

# 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.

**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**

459 Hume Street  
Collingwood, ON L9Y 1W9  
romp@romponline.com  
Phone 877-445-7667