

Postgraduate Medical Education

PROCEDURES FOR RESIDENCY ELECTIVES – INTERNATIONAL MEDICAL GRADUATES

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

- **Minimum 8-12 months** before the desired start date **the resident** sends the Program Director (in Calgary):
 1. A letter requesting the elective
 2. A complete CV
 3. Home Program Support Letter - a letter from the resident's home Program Director confirming the following:
 - approval and dates of elective
 - postgraduate year (PGY) level, date of birth, and email of resident
 - statement confirming the salary will remain with home university during elective
- **Minimum of at least 7 months** before the start date 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 Program Director (in Calgary) outlining:
 - the length and kind of elective
 - the PGY level of the trainee
 - supervisor of the trainee
 - site (location) of the elective
 2. Home Program Support Letter - a letter from the resident's home program in support of the elective, describe above
 3. Resident's passport

**** FAILURE TO SUBMIT ALL DOCUMENTS 7 MONTHS BEFORE ELECTIVE START DATE WILL RESULT IN PGME DENYING YOUR APPLICATION****
- **Upon arrival to Canada, the resident** submits:
 1. Valid work permit
- A work permit is required for foreign health-care elective students/residents/fellows. All requirements of the Canadian regulatory board responsible for their occupation must be met.

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/work-without-permit/authorization-work-without-work-permit-health-care-students.html>

- Government of Canada work permit processing timelines can be viewed on below link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

- Foreign medical residents and medical fellows coming to work temporarily (regardless of length of work) in Canadian clinical settings or research facilities for paid training or to conduct research are not work permit exempt under paragraph R186(p). However, they may qualify for a Labour Market Impact Assessment (LMIA) exemption as Foreign medical (or dental) residents and medical research fellows [C45]
<<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/public-policy-competitiveness->

[economy.html#foreign-med](#)> An LMIA-exempt offer of employment submitted by their prospective employer, usually the training institute, is required. When the work permit is approved and issued, the employer is then responsible for specific conditions for employing foreign nationals in Canada, such as working conditions, including location and wages.

- Foreign health-care students must undergo a Canadian immigration medical examination before coming to Canada.

<http://www.cic.gc.ca/english/information/medical/index.asp>

- Any resident coming for an elective that has obtained their medical degree in a country that does not have English as a first and native language will be required to provide the CPSA with evidence of English Language Proficiency. Additional information on English Language Proficiency can be found at:

<https://cpsa.ca/wp-content/uploads/2021/06/English-Language-Proficiency-Policy.pdf>

- Please be advised that effective July 1, 2013, all international medical graduates coming to Alberta to participate in postgraduate training electives, longer than 90 days, must submit their medical degree to the Physician's Credentials Registry of Canada for source verification. Prior to registration with the College their PCRC file must indicate that the verification is *in progress*.
- The PGME office will send to the trainee:
 1. A cover letter outlining further instructions regarding:
 - Alberta Health Services – Medical Education Office (AHS-MEO) requirements to grant clinical access
 - College of Physicians and Surgeons of Alberta (CPSA) registration procedures
 2. A Letter of Engagement (LOE) that the trainee must sign and return to the PGME office
- A non-refundable administration fee of \$150.00 in the form of credit card, cheque or money order payable to the University of Calgary must be sent to the UofC PGME office by the resident prior to the commencement of the elective.
- The PGME office will inform both AHS-MEO and the CPSA of the upcoming elective. Their respective registration processes may take up to six 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)