Residency Electives Guidelines

Timelines:
1. Provincial, Out-of-province and Out-of-Country Electives
   - Must be submitted to the Program Director a minimum of 4 months in advance
   - RPC approval not required for provincial electives but required for all others
   - RPC meets the first Thursday of each month.

Resident Responsibility:
Our expectation is that residents will arrange for all necessary documentation and are responsible for all associated costs and fees including registration, travel and accommodation.

Any elective done in any Alberta rural and regional area should be approved by the Office of Rural and Regional Health. Please contact Rattan Dhillon at rattan1@ualberta.ca to ensure this is approved before submitting your form to the Site Administrator.

- Residents are responsible for contacting preceptors and ensuring the preceptors are in good standing and have a University affiliation or equivalent designation from their specialty organization.
- Residents obtain a letter (or email) of approval for the elective from their faculty advisor
- Residents must complete an outgoing elective form available at the PGME website (https://www.ualberta.ca/medicine/programs/residency/forms). The form must include the preceptor information including the name of the University they are affiliated with.
- **University of Calgary (UofC) electives:**
  - Must contact the UofC program a minimum of 4-6 months in advance of the planned elective.
- **Out-of-province electives:**
  - Residents must apply to the appropriate licensing body to obtain a temporary medical license for that province
  - Residents must contact CMPA for any out-of-province electives. CMPA will update resident’s records to indicate the province and dates of the elective.
- **Out of country electives:**
  - Residents must apply to the appropriate licensing body to obtain a temporary medical license
  - It is the residents’ responsibility to obtain liability insurance.

Site Admin Responsibility:
- Forward the elective information to the Department.
- Ensure evaluations for the elective are in place.
- Enter information in ONE45.

Department Responsibility:
- Prepare elective approval letters and once approved at RPC, email the letters and the outgoing elective forms to the appropriate parties.

This is a guideline. Individual consideration in a timely manner will be considered by the Program Director.