



Title:	Extracurricular Activities - Registration and Approval	Number:	028
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	20 September 2021	Next Review:	February 2023
Effective Date:	21 September 2021		
Audience:	MD Undergraduate Program (MDUP) students, UBC faculty and staff, external schools and organizations offering extracurricular opportunities (shadowing, non-credit clinical opportunities, extracurricular research projects, and volunteering) to MDUP students		
Purpose:	To provide guidelines for registration and approval of extracurricular activities		
Related Policies:	Attendance Policy & Absence Procedure – Policy 006 Supervision of Students in Required Clinical Learning Experiences - Policy 031 Expectations of Medical Students in Supervised Clinical Settings – Policy 031A Student Safety Abroad - UBC Policy SC12		
Exclusions:	MD/PhD students in the research component of their program under the Faculty of Graduate & Postdoctoral Studies		
Calendar Statement:	None		
Contact:	Regional Associate Deans or delegates Associate Dean, Student Affairs Student Research & Education Coordinator		

Preamble

The College of Physicians & Surgeons of British Columbia (CPSBC) requires medical students to have liability insurance coverage for all activities in which they engage related to or involving medical care.

UBC Safety & Risk Services provides General and Professional Liability Insurance for medical students engaged in MD Undergraduate Program (MDUP) curricular activities.

However, there are some specific extracurricular activities, sanctioned by the College of Physicians & Surgeons of British Columbia and approved by the MDUP, that may qualify for liability insurance coverage by UBC Safety & Risk Services.

The permitted extracurricular activities are restricted to those that enhance a student’s medical training or allow career exploration. To qualify for liability insurance coverage, these activities must fulfill all the criteria outlined in this policy and be registered with and approved by the MDUP.

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Approved extracurricular activities are subject to the terms and conditions of the insurance policies (“Policies”).

Definitions

Committee on the Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS) was founded by the Association of Faculties of Medicine of Canada (AFMC) and the Canadian Medical Association (CMA) to act as the reliable authority for the accreditation of programs of medical education leading to the MD degree in Canada.
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College of Physicians and Surgeons of British Columbia (CPSBC]	The College of Physicians and Surgeons of British Columbia regulates the practice of medicine under the authority of provincial law. All physicians and medical students who practice medicine in the province must be registrants of the College.
Extracurricular Activities	For purposes of this policy, those activities that are student-initiated; unrelated to the student's current courses, rotation or clinical activity; occur outside of the MDUP curriculum; and enhance medical training. These activities may include shadowing, non-credit clinical opportunities, extracurricular research and scholarly projects, and volunteering.
Liaison Committee on Medical Education (LCME)	The Liaison Committee on Medical Education is the U.S. Department of Education-recognized accrediting body for programs leading to the MD degree in the United States. It also accredits MD programs in Canada, in cooperation with the Committee on Accreditation of Canadian Medical Schools (CACMS). The LCME is jointly sponsored by the Association of American Medical Colleges (AAMC) and the American Medical Association (AMA).
Student	An individual enrolled in the UBC MD Undergraduate Program.
Vacation	In this context, winter and summer vacation periods are defined annually by the MD Undergraduate Program. Does not include weekends, long weekends, statutory or religious holidays.

Policy

1. Students seeking approval for a proposed Extracurricular Activity must be registered in the UBC MDUP and hold an active educational licence with the CPSBC.
2. Students must register their proposed Extracurricular Activity in the MDUP Extracurricular Activity Registry and must receive MDUP approval before engaging in the Extracurricular Activity.
3. No academic credit will be granted for Extracurricular Activities.
4. Misrepresentation as to whether an Extracurricular Activity meets the criteria for approval is a breach of professionalism and will render any MDUP approval given based on the misrepresentation of the activity null and void.
5. Students who undertake Extracurricular Activities that have not been approved by the MUDP do so as private citizens, at their own risk, and must obtain independent liability insurance coverage.
6. Students who plan to travel outside Canada to engage in a Faculty of Medicine Global Health Extracurricular Activity must also comply with UBC Policy SC 12 – Student Safety Abroad.

Registration & Approval

All proposed Extracurricular Activities must be submitted for registration in the MDUP Extracurricular Activity Registry. It is the student's responsibility to ensure that the criteria for the proposed activity are met before registering the activity for approval. The following Extracurricular Activities will be approved if they meet all listed criteria.

1. Shadowing Opportunities

Shadowing is offered to Year 1 and Year 2 students. Students must not actively engage in or perform **any** clinical activities. Students in good standing may seek approval for shadowing opportunities that meet the following criteria:

- 1.1. Students may observe the practice of a physician who is licensed for independent practice and is in good standing with the CPSBC or other Canadian licensing body,



Note: Ambulance Ride-alongs will not be approved at this time.

Shadowing activities that take place outside Canada will not be approved. Students engaging in shadowing activities that take place outside Canada must obtain independent liability insurance.

2. Non-Credit Clinical Opportunities

Year 3 or 4 students in good standing may seek approval for extra-curricular non-credit clinical opportunities that meet the following criteria:

- 2.1. The clinical opportunity must only take place during vacation time:
 - 2.1.1. Between Year 3 and Year 4
 - 2.1.2. During winter breaks in Year 3 and Year 4
- 2.2. The clinical opportunity must take place at a CACMS-accredited Canadian university (for example, through the AFMC Portal) or the clinical opportunity is through an LCME-accredited university
- 2.3. The clinical opportunity must be undertaken with a physician who is licensed for independent practice and is in good standing with:
 - 2.3.1. the CPSBC within British Columbia, or
 - 2.3.2. another provincial College, or another physician-registering regulatory body.
- 2.4. Students may only engage in clinical activities within their scope of practice as set out in Policy 031A - Expectations of Medical Students in Supervised Clinical Settings.
- 2.5. Students must be supervised by the physician or by a health care professional delegated by the physician, who is operating within their scope of practice.

With the exception of non-credit clinical opportunities offered through UBC Faculty of Medicine Global Health or at an LCME-accredited university, non-credit clinical opportunities that take place outside Canada will not be approved. Students engaging in unapproved non-credit clinical opportunities must obtain independent liability insurance.

3. Research and Scholarly Opportunities

Students in good standing may seek approval to engage in research and scholarly activities outside of the MDUP curriculum that meet the following criteria:

- 3.1. The primary investigator must
 - 3.1.1. hold a current academic or clinical faculty appointment at UBC or another recognized Canadian university, or at an LCME-accredited university, or
 - 3.1.2. be licensed for independent practice and is in good standing with a Canadian physician licensing body, or
 - 3.1.3. be licensed for independent practice in a Health Professional Program that is a [UBC Health Collaborative Health Education](#) partner and be in good standing with a Canadian health profession licensing body.
- 3.2. Students undertaking research or scholarly projects that include clinical activities can only engage in clinical activities within their scope of practice, as set out in Policy 031A - Expectations of Medical Students in Supervised Clinical Settings.
- 3.3. Students undertaking research or other scholarly projects that include clinical activities must be supervised by a physician or by a health care professional delegated by the physician who is operating within their scope of practice.

With the exception of UBC Faculty of Medicine Global Health activities, or activities at an LCME accredited university, research or scholarly activities that take place outside Canada will not be approved. Students engaging in research or scholarly activities that take place outside Canada and are not approved must obtain independent liability insurance.



4. Volunteer Activities

Certain volunteer activities that enhance medical education may be approved under this policy. Volunteer activities that allow career exploration or enhance medical training, whether or not they include a clinical component, are characterized by the CPSBC as providing medical care and participation in such activities, therefore, requires CPSBC licensure. Students in good standing may seek approval under this policy to engage in volunteer activities that meet the following criteria:

- 4.1. Students must identify a UBC sponsor for the volunteer opportunity.
- 4.2. The sponsor must be a UBC faculty or staff member who has actively organized or coordinated the volunteer activity.
- 4.3. Students must be supervised by a UBC Faculty member and/or a physician who is licensed for independent practice and is in good standing with the CPSBC, or by a delegated health care professional who is practicing within their scope of practice.
- 4.4. Students may only engage in clinical activities within their scope of practice as set out in Policy 031A – Expectations of medical Students in Supervised Clinical settings.

Volunteer activities which are undertaken as a private citizen, or as an active licensee of another health professions licensing body, will not be approved under this Policy.

Students engaging in the above activities must have professional liability insurance related to their license from another health professional licensing body or must obtain independent liability insurance.

Volunteer activities that take place outside British Columbia will not be approved under this policy.



Policy Review History

Action	Committee	Date	Status
Initiated	Regional Associate Dean, VFMP, Associate Dean Student Affairs, Student Education and Research Coordinator (Amil Shah, Janette McMillan, Linda Herbert)	18 September 2017	Drafted
Reviewed	Registrar & CEO, CPSBC (Heidi Oetter)	26 September 2017	Endorsed
Reviewed	Policy Advisory Subcommittee (PAS)	5 October 2017	Revised
Reviewed	MD Undergraduate Education Committee (MDUEC)	16 October 2017	Approved [with minor edits]
Reviewed	MDUP Legal Counsel	August 2019	Revised
Reviewed	UBC Safety & Risk Services	August 2019	Endorsed
Reviewed	Policy Advisory Subcommittee	3 October 2019	Endorsed
Reviewed	College of Physicians & Surgeons of British Columbia	November 2019	Endorsed
Reviewed	Policy Advisory Subcommittee	5 December 2019	Re-endorsed
Reviewed	Undergraduate Medical Education Committee	16 February 2020	Approved
Reviewed	Undergraduate Medical Education Committee	21 February 2021	Approved
Reviewed	UGME COVID 19 Task Force	20 September 2021	Approved
Reviewed	Policy Advisory Subcommittee	16 December 2021	Endorsed
Reviewed	UGME PEP Task Force	21 December 2021	Approved (Red Box)
Reviewed	UGME PEP Task Force	11 January 2022	Approved (Red Box)
Reviewed	UGME PEP Task Force	27 January 2022	Approved (Red Box)
Reviewed	UGME PEP Task Force	27 April 2022	Approved (Red Box)
Reviewed	Undergraduate Medical Education Committee	10 May 2022	Approved
Reviewed	UGME PEP Task Force	09 August 2022	Approved (Removed Red Box)