



Out-of-Province Electives Checklist for University of Saskatchewan Residents

Follow the elective processes as outlined in the following resources:

- [Elective Policies and Procedures](#) - Postgraduate Medical Education, College of Medicine, University of Saskatchewan website

Plan six (6) months in advance of elective start dates as application processes with institutions and licensing authorities can be a lengthy process.

☐ **Submit proposal for elective training to your Program Director:** Residents must submit a proposal for their elective training to their Program Director for approval in consultation with the Residency Training Committee and/or Competence Committee to ensure the training meets specialty training requirements

- The proposal must include the elective supervisor's name, training site, and duration of training
- Educational goals and objectives for the training period should be clearly defined within the proposal
- Out-of-province electives should not exceed a total of six months in the overall training period in a Royal College program and two months in a Family Medicine program

☐ Complete the **PGME Out-of-Province Elective Application:** Following approval of your elective from your Residency Program please complete the PGME Out-of-Province Elective Application

The residency program is required to submit a letter to the Associate Dean, PGME requesting approval of the elective. The letter must include:

- I. Reason or purpose of elective
- II. Anticipated educational benefit
- III. Date of the elective, place of the elective and the name of the supervisor (If the elective includes multiple experiences or supervisors, please outline this in the letter)
- IV. If the elective is taken at a site not accredited by the RCPSC or the CFPC, submit the objectives for the elective signed off by the Program Director and the elective supervisor

- V. A statement attesting that a Travel Request will be submitted in Concur by the resident for the elective training period
- VI. A statement that the resident will apply for licensure in the province where they will complete the elective and that they will notify CMPA of the place and dates of the elective training once approval is received from the PGME office

☐ **Make a formal application for your elective to the accepting institution**-this is often made to the institution's Postgraduate Medical Education Office or Elective Coordinator *(Note: The accepting institution will often request a letter from your program or PGME office indicating approval of the elective, that you are a resident in good standing and that funding for your resident salary will continue during your elective. This letter cannot be provided until your elective is approved by the Associate Dean, PGME.)*

☐ **Contact CMPA:** Residents are required to contact CMPA directly to advise them of the location and dates of the elective if the elective is outside of Saskatchewan. CMPA coverage is applicable in Canada. Resident **MUST** contact them directly to notify them of any changes. They will instruct as to their requirements.

☐ **Obtain Medical Licensure:** Contact the College of Physicians and Surgeons of the province where the elective will take place, if outside of Saskatchewan. Residents are responsible for ensuring they have appropriate licensure in the Province where they are applying for elective training. The provincial office will instructions as to their requirements/application process

☐ **Submit Program Leave Request Form:** Complete the form with the place and dates of the elective. Submit the completed leave request to your program administrator. The approved leave request form will be returned to you by the Program administrator for you to submit an Authority to Travel request on Concur

☐ **Submit Authority to Travel Request on Concur:** This is a required process of the University of Saskatchewan.

- If your program administrator submits your authority to travel in concur, please reach out to your program administrator to request their assistance with the travel request process
- Once the elective has been formally approved, the PGME office will send the approval letter and the signed application form, signed by the Associate Dean, PGME back to the resident. These documents must be received before the resident proceeds with travel arrangements
- The leave request form that has been signed by the Residency Program Director and Letter of Approval from the Postgraduate Medical Education Office (signed by the Associate Dean, Postgraduate Medical Education) will need to be attached to the request in Concur. You will receive confirmation once the travel request has been approved

☐ **Keep the Program Administrator informed of the status of your application process**

Residents are strongly encouraged not to make any financial commitments (such as airline ticket purchases, etc.) prior to final approval from the Associate Dean, Postgraduate Medical Education.