

ELECTIVES PROGRAMME

**for
Students of the Faculty of Medicine, Colombo**

**HANDBOOK
for
Students and supervisors**

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While every effort has been made to ensure the accuracy of information in this handbook, the university reserves the right to make changes if unforeseen or uncontrollable circumstances arise.

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Electives Committee	

Electives Notice Board
is located
on the first floor of the administration block
on the wall opposite the Departmental mailboxes.
Any information regarding the Elective opportunities
received by the faculty will be displayed in the above
notice board.

ELECTIVES PROGRAMME

WHY AN ELECTIVE?

Recognizing that medicine is a highly complex and diverse field, and needs and interests of medical students are quite varied, the Faculty of Medicine, Colombo has included an Elective Programme to complement the required areas of study. It is anticipated that every student, with the advice of their supervisor, will plan a program beneficial to their educational experience and/or postgraduate goals.

WHAT IS THE ELECTIVE PROGRAMME?

The Electives Programme is an integral part of the Clinical Sciences Stream. It consists of a four-week continuous block of study during which time the student will undertake self-guided and individual study/training, under supervision. An Elective as the word implies is fundamentally a free choice by the student in an area of study, which interests him/her or generates enough curiosity for the student to want to know more.

WHEN?

Around the end of the fourth year or at start of the fifth year prior to the Professorial Appointment. The scheduled four weeks will commence from a given date according to the academic timetable. The date of commencement is given in the student timetable. **If a student wishes to do the elective appointment at an alternative time or a longer period of time due to a genuine reason such as the offer of a Elective from a foreign Medical School at a given time period/slot, or needs to do a research project over a longer period than the allotted four weeks, the leave to carry out such should be obtained from the Faculty after ensuring that this leave is not interfering with any other scheduled academic activity where attendance is compulsory. (Tutorials, SGD's, PBL's. Practicals, Clinical attachments, Examinations, Behavioural or Community stream activities) of the faculty.**

DURATION

An Elective should be carried out for a **minimum period of four weeks** without interfering with other scheduled academic activities

GENERAL OBJECTIVES OF THE ELECTIVES PROGRAMME

To enable the student

1. To carry out an in-depth study in an area of special interest that is related to health.
2. To observe the practice of medicine in an unfamiliar setting where the scientific, social, economic or cultural standards are different.
3. To broaden the student's perspective of medicine by involvement in projects outside the medical school in research and other areas.
4. To develop individual approaches to understanding problems and finding solutions.
5. To acquire skills in tasks that the student did not have opportunity to learn in the regular curriculum.
6. To take responsibility for his own learning.

The student should document his/her own objectives for the elective period.

Please present these to the supervisor for discussion before the commencement of the Elective. A copy should be handed over to the Convener, Electives Committee. Note that these objectives should form the basis of the Electives Report.

STUDENTS, PLEASE NOTE!

- An elective can be carried out singly or by a pair of students.
- The student should plan out what he/she would like to do as an elective and decide on a possible supervisor.
- List the learning objectives that you would like to achieve during the elective.
- Obtain an "Elective Confirmation Form" from your batch Representative. Ask your supervisor to fill it, to enable registering with the Electives office. You may take a referral letter to your supervisor from the Electives Committee.
- Return the correctly completed "Elective Confirmation Form" together with a one page elective proposal (format given in **page14**) to the Electives Coordinator, in the Electives office at the given times, before the deadline displayed on the notice board.
- The electives committee will evaluate your proposals and the approval will be notified. You may start your Electives only if the Electives Committee has approved your proposal.
- Please collect an "Elective Evaluation Form" from the Electives Office to be given to your supervisor at the commencement of the Elective.
- You are responsible to ensure that the completed evaluation form is returned to the Convener/Electives under confidential cover once the Elective is completed.
- Elective reports should be submitted by the deadline displayed

on the notice board.

For details please read on...

SETTINGS FOR ELECTIVES

1. Medical school / Teaching hospital

Electives are not meant to be a repeat of routine clinical appointments under the supervision of a member of the faculty or the extended faculty. Students are encouraged to work in areas that are not included in the routine clinical rotations eg; work in the Rehabilitation center, Strokes unit, Radiology department etc.

When doing an Elective in a hospital or any other institution, it is the responsibility of the student and the supervisor to obtain permission from the **Head of the Institution and the Head of the unit.**

2. Outside the Medical school/Teaching hospital setting

Settings that are not under the direct supervision of the academic staff of the medical school. These may be varied.

OTHER SUGGESTED SETTINGS/ TOPICS

- Alternative medicine
- General practice
- Refugee camps
- Institution for children/person with special needs
- Health related environmental projects
- Ministry of labor, Division of occupational health
- Medical Statistics Unit
- Family Health Bureau
- Epidemiology unit
- Population division of the Ministry of Health

- Special units in the Ministry/Department of Health
e.g. Planning unit
- Office of the provincial director of health
services/Regional director
- Divisional Director of Health Services/Medical officer of
Health
- Peripheral Hospitals
- Family planning Association
- Sports medicine unit of the Ministry of Health
- Nutrition unit of the Ministry of plan and implementation
- Health related projects in the Ministries of Agriculture,
Rural Development, Women's affairs
- State Pharmaceutical cooperation / State Pharmaceutical
Manufacturing cooperation
- Pharmaceutical industries
- Drug regulatory Authority
- Sri Lanka Standards Institute
- Campaigns for control of special diseases
- School for Dental therapists, Maharagama
- Medical records room
- National poisons information center
- Health related NGOs
- Human Genetic Unit, Faculty of Medicine ,Colombo
- Rehabilitation Hospital
- National Council for the Deaf and Dumb
- National Diabetes Center

- Prison Medical Service
- United Nations Organizations e.g. United Nations High Commission for Refugees (UNHCR), UNICEF, UNDP, UNFPA, WHO
- Biomedical Engineering Department
- Department of Physiotherapists and Occupational Therapists
- Medical Research Institute
- Institute of Indigenous Medicine
- Military Hospital/Police Hospital
- Occupational Health in Industries
- Central Environmental Authority
- Breast Health Centre NHSL
- National Child Protection Authority
- Information Technology
- Census and Statistics Department
- Burns Unit/Plastic Surgery
- National Building Research Organization
- Ministry of Education
- Home Nursing Services
- Audiology services
- Other Universities and Faculties
- Post Graduate Institute of Medicine
- Overseas Medical Student Electives
- Any other suitable setting.

OVERSEAS ELECTIVES

An elective may be conducted outside Sri Lanka. Approval for this should be sought from the electives committee. Funding, obtaining visas to travel overseas and all other arrangements are the responsibility of the student.

Those who are doing overseas Electives at the time specified for Electives by the faculty, or an alternative time, should get overseas leave approved by the faculty and inform the faculty of their date of departure and return.

RECOMMENDATION TO SUPERVISOR

We do not normally provide letters of recommendation for inclusion with the initial application. We would provide recommendation only when the student makes written request to the Convener, Electives Committee. If a letter of recommendation or confirmation of your status as a student is required, please allow seven days from the date of request.

FORMS TO BE TAKEN WITH YOU

You will need to take a copy of your Aims and Objectives to show your supervisor and this will also form the basis of your report. Collect the "Elective Evaluation Form" to be given to your supervisor from the Electives office, at the commencement of the Elective.

BEHAVIOUR AND CONDUCT

A report will be received from your supervisor. Any indication of inappropriate behavior will be considered a serious offence by Electives Committee/Faculty and may result in a delay in your graduation.

Do not act in a manner that would bring disrepute to you or your Medical School.

DO YOU NEED TO INSURE YOURSELF?

If you are applying to a hospital abroad, you will need to inquire about malpractice cover. This may be very difficult to arrange especially in the USA. You must inquire whether the host University will make arrangements for you. You will almost certainly have to pay and the amount may vary.

The University of Colombo does not cover you for malpractice, or provide health cover whilst you are on your elective in Sri Lanka or overseas.

PREPERATION FOR THE ELECTIVES

1. A lecture/discussion will be given to introduce the elective programme after the completion of the IBSS.
2. Look for elective opportunities/settings according to your individual interests.
3. Choose a suitable supervisor in your chosen field. Your supervisor could be a medical or non-medical person who could guide you through the proposed elective.
4. Discuss your elective with the chosen supervisor.
5. Develop a detailed proposal under guidance of your supervisor.
6. Please collect your elective confirmation form from the Electives Office when informed of the time for submitting the elective proposal.
7. Before a given deadline please submit your elective proposal written according to the format given in page .together with the Elective Conformation Form signed by your chosen supervisor.

INFORMATION FOR SUPERVISORS

SUPERVISION

The degree of supervision is at the discretion of the supervisor and is commensurate with the level of the students' competency at carrying out a task. Supervision can vary from a check on progress to continual observation of a task. Students should never attempt any procedure or activity that has not been cleared with the supervisor.

The supervisor should make the necessary arrangements to obtain permission from the heads of institutions where the students would be doing the elective prior to commencement of the elective.

If the elective is a research project that needs ethical clearance, the supervisor together with the student is responsible for obtaining ethical clearance from the relevant ethical committees.

Supervisors should

1. assess the project generated by the student, decide how to implement it and define problem areas in advance.
2. critically analyze the appropriateness of and justification for the project
3. define resource requirements in advance.
4. obtain ethical clearance from the appropriate ethical committee if necessary.
5. on completion of the Elective, please grade the student according to the marking scheme given. Please feel free to make any comments you wish.

You may return the completed form under sealed confidential cover through the student or by post to,

Dr. Angela De Silva,
Convener/Electives Committee,
Faculty of Medicine,
P. O .Box 271,
Kinsey Road,
Colombo 8,
Sri Lanka.

*** Any publication arising from the project will be co-authored by the supervisor.**

GUIDELINES FOR STUDENTS

1. An elective proposal should be submitted by the student/pair of students on a format given by the electives committee prior to the date of commencement of the Electives. A closing date for such submission would be published by the electives committee at the beginning of each academic year and displayed on the notice board. No late applications will be accepted.
2. Format for submitting the initial elective proposal.
 - Title
 - Objectives
 - Ethical Considerations
 - Methodology(plan)
 - Expected outcome
3. Students are encouraged to select their own elective topic. The students may approach an academic staff member for help prior to submission of the elective proposal. The proposal should then be supported by the supervisor accepting to supervise the elective on the Elective Confirmation Form.
4. The supervisor should sign the Elective Proposal Form to indicate his/her willingness to supervise abiding by the guidelines given in this publication.
5. An elective may be supervisor proposed. A member of the Faculty or extended Faculty may suggest electives to the electives committee. On acceptance by the Electives Committee, these would be included in the list of available electives for that particular academic year and displayed on the Electives Notice Board for the students to choose.

6. Arrangement of overseas electives, funding for such and obtaining visa for travel would be the sole responsibility of the student seeking such an appointment. These should be planned well ahead of time so that the elective proposals may be submitted to the electives committee before the closing date for such submissions. The electives committee would do their best to support the applications. Returning in time for continuation of regular course work would be the responsibility of the student concerned.

Examples of Elective Proposals

1. **Title:** patient information system for a ward.

Objectives:

General Objective: To create software capable of handling the current system of patient information flow within the ward by enhancing the existing system.

Specific Objectives:

1. To gain knowledge about the current system of data handling within the ward.
2. To analyse and design a system capable of handling the required data.
3. To create a software based on the above analysis

Methodology / plan:

- Study current in-patient data storage system in the medical wards in NHSL.
- Gathering information and identifying the shortcomings of the present system by observation
- Perform system analysis, designing and programming of a computer software system to effectively handle in-patient data.

Ethical considerations:

Ensuring confidentiality of patient information will be a problem as many people will be able to access this information system. Safety measures such as creating passwords and educating handlers on ethical issues is essential.

Expected outcome:

While getting knowledge about the current system, we expect to develop a new system that can be used in government hospitals to handle data effectively.

2. **Title:** The healthcare needs of Tsunami affected areas- the current situation and the pattern of change

Objectives:

General Objective: To assess current health needs of Tsunami affected people in Ambalangoda MOH area to identify appropriate interventions.

Specific Objectives:

1. To assess the health related needs among Tsunami affected people in Ambalangoda MOH area.
2. To identify the already available resources to minimize duplication / wasting of resources
3. To identify and prioritize interventions according to the needs.

Ethical Aspects:

- Preserving confidentiality.
- Minimize intrusion in to day to day life of the population.

Methodology:

Design :Qualitative, descriptive cross-sectional study.

Setting :Tsunami affected areas in Ambalangoda MOH area.

Period of Study :One month.

Method of data collection : Observation, collecting available data, focused group discussions with relevant authorities and semi-structured interviews.

Study Population : All Tsunami affected people at Ambalangoda MOH area.

Study sample : 1000 randomly selected people from the above population to represent different PHM areas within the study population.

Expected Outcome:

To provide optimal healthcare to Tsunami displaced persons by obtaining information regarding health needs and the available health resources. By identifying the available resources , it is possible to minimize wasting of resources. The ultimate expectation is to improve the quality of life of Tsunami displaced people.

7. The choice of electives should be confirmed with the electives committee at least one month before the commencement of the electives programme. The closing date for confirmation would be displayed on the notice board. After this confirmation a student will not be allowed to change the choice of elective except under special circumstances.
8. Each student is required to report to his/her supervisor on the day of commencement of the programme. A student is required to attend all sessions of the programme as deemed necessary by the supervisor. Attendance would be taken into consideration in the assessment.
9. Each student must complete and submit a report to the electives committee not later than four weeks after completion of the elective. The date for submissions will be displayed on the notice board.

EVALUATION OF ELECTIVES

You will be evaluated separately in the following ways,

1. By your supervisor
2. On your Report, evaluated by an examiner who will be appointed by the Electives Committee
3. A viva voce examination, by two examiners (the examiner who evaluated your report and another)

Each supervisor will be issued an evaluation form for grading the student's

performance in the following areas:

1. Attendance
2. Skills
3. Knowledge
4. Attitudes
5. Overall performance

The report is marked with taking into consideration the following.

- It is important that each objective of the Elective is addressed. It is of secondary importance whether they have been achieved or not, but they must be described clearly and the reasons given why they were not achieved.
- The report should be clear and concise.
- Lastly and most importantly, it should be obvious to the examiner how you have benefited from the experience.
- The following would be taken into consideration when marking the report;
 1. Overall presentation
 2. Clarity of thought demonstrated
 3. Critical appraisal of subject under review
 4. Conclusions and Recommendations

- The originality and the initiative shown by the student and how the project broadened students' perspective will be taken in to consideration when evaluating.

The best three elective projects would be awarded medals. Ten projects reaching a specified standard will be awarded a certificate of merit.

THE WRITTEN REPORT

At the conclusion of the elective, each student should submit a report. In the event of two students doing an elective, each student should submit a separate report and the role played by each student must be clearly defined. The report should not exceed more than 2500 words and should be presented typed on A4 paper, double-spaced and with a margin of one inch all round.

- Your report must not be a copy of your partners report!

Guidelines for writing report:

A. Research reports

4. Introduction/background
5. Literature Review (Relevant previous publications / references)
6. Objectives
7. Methodology
8. Results
9. Discussion/Suggestions
10. Interpretation
11. References
12. Acknowledgements

B. Other reports

1. Introduction/Rationale for choosing the topic/area of study.
2. Personal objectives/learning objectives as stated in the "Electives Confirmation Form"
3. Description of activities undertaken.
4. (a) Critical evaluation of the event and extent to which personal learning objectives have been met.

(b) Difficulties and/or limitations in achieving objectives
5. Recommendations for implementation/changes of any especially in service settings.
6. References
7. Relevant previous publications/references

Referencing

References should be written according to the guideline given below.

- Referencing should be by numbers (Vancouver system) in order in which they are first cited in the text. Identify references in text, tables and legends by Arabic numerals within parenthesis, which are in the same line (not as superscripts or subscripts). The list of references given at the end of the project report, should be in numerical order as they appear in the text and not alphabetically.
- The references must be verified by the candidates against the original documents.
- Give complete name of the Journal, year of publication, volume, and first and last page numbers.
- .For further details of the Vancouver style refer:
.International Committee of Medical Journal Editors.
Uniform requirements
for Manuscripts submitted to biomedical journals. British Medical Journal 1988; 296: 401-5.
- The format shown in example given below should be used for listing references.

Journals

1. Standard journal articles (List all authors when less than six. When seven or more list only the first six and add et al).
You CH, Lee KY, Chey RY, Henguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980; 79:311-4

2 Corporate Author
The Royal Marsden Hospital Bone Marrow. Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-Hepatitis marrow hyperplasia. Lancet 1977; 2:242-4

3. No Author Given

Anonymous. Coffee drinking and cancer of pancreas (Editorial).
British
Medical Journal 1982; 283:628-630.

4. Journal Supplement

Mastri AR. Neuropathy of diabetic bladder,. Annals of Internal
Medicine
1980;92 (2 Pt 2): 216-8. Frumin AM Nussbaum J. Esposito N.
Functional
asplenia: demonstration of splenic activity by bone marrow scan
(Abstract).
Blood 1979;54 (suppl.,1) :26a

Books and other monographs

1 Personal Authors '

Eisen H Immunology: An Introduction to molecular and cellular
principles of ;
immune response. 5th ed. New York: Harper and Row: 1974: 406-9

2. Editor, Compiler, Chairman as Author

Dausset J, Colombani J, eds. Histocompatibility testing 1972.
Copenhagen:
Munksgaard, 1973: 12-8

3. Chapter in a Book

Weinstein L, Swartz MH. Pathogenic properties of invading
microorganisms.
In: Sodeman WA Jr. Sodeman WA. eds. Pathologic Physiology:
mechanisms
of disease. Philadelphia: WB Saunders. 1974: 457-72

4. Published Proceedings Paper

DuPont B. Bone -marrow transplantation in severe combined
immunodeficiency with an unrelated MLC -compatible donor. In:
White HJ,

Smith R, eds. Proceedings of the third annual meeting of the International Society for Experimental Haematology. Houston: International Society for Experimental Haematology, 1974; 44-6

5. Monograph in a Series

Hunninghake GW, Gadek JE, Szapiel SV, et al. The human alveolar macrophage. In: Herris CC ed. Cultured human cells and tissues in biomedical research. New York: Academic Press, 1980; 54-6. (Stoner GO, ed Methods and perspectives in Cell biology; vol 1)

6. Agency Publication

Ranofsky AL. Surgical operations in short-stay hospitals: United States 1975. Hyattsville, Maryland: National Centre for Health Statistics, 1978; DHEW Publication No (PHS) 78-1785. (Vital and Health Statistics; series 13; No 34).

7. Dissertation or Thesis

Cairns RB, Infrared spectroscopic studies of solid Oxygen (Dissertation). Berkeley, California: University of California, 1965. 156 pp.

- Tables

All tables must be typed double-spaced, each on a separate sheet of paper and numbered using Arabic numerals in the order in which they are cited.

- Figures

Figures should be numbered in the order in which they are cited. If you have any further clarifications as to how you should set about organizing your elective appointment please contact Chairperson, Convener or the Coordinator of the Electives Programme.

Chairperson of the Clinical Stream:

Prof. Mandika Wijerathna
Department of Surgery

Electives Committee (appointed in 2005)

Chairperson: Prof. Nandadewa Samarasekara
Department of Surgery

Convener: Dr. Angela de Silva
Department of Physiology

Coordinator: Dr. Yasas T Samarasinghe
Temporary demonstrator Electives

Committee Members

Prof. B. E Stephen	Anatomy
Dr. Sulochana WijesunOdara	Biochemistry
Prof. Saroj Jayasinghe	Clinical Medicine
Dr. Wasantha Gunathunga	Community Medicine
Prof. Jennifer Perera	Microbiology
Dr. Angela De Silva	Physiology
Dr Jean Perera	- Forensic Medicine
Prof. Harsha Senevirathne	- Obstetrics & Gynaecology
Dr. Ranjan Dias	MEDARC
Dr. Himani Kariyawasam	Pharmacology
Prof Manouri Senanayake	Paediatrics
Dr. Ishan De Soysa	Surgery
Prof Preethika Angunawela	Pathology
Dr.Sisira Pathirana	Parasitology
Dr.S. Senevirathne	Psychological Medicine