

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**
5–6 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:	<i>Specify start and end dates*:</i>
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
---	-----------------	-------------

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 \$160 (\$CDN): Cheque made payable to the University of Toronto OR completed credit card authorization (see Appendix 1)
--------------------------	---

Entry requirement for foreign nationals

Starting July 31, 2018, Immigration, Refugees and Citizenship Canada (IRCC) will require foreign nationals from Europe, the Middle East and Africa to provide biometrics (fingerprints and photo) when applying for a visitor visa, work permit or study permit, permanent residence, or when claiming refugee or asylum status.

Starting December 31, 2018, IRCC will expand this biometrics requirement to include foreign nationals from Asia, Asia Pacific, and the Americas.

All individuals residing in Canada, who submit an application from within Canada for temporary or permanent residence, will not have to provide their biometrics until it is announced that the biometrics collection service in Canada is in place. Biometrics will then only be required when these individuals make a new application, including renewals and extension.

Applicants will have to go in person to an authorized biometrics collection service location to give their fingerprints and have a photo taken, after receiving a Biometrics Instruction Letter from IRCC. Individual applicants will have to pay CAD \$85 to provide their biometrics. Families applying together at the same time will pay a maximum total fee of CAD \$170. Once provided, biometrics are valid for a period of 10 years.

Some individuals will be **exempt** from the biometrics requirement, including:

- Canadian citizens, citizenship applicants, or existing permanent residents
- Children under the age of 14
- U.S. nationals applying for a work or study permit

Additional information is accessible through the IRCC website at <https://www.canada.ca/en/immigration-refugees-citizenship/news/2018/06/to-support-biometrics-expansion-canada-is-opening-new-visa-application-centres-and-offering-interim-services-at-some-missions.html>.

