



## **Incoming Electives Procedure - Canadian Trainees**

Trainees enrolled in RCPSC- or CFPC-accredited programs are eligible to apply for electives at the University of Calgary, as follows:

1. At least 4 months before the desired start date, the trainee contacts the Program Director and Program Administrator in Calgary, requesting an elective and provides:
  - Home Program Support Letter - a letter from the trainee's home Program Director confirming the following:
    - Approval and confirmed dates of elective.
    - Trainee date of birth, email, and postgraduate year (PGY level) at the time of the elective.
    - Statement confirming salary will remain with the home university during elective.
    - Work Permit - a statement from the home program verifying whether the trainee currently holds a work permit.
2. Minimum 3 months before the start of the elective, the Residency Training Program (in Calgary) uploads the following documents to the PGME SharePoint site:
  - Local Program Support Letter - a letter from the University of Calgary Program Director outlining:
    - The dates and type of elective.
    - The PGY level of the trainee at the time of the elective.
    - The trainee's supervisor.
    - Site (location) of elective.
  - Home Program Support Letter - a letter from the trainee's home program in support of the elective, as outlined above.

*NOTE: The office of Distributed Learning and Rural Initiatives (DLRI) must be involved in coordinating requests for rural and regional elective placements. PGME will inform DLRI of approved electives (University of Alberta trainees can contact DLRI directly at [dlri@ucalgary.ca](mailto:dlri@ucalgary.ca)).*

- ☐ The PGME office provides the trainee with:
  - Instructions for online registration (a non-refundable administration fee of \$75.00, payable by credit card, must be submitted with online registration. University of Alberta trainees are exempt from same).
  - The PGME office will inform both the Alberta Health Services – Medical Education Office (AHS-MEO) and the CPSA of the upcoming elective. As their respective registration processes may take up to two months to complete, the trainee should not delay commencing the applications. Both AHS-MEO and CPSA will contact the trainee directly (please ensure to check junk email folders).
  - A Letter of Engagement (LOE), which the trainee must sign and return to the U of C Program Administrator.
- ☐ Trainee purchases a criminal record check, as requested by the AHS-MEO in their welcome email. This may take several weeks to process and must be submitted to AHS-MEO before the start date of the elective. For further clarification, please contact the AHS-MEO at [cal.medicalEducationOffice@ahs.ca](mailto:cal.medicalEducationOffice@ahs.ca). The AHS-MEO also manages the requirements for granting clinical access.

**\*\*FAILURE TO SUBMIT DOCUMENTS AND/OR MEET ALL REGISTRATION REQUIREMENTS BY THESE DEADLINES WILL RESULT IN PGME DENYING THE TRAINEE'S ELECTIVE\*\***

**TRAINEES ARE PROHIBITED FROM CONTACT WITH PATIENTS UNLESS THEY ARE FULLY CREDENTIALLED BY AHS, INCLUDING:**

**LICENSURE BY THE COLLEGE OF PHYSICIANS AND SURGEONS OF ALBERTA <https://cpsa.ca/>**

**LIABILITY COVERAGE BY THE CANADIAN MEDICAL PROTECTIVE ASSOCIATION <https://www.cmpa-acpm.ca/en/home>**

### **Elective Deadlines - Canadian Trainees:**

<b>Elective Start Date Month</b>	<b>Home and Local Letter on SP (PA)</b>	<b>Web App Invite Sent (PGME)</b>	<b>CPSA Profile Started (PGME)</b>	<b>Web App Registration Due (Resident)</b>	<b>LOE Sent (PGME)</b>
Jan Elective	01-Nov	07-Nov	10-Nov	15-Nov	20-Nov
Feb Elective	01-Dec	07-Dec	10-Dec	15-Dec	20-Dec
March Elective	01-Jan	07-Jan	10-Jan	15-Jan	20-Jan
April Elective	01-Feb	07-Feb	10-Feb	15-Feb	20-Feb
May Elective	01-Mar	07-Mar	10-Mar	15-Mar	20-Mar
June Elective	01-Apr	07-Apr	10-Apr	15-Apr	20-Apr
July Elective	01-May	07-May	10-May	15-May	20-May
Aug Elective	01-Jun	07-Jun	10-Jun	15-Jun	20-Jun
Sept Elective	01-Jul	07-Jul	10-Jul	15-Jul	20-Jul
Oct Elective	01-Aug	07-Aug	10-Aug	15-Aug	20-Aug
Nov Elective	01-Sep	07-Sep	10-Sep	15-Sep	20-Sep
Dec Elective	01-Oct	07-Oct	10-Oct	15-Oct	20-Oct