



Postgraduate Medical Education

PROCEDURES FOR RESIDENCY ELECTIVES – CANADIAN RESIDENTS

Residents who are enrolled in training programs accredited by the RCPSC or CFPC can apply for electives at the University of Calgary as follows:

- **Minimum 4-6 months** before the desired start date, the **resident** sends the Program Director (in Calgary):

1. A letter requesting the elective

NOTE: *The office of Distributed Learning and Rural Initiatives (DLRI) must coordinate the requests for **all rural and regional electives**. The DLRI office facilitates all placements across all disciplines in PGME and UME. DLRI will arrange the elective placement and report back to the discipline program regarding the status of the request. The U of C program director gives final approval and the elective is confirmed by DLRI. Cancellations by a resident must be made no less than 8 weeks prior to the start of the elective by notifying the DLRI office.*

2. A complete CV, if requested by the U of C Elective Program
3. Home Program Support Letter – a letter from the resident's home Program Director confirming the following:
 - approval and dates of elective
 - resident date of birth, email and postgraduate year (PGY) level (at the time of the elective)
 - statement confirming the salary will remain with home university during elective
4. If applicable, a valid work permit, with a location noted as Calgary (or city of elective)

- **Minimum 3 months** before the start of the elective, **the Residency Training Program** (in Calgary) uploads the following documents to the PGME SharePoint site:

1. Local Program Support Letter – a letter from the U of C Program Director outlining:
 - The dates and kind of elective
 - The PGY level of the trainee, at the time of elective
 - Supervisor of the trainee
 - Site (location) of elective
2. Home Program Support Letter – a letter from the resident's home program in support of the elective, as outlined above

****FAILURE TO SUBMIT DOCUMENTS BY DEADLINES WILL RESULT IN PGME DENYING YOUR APPLICATION****

3. Once the PGME welcome email has been received, the resident purchases a criminal record check (U of A residents will be exempt from this requirement). This may take several weeks to process and must be submitted to Alberta Health Services – Medical Education Office (AHS-MEO) before the start date of the elective. If currently residing in Canada, this must include a criminal record check and vulnerable sector search from the resident's local police agency (applicants from Toronto will need to contact the AHS-MEO to obtain a waiver). For further clarification, please contact the AHS-MEO office

CAL.MedicalEducationOffice@albertahealthservices.ca

- The PGME office will sent the trainee:
 1. A cover letter outlining further instructions regarding:
 - Alberta Health Services – Medical Education Office (AHS-MEO) requirements that grant clinical access
 - College of Physicians and Surgeons of Alberta (CPSA) registration procedures

2. Instructions for online registration
 3. A Letter of Engagement (LOE) that the trainee must sign and return to the U of C Program Administrator
- A non-refundable administration fee of \$75.00, in the form of credit card, must be submitted with your online registration for your University of Calgary elective.
 - The PGME office will inform both AHS-MEO and the CPSA of the upcoming elective. Their respective registration processes may take up to two months to complete, so the trainee should not delay starting the application.

**TRAINEES ARE NOT ALLOWED TO HAVE ANY CONTACT WITH PATIENTS UNLESS THEY ARE LICENSED BY
THE COLLEGE OF PHYSICIANS AND SURGEONS OF ALBERTA www.cpsa.ab.ca**

**ALL TRAINEES MUST BE COVERED BY THE CANADIAN MEDICAL PROTECTIVE ASSOCIATION
www.cmpa-acpm.ca**