complete the Confirmation of Registration/Letter of Good Standing. It is the resident's responsibility to ensure that all immunizations and mask fit testing information is current with the PGME office.

Please submit:

- 1 email containing all of the information below sent to Laura Klyne (lklyne@mcmaster.ca)
- Completed elective form
- Academic Coach signature or approval email attached to the request form
- Dr. Giglia's signature or approval email attached to the request form if this is a research elective
- Document attached to the request form outlining the Goals and Objectives

If the rotation is within the MacCare/ROMP region, the resident is also responsible for completing the "Request for Elective" form through their website (see below). Approval from MacCare/ROMP must also be given.

RESIDENT NAME _____ LEVEL ____ DATE OF SUBMISSION _____

Clinical Electives:

- McMaster Children's Hospital
 - MacCARE Community - Apply on line:
<http://maccare.mcmaster.ca/rotation-request-form.html>
 - ROMP Elective - Apply on line: www.romponline.com
 - Other Community Elective
 - Other Clinical Elective
 - Research Elective - Block elective Horizontal Elective
- Please attach abstract/proposal.

Approved by: (please provide form to Sara Howchin in 3A for Dr. Giglia's signature)

Dr. Lucy Giglia _____

Research Supervisor _____

ROTATION IN

DATE OF ROTATION from: _____ **to:** _____

ROTATION SUPERVISOR : First name _____ **Last Name** _____

SUPERVISOR EMAIL _____

HOSPITAL/UNIVERSITY ADDRESS _____

Telephone No: _____ **Fax No:** _____

Approved by:
Academic Coach/Advisor

Print Name: _____ **Signature:** _____ **Date:** _____
(email approval is acceptable – please attach)

Program Director: _____ **Date:** _____
(email approval is acceptable – please attach)

Videoconferencing:

- If you are completing an elective in Niagara, St. Catharine's, Kitchener/Waterloo or Brampton, will you require videoconferencing during this time? YES NO**

If videoconferencing is requested but you do not require this service for any specific dates, the resident must notify Sandy Murray at [samurra@mcmaster.ca](mailto:samura@mcmaster.ca) a minimum of 1 week prior to the cancellation date. Should a resident not notify the office of the cancellation the resident may receive a letter of unprofessionalism.

For out-of-province/out-of-country: prior to the elective the resident must seek approval from the program director who will provide a letter of support to the PGME assistant dean for approval. The elective should be unique in that it is not available in the province of Ontario.

For out of country electives: This form and objectives/approval must be submitted at least 3 months in advance. A Field Trip and Electives Planning and Approval Policy form is required. See <http://postgrad.medportal.ca/> under Policies and Procedures. Pre-departure Training is also required for electives to low-middle income countries – this is ideally through MacGlobal program (<https://macglobal.org/>) or through alternative individual arrangements with faculty mentorship who have experience in low-middle income country settings.

Please email completed request package to Pediatric Residency Program, HSC-3N48 or to Laura Klyne at lklyne@mcmaster.ca

Updated May 8, 2018