



Visiting Electives Welcome Package

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Welcome

Welcome Visiting Undergraduate Medical Students! Please read this Welcome Package carefully to ensure you are prepared for your first day at McMaster University.

Your placement contact or preceptor will reach out to you at least two weeks prior to your start date. If you do not receive the specifics of your elective at this time, please contact our Visiting Electives Assistant at mdelectvisiting@mcmaster.ca *no later than 5 business days prior to the start of your elective*. **Do not arrive for registration without your elective details.**

If you have any questions or concerns regarding your elective, please contact our Visiting Electives Assistant at mdelectvisiting@mcmaster.ca *no later than 5 business days prior to the start of your elective*. Please note, the UGME Electives Office operates from Monday to Friday, 8:30am to 4:30pm, and does not respond to inquiries received after hours, on the weekend, or on statutory holidays.

Immunization Requirements

- Students must be cleared by the McMaster Health Screening Office before they may start their elective. For detailed requirements visit the Health Screening Office website: <https://fhs.mcmaster.ca/healthscreening/electives.html>.
- For immunization questions or concerns, contact the Health Screening Office, email hadmin@mcmaster.ca, telephone 905-525-9140 ext 22249.

Computer access to patient files

- **Computer access to patient files will not be granted prior to the start date of your elective, and will be terminated once your elective has concluded. Please do not reach out to IT or your placement contact in an effort to arrange computer access on your own.**
- The UGME Electives Office has arranged for computer access to patient files based on your elective location:
 1. HHSC (Hamilton Health Sciences) sites, which consist of:
 - Hamilton General Hospital (HGH), Juravinski Hospital & Cancer Centre (JHCC), Main Street West Urgent Care Centre, McMaster Children's Hospital (MCH), McMaster University Medical Centre (MUMC), St. Peter's Hospital (SPH), and West Lincoln Memorial Hospital (WLMH)
 - Please *wait* until you receive an email from the UGME Electives Office, requesting the Confidentiality Access Form, and then follow the instructions in the email. Please do not submit the CAF prior to receive this email.
 - **Completed CAFs will only be accepted if they are:**
 - Printed and completed by hand
 - Scanned and submitted as PDF files

- Saved with the following title: "Elective Start Date - Last name, First Name - CAF" For example, Oct 15, 2018 - Vader, Darth - CAF
 - Please note, the UGME Electives Office will not acknowledge receipt of your CAF. Our office will only contact you in the event there is an issue with your submission.
 - CAFs submitted late will result in delayed access to patient records, which will impact your elective learning experiences. In these situations, your elective may be cancelled.
 - Your computer access information will be emailed to you prior to your elective start date, but you will **not** be granted access prior to the start date of your elective.
2. SJH (St. Joseph's Hospital)
 - You will receive instructions from the UGME Electives Office as to the mandatory Dovetale/Epic training dates and times. **Training will *only* occur on the first day of your elective. This training session supersedes any procedures you may want to participate in or direction from your preceptors. If you miss your Dovetale training session, there are no makeup sessions and your elective will be cancelled.**
 - Only students undertaking a Rheumatology elective at SJH are exempt from training.
 3. Both HHSC and SJH sites
 - Students undertaking elective at multiple sites must follow both procedures outlined in #1 and #2 above
 4. Other sites
 - If you are undertaking an elective at either of our regional sites (Waterloo or Niagara) or in Family Medicine at any site, the UGME Electives Office will not arrange any computer access
- As an undergraduate visiting elective learner, you will **only** receive access to specific computer systems that have been deemed necessary by your specialty/subspecialty. In some cases, residents, fellows, and/or preceptors will have access to different systems, and may indicate visiting elective students also need access. Please note, you will not be given access to any additional systems.

Visiting student access to Wi-Fi

- Unfortunately visiting students will not be provided with usernames and/or passwords to access Wi-Fi.

Registration with the UGME Electives Office

- Registration times are staggered to allow our Electives team adequate time to arrange all incoming procedures. Specific information about your registration date and time will be sent to you the week prior. Generally registration will take place on Mondays. In the event of a statutory holiday, registration will occur on Tuesday. Please note, Remembrance Day is not a statutory holiday in Ontario.
- Please arrive promptly at McMaster University in the Michael G DeGroot Centre for Learning (MDCL) building in room 3101. MDCL is located at McMaster University's Main Campus, located at 1280 Main St. West, Hamilton.
- Park in the blue section of the hospital (MUMC is color coded – purple, blue, red, and yellow). Take the blue elevator to the second floor. Once you step out of the elevator, take an immediate right turn and then your immediate left turn. Turning left down the hallway will take you across the skywalk from the hospital to the second floor of the MDCL. Continue down the skywalk until you see the elevators on your right hand side. Take these elevators to the third floor. As you exit the elevators, turn left and the MD Offices will be straight ahead in 3010.
- Please take a seat in the main waiting area – there will be notices posted with additional information and a staff member will direct you shortly. We appreciate your patience throughout this process.
- The registration process consists of the following steps:
 1. Confirmation of your elective details
 2. Having your photo taken for your ID badge (please note, we do not provide lanyards)
 3. Initiating security/swipe card, computer, and ScrubEx access (please note, this can take up to 48 hours to activate, and will only be initiated once you arrive for registration). If you have been placed at more than one hospital, please let our staff know.
- If you are undertaking an elective at either of our regional sites (Waterloo or Niagara) or in Family Medicine at any site, you do not need to arrive for registration at MDCL. In this case, please notify our office that you will be going directly to your designated elective site.
- If you are unable to attend registration, you must notify our office at mdelectvisiting@mcmaster.ca no later than 5 business days prior to the start of your elective.

Dictation

- Dictation codes will **not** be granted prior to the start date of your elective, and will be terminated once your elective has concluded. Please do **not** reach out to the Medical Transcription Office or your placement contact in an effort to arrange dictation codes on your own.
- The UGME Electives Office has arranged for dictation codes based on your elective location:
 1. HHSC (Hamilton Health Sciences) sites
 - Generally your dictation code will be emailed to you prior to your elective start date, but you will **not** be granted access prior to the start date of your elective
 2. SJH (St. Joseph's Hospital)
 - Dictation codes are provided upon successful completion of the mandatory Dovetale/Epic training dates and times

Pagers

- Generally undergraduate visiting learners do not require pagers for their time at McMaster. In some cases, certain departments will provide undergraduate learners with pagers while they are on call. This occurs independently of the UGME Electives Office.
- The hospital paging offices will not provide pagers to visiting undergraduate medical students.

White Coats

- Not all specialties/subspecialties require visiting elective students to wear a short white coat. Please check with the department/supervisor that you will be working with to see if you require a short white coat for that elective.
- There are short white coats available in the Health Sciences bookstore which is located on the first floor of the McMaster Hospital, in front of the red elevators, just outside of the cafeteria.

Parking

- All HHSC sites and SJH provide discount parking rates for visiting students undertaking electives in Hamilton. Parking can only be arranged *after* registering with the UGME Electives Office.
- If you parked in the red section of McMaster University Medical Centre (MUMC) for registration, the Parking Office is located near the sign for the Main St. West Exit
- What you will need:
 1. An ID badge along with a copy of your AFMC confirmation letter
 2. Let the administrator know you are a Visiting Undergraduate Medical Student
 3. Indicate which hospital site(s) your elective is taking place at

- If your elective is taking place at any hospital except SJH, you will be given a parking pass at that time and it can be used immediately
- If you are undertaking an elective at SJH, you will pay for your parking in the parking office and they will provide you with a receipt and a card. Keep the receipt and card, and take with you to SJH's parking office, located on the main floor near the Juravinski Tower. Here you can register your parking pass at SJH. Only once it has been registered will it be ready to use.