

ELECTIVES with Department of Obstetrics & Gynaecology

(Residents and Fellows who are not Canadian Citizens/Permanent Residents – “Visa Trainees”)

Guidelines

1. Eligibility:

1.1 Residents and fellows **currently registered in a training program in Canada.**

1.2 If registered in a training program **outside Canada:**

- Language of patient care must be English or French, as required by CPSO policy
<http://www.cpso.on.ca>
- Residents must have completed a minimum of two years of training.

For more details, visit the Faculty of Medicine website:

<http://pg.postmd.utoronto.ca/applicants/apply-for-elective-training/>

2. **Salary:** The elective applicant’s home university must continue to pay the applicant’s salary during the elective. *International applicants must also state amount of home-clinical site annual salary, provide official evidence of this salary, the source and approximate per annum amount of funding, and **must include** the following phrase:*

“The foreign national receiving remuneration as a medical resident, clinical fellow or research fellow is being remunerated at a rate commensurate with that of a Canadian performing the same duties in the same location of work as the foreign national.”

3. **Approvals:** All electives require the approval of the prospective elective supervisor, the Department of Obstetrics & Gynaecology, and the Faculty of Medicine Postgraduate Medical Education Office. It is the elective applicant’s responsibility to obtain all university, licensure and immigration approvals **prior** to arriving at the supervisor’s office for training. Any elective trainee without prior approvals will **not** be allowed to start the elective.

4. **Registration:** The elective trainee must register with the University Postgraduate Office, the CPSO, and the hospital Medical Education Office prior to starting the elective.

5. Incomplete and non-electronic applications will **NOT** be processed.

6. Elective Supervisors should ensure that an additional learner can be accommodated.

Elective Application Process

1. Applicant:

- a) requests the elective with an elective supervisor, and, if accepted, forwards details required in Section A (Elective Application Form) and documents required in Section B, to elective supervisor.
- c) allows for adequate time for processing: **1–3 months for Canadian applicants**
4–6 months for foreign national applicants

2. Elective Supervisor:

- a) completes **Section A** of the Elective Application Form
- b) forwards “Elective Application” and all required documentation (Section B, C), as a complete package, **electronically** to the Program Director’s office by e-mail: obgyn.educ@utoronto.ca

3. **Program Director, Department of Obstetrics & Gynaecology**, writes approval letter, and forwards application to Postgraduate Medical Education (PGME), Faculty of Medicine, University of Toronto.

4. **PGME Office** contacts the applicant and provides further guidance regarding CPSO, CMPA, POWER registration and other university policies, 2–4 weeks from date completed application package is received at the Department of Obstetrics & Gynaecology.

Related WEBSITES

- *College of Physicians and Surgeons of Ontario (CPSO)* Because CPSO requirements are subject to change, candidates should contact the CPSO directly to confirm these requirements. <http://www.cpso.on.ca>
- *Canadian Medical Protective Association (CMPA)* <http://www.cmpa.org>

ELECTIVE APPLICATION*(Residents and Fellows who are not Canadian Citizens/Permanent Residents – “Visa Trainees”)***Section A: Elective Supervisor completes this section:****APPLICANT DETAILS:**

Applicant Name:	Family name	First name	Middle name	PGY Level:
Applicant's Home University:			Home Training Program:	
Home Program Director:	Name		email	
Elective rotation:				
Date:	Specify start and end dates*:			
Supervisor:			Hospital Site:	

*N.B. - These dates must agree with dates specified in the letter from the home Program Director.

ELECTIVE SUPERVISOR APPROVAL:

Elective Supervisor name and signature	Hospital	Date
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Section B: Applicant Documentation Required

Note: If you are currently registered with the University of Toronto, the only documentation requirements are:

1) Proof of confirmation of UofT registration and 2) number 4 below: Letter from home Program Director.

<input type="checkbox"/>	1. Curriculum Vitae (CV) that must include, at the beginning: <input type="checkbox"/> the applicant's country of birth and citizenship <input type="checkbox"/> date of birth <input type="checkbox"/> current PGY level <input type="checkbox"/> name of current training program <input type="checkbox"/> current university <input type="checkbox"/> e-mail and residential addresses Any time gap in training and/or professional appointments in CV must be clarified in CV or under separate cover.
<input type="checkbox"/>	2. Medical Degree (photocopy of original) from University of graduation (with certified English translation if NOT in English).
<input type="checkbox"/>	3. If a Fellow, Specialty Certificate (photocopy of original)
<input type="checkbox"/>	4. Letter from home (residency/fellowship) Program Director that must include: <input type="checkbox"/> PGY level <input type="checkbox"/> permission to undertake the elective <input type="checkbox"/> duration of the elective (start and end dates) <input type="checkbox"/> statement that the applicant is in good standing in their program <input type="checkbox"/> statement that the salary will continue to be paid by applicant's home University during this elective. 4.1 NOTE: For International applicants, the letter must also state the source and approximate per annum amount of funding, and must include the following phrase: "The foreign national receiving remuneration as a medical resident, clinical fellow or research fellow is being remunerated at a rate commensurate with that of a Canadian performing the same duties in the same location of work as the foreign national."
<input type="checkbox"/>	5. Complete Immunization Record: current TB, level of immunity for Hepatitis B, record of MMR, record of chicken pox or varicella immunization, Polio, Tetanus and diphtheria boosters (if available)
<input type="checkbox"/>	6. Proof of Canadian Medical Protective Association (CMPA) insurance. If not available, resident must apply through CMPA after University appointment is confirmed and notify Department of Education at U of T directly. Check website http://www.cmpa.org for details.
<input type="checkbox"/>	7. Proof of Ontario Educational License. If not available, resident must apply through CPSO after University appointment is confirmed, and notify Department of Education at U of T directly. Check website http://www.cpso.on.ca for application details.
<input type="checkbox"/>	8. Photocopy of Passport (copy of passport, permanent resident card (photocopy both sides of card), or copy of visa (for Landed Immigrant applicants only).

Section C: Additional Documentation required for non-Canadians

<input type="checkbox"/>	9. Work Permit Processing fee of \$155 (\$CDN): Cheque made payable to the University of Toronto OR completed credit card authorization (see Appendix 1)
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Post MD Education
UNIVERSITY OF TORONTO

Date: _____

Name: _____
Last Name First Name Middle Name

Address: _____

Telephone: _____ Email Address: _____

I authorize the University of Toronto to charge my:

- VISA
- MASTERCARD
- AMERICAN EXPRESS

Name As It Appears On Credit Card: _____

Credit Card Account Number: _____

Expiry Date on Card: _____
Month Year

Signature: _____

For payment of \$155.00 (Canadian Funds) University of Toronto visa processing fee*.

*Please note that this fee is a University of Toronto administrative fee and is distinct from any fees that Immigration, Refugees and Citizenship Canada may require you to submit.