

AFMC

Student Portal

Opening doors to visiting electives

Portail des étudiants

Une porte ouverte pour les étudiants visiteurs

AFMC Student Portal Data on Visiting Electives

Methodological Notes for the National & Faculty Reports

Academic Year 2015-2016

AFMC Mission Statement

AFMC is the academic partnership of Canada's faculties of medicine. Through our collective leadership, expertise and advocacy, we will achieve excellence in education, research and care for the health of all Canadians.

L'AFMC est constituée du partenariat académique des facultés de médecine canadiennes. Par notre expertise, nos actions de promotion et notre leadership collectifs, nous atteindrons l'excellence sur le plan de l'éducation, de la recherche et des soins afin d'améliorer la santé de tous les Canadiens.

www.afmc.ca

www.afmcstudentportal.ca

For questions related to this report, please contact the AFMC Reporting Specialist at:

AFMC Student Portal

The Association of Faculties of Medicine of Canada

100-2733 Lancaster Road, Ottawa Ontario, Canada K1B 0A9

Email: services@afmcstudentportal.ca

Help Desk: <http://service.afmcstudentportal.ca>

Purpose

The Association of Faculties of Medicine of Canada (AFMC) is pleased to provide Methodological Notes to accompany the *AFMC Student Portal Data on Visiting Electives, National Report* and *The AFMC Student Portal Data on Visiting Electives, Faculty Report*. These companion reports capture information on the application and placement of undergraduate medical students entering their clerkship year who are applying through the AFMC Student Portal for away electives at a medical school in Canada. This data collection initiative was guided by The AFMC Student Portal Data Analysis Working Group in consultation with members of the Portal's primary stakeholder groups – medical students, elective coordinators, and the undergraduate deans of medicine. The goal of the Working Group is to define data collection activities that will support effective policies and procedures related to visiting electives in Canada.

Data are presented at an aggregate level in both reports and represent medical students applying from medical schools in Canada (Canadian Applicants) and medical students applying from schools outside of Canada (International Applicants). The Faculty Report captures application and placement information for a medical school acting as a host to visiting students as well as a students' home school (i.e. information on the school's clerkship students who are applying for visiting electives at other faculties of medicine in Canada). Comparative national results are also provided in the report.

A Faculty Report is compiled for each medical school and released to the Dean of Medicine of each institution.¹ The National Report offers a view of application and placement activities across all medical schools in Canada. The National Report also includes a Policy Focus related to a subject deemed by stakeholders to be pertinent to advancing the policy dialogue on visiting electives. The National Report is a public document released annually to coincide with the Canadian Conference on Medical Education.

About the AFMC Student Portal

The AFMC Student Portal is an online, bilingual service to facilitate the application and placement of medical students for undergraduate visiting electives at the 17 faculties of medicine in Canada. The AFMC Student Portal services include a searchable database for visiting electives in Canada; online application process for Canadian and international students; and placement and confirmation tracking tools for elective coordinators at each faculty.

Reporting Period

September 1st, 2015 to August 31st, 2016

The Faculty and National results pertain to student activity during the designated reporting period. The data presented are from applications with any elective start date in the reporting period. As a result, an application can be included in two different reporting periods, but an elective can only be included in a single reporting period.

¹ Visiting student data from schools that were not on the Portal during the reporting period are represented as N/A (Not Available).

Terminology & Methodology

Canadian: Any student studying at a home school in Canada regardless of citizenship.

International: Any student studying at a home school outside of Canada regardless of citizenship, including those students from a medical school outside of Canada governed by a bilateral agreement.

By: Indicates an action performed by the applicant.

Per: Indicates the unit used to calculate an average.

Average: Refers to the arithmetic mean where the sum of a series of numbers is divided by the count of the numbers in the series.

Note: If the statistic within a row is not defined, the value represents a count.

Registrants

Students who, during the reporting period, registered for an account on the Portal and accepted the Portal's Terms of Use/Registrant Declaration. It is assumed that every student only has one Portal account.

Visiting Elective Placements to the Host Institution*	Terminology & Methodology
*For the Faculty Report, Host Institution refers to a specific medical school in Canada. Visiting student data from schools that were not on the Portal during the reporting period are represented as N/A. For the National Report, Host Institution refers to all medical schools in Canada on the Portal.	
Canadian Applicants	Students who submitted an application through the AFMC Student Portal during the reporting period. Each applicant is only counted once, irrespective of the number of applications.
International Applicants	
Applications received from Canadian applicants	Applications received by the Host Institution with at least one elective with a start date in the reporting period. Includes applications submitted in the previous reporting period from previously registered students. If an application has at least two electives with start dates in two reporting periods, the application will be counted in each of the reporting periods.
Applications received from international applicants	
Applications submitted Per applicant: Average*	The number of applications with elective start dates in the reporting period submitted by home school applicants divided by the number of home school applicants. *Only applies to the National Report.

Number of faculties applied to Per applicant: Average*	The sum of distinct Host Institutions applied to by each applicant divided by the number of applicants. *Only applies to the National Report.
Electives offered to Canadian applicants	Electives offered (i.e., placement request was accepted by the placement contact or by the host coordinator on behalf of the placement contact) to visiting applicants with start dates in the reporting period, regardless of whether the applicant accepted the offer or the offer was later cancelled by the applicant or host coordinator.
Electives offered to international applicants	
Offers that were applicants' first choice for a specialty for an elective: Percentage*	<p>The number of offered electives where applicants received their first choice for a specialty divided by all offers for electives with start dates in the reporting period presented as a percentage.</p> $\text{Offers that were applicants' first choice for a specialty for an elective} = \left(\frac{\text{first choice for a specialty offered}}{\text{all offers}} \right) \times 100\%$ <p>For an elective, if the applicant's first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. *Only applies to the National Report.</p>
Confirmed electives by Canadian applicants (before cancellations)	Offered electives that were accepted by applicants including confirmed electives that were later cancelled by the applicant or host coordinator.
Confirmed electives by international applicants (before cancellations)	
Confirmed electives by Canadian applicants (after cancellations)	Offered electives that were accepted by applicants excluding confirmed electives that were later cancelled by the applicant or host coordinator.
Confirmed electives by international applicants (after cancellations)	
Confirmed electives cancelled by applicants	Confirmed electives that were requested to be cancelled by the applicant. Cancellations that occurred after the supposed elective start date are included.
Confirmed electives cancelled by elective coordinators	Confirmed electives that were cancelled by the host coordinator (excludes cancellations requested by the applicant). Cancellations that occurred after the supposed elective start date are included.
Weeks of electives confirmed by Canadian applicants: Sum	Total duration (in weeks) of confirmed electives with start dates in the reporting period.
Weeks of electives confirmed by international applicants: Sum	
Weeks of electives confirmed by Canadian applicants Per Applicant: Average	Total duration (in weeks) of confirmed electives with start dates in the reporting period divided by the number of applicants with confirmed electives. Each applicant is only counted once, irrespective of the number of confirmed

Weeks of electives confirmed by international applicants Per applicant: Average	electives.
Application fees collected from Canadian applicants Per application Per applicant (\$): Average	Among applications submitted to schools where application fees are applicable, the average fee per application with a start date in the reporting period for each applicant was determined and then averaged across students.
Application fees collected from international applicants Per application Per applicant (\$): Average	<p style="text-align: center;">Application fees collected from applicants Per application Per applicant (\$)</p> $= \left(\frac{\text{Cost} + \text{Late fee} - \text{Refund}}{\text{Number of applications}} \right) \div \text{applicants}$ <p>Applications with no cost (i.e., bilateral students and Québec students applying to a Medical School in Québec) are excluded, but applications that were fully refunded are included. The cost does not include Portal registration fees. Each applicant is only counted once, irrespective of the number of applications.</p>
Application to offer decision: Median days	Number of days from application submission until an elective with a start date in the reporting period is accepted by the placement contact or accepted by the Host Coordinator on behalf of the placement contact. The median value is the point where half the number of days is below and the other half is above the median. Electives that never received an offer or that were added by the Host Coordinator are excluded from the calculation.
Application to offer decision: Range in days	Number of days from application submission until an elective with a start date in the reporting period is accepted by the placement contact or accepted by the Host Coordinator on behalf of the placement contact. The range is the difference between the maximum and minimum number of days. Electives that never received an offer or that were added by the Host Coordinator are excluded from the calculation.
Complete student verification: Average days	Sum of the number of days from application submission until home school verification is completed by the visiting student's home school divided by the number of verified applications. Includes only applications that were verified and that have an elective start date in the reporting period.
Standard fees collected from Canadian applicants	Total sum of application fees from applications with start dates in the reporting period collected from visiting students (excludes Portal registration fees).
Standard fees collected from international applicants	
Late fees collected from Canadian applicants*	Total sum of late fees from applications with start dates in the reporting period collected from visiting students.

Late fees collected from international applicants*	<p>*National value is not applicable because of the small number of schools collecting late fees.</p> <ul style="list-style-type: none"> • What is a late fee? Late fees are configured by the Host Institution for each Student Type and are collected from applications submitted after the submission deadline.
Refunded fees to Canadian applicants	Total sum of fees refunded from applications with start dates in the reporting period.
Refunded fees to international applicants	

Requested and Confirmed Specialties* by Visiting Students to the Host Institution**

*For the Faculty Report, Host Institution refers to a specific medical school in Canada. This section is only available for schools that were on the Portal during the reporting period. For the National Report, Host Institution refers to all medical schools in Canada on the Portal.

**This section contains Canadian and international student activity.

Requested Specialty (first choice): The total number of first choice elective requests with start dates in the reporting period for each specialty category. For an elective, if the applicant's first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

- **What is a choice?**

Each Host Institution allows a student to submit one or more choices for each elective on their application. For each choice, the student must select the start date, specialty, and location of the placement. It is assumed that the specialty selected for the student's first choice is their preferred specialty. As a general business rule, the elective coordinator works to provide the student with their first choice and, whenever possible, process the first specialty that is identified in the application.

Confirmed Specialty (any choice): The total of confirmed electives, regardless of the applicant's choice order, with start dates in the reporting period for each specialty category. Excludes any confirmed electives that were cancelled.

Visiting Students to the Host Institution*

Access to Specialties**

*For the Faculty Report, Host Institution refers to a specific medical school in Canada. This section is only available for schools that were on the Portal during the reporting period. For the National Report, Host Institution refers to all medical schools in Canada on the Portal.

**This section contains Canadian and international student activity.

Requested by Visiting Students: For each specialty category, the total number of first choice elective requests with start dates in the reporting period. For an elective, if the applicant's first choice for a

specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Offered by Host Institution: For each specialty category, the total number of first choice elective requests with start dates in the reporting period that was offered to visiting students by the Host Institution. For an elective, if the applicant’s first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Rate (offered/requested): Access to specialties was determined for each specialty category by dividing the number of times the first choice for a specialty was offered by the number of time the first choice for a specialty was requested.

$$\text{Rate} = \left(\frac{\text{first choice for a specialty offered}}{\text{first choice for a specialty requested}} \right) \times 100\%$$

The results are presented as a percentage in descending order. The rate for specialties that were never requested is shown as a period (.). For an elective, if the applicant’s first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Home School Student Activity*	Terminology & Methodology
*This section is only available in the Faculty Report.	
Students eligible for clerkships:	Represents the cohort of graduates for 2016 ²
Registrants (Students with a Portal Account)	Students who, during the reporting period, registered for an account on the Portal and accepted the Portal’s Terms of Use/Registrant Declaration. It is assumed that every student only has one Portal account.
Applicants	Students who submitted an application through the AFMC Student Portal during the reporting period. Each applicant is only counted once, irrespective of the number of applications.
Applications Submitted	Applications submitted to a Host Institution by an applicant with at least one elective with a start date in the reporting period. Includes applications submitted in the previous reporting period from previously registered students. If an application has at least two electives with start dates in two reporting periods, the application will be counted in each of the reporting periods.

² The Association of Faculties of Medicine of Canada. (2015). *Canadian Medical Education Statistics 2015*. 37, 20 Retrieved from <https://afmc.ca/sites/default/files/documents/en/Publications/CMES/Archives/CMES2015-reduced.pdf>

Applications submitted Per applicant: Average	The number of applications with elective start dates in the reporting period submitted by home school applicants divided by the number of home school applicants.
Offers received	Electives offered (i.e., placement request was accepted by the placement contact or by the host coordinator on behalf of the placement contact) to home school applicants with start dates in the reporting period, regardless of whether the applicant accepted the offer or the offer was later cancelled by the applicant or host coordinator.
Offers that were applicants' first choice for a specialty for an elective: Percentage	<p>The number of offered electives where applicants received their first choice for a specialty divided by all offers for electives with start dates in the reporting period presented as a percentage.</p> $\text{Offers that were applicants' first choice for a specialty for an elective} = \left(\frac{\text{first choice for a specialty offered}}{\text{all offers}} \right) \times 100\%$ <p>For an elective, if the applicant's first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count.</p>
Placement Rate (offers by applications): Percentage	<p>The number of elective offers received divided by the number of submitted applications presented as a percentage.</p> $\text{Placement Rate} = \left(\frac{\text{offers received}}{\text{submitted applications}} \right) \times 100\%$ <p>Note: Applicants can receive multiple offers associated with a single application.</p>
Confirmed electives by applicants (after cancellations)	Offered electives that were accepted by applicants excluding confirmed electives that were later cancelled by the applicant or host coordinator.
Weeks of electives confirmed by applicants: Sum	Total duration (in weeks) of confirmed electives with start dates in the reporting period.
Weeks of electives confirmed by applicants Per applicant: Average	Total duration (in weeks) of confirmed electives with start dates in the reporting period divided by the number of applicants with confirmed electives. Each applicant is only counted once, irrespective of the number of confirmed electives.
Home school students have the most confirmed electives at:	The Host Institution where home school students have the most confirmed electives with start dates in the reporting period.

<p>Application fees collected from Canadian applicants Per application Per applicant (\$): Average</p>	<p>Among applications submitted to schools where application fees are applicable, the average fee per application with a start date in the reporting period for each applicant was determined and then averaged across students.</p> <p style="text-align: center;">Application fees collected from applicants Per application Per applicant (\$)</p> $= \left(\frac{\text{Cost} + \text{Late fee} - \text{Refund}}{\text{Number of applications}} \right) \div \text{applicants}$ <p>Applications with no cost (i.e., bilateral students and Québec students applying to a Medical School in Québec) are excluded, but applications that were fully refunded are included. The cost does not include Portal registration fees. Each applicant is only counted once, irrespective of the number of applications.</p>
--	---

Requested and Confirmed Specialties by Home School Students*

*For the Faculty Report, Home School refers to a specific medical school in Canada. For the National Report, Home School refers to all visiting Canadian students.

Requested Specialty (first choice): The total number of first choice elective requests with start dates in the reporting period for each specialty category. For an elective, if the applicant’s first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Confirmed Specialty (any choice): The total of confirmed electives, regardless of the applicant’s choice order, with start dates in the reporting period for each specialty category. Excludes any confirmed electives that were cancelled.

Home School Students*

Access to Specialties

*For the Faculty Report, Home School refers to a specific medical school in Canada. For the National Report, Home School refers to all visiting Canadian students.

Requested by Home School Students: For each specialty category, the total number of first choice elective requests with start dates in the reporting period. For an elective, if the applicant’s first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Offered by Host Institution: For each specialty category, the total number of first choice elective requests with start dates in the reporting period that was offered to home school students by Host Institutions. For an elective, if the applicant's first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

Rate (offered/requested): Access to specialties was determined for each specialty category by dividing the number of times the first choice for a specialty was offered by the number of time the first choice for a specialty was requested.

$$\text{Rate} = \left(\frac{\text{first choice for a specialty offered}}{\text{first choice for a specialty requested}} \right) \times 100\%$$

The results are presented as a percentage in descending order. The rate for specialties that were never requested is shown as a period (.). For an elective, if the applicant's first choice for a specialty is changed and a different specialty is offered, the offered specialty for this elective is not considered within this count. Note: Medical Oncology was added as a Specialty on May 26th 2016.

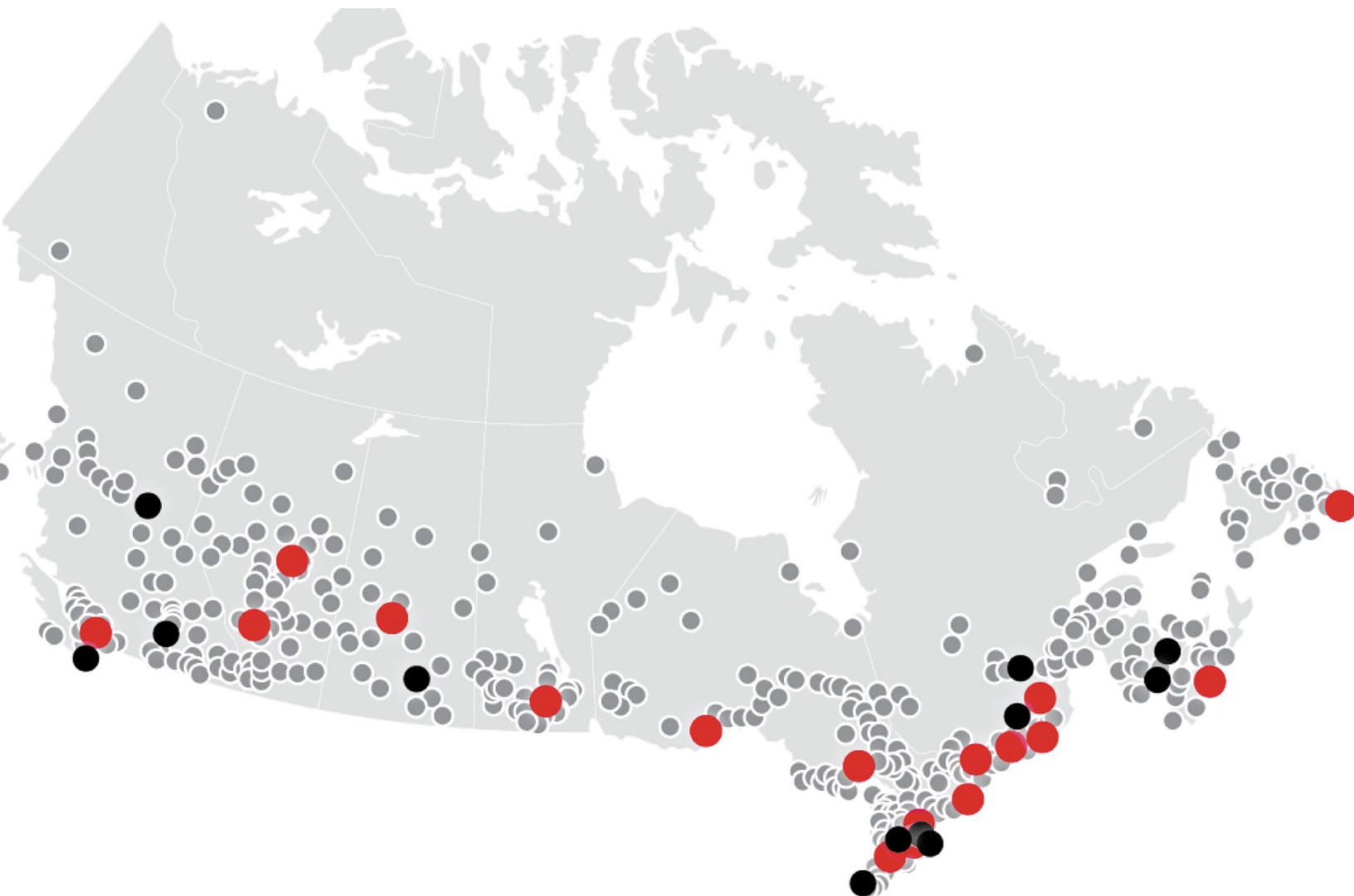
Policy Focus*

Visiting International Students – Weeks of Confirmed Electives

*This section is only available in the National Report.

Count: For each duration (in weeks), the number of international applicants with a total duration from all confirmed electives with start dates in the reporting period equivalent to the listed duration. Each applicant is only counted once, irrespective of the number of confirmed electives.

Percentage: For each duration (in weeks), the number of international applicants with a total duration from confirmed electives with start dates in the reporting period equivalent to the listed duration divided by the total number of international applicants with confirmed electives.



L'Association des facultés de médecine du Canada
2733, chemin Lancaster, bureau 100, Ottawa, ON K1B 0A9
Tél: 613-730-0687 Téléc: 613-730-1196
www.portailétudiantsafmc.ca

The Association of Faculties of Medicine of Canada
2733 Lancaster Road, Suite 100, Ottawa, ON K1B 0A9
Tel: 613-730-0687 Fax: 613-730-1196
www.afmcstudentportal.ca



AFMC
Student Portal
Opening doors to visiting electives

Portail des étudiants
Une porte ouverte pour les étudiants visiteurs