

 **Created by: Shannon Willmott**

 **omsa Education committee 2018**

**Elective details:**

**Don’t forget!**

 ⃞ **Stethoscope**

 ⃞ **School ID badge**

 ⃞ **Appropriate shoes**

 ⃞ **Wallet**

 ⃞ **Elective evaluation form**

 ⃞ **Cash for key deposits, etc.**

**Dates:** Start date to End date

**School:** School name

**Elective:** Elective name

**Preceptor:** Preceptor name

**Administrative staff:**

1. Name: Type here
2. Email: Type here
3. Phone: Type here

**First day details:**

1. **Training / Computer Access**
	* Platform 1
		1. User: Username
		2. Password: Password
	* Platform 2
		1. User: Username
		2. Password: Password
	* Platform 3
		1. User: Username
		2. Password: Password
2. **Meeting Place** *(Where to go first day — for surgical electives, you will likely need to round prior to orientation)*

Type here

Senior resident contact: Type here

1. **Location / Access**

Scrubs: Type here

Call room: Type here

Locker room: Type here

1. **Shift Schedule:**

Add your shift schedule here!

1. **Parking:**

*Make sure to know your license plate # and car make!*

Type here

**Learning objectives:**

1. First learning objective
2. Second learning objective
3. Feel free to add more below!

**Last day things:**

*(Where / when to return keys, badge, evaluation, etc.)*

[ ]  Reference letter\*

[ ]  Type here

[ ]  Type here

**Travel Details:**

**Travel:** Type here

* Reservation confirmation: Type here

**A note on reference letters:**

***There is no right way to ask.***

***It is going to feel awkward — ask anyways.***

*It will always be better to ask face-to-face. Try to arrange a meeting with your attending near the end of your rotation so that you can go over an evaluation of your performance — use this to gauge how strong your letter will be! Even if you feel the letter may not be strong, ask. It doesn’t hurt, and it is better to not use letters when CaRMS applications are due than to be short a letter!*

**Accommodations:** Type here

* Address: Type here
* Phone: Type here
* Reservation confirmation: Type here

**Personal / Wellness:**

* Grocery store: Type here
* Gym: Type here
* Three things I’d like to do before leaving this city:
	1. Type here
	2. Type here
	3. Type here

