

ADULT RESPIROLOGY TRAINING PROGRAM RESIDENT ELECTIVE PROCESS

[Postgraduate Medical Education]

We invite and encourage interested Residents from accredited (RCPSC or CFPC) Programs to enrol in an elective rotation in Respiriology. This is the best way for you to experience the Training Program and will serve you well in future Applications at CARMS. One month rotations generally consist of a mix of inpatient Respiriology and ambulatory clinics. There are four sites in Calgary (Rockyview General Hospital (inpt only) in the southwest, Peter Lougheed Center in the northeast, Foothills Medical Center in the northwest, and South Health Campus (inpt only) in the southeast) and you may be allocated to any one of the four sites. You may make a request for a specific site, but we cannot guarantee availability.

The procedure is as follows:

RESIDENTS

Contact the Program Administrator (PA) via email a minimum of 4-6 months prior to your desired elective block (ideally, the further in advance you request your elective the better). Our Program typically makes the annual schedule (July 1st to June 30th) in the preceding March/April months. By late May, many blocks are filled by local internal medicine Residents, thus it is in your best interest to inquire EARLY. Even if it is past April or May, you may still inquire for availability as there are usually some unfilled blocks.

1. Email the PA requesting an elective rotation in Respiriology with your desired dates. Give optional dates if possible. Indicate your current institution, your program (eg Internal Medicine) and your PGY level at the time (not current) of the requested rotation (eg PGY-2).
2. The PA will check the Respiriology schedule, and inform you of whether there is availability in that block.
3. If there is availability, the PA will liaise with the PD who will approve the elective, and you will be informed of the approval via email.

If you are approved to attend an elective in Respiriology you must send the following documents to the PA at least 4-6 months prior to the start date of the elective.

- a) A complete CV, if requested
- b) A letter requesting the elective (can be an email to the Program Administrator with the following information:
 - Indicate your current institution
 - Your program (eg Internal Medicine)
 - Your PGY level at the time (not current) of the requested rotation (eg PGY-2).
- c) A Home Program Support Letter from your Program Director confirming
 - Approval and dates of elective
 - Resident date of birth, email, and postgraduate year (PGY) level (at the time of the elective)
 - Statement confirming the salary will remain with home university during elective

You **MUST** complete the above as soon as possible as there is significant paperwork that must be done with the University of Calgary Post Graduate Medical Education (PGME) Office.

PROGRAM ADMINISTRATOR (for us to do)

At least 3 months before the start date of the elective, the PA in Respiriology sends to the PGME office the following documents:

1. Local Program Support Letter from the Calgary Respiriology Program Director confirming:
 - the dates and kind of elective
 - the PGY level of the trainee, at the time of elective
 - supervisor of the trainee
 - site (location) of elective
2. Home Program Support Letter from the resident's Home Program Director in support of the elective
3. Resident purchases a criminal record check. This may take several weeks to process and must be submitted to Alberta Health Services – Medical Education Office (AHS-MEO) before the start date of the elective. If currently residing in Canada, this must include a criminal record check and vulnerable sector search from the resident's local police agency (applicants from Toronto will need to contact the AHS-MEO to obtain a waiver). For further clarification, please contact the AHS-MEO office CAL.MedicalEducationOffice@albertahealthservices.ca.

*****FAILURE TO SUBMIT DOCUMENTS BY DEADLINES WILL RESULT IN PGME DENYING YOUR APPLICATION*****

POSTGRADUATE EDUCATION OFFICE

The PGME office will send to the trainee:

- a) A cover letter outlining further instructions regarding:
 - Alberta Health Services – Medical Education Office (AHS-MEO) requirements to grant clinical access
 - College of Physicians and Surgeons of Alberta (CPSA) registration procedures
- b) Instructions for online registration
- c) A Letter of Engagement (LOE) that the trainee must sign and return to the U of C Program Administrator

A non-refundable administration fee of \$75.00, in the form of a credit card, must be submitted with your online registration for your University of Calgary elective.

The PGME office will inform both AHS-MEO and the CPSA of the upcoming elective. Their respective registration processes may take up to two months to complete, so **the trainee should not delay** starting the application.

TRAINEES ARE NOT ALLOWED TO HAVE ANY CONTACT WITH PATIENTS UNLESS THEY ARE
The LICENSED BY THE COLLEGE OF PHYSICIANS AND SURGEONS OF ALBERTA
(www.cpsa.ab.ca)

ALL TRAINEES MUST BE COVERED BY THE
CANADIAN MEDICAL PROTECTIVE ASSOCIATION
(www.cmpa-acpm.ca)