AFMC Student Portal
Data on Visiting Electives

Methodological Notes for the National Report

Reporting Period September 1, 2016-August 31, 2017
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: service@afmcstudentportal.ca
Help Desk: http://service.afmcstudentportal.ca
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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. This report captures 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.

Data are presented at an aggregate level and represent information based on medical students applying for electives from medical schools in Canada (Canadian Applicants) and medical students applying from schools outside of Canada (International Applicants). As this is the second edition of the Student Portal Reports, the results from the previous edition of the reports are also provided at the national level. However, it is important to note that the previous year data only captured data from 11 host institutions while the current reporting period includes partial data from all 17 host institutions. The 2016-2017 reporting period only contains complete data from schools that joined the Portal in 2014 and 2015. Information regarding which medical schools are represented in each reporting period is provided in Table 1 on page 8.

The National Report offers a view of application and placement activities across all medical schools in Canada. The National Report also includes a section on ‘Priorities for Visiting Electives’ related to topics 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.

In addition to the National Report, the AFMC Student Portal Data on Visiting Electives, Faculty Report is compiled for each medical school and released to the Dean of Medicine of each institution. The Faculty Report captures application and placement information for a medical school acting as a host to visiting students as well as application and placement information on home school students (i.e., information on the school’s clerkship students who are applying for visiting electives at other faculties of medicine in Canada). A ‘Priorities for Visiting Electives’ section is also included in the 2016-2017 Faculty Reports where data from each host institution will be provided for comparison purposes. Each host institution will be represented by a unique number and only the Faculty will know which number represents their institution.

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, 2016 to August 31st, 2017*

The Faculty and National results pertain to student activity during the designated reporting period. The data presented are from applications with a choice for an elective with a start date in the reporting period. As a result, an application can be included in two different reporting periods. The reporting period may not reflect a host institution’s academic year.

**Terminology & Methodology**

**Definitions**

**Applicant:** A registrant who submits an application through the Portal to a Host Institution.

**Application:** A form submitted by an applicant containing their requested electives.

**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 or Host Institution or a comparison between categories.

**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.

**Elective:** A student selected learning opportunity in medical education including clinical or nonclinical (i.e., research or administration) experiences to gain skills and knowledge beyond the core curriculum.

**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.

**Specialties:** AFMC reports on elective opportunities based on specialties. Specialties listed in the Portal are the field of Post-MD training entry disciplines. While there is a common list of specialties, the combination of specialties and subspecialties that make up an elective opportunity is defined by the host institution. For example, medical oncology is reported under the specialty of medical oncology at some schools while it is reported under the specialty of internal medicine at other schools.

**Language:** Elective language is based on the language (English or French) of the submitted application.
**Limited Enrollment**: A host institution may use limited enrollment as a fair and randomized process to select specific number of students for visiting electives when the demand is high but the number of spaces is limited. Limited enrollment is a two-step process. A student must submit information to enter a faculty’s random selection process and if selected he/she must complete and submit a full application. Limited enrollment only applies to international applicants.

**Stage of Placement Processing Definitions**

**Placement Request**: An email sent, through the Portal, to the placement contact to determine if the preceptor is willing to accept a student for a visiting elective.

**Elective offered by host institution**: An applicant receives an offer when a placement request is accepted by the placement contact (i.e., the status is Accepted) or the host coordinator accepts the placement request on behalf of the placement contact (i.e., the status is Placement Request Accepted by Host Coordinator). The placement contact is the person responsible for confirming electives at a particular location.

**Confirmed elective by applicant**: A Confirmed elective status is an offer which has been accepted by the applicant.

**Cancelled by applicant**: An elective is considered to be cancelled by the applicant if the elective had the status Pending (Cancellation Request by Student).

**Cancelled by host institution**: An elective is considered to be cancelled if it is no longer Confirmed and was never Pending (Cancellation Request by Student). The following exception was adopted in 2016-2017, if the status of the elective had changed from Confirmed to Pending Student Response, it was assumed that the elective is still confirmed.

**Added by host institution**: An elective is added by the host institution if it had the Added by Host Coordinator status.

For a complete list of Portal database statuses for applications, electives, and placement requests, please refer to table ‘Portal Database Application, Elective, and Placement Request Statuses’ in Appendix A.

**Limitations**

When certain changes are made to applications (i.e., the elective start date is edited) or elective opportunities (i.e., the specialty of the elective opportunity), the previous record is overwritten. The data presented in the report reflects the start date and specialty of the application on September 1, 2017. Also, at this time, the Portal does not track whether or not the applicant was present at their Confirmed elective.
### Medical Schools Represented in each Reporting Period – Table 1

**Medical School**: A list of all host institutions in Canada

**Portal Launch Date**: Indicates the month and year the host institution joined the AFMC Student Portal.

**Home School Students**: Indicates if data from home school students are available in the Student Portal Report for the designated medical school and reporting period.

**Visiting Students**: Indicates if data from visiting students are available in the Student Portal Report for the designated medical school and reporting period.

<table>
<thead>
<tr>
<th>Medical School</th>
<th>Portal Launch Date</th>
<th>Home School Students</th>
<th>Visiting Students</th>
<th>Home School Students</th>
<th>Visiting Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Manitoba (Man)</td>
<td>November 2014</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>McMaster University (McM)</td>
<td>December 2014</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>Memorial University (Mem)</td>
<td>December 2014</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Queen’s University (Qns)</td>
<td>December 2014</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>University of Calgary (Cal)</td>
<td>January 2015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Western University (UWO)</td>
<td>January 2015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>University of Ottawa (Ott)</td>
<td>February 2015</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>University of Alberta (Alta)</td>
<td>March 2015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>University of Toronto (Tor)</td>
<td>March 2015</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>Dalhousie University (Dal)</td>
<td>April 2015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>McGill University (McG)</td>
<td>June 2015</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Northern Ontario School of Medicine (NOSM)</td>
<td>July 2016</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>University of Saskatchewan (Sask)</td>
<td>January 2017</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>University of British Columbia (UBC)</td>
<td>February 2017</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>Université Laval (Lav)</td>
<td>February 2017</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>Université de Montréal (Mtl)</td>
<td>February 2017</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>Université de Sherbrooke (Sher)</td>
<td>February 2017</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
</tbody>
</table>

*Indicates host institutions that accept applications from international students through limited enrollment.

**Partial data available for the reporting period.**
Acknowledgements

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. This year’s reports incorporated input from the Working Group as well as feedback from the data workshop at the Canadian Conference on Medical Education 2017 (CCME).
**Host School Data**

Application and placement information based on Canadian and international students applying for visiting electives at medical schools in Canada.
Host Institution Application and Placement Information

Clerkship Information

The number of Canadian students expected to graduate in 2017 and 2018 from a medical school in Canada according to the AFMC Canadian Medical Education Statistics 2016 report. The equivalent clerkship data for students studying at a home school outside of Canada is not available.

New Registrants on the Portal

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 Electives at Medical Schools in Canada: Summary Data

Comparison by Year | Canadian and International Applicants

Visiting Electives at Medical Schools in Canada: Summary Data

2016-2017 | Canadian and International Applicants

The first table ‘Visiting Electives at Medical Schools in Canada: Summary Data | Comparison by Year | Canadian and International Applicants’ presents comparison data by year for Canadian and international applicants. The second table ‘Visiting Electives at Medical Schools in Canada: Summary Data | 2016-2017 | Canadian and International Applicants’ only presents data from the current year for Canadian and international applicants, but also includes a total column.

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Students who submitted an application, with a choice for an elective with a start date in the reporting period, through the AFMC Student Portal. Each applicant is only counted once, irrespective of the number of submitted applications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received from applicants: Total applications</td>
<td>Applications received by the host institution with a choice for an elective with a start date in the reporting period. If an application has a choice for an elective with start dates in different reporting periods, the application will be counted in each of the reporting periods.</td>
</tr>
<tr>
<td>Applications submitted Per applicant: Average</td>
<td>The number of submitted applications to the host institution with a choice for an elective with a start date in the reporting period divided by the number of applicants.</td>
</tr>
<tr>
<td>Number of faculties applied to Per applicant:</td>
<td>The sum of distinct host institutions applied to by each applicant divided by the number of applicants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives offered to applicants</td>
<td>Electives offered with a start date in the reporting period. An applicant receives an offer when the status of a placement request is either Accepted (i.e., the placement contact accepted the placement request) or Placement Request Accepted by Host Coordinator (i.e., host coordinator accepts the placement request on behalf of the placement contact). Electives added by the host institution are included. The offer is counted regardless of whether the applicant accepted the offer, the offer was later cancelled by the applicant or host institution, or the applicant received another offer for a start date in the next reporting period.</td>
</tr>
</tbody>
</table>
| Confirmed electives by applicants (before cancellations)               | A Confirmed elective status is an offer which has been accepted by the applicant. Only the last Confirmed status of an elective, with a start date in the reporting period, is counted. The count is not adjusted for subsequent changes to the status such as cancellations by the applicant (i.e., elective had Pending (Cancellation Request by Student) status) or by the host institution (i.e., elective status is no longer Confirmed and was never Pending (Cancellation Request by Student)). Notes:  
- For an elective to be Confirmed by a student studying at a home school in Québec at a Host Institution in Québec, the elective must be approved by the registrar once the student accepts the elective offer.  
- If an elective had multiple confirmations, the elective is only counted if the start date of the final confirmation is in the reporting period. |
| Confirmed electives by applicants (after cancellations)               | The elective is counted if the final status is Confirmed and has a start date in the reporting period, excluding electives that were cancelled by the applicant or host institution. Notes:  
- In 2016-2017, if the status of the elective had changed from Confirmed to Pending Student Response, it was assumed that the elective is still confirmed and was treated as a Confirmed elective since it had not been cancelled.  
- If an elective had multiple confirmations, the elective is only counted if the start date of the final confirmation is in the reporting period. |
| Confirmed electives cancelled by applicants                           | Confirmed electives with start dates in the reporting period that were cancelled following a cancellation request by the student (i.e., the status was Pending (Cancellation Request by Student)). Excludes electives that were cancelled, but have a subsequent and final Confirmed status. Cancellations that occurred after the supposed elective start date are included. |
| Confirmed electives cancelled by the host institution                | Confirmed electives with start dates in the reporting period that were cancelled by the host institution (i.e., elective status is no longer Confirmed and was never Pending (Cancellation Request by Student)). Excludes electives that were cancelled, but have a subsequent and final |
Confirmed status. Cancellations that occurred after the supposed elective start date are included.
Note: In 2015-2016, it was assumed that any electives with the status Pending Student Response immediately following a Confirmed status were cancelled by the host institution (see method adopted in 2016-2017 under ‘Confirmed electives by applicants (after cancellations)’).

### Weeks of electives confirmed by applicants:

- **Sum**
  - Total duration (i.e., total number of weeks) of confirmed electives with start dates in the reporting period. Excludes Confirmed electives that were cancelled, but includes electives with the status Pending Student Response if the immediately preceding status was Confirmed.

- **Per applicant: Average**
  - Total duration (i.e., total number of weeks) of confirmed electives with start dates in the reporting period divided by the number of applicants with confirmed electives. Excludes Confirmed electives that were cancelled, but includes electives with the status Pending Student Response if the immediately preceding status was Confirmed. Each applicant is only counted once, irrespective of the number of confirmed electives.

### Application fees collected from applicants

- **Per application**
  - Among applications submitted to schools where fees are applicable at the time of submission, the average fee per application for each applicant was determined and then averaged across all paid applicants.

\[
\text{Application fees collected from applicants} \\
\text{Per application} \frac{($)}{\text{Per applicant}} = \left( \frac{\text{Standard fee} + \text{Late fee} - \text{Refund}}{\text{Number of applications with fees}} \right) \div \text{paid applicants}
\]

Includes applications with a choice for an elective with a start date in the reporting period, excluding applications that were counted in previous reporting periods. Furthermore, 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 fee may include costs associated with malpractice insurance, licensing, etc. Each applicant is only counted once, irrespective of the number of applications.

Clarification: Since 2015-2016 was the first reporting period, data presented for 2015-2016 contains all applications with a start date in the 2015-2016 reporting period. In 2015-2016, late fees were erroneously counted twice. These numbers have been corrected in the 2016-2017 report.
### Confirmed Visiting Electives (after cancellations) at Medical Schools in Canada
#### Comparison by Specialty and Year

**Charts by applicant type: Canadian, international, and Cn/Int combined**

A series of bar charts that represent the number of confirmed electives (after cancellations) by specialty and year. A separate chart is provided for each of the following: Canadian, international, and Canadian and international applicants.

**Specialty:** All available specialties are listed in alphabetical order. Note: Medical Oncology was added to the Portal as a Specialty on May 26, 2016.

**Count:** The total number of electives with a final status of Confirmed and with start dates in the previous (red bar) and current (blue bar) reporting periods for each specialty category. Excludes electives that were cancelled by the applicant or host institution. The total number of confirmed electives for the current and previous reporting periods is indicated in the legend.

**Notes:**
- In 2016-2017, if the status of the elective had changed from Confirmed to Pending Student Response, it was assumed that the elective is still confirmed and was treated as a Confirmed elective since it had not been cancelled.
- If an elective had multiple confirmations, the elective is only counted if the start date of the final confirmation is in the reporting period.

### Confirmed Visiting Electives (after cancellations) at Medical Schools in Canada
#### 2016-2017 | National Comparison by Specialty | Canadian or International Applicants | Language

A series of four tables that represent the number of confirmed electives (after cancellations) in the reporting period for each specialty with the following comparisons: Canadian – English, Canadian – French, International – English, and International – French. *It is important to note that the data reflects the capacity and not the demand of each specialty at each host institution (i.e., it does not illustrate the number of requests)*.

**Note:** The three French-language medical schools in Canada (Université Laval, Université de Montréal, and Université de Sherbrooke) joined the Portal in February 2017.

**Specialty:** All available specialties are listed in alphabetical order. Note: Medical Oncology was added to the Portal as a Specialty on May 26, 2016.

**Host institution:** All medical schools in Canada are listed in geographical order.

**Language:** The number of confirmed electives, with start dates in the reporting period, in either English or French. Excludes Confirmed electives that were cancelled by the applicant or host institution, but includes electives with the status Pending Student Response if the immediately preceding status was Confirmed. Elective language is based on the language of the submitted application since applicants could only choose electives that were offered in the same language as their submitted application. However, it is possible that the language of an elective was changed during the placement process.
A series of tables that represent the number of electives requested and offered as a first choice for each specialty. A separate table is provided for each of the following: Canadian, international, and Canadian and international.

**Specialty**: All available specialties are listed in alphabetical order. Note: Medical Oncology was added to the Portal as a Specialty on May 26, 2016.

**Requested by visiting students**: For each specialty category, the total number of electives with a start date in the reporting period based on the applicant’s first choice. Includes electives added by the host institution (i.e., the elective had the Added by Host Coordinator status).

**Offered by host institution**: Among the requested electives by visiting students, the total number of electives offered to visiting students by the host institution, regardless of choice order, where the offered specialty was the same as the requested specialty. Although an applicant can receive multiple offers per elective, only the last elective offer was considered.

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

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

The results are presented as a percentage. The rate for specialties that were never requested is shown as a blank space.

**Note**: In 2015-2016, the elective was only considered within the ‘Offered by host institution’ count if the applicant received an offer for a specialty that was associated with the applicant’s first choice. In 2016-2017, the elective was considered within the ‘Offered by host institution’ count if the applicant received an offer for a specialty, regardless of choice order, that was the same as the specialty requested as the applicant’s first choice. As a result, the 2016-2017 is not comparable to the 2015-2016 data.

### Additional Information on Visiting Electives for Program Evaluation

**Comparison by Year | Canadian and International Applicants**

<p>| Time from application submission to elective offer for visiting students: Median days | Number of days from application submission until the elective is offered. The median value is the point where half the number of days is below and the other half is above the median. Includes all electives that received an offer with a start date in the reporting period regardless of whether the |</p>
<table>
<thead>
<tr>
<th>Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting students’ home school verification time: Average days</td>
<td>Sum of the number of days from application submission until home school verification is completed by the visiting students’ home school (Verification Date – Submission Date) divided by the number of verified applications. Only includes applications that were verified and that have a choice for an elective with a start date in the reporting period.</td>
</tr>
<tr>
<td>Fees collected from visiting students by host institution (not including late fees or refunds)</td>
<td>Total sum of fees collected by the host institution at the time when the visiting student submits an application and therefore may include costs associated with malpractice insurance, licensing, etc., but excludes late fees (Note: Data shown in the 2015-2016 report included late fees. These numbers have been corrected in the 2016-2017 report.) Includes applications with a choice for an elective with a start date in the reporting period, excluding applications that were counted in previous reporting periods. Clarification: Since 2015-2016 was the first reporting period, data presented for 2015-2016 contains all applications with a start date in the 2015-2016 reporting period.</td>
</tr>
<tr>
<td>Refunded fees to visiting students by host institution</td>
<td>Total sum of application fees refunded to applicants from applications with a choice for an elective with a start date in the reporting period, excluding applications that were counted in previous reporting periods. Note: Data shown in the 2015-2016 report included entries flagged for refund. These numbers have been corrected in the 2016-2017 report. Clarification: Since 2015-2016 was the first reporting period, data presented for 2015-2016 contains all applications with a start date in the 2015-2016 reporting period.</td>
</tr>
<tr>
<td>Number of placement requests sent per elective: Average</td>
<td>Total number of placement requests sent to placement contacts (i.e., Waiting Placement Contact Response status) for all electives with a choice for an elective with a start date in the reporting period divided by the number of electives with a sent placement request. Note: National data does not include data from Northern Ontario School of Medicine or University of British Columbia due to system variations to support a distributed medical education process.</td>
</tr>
</tbody>
</table>
Priorities for Visiting Electives

Data on topics deemed pertinent by stakeholders to advancing the priorities and policy dialogue on visiting electives. The priorities identified in 2016-2017 include: Confirmed Electives, Application Fees, and Processing Time.
Confirmed Electives

Weeks of Electives Confirmed (after cancellations) at Medical Schools in Canada | Total Comparison by Year | International Applicants

The table represents the duration (i.e., total number of weeks) of all confirmed electives within the reporting period for visiting international applicants at all host institutions (National).

**Duration**: The duration (i.e., total number of weeks) of confirmed electives by a single applicant where the elective start dates are in the reporting period. Excludes Confirmed electives that were cancelled by the applicant or host institution, but includes electives with the status Pending Student Response if the immediately preceding status was Confirmed.

**International applicants**: For each duration, the number of international applicants with a total duration from all confirmed electives with a start date in the reporting period. Each applicant is only counted once, irrespective of the number of confirmed electives.

**Percentage**: The number of international applicants with weeks of confirmed electives totalling the specified duration divided by the total number of international applicants with confirmed electives.

\[
Percentage = \frac{\text{Applicants with confirmed electives of duration } X^*}{\text{Total applicants with confirmed electives}}
\]

*X* represents the duration categories (1 to > 12).

Application Fees

Average Application Fee (excludes applications with no initial cost) | 2016-2017 | Comparison by Total Submitted Applications | Canadian and International Applicants

The table presents the average application fees paid by applicants based on the number of submitted applications.

**Total applications**: Total applications submitted by a single applicant with a choice for an elective with a start date in the reporting period (excluding applications with a choice for an elective with a start date in the previous reporting period). Applications with no cost (i.e., bilateral students and Québec students applying to a medical school in Québec) are excluded, but applications that have a refund are included.
**Number of applicants:** Total number of paid applicants that submitted the indicated number of applications.

**Average fee ($)**: The average application fee paid by applicants when submitting the application, including late fees and refunds. The fee may include costs associated with malpractice insurance, licensing, etc.

\[
\text{Average fee} = \left( \frac{\text{standard fee} + \text{late fee} - \text{refund}}{\text{number of paid applicants}} \right)
\]

**Standard deviation ($)**: The standard deviation, an indicator of the distribution of fees paid by applicants, associated with the ‘Average fee’.

**Minimum ($)**: The minimum fee paid by an applicant.

**Maximum ($)**: The maximum fee paid by an applicant.

---

**Processing Time**

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**Time from Application Submission to Elective Offer | 2016-2017**

**National Comparison | Canadian and International Applicants**

The table represents the average (mean), median, minimum, and maximum number of days it took each host institution to initially offer an elective with a start date in the current reporting period to a Canadian or international applicant relative to the application submission date.

**Host institution**: Each host institution is represented by a random number 1 through 17.

**Total Offers**: Sum of offers from electives requested by Canadian and international applicants (i.e., electives submitted through an application) where the offered start date is in the reporting period, excluding electives added by the host institution.

**Average days**: Average number of days that elapsed since the application was submitted until the applicant received an elective offer.

**Median days**: The median number of days taken from application submission until the applicant received an elective offer. The median value is the point where half the number of days is below and the other half is above the median.

**Minimum days**: The minimum number of days taken from application submission until the applicant received an elective offer.

**Maximum days**: The maximum number of days taken from application submission until the applicant...
received an elective offer.

<table>
<thead>
<tr>
<th>Host institution</th>
<th>Total Electives Offered</th>
<th>Time (Weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time from Home School Verification Completion to Elective Offer | 2016-2017**

**National Comparison | Canadian and International Applicants**

The boxplot represents the average time (in weeks) it took a Canadian or international applicant to receive an elective offer from each host institution. The number of electives offered by each host institution is indicated on the right side of the boxplot under ‘Total Electives Offered’.

Note: Only electives that received an offer in the reporting period were included. Electives that were added by the host coordinator or where the application was verified by the home school after a placement request was sent were excluded since these situations can result in very short processing times and skew the data.

**Host institution:** Each host institution is represented by a random number 1 through 17.

**Time (Weeks):** The time that elapsed, in weeks, once home school verification was completed by the home school verifier (i.e., elective status changed from Pending Home School Verification to Pending (Action Required by Coordinator) until an elective with a start date in the reporting period was offered to the applicant. The following equation was used to calculate the time in weeks:

\[
Time \ (Weeks) = \left( \frac{Time \ of \ initial \ offer - Time \ at \ which \ home \ school \ verification \ was \ completed}{7} \right)
\]

*‘Time (Weeks)’ is rounded up to the nearest positive integer.

**Boxplot elements:**

The average (mean) time is indicated by the gray circle within each box.

The median (50th percentile) time, indicated by the vertical red bar within each box, indicates the value at which half of the elective offers occur before the indicated time and half the elective offers occur after the indicated time. The left and right edges of the horizontal box represent the 25th and 75th percentiles, respectively.

The whiskers, the bars extending from the horizontal boxes, specify the 2nd and 98th percentiles. Any values exceeding these limits are outliers, represented by the black circles outside the boxes.
The bar chart illustrates the time (in weeks) of elective offers to Canadian and international applicants relative to the earliest start date of all choices for an elective. The total number of electives offered is indicated in the top left corner of the chart. A vertical red dashed line is drawn at the 8 week mark and the number of electives offered at least 8 weeks in advance is noted at the right. Some schools accommodate students by accepting late applications. As a result, after the 11 week mark, indicated by the orange dashed line, which coincides with the ‘Status Update – 11 Week Notice’ Portal reminder, electives offered are placed into one of two categories:

1. Elective submitted more than 11 weeks (i.e., more than 77 days) before the earliest start date of all choices for the elective
2. Elective submitted 11 weeks or less (i.e., 77 days or less) before the earliest start date of all choices for the elective

Electives Offered: The y-axis represents the number of electives offered with a start date in the reporting period. Includes electives that were added by the host institution and electives where the start date was edited.

Weeks to earliest start date of all choices: The x-axis represents the number of weeks in advance of the earliest start date of all choices the elective was initially offered to the applicant. The following equation was used to calculate ‘Weeks to earliest start date of all choices’:

\[
\text{Weeks to earliest start date of all choices} = \left( \frac{\text{Earliest Choice Start Date} - \text{Time of initial offer}}{7} \right)
\]

*’Weeks to earliest start date of all choices’ is rounded down to the nearest integer.

Offers that occurred on the same day or less than 7 days before the earliest start date are included in the ‘Same week’ category and offers that occurred after the earliest start date are included in the ‘After earliest start date’ category. Offers that occurred 30 weeks or more before the earliest start date are included in the ‘30 weeks or more’ category.
The boxplot shows the average time (in weeks) it takes for a Canadian or international applicant to receive an initial elective offer for each specialty at the host institution. The number of electives offered by each host institution is indicated on the right side of the boxplot under ‘Total Electives Offered’.

Note: Only electives that received an offer in the reporting period were included. Electives that were added by the host institution or where the application was verified by the home school after a placement request was sent were excluded since these situations can result in very short processing times and skew the data.

**Time (Weeks):** The x-axis represents the time that elapsed, in weeks, once home school verification was completed by the home school verifier (i.e., elective status changed from Pending Home School Verification to Pending (Action Required by Coordinator)) until the elective was initially accepted by the placement contact or the host coordinator on behalf of the placement contact.

**Specialty:** The y-axis represents the specialty associated with the elective offer, regardless if it was the student’s first choice or not. In other words, the elective coordinator might have first sent a placement request to Family Medicine (the applicant’s first choice) which was rejected, but then sent another placement request to Emergency Medicine (the applicant’s second choice) which was accepted; therefore, the specialty would be Emergency Medicine since the offer was for Emergency Medicine.

The average (mean) time is indicated by the gray circle within each box.

The median (50\textsuperscript{th} percentile) time, indicated by the vertical red bar within each box, indicates the value at which half of the elective offers occurred before the indicated time and half the elective offers occurred after the indicated time. The left and right edges of the horizontal box represent the 25\textsuperscript{th} and 75\textsuperscript{th} percentiles, respectively.

The whiskers, the bars extending from the horizontal boxes, specify the 2\textsuperscript{nd} and 98\textsuperscript{th} percentiles. Any values exceeding these limits are outliers, represented by the black circles outside the boxes.
Accepted: Placement contact accepted the placement request, the placement request was accepted by
the Host Coordinator on behalf of the placement contact, or the placement contact requests changes to
the start date, duration, specialty, or location of the elective (i.e., Placement Contact Requests Changes)
and the request later becomes accepted by the host coordinator on behalf of the placement contact
(i.e., the immediately following status is Placement Request Accepted By Host Coordinator).

Declined: Placement contact declined the placement request or the placement contact requests changes
to the start date, duration, specialty, or location of the elective (i.e., Placement Contact Requests Changes)
and the request later becomes cancelled by the host institution (i.e., the immediately
following status is ‘<cancellation reason>’).

Cancelled: The placement request was cancelled due to various reasons (e.g., student request).

Specialty: Indicates the specialty of the elective choice for which the placement request was sent to the
placement contact. Prior to sending a placement request to the placement contact, the specialty may be
modified. If the specialty was edited by the host institution to a different specialty, it was assumed all
placement requests were sent for the last specialty associated with the elective choice.

Total requests sent: Total number of placement requests sent to placement contacts. Excluding
placement requests pending a response (i.e., Waiting Placement Contact Response or Placement
Contact Requests Changes) since the start dates have passed and the placement request has not been
resolved.

First request accepted: The number of times the first placement request, sent for an elective, was
accepted (i.e., the placement request was Accepted, Placement Request Accepted By Host Coordinator
or Placement Contact Requests Changes and the immediately following status is Placement Request
Accepted By Host Coordinator).

Request: Number of placement requests where the initial response was for the given placement request
status.

Time: Average time (in days) that elapsed from when the elective coordinator sent the placement
request (i.e., Waiting Placement Contact Response until the placement request is initially accepted by
the placement contact (i.e., Accepted status), declined by the placement contact (i.e., Declined status),
the placement contact requested a change (i.e., Placement Contact Requests Changes status), the
placement request was accepted by the Host Coordinator (i.e., Placement Request Accepted By Host
Coordinator status), or the placement request was cancelled (i.e., Cancelled status).
### Application Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review</td>
<td>The application was submitted and no document update is required; it will not change until documents are required or until the application is completed or cancelled</td>
</tr>
<tr>
<td>Under Review Pending Student Document(s) Update</td>
<td>This status allows a registrant to update previously submitted documents</td>
</tr>
<tr>
<td>Completed</td>
<td>At least one of the requested electives is confirmed by the student and the rest are cancelled, confirmed, or declined by the student</td>
</tr>
<tr>
<td>Completed With Outstanding Flag(s)</td>
<td>At least one of the requested electives is confirmed by the student and the rest are cancelled, confirmed, or declined by student and there exists one or more flags with in-progress status</td>
</tr>
<tr>
<td>Cancelled</td>
<td>The entire application has been cancelled (all the requested electives are cancelled or declined by the student)</td>
</tr>
</tbody>
</table>

### Elective Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Home School Verification</td>
<td>The Home School has not yet verified the student</td>
</tr>
<tr>
<td>Pending Action Required by Coordinator</td>
<td>Once Home School Verification has been submitted a status change occurs. The Elective coordinator can review and take next steps</td>
</tr>
<tr>
<td>Processed (Awaiting Placement Contact Response)</td>
<td>The Elective Coordinator has initiated the Created Placement Request to the Placement Contact</td>
</tr>
<tr>
<td>Pending Student Response</td>
<td>The placement has been accepted by the Placement Contact and is now awaiting the student’s response. The student will need to log into their account to Accept or Decline the elective</td>
</tr>
</tbody>
</table>
Pending Registrars Approval (for Quebec schools only) | The elective has been accepted by the student and it is pending for Home School and Host School Registrars approval in the BCI’s AEHE system. The elective status will change to Confirmed (BCI & Student) once it is approved by both of the Registrars.

Declined by Registrars (for Quebec schools only) | The elective has been accepted by the student but declined by either one of the Registrar i.e. Host School Registrar or Home School Registrar.

Pending (Cancellation Request by Student) | The student has submitted a request to cancel the elective

Confirmed | The elective request has been accepted by the student

Declined | The elective has been declined by the student

Cancelled | The Elective coordinator has cancelled the elective

<table>
<thead>
<tr>
<th>Placement Request Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Awaiting Placement Contact Response</td>
</tr>
<tr>
<td>Accepted</td>
</tr>
<tr>
<td>Placement Request Accepted by Host Coordinator</td>
</tr>
<tr>
<td>Declined</td>
</tr>
<tr>
<td>Cancelled (&lt;with reason&gt;)</td>
</tr>
<tr>
<td>Placement Contact Requests Changes</td>
</tr>
</tbody>
</table>