

Cancellation Policy for Core Distributed Medical Education Rotations in Ontario

The purpose of this policy is to establish a process for cancellation of a clinical placement across the province, that ensures all relevant stakeholders are notified in a timely manner, and that learners behave in a professional manner in their relations with the rural networks.

Expectations of Learners

In the event that a learner cancels a rural placement that was previously confirmed, learners are required to:

- Notify the DME network;
- Notify the University; and
- Notify the community placement (preceptor); and
- Fill out the DME Rotation Cancellation Form

Please see Appendix A for a list of University DME contacts

Failure to comply with this policy may result in a finding of unprofessional behavior and will be reported to the appropriate Medical School.

Process

1. Learner applies to one of the provincial networks for a clinical placement.
2. Learner is contacted confirming availability of the placement.
3. Learner has one week to confirm acceptance or rejection of placement. Failure to do so within 7 days may void the rotation request and allow the rotation to be filled by another learner's request.
4. If acceptance occurs, this is a binding agreement between the learner and the clinical placement.
5. If a learner cancels at this point, they must contact the network, fill out the DME cancellation form and ensure that the community preceptor is notified. The form is then signed and sent to the appropriate University contact.

**Distributed Medical Education Rotation
CANCELLATION FORM
(For Core Clinical Placements)**

Learner's Name _____

Medical School _____

Clinical Placement Requested _____

Rural Network _____

Date confirmed _____

Date of Cancellation _____

Reason * _____

Preceptor notified? Yes _____ No _____ Date _____

How _____

* If cancellation is requested without exceptional reason, a letter citing unprofessional conduct will be sent to the Medical school/Faculty.

Signatures Required

Learner: _____ Date _____

University Representative: _____ Date _____

Appendix A Contact List

McMaster University

Director, Clinical Placement Liaison Office
905-525-9140 ext 22906 or ext 22264

University of Ottawa

Office of Distributed Medical Education
dme@uottawa.ca
613-562-5800 Extension 8625

University of Western Ontario

Undergraduate

Rural Regional Coordinator
Undergraduate Medical Education
Schulich School of Medicine and Dentistry
The University of Western Ontario
Medical Sciences Building, Room 111A
London, ON
N6A 5C1
519-661-2111 ext. 86225

Postgraduate

Program Coordinator

SWOMEN

Schulich School of Medicine and Dentistry
The University of Western Ontario
Gordon Morgenson Building
100 Collip Circle
Suite 225
London. ON
N6G 4X8
519-661-2111 ext. 22146

University of Toronto

Undergraduate

Electives Officer
416-978-0416

Postgraduate Education

Either the appropriate Program Director found on the U of T Fac. of Med. website
<http://www.pgme.utoronto.ca/Programs/directors.htm>, or the Director of DME.



Appendix A Contact List Continued

Queens University

Undergraduate

Assistant Office Manager,
Undergraduate Office
Phone: (613) 533-6000 Ext. 32542

The second is Undergraduate students and Postgraduate residents from Queen's arranging a community elective.

Administrative Secretary,
Regional Education
Phone: (613) 533-6000 Ext. 78453

Northern Ontario School of Medicine (East Campus)

935 Ramsey Lake Road
Sudbury, Ontario P3E 2C6
Phone 705-662- 7109

Northern Ontario School of Medicine (West Campus)

955 Oliver Road
Thunder Bay, Ontario P7B5E1
Phone 807-467-8322

Eastern Regional Medical Education Program

Assistant Director
ermep@ermep.com.

Rural Ontario Medical Program

Communications Coordinator
jsheffield@romponline.com