PGME Process:
How to Process a Elective for Trainees Visiting from other PGME Programs

Notes: To be accepted for an Elective, the trainee must be currently registered in a post grad residency program at another university. If the trainee is coming from another country and is not a Canadian Citizen, it is the trainee’s responsibility to obtain the appropriate Canadian visa.

Process: External Electives - Visiting Trainees

Trainee
- Contact the U of M Program to ask for Elective permission and submit all documentation to CPSM.
- If the trainee is coming from another country and is not a Canadian Citizen, they must obtain relevant work permit/study visa.

Program Administrator
- Review Trainee’s Request to complete the Elective in consultation with PD.
- Accept or decline the Request.
- If accepted, record is created for the Elective. Access granted for Trainee dependent on Program’s request.
- PA forwards login information to Trainee.
- Trainee completes PHIA training and signs pledge.
- Trainee completes the requirements for licensure and submits all documentation to CPSM.

PGME
- Accept or decline the Request.
- If accepted, record is created for the Elective. Access granted for Trainee dependent on Program’s request.
- Email trainee and external partners confirmation of elective and required documentation for final elective approval, including CPSM licensure, liability insurance, U of M PHIA training and pledge sign off and Immunization requirements.
- Receive email notification from CPSM that licensing in place.

CPSM
- Corresponds with trainee.
- Review and confirm documentation.
- Corresponds with PGME Resident Administrators.
- PHIA office: sends log in directions for Trainee to review and sign off.
- Update Trainee’s record to indicate PHIA training is complete.
- CPSM: Documentation review and acknowledges training complete.
- CPSM emails trainee application link.

Other External Partners
- Medical Director, Occupational Health corresponds Immunization clearance with PGME Resident Administrators.
- PHIA office: sends login directions for Trainee to review and sign off.
- PHIA office: Documentation reviewed and acknowledges training complete.
- Update Trainee’s record to indicate Licensing, Liability and Immunizations are place. Email sent to program.
- Program Administrator - schedules trainee for Elective.
- PA - Provide Trainee with schedule, HSC security badge, pager and eHealth access.

Trainee Completes Elective
- Receive email notification that the Elective can commence.
- Receive email notification that the Elective can commence.
- Pa - Provide Trainee with schedule, HSC security badge, pager and eHealth Super Access.
- Trainee Completes Elective.

Process:
- External Electives - Visiting Students
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