

Approval Date (PGEC): June 13, 2016

Effective Date: June 14, 2016

Guideline and Procedure for Approval of Electives

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Postgraduate Medical Education
Approver:	Postgraduate Medical Education Council
Scope:	All Residents
Classification:	Residency Training

All teaching hospitals in Edmonton (affiliated with AHS or Covenant Health) are aligned with the University of Alberta (U of A) Faculty of Medicine and Dentistry (FoMD) for the purposes of training medical students and residents. Residents wishing to do electives in any of these facilities must have approval to do so.

Residents from the U of A must apply within their own program and have approval from their program director. Individual programs are strongly encouraged to have a process in place for approval of electives to minimize competition among learners and equitable access to training opportunities.

Residents from outside of the U of A must first contact the intended training program directly to request the elective. Upon preliminary approval of the elective by the program, the resident must complete the incoming elective form in the **Forms** file on the Postgraduate Medical Education (PGME) webpage of the FoMD website. The completed form must be submitted to the intended U of A program with a letter from the resident's home Program Director indicating approval for the elective. The intended U of A Program Director signs the form, and forwards the completed form and resident's home Program Director's letter to the PGME office for processing. For residents from outside of Alberta, the PGME will initiate the application process for placement on the CPSA Educational Licensure register. It is the responsibility of the resident to ensure that this application is completed and that provincial registration is active for the duration of the elective.

For residents from outside of Canada, submission to PGME office also needs to include the resident's curriculum vitae and passport number, and a speedcode from the intended U of A program to cover the Immigration Canada's Foreign Visitors Assessment fee. On receipt of

approval from Immigration Canada, PGME office will send the documents to the resident so that he/she can submit an application for a Work Permit.

Please note that the **minimum** timeline for processing an in-coming (from another institution) elective is:

- Within Canada: **3 months**
- Outside Canada: **6 months**

It is the resident's responsibility to ensure that all eligibility requirements for licensure in Alberta are met. Residents without active licensure will be **unable** to work in the capacity of a resident, and will be refused access.

Residents without prior formal approval to do an elective will be **unable** to work in the capacity of a resident at that particular site, and will be refused access.

Further queries can be directed to the Office of PGME at bhaekel@ualberta.ca