



### **Outgoing Electives Procedures**

This document includes the following procedures for current U of C trainees intending to complete an outgoing elective or educational experience within Canada and internationally:

1. Trainees completing an elective within Canada.
2. Trainees completing an elective or attending an educational experience internationally.

Please visit our website for more information [PGME Outgoing Electives Process](#).

#### **1. Trainees Completing an Elective Within Canada**

Trainees intending to complete an elective in another province within Canada are required to complete the following steps:

- Trainee contacts and arranges elective experience with receiving institution.
- **Minimum 3 months** before the desired start date, trainee completes the [Outgoing Elective Request - Within Canada Form](#), located on the website, which includes confirmed dates of elective, location of elective, preceptor name and contact, and goals and objectives of elective.
- Trainee provides completed form to Program Director and Program Administrator, requesting approval and sign off for elective.
- Program Administrator uploads completed and signed form to [PGME SharePoint](#) site for processing.

#### **2. Trainees Completing an Elective or Attending an Educational Experience Internationally:**

Trainees intending to complete an elective or attend an educational experience (conference/seminar/observership) internationally are required to complete the following steps. Please note that trainees should begin this process a minimum 6 months prior to the desired departure date:

- Trainee contacts and arranges elective/educational experience with receiving institution.
- Trainee assesses risk level of destination country by visiting [UCalgary Risk Management](#). Please note that travel to countries classified as **extreme risk** will not be permitted. For inquiries regarding country risk ratings, please contact the Risk Management Team at [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca).
  - If destination country is classified as **high risk**:
    - Trainee is required to attend a Risk Management review for multi-level approval. This includes obtaining the signature of the Department Head, Manager, or Director on the required form. Please contact Risk Management at [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca).



- Trainee assesses income classification of destination country by visiting the [World Bank](#).
  - If destination country is classified as **low or low-middle income**:
    - Trainee is required to attend the [Indigenous, Local and Global Health Office](#) (ILGHO) for extended pre-departure preparation. Please contact the ILGHO at [globalhealth@ucalgary.ca](mailto:globalhealth@ucalgary.ca).
    - Trainee must comply with additional steps, as outlined by ILGHO.
    - Trainee is required to submit confirmation of registration with [Risk Management](#) to [pgmeelec@ucalgary.ca](mailto:pgmeelec@ucalgary.ca).
    - Trainee is required to submit confirmation of approval from [Risk Management](#) to [pgmeelec@ucalgary.ca](mailto:pgmeelec@ucalgary.ca).
- Trainee reviews international travel requirements and risk management by visiting [UCalgary Risk Management](#).
- **Minimum 6 months** before the desired start date, trainee completes the [Outgoing Elective/Educational Experience Request - International Form](#), located on the website, which includes confirmed dates of elective, location of elective, preceptor name and contact, and goals and objectives of elective.
- Trainee provides completed form to Program Director and Program Administrator, requesting approval and sign off for elective.
- Program Administrator uploads completed and signed form to [PGME SharePoint](#) site for processing.
- Trainee completes all insurance and licensure requirements by Alberta Health Services – Medical Education Office (AHS-MEO) and receiving institution. Trainee must ensure they have medical license coverage throughout their elective.
- Trainee completes a Risk Management [International Travel Waiver](#). Trainee must comply with all travel steps listed by Risk Management.
- Trainee registers with the Government of Canada [Registration of Canadians Abroad](#). This allows the Canadian Consulate to contact the trainee in the event of an emergency. Country specific safety information can be found by visiting our partner countries' pages or Government of Canada [Travel advice and advisories by destination](#).
- Trainee downloads the SOS International Emergency App for mobile phones. This will give the trainee 24-hour access to telephone advice from a physician and referrals to more than 79,000 global, vetted providers for medical and security situations. The app also provides the trainee with travel information and alerts for each country.
  - Visit [International SOS](#).
  - Download the application.
  - Enter the university's membership number: 27AYCA093142.
- Please note emergency contacts:
  - International SOS - Phone: 1-215-354-5000 (call collect).



- University of Calgary Emergency Security Dispatch (24 hrs/365 days) – Phone: 1-403-220-5333 (call collect).
- University of Calgary Risk Management and Insurance – Email: [assist@ucalgary.ca](mailto:assist@ucalgary.ca).

PGME will provide final approval and sign-off on form and provide a signed copy to the trainee for their records.

**\*\*FAILURE TO SUBMIT DOCUMENTS/ OR MEET ALL REQUIREMENTS BY THESE DEADLINES  
WILL RESULT IN PGME DENYING YOUR ELECTIVE\*\***