



**Application for Re-Entry Residency Position  
PGME Procedures**

**Eligibility:**

1. Any physician who holds independent practice registration with CPSA and is currently practicing in Alberta
2. Applicants to Family Medicine Enhanced Skills Programs must demonstrate proof of CFPC certification and have completed core training at least 6 months prior to application

**Funding:**

Re-entry positions are funded by Alberta Health (Flex Funding) and cannot be funded by external sources.

**Selection Criteria:**

Re-entry positions must not be in competition with trainees entering through any annual selection process which takes place either through CaRMS, other matching organizations or independent of these (i.e. programs that are not yet part of a national matching process).

Selection criteria include, but are not limited to the following:

- Physician resource need as determined by workforce planning data where available
- Length of continuous practice in Alberta
- Program capacity
- Appropriateness of individual candidates as determined by the program and based on academic record and references.

\*see TOR for PGME Allocations Committee for detailed criteria:

<https://cumming.ucalgary.ca/sites/default/files/teams/6/ToR/allocations-terms-of-reference-pgme-jan2020-v2.pdf>

**Application Process:**

1. Applicants for re-entry positions must contact the appropriate Program Director.
2. The program determines whether there is capacity to consider additional learners. The program has sole discretion to make this determination.
3. If there is capacity the program MAY ask the applicant to submit a *Letter of Interest* outlining background, interest in both a re-entry position and future career aspirations. The program may request additional documentation to support the *Letter of Interest*.
4. The program submits a request for funding via the PGME Allocations Request form (deadline November 1)
5. Re-entry requests are reviewed by this committee at the December meeting. PGME Allocations Committee reviews all requests for program funding as per its published TOR
  - i. Approval of re-entry funding does not imply an offer of training to the candidate.
6. Approval of funding allows the program to proceed to the next step of assessing the individual candidate's application. This may include a request for additional documentation and/or an interview.
  - i. Pre-acceptance electives will not be possible as re-entry applicants are not registered either with the University or PGME
7. The program decides whether to offer a training position to the candidate.



- 8. Before a formal training position is offered, the program forwards the application package to PGME ([pgmeregistration@ucalgary.ca](mailto:pgmeregistration@ucalgary.ca)) for verification of eligibility.
  - Application package must include:
    - Letter of interest (from applicant)
    - CV
    - Approved Re-Entry funding letter from Allocations Committee
    - Justification and/or clarification for any altered training duration

A recommendation to accept the applicant is dependant upon PGME approval.

**Notification:**

- 9. For successful applications PGME will notify the Program Director in writing once the position is confirmed. The program will issue a *Letter of Intent* to the applicant.
- 10. Once the applicant has accepted an offer of training (*Letter of Intent*)
  - 10.1 The program will forward the signed letter to PGME, ([pgmeregistration@ucalgary.ca](mailto:pgmeregistration@ucalgary.ca))
  - 10.2 PGME will send a confirmation to the candidate, and
  - 10.3 PGME will begin the onboarding process.

**Summary of Process:**

