

Electives Overview

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Wednesday, November 30, 2016



2016-17 PGME Administrators' Information Series

	Date	Start Time	Session Title	Target Audience	Content Type
8	Tues. Dec. 13	9:00 AM	Re-appointments in POWER	All	Repeat
9	Thurs, Jan 12	9:00 AM	BOE, Remediation and Resident Wellness	PAs	Updated
10		11:00 AM	CBME and CanMEDS 2015	PAs	Updated
11	Wed, Feb 15	10:00 AM	College of Physicians and Surgeons of Ontario	All	Updated
12	Thurs, Feb 23	TBA	Reporting in POWER	All	NEW – JUST ADDED!
13	Wed, Mar 1	TBA	Reporting in POWER – ONLINE ONLY	All	
14	Tues, Mar 21	10:00 AM	Royal College 101	All	Updated
15	Thurs, Mar 23	9:30 AM	Accreditation: Written Reports	PAs - Specific Programs	NEW
16	Tues, Apr 4	9:00 AM	PGCorEd	All	NEW
17		11:00 AM	Event Planning: Workshops, Meetings and Socials Events from concept to evaluation	All	Adapted
18	Thurs, May 11	9:00 AM	Minimizing the Room for Misinterpretation of Your Good Intentions	All	NEW
19		11:00 AM	PARO-CAHO Contract	All	Repeat
20	Wed, May 17	11:00 AM	POWER: Preparing for the New Training Session	All	Repeat
21	Thurs, May 25	11:00 AM	POWER: Preparing for the New Training Session	All	Repeat
22	Wed, May 31	12:00 PM	Year-End Appreciation Event	All	FUN!



UME ELECTIVES

Director Electives: Dr. Seetha Radhakrishnan

Home School (UofT Clerkship Electives):

Rockiel Austin electives.uoft@utoronto.ca

Visiting Electives from North American Medical Schools:

Sheila Binns medicine.electives@utoronto.ca

Visiting Electives for International Students outside of North America:

Teresa Simm medicine.intelective@utoronto.ca



CONTACT US - UME

Electives Office – Home School and Visiting Electives

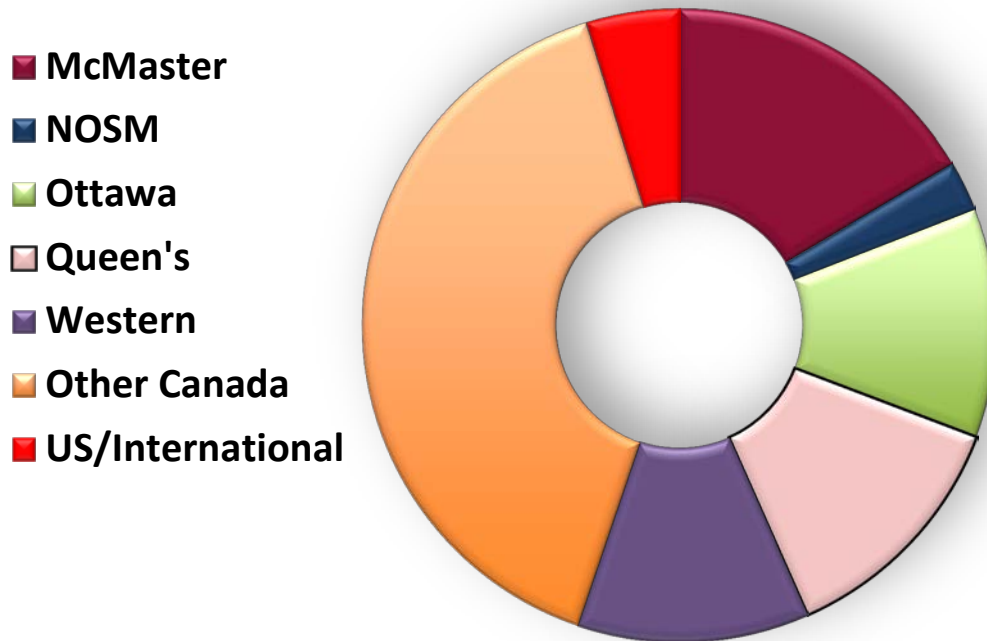
<http://live-ume.pantheon.io/electives-office>

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 registration requirements apply
- No fees
- On-line electives system for approvals



ONLINE ELECTIVES SYSTEM

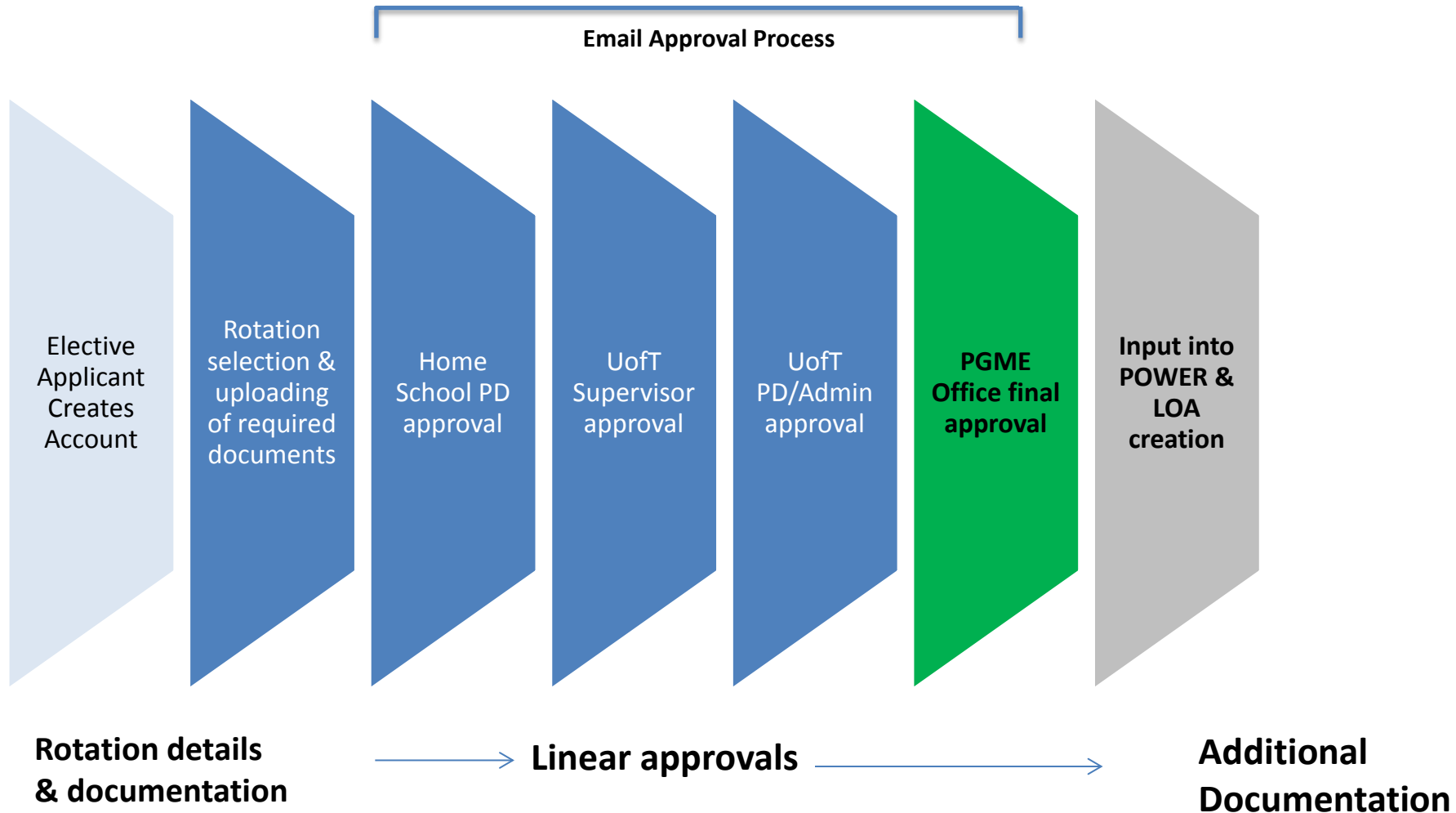
- 1 System only supports **non-UofT** incoming elective trainees
 - Intra-program rotations confirmed between those programs, reflected in POWER
- 2 System only supports **Canadian Citizens and Permanent Residents**
 - All other statuses must be registered via email, following instructions available at: <http://pg.postmd.utoronto.ca/applicants/apply-for-elective-training/>
- 3 System intended for **registration only**, does not support application
 - Prospective electives are expected to have confirmed with supervisor and UofT training program prior to entering the system

The **Online Electives System** is available to trainees and administrative staff at:

<https://electives.pgme.utoronto.ca>

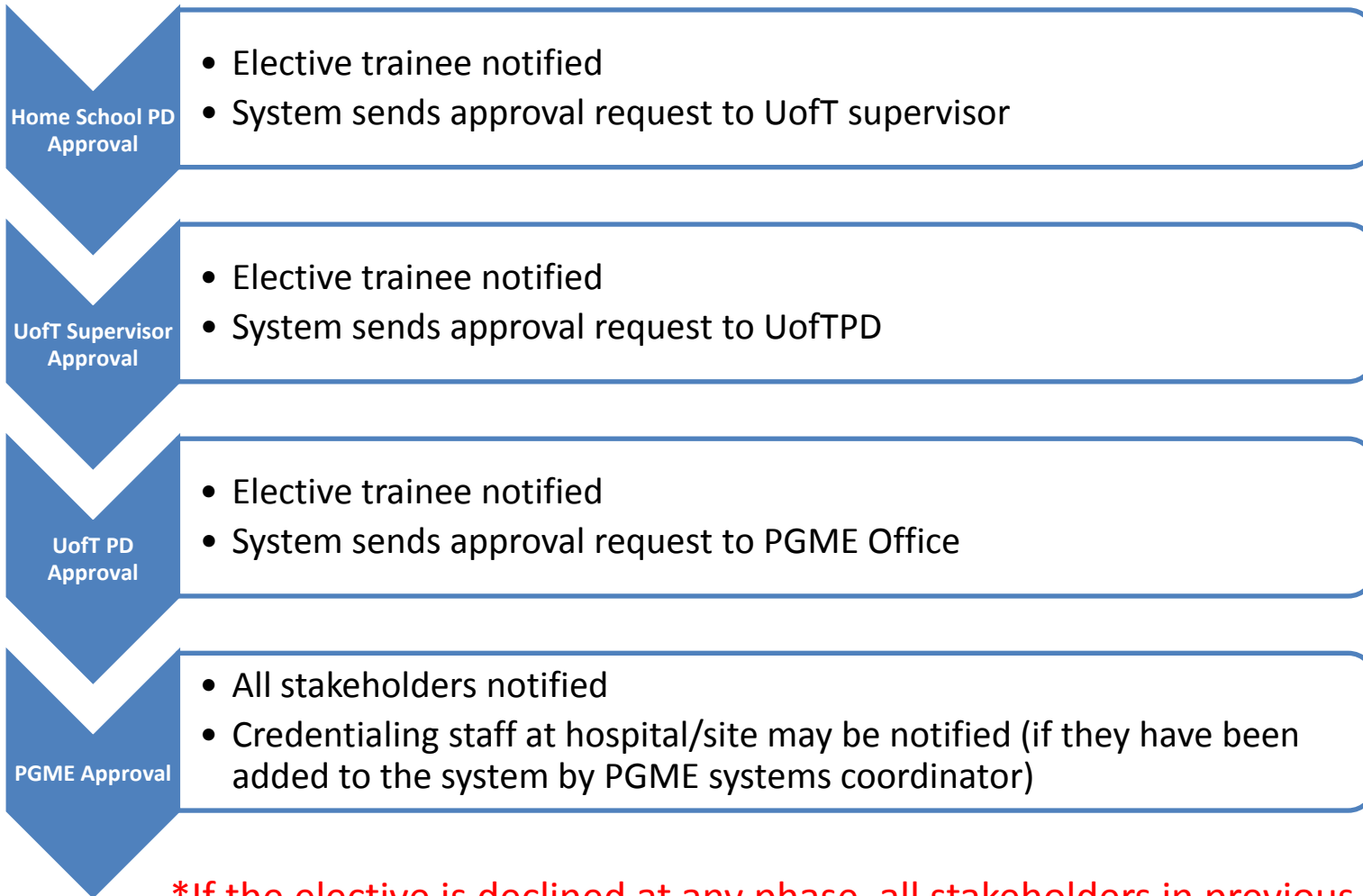


PROCESS & STAKEHOLDERS



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**



Online Electives System | Approval Request Email

Dear [REDACTED],

You have been designated as: **University of Toronto Program Director**

For the trainee: [REDACTED] who is requesting for your approval to commence an elective at the University of Toronto for:

Program Name: Paediatric Neonatal-Perinatal Medicine

Rotation: Neonatal-Perinatal Medicine

Date: [REDACTED]

with (Supervisor): [REDACTED]

Hospital: St. Joseph's Health Centre

Site: S. Joseph's General Hospital

Please visit the following link to:

- view further details of this Elective request,
- update the Service Rotation, or
- update the Hospital and Site

View:

https://electives.pgme.utoronto.ca/pgme/electives/viewapplication_utpd.cfm?a=1682&b=2970&c=26022170&d=60361331156.4

Once you are ready, you must Approve or Decline the request, please visit the corresponding link below:

APPROVE:

<https://electives.pgme.utoronto.ca/pgme/electives/response.cfm?a=1682&b=2001&c=26022170&d=2970>

DECLINE:

<https://electives.pgme.utoronto.ca/pgme/electives/response.cfm?a=1682&b=2002&c=26022170&d=2970>

Thank you,

PGME Electives Program Administrator

****The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than intended recipients is prohibited. If you received this in error, please contact the sender and delete the material from any computer.****

At this point the system has:

- Trainee's documents & details
- Home School approval
- UofT Supervisor approval

Links:

View the trainee's profile (link expires after one click)

Approve

(with optional comment)

Decline

(with optional comment)



HOME DASHBOARD



Home Manage Applications Reports

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

Elective Rotation Report

Academic Session

Application Status Report

Academic Session

Start Date to

Department

Program

Home School

Program Director

Supervisor

UoT Program Director

Show applicant details ☐

- 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 record are at each point in the process

[PGME Staff Login](#)

[Program Director/Admin Login](#)

[Department Admin Login](#)

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Registration Requirements



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

☐ CPSO



☐ CMPA



L'ASSOCIATION
CANADIENNE
DE PROTECTION
MÉDICALE
THE CANADIAN
MEDICAL
PROTECTIVE
ASSOCIATION

☐ 7 Hospital Health & Safety
Policy Modules



☐ Immunization



☐ Vulnerable Sector Screen

☐ Letter of Appointment

☐ On-Line Registration



OUTGOING UofT ELECTIVES

Trainee Responsibilities:

- Seek approval of home 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.postmd.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

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

CONSULTATION WITH

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

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!

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

YOUR GLOBAL HEALTH EXPERIENCE



5 Pre-departure Training and Preparation

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

OBSERVERSHIPS

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



CONTACT US - PGME

- website: pg.postmd.utoronto.ca
- email: uoftpgselectives.pgme@utoronto.ca
postgrad.med@utoronto.ca

