

2022 ACFP SHADOWING PROGRAM FOR INCOMING MEDICAL STUDENTS - PHYSICIAN AND STUDENT GUIDELINES

These guidelines are intended to help you take part in a program that:

- (a) Maximizes the opportunity for incoming medical students to experience, first hand, what it's like to work in a front-line family practice in the community setting; and
- (b) Minimizes the physicians' time away from patients and other clinical and administrative responsibilities.

Feel free to modify these guidelines to best meet the uniqueness of each clinic setting.

STUDENT REQUIREMENTS:

- Students will be required to complete a pre-shadow questionnaire to provide information on preferred location, preference of family physician work settings and contact information.
- As well, completion of a post-shadow questionnaire assessing their experience in the Shadowing Program is required. This information is collected in order to help the ACFP continue to develop/enhance the Shadowing Program for future med students.

PHYSICIAN REQUIREMENTS:

- Physicians will be asked to evaluate the Shadowing Program by completing a short questionnaire after the experience. Questionnaires may be done by email.

CONTACT REQUIREMENTS:

- **The ACFP office will forward contact information to both physician and student once a match has been made.** The student should contact the physician prior to the experience to arrange the date, time and location for the initial meeting with the physician. This can be done via email or phone. **Please contact the ACFP office if you are unable to connect with each other.**

INITIAL MEETING GUIDELINES:

- Use the initial meeting to introduce yourselves, and allow physicians to say a few words about their practice. Students may want to indicate why they chose to participate in the shadowing program.

- Both students and physicians are encouraged to review the meaning of ‘shadowing’ and other “clinic office” expectations. If the student is required to sign a confidentiality agreement for the clinic, please provide them with this information at the initial meeting.
- Discuss the times and dates of the experience; shadowing times and dates are flexible within the overall timeframe (**average is 2 to 4 days**). Students and physicians are encouraged to work together on determining the most appropriate schedule, which can vary between days and within one particular day. For example, a student may prefer to shadow in the mornings only, the afternoons only, or attend an evening on-call with the physician. These preferences are shared with the physician who may suggest a few changes depending on the type of patients presenting at a particular time, or for other reasons. **Once you have determined what dates you will shadow, please provide the dates to the ACFP at shadowing@acfp.ca. Shadowing experiences are intended to be completed within the 2-week timeframe only.**

SHADOWING EXPERIENCE GUIDELINES:

- The physician and student should designate some times during the experience when the student can ask questions or seek clarification. For example, 15-20 minutes may be set aside at the start of each day, and other opportunities for dialogue may be taken as they occur throughout the experience.
- Once the initial meeting with the student and physician is completed, the physician will likely introduce the student to clinic staff. The student is encouraged to accompany a staff member who will, time permitting, walk the students through the physical layout of the clinic, introduce the student to other clinic staff, and provide an overview on how the clinic works from the perspective of the patients, clinic staff and the physician.
- Undoubtedly, questions will come up. The student is encouraged to jot down the questions in an appropriate environment (e.g. not with patients present), and raise these with the physician during the times designated at their first meeting. The questions could also be addressed if a time interval opens up later that same day and it is convenient for the physician.
- Although there is no structured curriculum, the following areas related to family practice are provided below as **suggested topics** to be addressed during the conversations between the physician and student:
 - Life and lifestyle of a family physician: balancing the physician’s own health with work, holidays, hours of work, community expectations, and other demands
 - Pros and cons of family practice
 - The physician’s decision in finally choosing family practice (benefits)
 - Diversity of practice options available (ex. rural, urban, group, PCN)

- Patient-physician interactions and relationships
- Relationships with medical community including family physician colleagues, other specialists, Alberta Health Services (AHS), Alberta College of Family Physicians (ACFP), Alberta Medical Association (AMA), College of Physicians and Surgeons of Alberta (CPSA)
- Comprehensive care and options on selecting a prime area of interest as a focus for care (ex. elderly, obstetrics, sports medicine, emergency)
- Exploring other activities such as teaching, research, administration, CME, income ranges, liability issues, third-party contracts (WCB, insurance claims), and PCNs
 - Office management: overhead costs, staffing scenarios and costs
- Students are only permitted to shadow the physician. Students are encouraged to listen, watch, and learn from physician-patient interaction. Direct involvement or assistance with patient intervention is not allowed.
- Students do not have to be pre-registered with the College of Physician and Surgeons of Alberta (CPSA) to participate in this Shadowing Program.
- All physician participants are expected to adhere to the CPSA 'Medical Practice.

CLINICAL OBSERVATION/EXPERIENCE GUIDELINES:

CPSA ADVICE:

Participating observers are not required to be registered with, or hold a Practice Permit issued by, the College of Physicians & Surgeons of Alberta to undertake this experience.

There are many instances in which a member of the profession may be asked to allow an observer to follow them in their practice. These observers range from high school students and university undergraduates who are considering a career in medicine to International Medical Graduates who do not meet the requirements for registration with the College of Physicians & Surgeons of Alberta. Members who bring observers into their practice are expected to adhere to this guideline, which describes the roles and expectation of the member as well as the roles and limitations of the observer.

Participants in a Medical Practice Observation/Experience will interact with patients and will have access to private, personal patient information. For these reasons, the participants require supervision by a physician in independent practice in Alberta. The supervising physician will be responsible for all actions of the observer in their practice

<http://www.cpsa.ca/wp-content/uploads/2015/08/Medical-Practice-Observation-Experience.pdf?4abb78>

- Patients **must consent** to having students participate as observers.
- Students are required to respect and set boundaries relating to confidentiality of all patient, physician, and clinic information.
- Students should not take notes if they are in the room with a patient.

FOR FURTHER INFORMATION

If you would like further information about the ACFP Shadowing Program, please contact:

Kelsey Franco

The Alberta College of Family Physicians

Coordinator, CPD Programs & Events

Phone: (780) 271-5359 | Fax: (780) 488-2396

Email: shadowing@acfp.ca

www.acfp.ca