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Family Medicine Residency Electives Guidelines

Office of Accountability:	Director, Postgraduate Medical Education
Office of Administrative Responsibility:	Residency Program, Department of Family Medicine
Approver:	Residency Program Committee
Scope:	Family Medicine Residents

Table of Contents

1. Purpose
2. Timelines
3. Resident Responsibility
4. Site Administrator Responsibility
5. Department Responsibility

1. PURPOSE

This document describes the process and guidelines for resident electives during their residency.

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

2. TIMELINES

RPC meets the first Thursday of each month.

Electives within Alberta:

- Documentation must be submitted to **the Program** a minimum of 4 months in advance.
- RPC approval is not required.

Out-of-Province electives:

- Documentation must be submitted to **the Program** a minimum of 4 months in advance.
- RPC approval must be obtained.

Out-of-Country electives:

- Documentation must be submitted to the Program a minimum of 7 months in advance for review prior to submission to **PME** Office.
- RPC approval is not required.

3. 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 (rattan1@ualberta.ca) to ensure this is approved before submitting your form to your 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 or site director.
- Residents must complete the appropriate outgoing elective form available from the PME website (<https://www.ualberta.ca/medicine/programs/residency/forms>). The form must include the preceptor information including the name of their affiliated University.
- **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.
 - Objectives must be submitted with the appropriate PME form.

4. SITE ADMINISTRATOR RESPONSIBILITY

- Forward the elective information to the Department.
- Ensure evaluations for the elective are in place.
- Enter information in One45.

5. DEPARTMENT RESPONSIBILITY

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

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

The Program	Family Medicine Residency Training Program
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RPC	Residency Program Committee
PME (also “PGME”)	Postgraduate Medical Education
CMPA	Canadian Medical Protective Agency

RELATED LINKS

PME Forms – <https://www.ualberta.ca/medicine/programs/residency/forms>