FAQ
from Visiting Elective Students at McMaster University

1. How do I find the electives office for registration on Monday morning?

The electives office is located on the 3rd floor of the Michael G. Groote Centre for Learning (MDCL), room 3101.

- If you are parking underground in the hospital, you will need to find your way to the BLUE section of the hospital (MUMC is colour coded; purple, blue, red and yellow).
- Once you have located the blue section, take the elevator to the second floor.
- Once you step out of the elevator, take an immediate right turn and then your next immediate left. Turning left down the left hallway will take you across the skywalk from the hospital to the second floor of MDCL.
- Continue following the hallway until you see the elevators on the your right hand side
- Take the elevators up to the 3rd floor
- When stepping out of the elevator, continue straight down the hall and take your second left.
- Continue to the very end of the hall, and our office door is located right after the big sign “Michael G. Degroote School of Medicine” on the right hand side of the wall.

2. What does “registration” entail? Do I need to go?

Registration takes place every Monday (unless Monday is a holiday, then it will take place on the Tuesday) morning, starting at 8:30am in MDCL Room 3101. At registration, you will either meet with Deb Klunder or Emma Whitford – both of whom work with visiting elective students. We will verify your elective information (correct specialty, dates, location and scrub size if necessary) and provide you with an “Access Card” that will provide you with security access to any restricted areas of the hospital, access to the ScrubEx machines and it will also act as an ID badge. This will also be an opportunity for students to ask either Deb or Emma any questions prior to starting your first day at your elective.

Students who are taking electives outside of Hamilton do NOT need to come in for registration. In addition, students participating in family medicine electives that are at private practices in Hamilton do not need to come in (however, if you wish to get an ID badge for your elective, we will be more than happy to provide you with one. Just note the “Access Card” given to you will not provide you security access or access to the ScrubEx machines).

Registration is not mandatory for students to attend. However, if you do not attend, you will not get security access, access to the ScrubEx machines or an ID badge. This will likely make it very difficult to successfully complete your elective, so we suggest you come.
3. **Do I need to come to registration first, or should I go to my elective first?**

   Unless otherwise indicated by your preceptor/department administrative contact (or the schedule they’ve provided you with), you can come register with us first. If your preceptor/department administrative contact has told you to visit with them first, please send us an email as to when we can expect you.

   We suggest that you email your preceptor/department administrative contact to let them know that you will likely be showing up around 9:30am on your first day.

4. **Where/how do I get a parking pass for the hospital(s) I will be working at?**

   Parking passes for ALL Hamilton hospitals can be purchased in the Parking Office in the underground parking garage at MUMC (It is located in the **Red** section). In order to receive a discounted parking pass, you will need to show the administrators in the parking office your “Access Pass” and indicate that you are a visiting elective student. We send students to them each week, so this should be a relatively smooth process.

5. **I will need scrubs for my elective, where and how do I access them?**

   There are ScrubEx machines located at every hospital, so you will have the ability to access scrubs at any hospital. ScrubEx machines are a “tap activated” automatic scrub dispensing machine (essentially a big vending machine for scrubs). We will register your Access Card so that you are able to use the ScrubEx machines at whichever hospital(s) you are at for your elective.

   If your Access Card does not work, contact us at: mdelect@mcmaster.ca to let us know what’s going on.

6. **Will my ScrubEx and Security access be set up for me when I arrive?**

   We do our best to set up ScrubEx access for you prior to your arrival on Monday morning. However, as it is not always possible to have them set up for each student, we ask that if you need scrubs for your elective, please bring an extra pair (or two) with you until we get you access to the ScrubEx machines.

   Security access will be set up for you 24 hours after registration. Unfortunately, it is not something we are able to set up prior to your arrival.

7. **Will I need a pager for my elective? If so, where can I find the telecommunications office to receive one?**

   We suggest you contact your preceptor and/or department administrative contact to find out if you will require a pager.

   For students taking electives at McMaster, Juravinski and/or Hamilton General – pagers can be picked up on the first floor of the McMaster (MUMC) hospital, behind the red elevators.

8. **I will likely need computer access for my elective. How is this set up for me?**
Computer access needs to be set up for you by your department’s administrative assistant. Unfortunately, it is not something we are able to set up for you.

9. How do I access my dictation number?

Dictation numbers for electives taking place at McMaster, Juravinski and/or Hamilton General can be accessed by contacting the Medical Transcript Office at: (905) 521-2100 ext. 73838

Dictation numbers for electives taking place at St. Joseph’s hospital can be access by visiting the computer room – G507, located on the 5th floor of the Mary Grace Wing. You will also need to bring along a piece of ID with you.

10. I haven't been informed of where to go/who to meet for my elective. What do I do now?

We ask that if you have not been able to contact your preceptor that you do not wait until Monday morning at registration (or Friday afternoon at 4:00pm) to share this information with us. Please inform us beforehand so that we can do our best to find out where you’re going and who you’re meeting after registration.

11. My homeschool requires that an evaluation be completed at the end of my elective. How do I ensure this happens?

We suggest that you inform your preceptor early on that you will be needing an evaluation completed at the end of your elective. We also suggest that you try to carve out time before leaving your elective to ensure that the evaluation is complete as we are not responsible for ensuring student evaluations are completed once a student has completed an elective. We will not be tracking down preceptors.

12. The evaluation cannot be sent back to my homeschool by me. How can I ask the electives office to email/ mail the evaluation to my homeschool?

We will absolutely mail and/or email an evaluation back to your homeschool as long as the evaluation is complete. As stated above, we will not track down preceptors to complete an evaluation once your elective has finished.

13. Who can I contact if I’m having trouble throughout my elective(s)?

For any questions or concerns before, during or after your elective, you can contact either:

Emma Whitford – 905.525.9140 ext. 20256 or whitford@mcmaster.ca
Deb Klunder – 905.525.9150 ext. 21134 or mdelect@mcmaster.ca