



***Family Medicine Elective***  
Orientation Handbook



<b>Elective</b>	Family Medicine
<b>Clinical Preceptors: (CP)</b>	Dr. David Klein, MD, CCFP (DK) Dr. Jack Lefkowitz, MD, CCFP (JL)
<b>Academic Preceptor: (AP)</b>	Dr. David Klein, MD, CCFP info@medscholar.ca
<b>Location</b>	Atkinson Medical Centre; LTCF/Home visits
<b>Duration</b>	
<b>Dates</b>	
<b>Student</b>	
<b>Classification</b>	
<b>School</b>	
<b>Requirements</b>	

### Checklists

#### Day one:

- Whitecoat
- Stethoscope
- Notepad
- Pens
- Phone
- Mask
- Print Logs
- Medicolegal Orientation
- Review schedule w/ preceptor

#### Weeks 1 to 3:

- Assignment #1
- Assignment #2
- Assignment #3

#### Final week:

- Presentation
- Shelf exam
- Submit logs
- Evaluation

### Location:

**Atkinson Medical Centre**  
531 Atkinson Ave, Unit 17  
Thornhill, ON, L4J 8L7  
Tel: 905-731-5554  
Mon to Fri: 9am - 3pm



### Weekly Schedule / Location

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
09:00							
10:00		DK	DK	DK	DK		
11:00		DK	DK	DK	DK		
12:00		DK	DK	DK	DK		
13:00		DK	DK	DK	DK		
14:00		JL	JL	JL	JL		
15:00		JL	JL	JL	JL		
16:00		JL	JL	JL	JL		
17:00		JL	JL	JL	JL		
18:00							

Once agreed upon with your preceptor, use this agenda to record your weekly schedule.



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## Welcome to your Family Medicine Elective!

Please familiarize yourself with all the material in this manual. You will need to **print out the appendices** (daily logs) and **bring hardcopies to clinic** in addition to your: **white coat, stethoscope, notepad, pens, phone and mask** (if you prefer your own; otherwise, standard masks will be provided). There is a fridge to store lunch and fast food nearby.

Make sure you **inform your clinical preceptor (CP) of any upcoming exams** you are preparing for, whether you require certain **days off**, or you will need a **Letter of Reference**. Your chief CP for this elective is identified on page 2; however, on occasion, you may rotate under the supervision of other selected physicians /allied staff. Upon completing a mandatory medicolegal orientation (see page 6), and after on-site training by your preceptor, you will be expected to elicit patient histories, perform physicals, develop management plans based on their differentials and document encounters in the electronic medical record (EMR) system. Students then present their patients to their preceptor who provides ongoing feedback, didactics and instruction.



Make sure to **enter information into your logs** daily (see appendices). You will need to make copies of these documents and **submit them to both your chief CP & academic preceptor (AP)** for review upon completing your rotation. You will be required to complete **weekly assignments** in addition to your daily clinical work (see pages 12-19). These assignments are designed to simulate academic activities expected of PGY1 (first year) residents. Your AP will provide more information regarding assignments during your first week. You are required to **prepare and deliver a powerpoint presentation to your preceptor** (clinical or academic) during your final elective week (page 20). There will be a **shelf exam** at the end of your rotation.

Your **final evaluation** will be based on your participation and performance on all of the above. If your institution requires a specific evaluation form, **please provide a hardcopy for your CP** during your final week and email a copy to your AP.

You can use the **Checklist** on page 2 to track your responsibilities.

Contact Dr. Klein @ [info@medscholar.ca](mailto:info@medscholar.ca) if you require any clarification.

**Good Luck!**