



Policy Name:	International Electives Policy
Application/Scope:	CPGME Program Trainees
Approved (Date):	CPGME Executive, April 9, 2019
Review Date:	Five years from the approved date
Revised (Date):	
Approved By:	Dean's Council, May 7, 2019 College Executive Council, Sept. 17, 2019

BACKGROUND

The CPGME office provides support and guidance for trainees to engage in International Electives. The International Centre of the University of Manitoba also supports International Electives by providing education and support on international travel, which is coordinated with the CPGME office.

DEFINITIONS

CFPC – College of Family Physicians of Canada

CMPA – Canadian Medical Protective Association or equivalent as appropriate

CPGME – (Max Rady) College (of Medicine) Postgraduate Medical Education (also referred to as “PGME”)

CPSM – College of Physicians and Surgeons of Manitoba or equivalent as appropriate

Elective Supervisor – the physician to whom the trainee reports during a given interval of clinical training, such as an on-call shift. Trainees often serve in the role of supervisors, but they do not act as the most responsible provider for patient care

International Elective – an international clinical elective, which is discretionary and non-mandatory component of a trainee’s postgraduate medical education training that takes place outside Canada, but which occurs in an approved clinical setting and that fulfills the elective or core requirements of the trainee’s CPGME Program, of the RCPSC and/or CFPC

Internationally (Visa) Sponsored Trainee – a non-Canadian citizen enrolled in a CPGME program who is funded and sponsored by their home country and who is required to return to their home country upon completion of CPGME training

Preceptor – a physician who oversees, and is the most responsible provider for, the clinical activities of one or more trainees, and has the appropriate privileges in the clinical setting

Program – any CPGME Program, which is based in one or more clinical training sites (also referred to as “PGME Program” and “CPGME Program”)

Program Director – means the Program Director for the trainee’s CPGME Program, who grants the trainee permission, on behalf of the Program, to pursue an International Elective, and for an agreement to be pursued by the University with the host institution, in accordance with this Policy

RCPSC – Royal College of Physicians and Surgeons of Canada

Trainee – any CPGME Program learner, who is appropriately certified by CPSM or other applicable licensing authority

1. PURPOSE

- 1.1 To provide support and guidance for trainees who wish to engage in International Electives
- 1.2 To outline the CPGME requirements for trainees who wish to engage in International Electives

2. POLICY STATEMENTS

- 2.1 **International Elective Requirements:** International Electives must meet the following requirements in order to be considered by the Program Director for approval and credit towards training:
 - 2.1.1 Adhere to the same or substantially similar assessment procedures as the trainee’s CPGME Program
 - 2.1.2 The International Elective location, training goals and objectives and assigned Elective Supervisor and Preceptor must be clearly identified (Country, title of elective, name of Elective Supervisor and Preceptor, name and address of hospital, dates of elective, etc.)
 - 2.1.3 The International Elective location must not be in a location for which an advisory against travel has been issued by the Government of Canada for health and safety reasons
 - 2.1.4 Comply with current RCPSC and CFPC International Elective criteria, as updated from time to time. At present, such criteria currently states:
 - 2.1.4.1 In RCPSC programs, not more than 3 months of training should be taken outside the parent program. Special exceptions may apply
 - 2.1.4.2 In CFPC programs, not more than 4 weeks should be taken outside the parent program. Special exceptions may apply
 - 2.1.4.3 Electives taken in an unaccredited setting may be accepted towards trainee CPGME Program requirements if all of the following conditions are met:
 - The trainee must be enrolled in a recognized CPGME Program at the time the International Elective is taken
 - The total duration of rotations taken at unaccredited sites must not

exceed 6 months of the total training for the specialty or subspecialty

- The International Elective period is planned by the Program Director and the trainee, which is then accepted by the Program Director as meeting the CPGME Program requirements
- There is a clearly-defined International Elective Supervisor
- There is a well-defined in-training evaluation system to include evaluation of the trainee during the International Elective period that is based on the CPGME Program educational objectives that is clearly understood beforehand by the trainee, the International Elective Supervisor, and the Program Director

2.2 Trainee Requirements: A trainee wishing to take an International Elective, for credit towards CPGME Program training, must meet the following requirements:

2.2.1 Standing: Be in good academic standing with their Program

2.2.2 Information to Support Request: Provide their Program Director with sufficient information about the International Elective as outlined above, at **least six (6) months in advance** of the desired start date, to obtain written permission from their Program Director - and comply with any requirements outlined by their Program beyond those cited in this Policy. Internationally (Visa) Sponsored trainees also require written permission from their sponsor in addition to their Program Director

2.2.3 Travel Advice and Advisories: Trainee is required to investigate the intended location, and provide information to their Program Director of any risk factors that will be posed by the requested placement. The [Travel Advice and Advisories page](#) is the Government of Canada's official source for information about a country's risk factors; i.e., political instability, infectious diseases, crime, etc. Note that travel to a destination with a level 4 travel advisory (Avoid All Travel) will normally not be approved by the University of Manitoba

2.2.4 International Travel Advice: Contact the University's [International Centre](#) for international travel guidance and advice (for e.g., register with "International SOS" and receive a pre-departure orientation, including resources available in case of emergency)

2.2.5 Once the International Elective is approved by the Program Director and a Legal Agreement with the Host Institution is finalized:

- **Certificate of Practice:** Ensure they have the appropriate certification for the jurisdiction where the International Elective will take place (CPSM proof of certificate equivalent for accepting program)
- **Liability Coverage:** Ensure they have appropriate liability coverage for the jurisdiction where the International Elective will take place (CMPA does not cover International Electives outside of Canada). The University's Office of Legal Counsel and Office of Risk Management may be consulted for this purpose

- **Immunizations:** Ensure they receive the mandatory immunizations for the jurisdiction where the International Elective will take place
 - **Health Insurance:** Ensure they have appropriate health insurance. The University's International Centre may be consulted for this purpose
 - **Immigration Requirements:** Finalize all immigration and visa requirements
- 2.2.6 **Failure to Comply:** Any International Elective that is completed by a trainee who does not fulfill the above requirements will not be approved by the PGME Program and will not be considered towards their official Program training requirements
- 2.2.7 **Written Agreement:** The University of Manitoba must enter into a written agreement with the institution offering the International Elective, as approved by the University of Manitoba's legal office and signed in accordance with the University's Policy on Signing of Agreements. Once approved by the Program Director, the PGME Office is notified and will contact University legal counsel for this purpose
- 2.2.8 **Reporting of Issues:** Trainees and/or staff should report any concerns or problems encountered while undertaking International Electives to the PGME office, the Program Director and the University's International Centre as soon as possible for appropriate action
- 2.2.9 **Access and Privacy:** All University of Manitoba employees and trainees must manage any reported information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA)

3. PROCEDURES

Trainee

- 3.1 **Preliminary Inquiries:** The trainee makes preliminary inquiries with the institution where the International Elective is desired and obtain travel advice as noted above
- 3.2 **Information to Support Request:** The trainee submits a written request for permission to do an International Elective to their Program Director at least **6 months** in advance of the desired start date, providing the information required above for International Elective Requirements. Internationally (Visa) Sponsored Trainees must also obtain written permission from their sponsor to do an International Elective and provide evidence of same with their request to their Program Director
- 3.3 **Notification to PGME Office and Legal Agreement:** Once approved by the Program Director, the CPGME Office will be notified of the planned International Elective and will ensure that the University's Office of Legal Counsel coordinates a written agreement with the institution where the International Elective will occur
- 3.4 **Pursue International Elective Planning Requirements:** Once the legal agreement for the trainee's International Elective is completed, trainees are responsible for obtaining their proof of certificate, liability coverage, immunizations, health insurance, international

travel advice and required immigration requirements as outlined above. Any direct costs for such individual requirements are the responsibility of the trainee

- 3.5 **Post-International Elective Requirements:** Upon completion of the International Elective, trainees are required to:
- 3.5.1 Provide their Program Director with an assessment of their learning experience and the adequacy of the International Elective site (“**Assessment**”). The Assessment will include an assessment on their primary preceptor and on the International Elective in general
 - 3.5.2 The Assessment will be distributed by the Program Director to the Elective Supervisor and be completed by Preceptors at the host institution. It is the trainee’s responsibility to ensure their Preceptor submits a completed Assessment to their Program Director within four weeks of completing the International Elective
 - 3.5.3 All of the Assessment documents must be appropriately signed and forwarded to the CPGME office for inclusion on the trainee’s file
- 3.6 The trainee must inform the Program Administrator that the International Elective is finalized

Program Director

- 3.7 **Review and Approval Requirements:** The Program Director will review the trainee’s request to complete an International Elective and will approve it provided that the International Elective Requirements and Trainee Requirements above noted are met. In addition, Program Directors must ensure that they:
- 3.7.1 Evaluate the risk level of each requested International Elective and update their review of same from time to time. The University’s International Centre is available for consultation in this regard
 - 3.7.2 Ensure that each International Elective is in compliance with applicable accreditation requirements (RCPSC and/or CFPC)
 - 3.7.3 Notify the PGME Office of their approval so that the University’s Legal Office may begin working towards an agreement with the host institution for the International Elective
 - 3.7.4 Ensure the trainee has complied with all requirements following Program Director approval and completion of a legal agreement with the host institution re: proof of certificate, liability coverage, immunizations, health insurance, international travel advice and required immigration requirements
 - 3.7.5 Ensure that the trainee has provided complete address information for the locations they will be working as well as the locations they will be staying, for emergency response purposes
 - 3.7.6 Ensure that all Assessment information as above noted is completed
- 3.8 **Report:** Program Directors must report significant problems related to the health and safety of trainees while participating in International Electives to University Security

Services as soon as possible after learning of the problem. University Security Services will notify the Travel Crisis Team, which will coordinate the response in conjunction with the International Elective host. The CPGME Office must also be informed

- 3.9 **Assessment Review:** The Program Director will review all submitted Assessments from the completed International Elective to evaluate the quality of the teaching and the site to inform future decisions regarding approval of other requests for the same International Elective experience from other trainees

Program Administrator

- 3.10 The Program Administrator reviews the trainee's International Elective request and submits it to the Program Director for approval in accordance with the above noted requirements
- 3.11 When approved by the Program Director and the required legal agreement is completed, the Program Administrator creates an International Elective rotation in the electronic curriculum management system for the trainee during the requested time
- 3.12 Once notification is received that the International Elective is complete, the Program Administrator will finalize the International Elective rotation in the electronic curriculum management system and will set up the external program with guest access (if applicable)

REFERENCES

Dalhousie University Policy on Resident Education Abroad –
<https://medicine.dal.ca/departments/core-units/postgraduate/calendar/electives-pgme-Trainees/international-electives-policy.html>

[The University of Manitoba, CPGME External Electives Processes](#)

[The University of Manitoba, CPGME External Electives Webpage](#)

The University of Manitoba International Centre
[Travel Safety & Emergency Assistance](#)
[Pre-Departure Handbook for University of Manitoba Student Travelling Abroad](#)

The Government of Canada [Travel Advice and Advisories](#)

The RCPSC – Eligibility to undertake an Elective for specialty or subspecialty training is explained in Section IV, Item 4.6.1 of the Royal College of Physicians and Surgeons of Canada Policies and Procedures for Certification and Fellowship publication.
[file:///C:/Users/oshanyk/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/policy-procedure-certification-fellowship-e%20\(1\).pdf](file:///C:/Users/oshanyk/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/policy-procedure-certification-fellowship-e%20(1).pdf)

[UGME International Travel Policy](#)

POLICY CONTACT

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