

[www.pgme.utoronto.ca](http://www.pgme.utoronto.ca)

INNOVATION • INTEGRATION • IMPACT

# Electives Overview

April 6, 2016

**Maureen Morris - Associate Director, Operations, PGME**

**Kelly Giddy – Electives Coordinator, PGME**

**Eva Lagan – Electives Officer, UME**

**Sue Romulo – Visiting Electives, International, UME**



Postgraduate Medical Education  
**UNIVERSITY OF TORONTO**

## 2015-16 PGME Administrators' Information Series

	Date	Start Time	Session Title	Target Audience	Location	Duration
12	Wednesday, April 06, 2016	8:30 AM	Electives	All	Chestnut Conference Centre	2 hours
		10:30 AM	External Resources to help support the Resident	All		2 hours
13	Tuesday, May 10, 2016	8:30 AM	Supporting the Medical Education Administrator	All	Chestnut Conference Centre	2 hours
		10:30 AM	PARO-CAHO Contract	All		2 hours
14	Wednesday, May 25, 2016	11:00 AM	POWER: Preparing for the New Training Session	Program Admins - POWER Users	PGME, 6th Floor Boardroom	2 hours
15	Wednesday, June 01, 2016	11:00 AM	POWER: Preparing for the New Training Session	Program Admins - POWER Users	PGME, 6th Floor Boardroom	2 hours
16	Wednesday, June 15, 2016	12:00 PM	Year-End Appreciation Event	All	DoubleTree Hilton	3 hours

as of April 6, 2015

# UME ELECTIVES

**Director Electives:** Dr. Seetha Radhakrishnan

**Home School (UofT Clerkship Electives):**

Eva Lagan (until June 30, 2016) [electives.uoft@utoronto.ca](mailto:electives.uoft@utoronto.ca)  
(email remains the same)

**Visiting Electives from North American Medical Schools:**

Sheila Binns [medicine.electives@utoronto.ca](mailto:medicine.electives@utoronto.ca)

**Visiting Electives for International Students outside of North America:**

Sue Romulo [medicine.intelective@utoronto.ca](mailto:medicine.intelective@utoronto.ca)

# CONTACT US - UME

**Electives Office – Home School and Visiting  
Electives**

<http://live-ume.pantheon.io/electives-office>

**AFMC Portal**

<https://www.afmcstudentportal.ca/>

# PGME ELECTIVE REGISTRATION



- 55% from Ontario schools
- 45% other Canadian provinces
- 5% US and International
- Over 800 electives annually
- Up to 15 weeks per CPSO
- Same regn requirements apply
- No fees
- On-line electives system for approvals

# ONLINE ELECTIVES SYSTEM

-All trainees wishing to take an elective under the supervision of a University of Toronto postgraduate program director/training program must register for electives using the [Online Electives System](#)

-Trainee must confirm elective with UofT supervisor & home school program director BEFORE accessing online systems

Online Electives System manages the process - it is not an application system

# ONLINE ELECTIVES SYSTEM

All trainees completing an elective MUST register with PGME office using the [Online Electives System](#):

Residents at other Ontario medical schools:

- have CPSO, need to register
- includes those on mandatory rotations or holding inter-university agreements

Trainees at medical schools outside Ontario:

- requires CPSO, apply 8-10 weeks ahead
- includes those on mandatory rotations or holding inter-university agreements

# ONLINE ELECTIVES SYSTEM

Paper Application to the Visa team in PGME:

International trainees in Canada(outside Ontario)/US:

- require CPSO, revised valid work permit tied to Ontario
- apply at least 6 months ahead

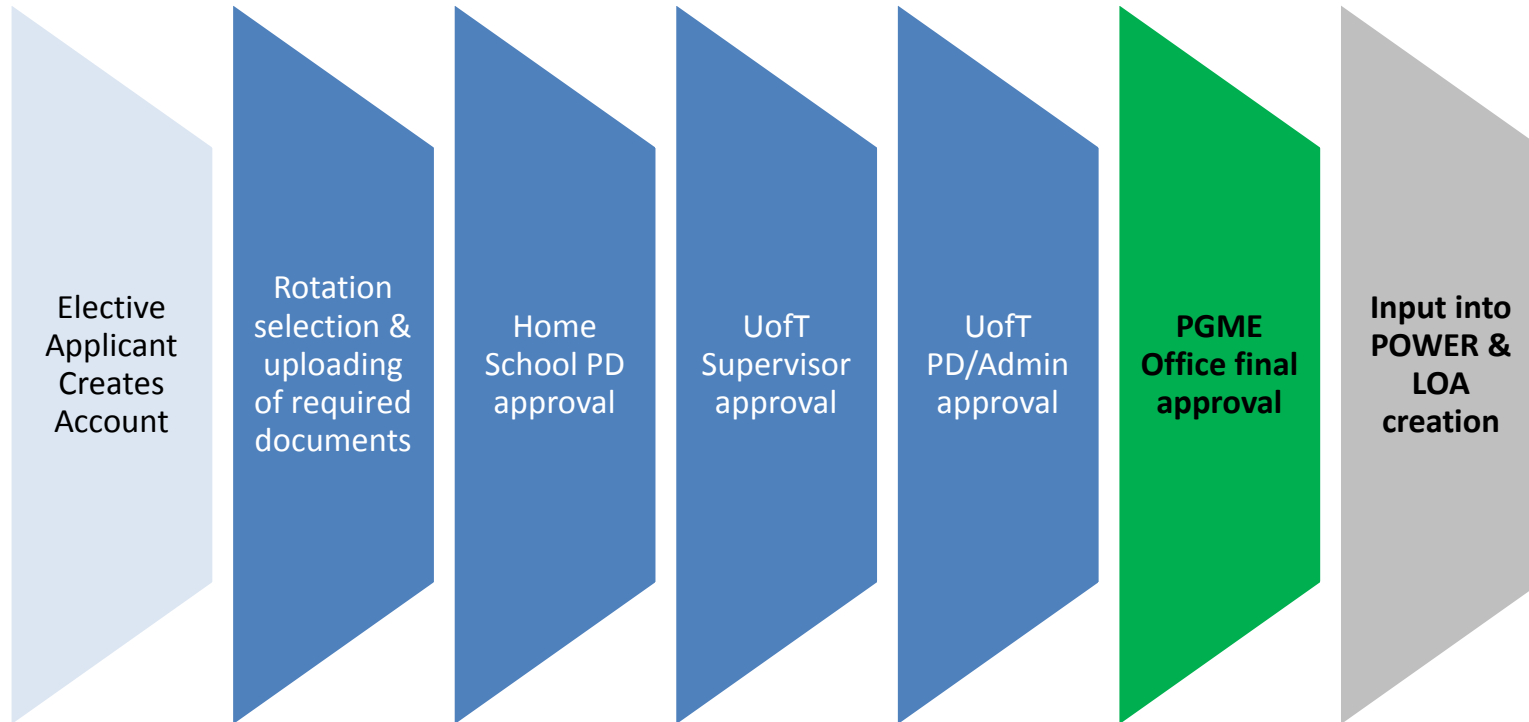
International trainees outside Canada/US:

- valid work permit, CPSO, etc – same process as bringing in new resident/fellow
- apply at least 6 months ahead



# PROCESS & STAKEHOLDERS

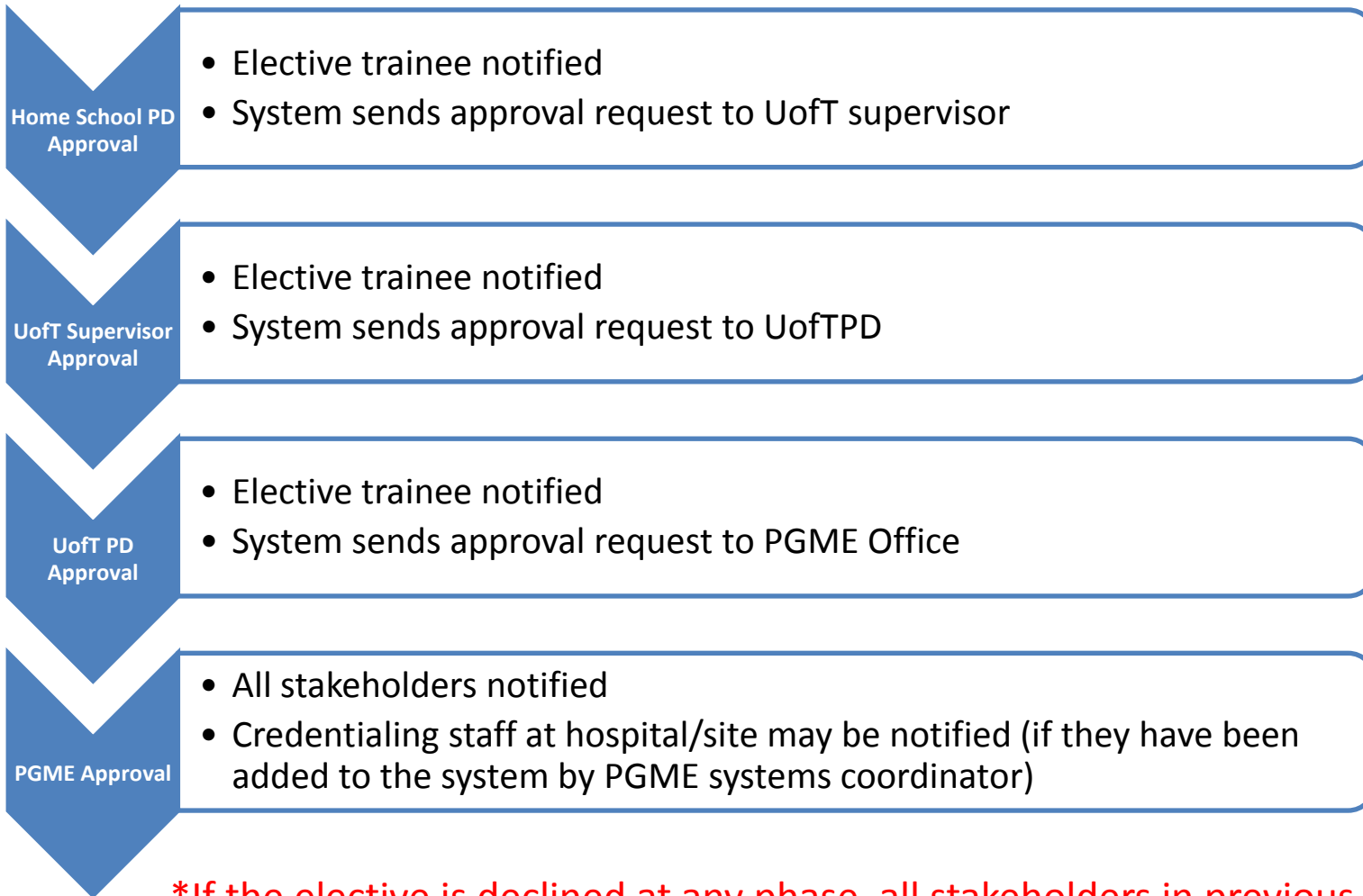
## Email Approval Process



## Registration Process

# COMMUNICATION

- The system sends automatic notifications based on the following triggers:



**\*If the elective is declined at any phase, all stakeholders in previous phases notified**

# HOME DASHBOARD



## Site Administration

Session Period: Jul 01, 2015 - Jun 30, 2016

Change to: 2015-2016

### Statistics

HOME SCHOOLS	Created	Pending Docu	Pending Home School	Pending Super	Pending UoFT PD	Pending PGME	Rejected	Complete	POWER
DALHOUSIE								25	
HENRY FORD HOSP							1		
LAVAL UNIV								3	
MCGILL UNIV				1			5	44	
MCMASTER	1		1			1	14	188	
MEMORIAL									
Total	3	0	1	2	1	2	79	936	0

- Overview of **all incoming electives**, organized by home school and phase in registration process
- By clicking a number, you view either the **individual elective record**, or a **list of records** in a process phase

# SEARCH RECORDS



## Manage Applications

Search

Academic Session

Elective ID

First Name

Last Name

Start Date  to

Department

Elective Program

Home School

Program Director

Supervisor

UofT Program Director

Status

- Use the ‘**Manage Applications**’ section to search for incoming electives based on filtering criteria (i.e. first name, last name, elective id, etc.)
- The results will be returned in a **listing of elective applicants** that meet your search criteria

# REPORTING



## Reports

### Registration Report

Academic Session

Generate Report

### Elective Rotation Report

Academic Session

Generate Report

### Application Status Report

Academic Session

Start Date  to

Department

Program

Home School

Program Director

Supervisor

UofT Program Director

Show applicant details

Generate Report

- The **'Registration'** and **'Elective Rotation'** reports provide raw excel downloads of all elective records for the academic session selected
- The **'Application Status'** report provides a high-level dashboard on the number of electives at each phase in the process

# REPORTING: OVERVIEW REPORT



## PGME Online Elective System

### Training Status Report

Academic Session: All Sessions

Report Period: All Dates

Department: All Departments

Program: All Programs

Home School: All

Program Director: All

Supervisor: All

UofT Program Director: All

Status	Created	Pending Docs.	Pending Home School	Pending Super	Pending UofT PD	Pending PGME	Rejected	Complete	POWER	Total Apps
TOTALS	45	0	12	6	6	4	337	2728	0	3138

- This is an example of the 'Application Status' report for PGME, showing how many records are at each point in the process

[PGME Staff Login](#)

[Program Director/Admin Login](#)

[Department Admin Login](#)

Copyright 2011 University of Toronto. All rights reserved.

# Registration Requirements



I'm needed in the E.R.! But first I have to REGISTER?

CPSO



CMPA



7 Hospital Health & Safety Policy Modules



Immunization



Vulnerable Sector Screen

Letter of Appointment

On-Line Registration



15

# OUTGOING UofT ELECTIVES

## Trainee Responsibilities:

- Seek approval of Program Director
- Meet registration requirements of destination medical school/institution
- Meet immigration requirements



# OUTGOING UofT ELECTIVES

- Meet regulations of local licensing authority
- Must seek own malpractice insurance (CMPA does not cover training outside Canada)

# GLOBAL HEALTH ELECTIVE PROCESS

- Guidelines
- Application process
- U.S. Elective planning
- Pre-Departure training & preparation
- Post-Travel debriefing, assessment & evaluation

**[gh.pgme.utoronto.ca](http://gh.pgme.utoronto.ca) - GH Electives**



# Global Health Elective Application Process For Post-Graduate Trainees (PGME)



**1 Resident/Fellow considering a Global Health Experience (GHE)**

- CONSIDERATIONS**
1. Why are you interested in a GHE?
  2. Where do you want to go?  
What do you hope to do?
  3. What are my learning objectives?
  4. What kind of activities (research, service, education) would be appropriate?

**2 Review Global Health @PGME Website (gh.pgme.utoronto.ca) for GHE Guidelines and Resources**

- GLOBAL HEALTH EXPERIENCE GUIDELINES**
1. Registration and Logistics
  2. Ethics
  3. Educational Integrity and Supervision
  4. Health and Safety
  5. Pre-departure Training & Post-travel Debriefing

Program Directors have final discretion on whether any resident/fellow may participate in a GHE. Decisions are made based on educational value of the GHE and resident fitness to participate.

**3 Consult with Faculty, Supervisors and Mentors – Explore Options**

- CONSULTATION WITH**
- Program Director
  - Departmental Global Health Lead
  - Other faculty
  - Potential field-site supervisor
  - Potential Toronto supervisor
  - PGME GH Lead

GHE Application will be reviewed and forwarded to your PD or GH Lead or GHE committee

**4 Complete GHE Application**

- GHE APPLICATION**
1. Date/Location/Contact info
  2. Context (facility, organization, population)
  3. Activities/Roles
  4. Toronto and Field supervision
  5. CANMEDs Objectives
  6. Permissions (PD, REB, CMPA, Lic.)

Book your session early to ensure there is space before you go!

**5 Pre-departure Training and Preparation**

- PGME APPROVED PRE-DEPARTURE TRAINING**
1. Travel and medical practice safety
  2. Basic Global Health knowledge and skills & Global health ethics
  3. Specialty specific training
  4. Level of training specific guidance
  5. Activity/Project specific orientation

**PRE-DEPARTURE PREPARATION (SELF-STUDY)**  
Educational infrastructure, health care and systems, resources, local epidemiology, culture

**6 Post-Travel Debriefing, Assessment and Evaluation**

- Attend Personal and Operational Debrief Session
- Complete Assessment and Evaluation

**YOUR GLOBAL HEALTH EXPERIENCE**



# OBSERVERSHIPS

- No UofT Status
- Arranged through the hospital –  
Medical Education Office

# CONTACT US - PGME

- website: [pgme.utoronto.ca](http://pgme.utoronto.ca)
- email: [uoftpgelectives.pgme@utoronto.ca](mailto:uoftpgelectives.pgme@utoronto.ca)  
[postgrad.med@utoronto.ca](mailto:postgrad.med@utoronto.ca)
- Online Electives system technical support:  
[nathan.harrison@utoronto.ca](mailto:nathan.harrison@utoronto.ca)