

OUTGOING EDUCATIONAL COURSE FORM (International)

The Postgraduate Medical Education (PGME) Office must process all outgoing PGME trainee educational courses that are occurring internationally for fourteen (14) days or less. An Educational Course is one in which no clinical work will be done and licensure is not required. This form is intended for resident physicians currently enrolled in a University of Alberta postgraduate medical education residency program and are planning to pursue a learning experience outside of the University of Alberta as part of their postgraduate training. Rotational objectives must be clearly determined and appropriate evaluations obtained.

It is the resident’s responsibility to make sure that adequate liability insurance is in place as the Canadian Medical Protective Association (CMPA) covers electives within Canada only. Trainees can call the Physician Insurers Association of America regarding obtaining additional coverage if doing an elective in the United States. The resident is additionally responsible for purchasing supplementary health care insurance.

Please complete and return this form to pgelect@ualberta.ca at least six (6) months prior to the start date of the course. The PGME office must pre-approve ALL outgoing international educational courses and cannot be processed retroactively.

DOCUMENTS REQUIRED

☐ Objectives of the Course

TRAINEE NAME & PROGRAM

Surname	First Name	Middle Name
Current Program	Trainee’s Signature	Date (yyyy-mm-dd)

EDUCATIONAL COURSE DETAILS

Title/Description of the Educational Course		
Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	
University/Hospital	Department	
Address (Street/Avenue)		City
Province	Country	Postal Code

APPROVAL – UNIVERSITY OF ALBERTA

Program Director’s Name	Signature	Date (yyyy-mm-dd)
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APPROVAL – PGME

Signature of Associate Dean, PGME	Date (yyyy-mm-dd)
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Protection of Privacy - Personal information provided is collected in accordance with Section 4(c) of the Alberta *Protection of Privacy Act (POPA)* and will be protected in accordance with section 10 of the Act, and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purposes of academic administration and human resource management. Please note that information collected will be transmitted to and stored on servers outside of the University, Alberta and Canada and that the University cannot guarantee protection against disclosures as a consequence of foreign laws. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems.