

Instructions for Arranging Elective Experiences

There are a few important things to remember when arranging electives:

- The Elective Scheduler (fmelect@ucalgary.ca) reviews all elective opportunities. The Elective Scheduler can help you to consider your options, narrow your focus, and can help coordinate and schedule on your behalf
- There are limitations on type of electives available each year and during specific time frames (i.e. Blocks 1-3) due to clinic/preceptor availability. It is **key** that you follow the steps outlined below to improve your chances of getting a desired elective.
- For electives 2 or more weeks in duration:
 - Once an elective experience has been confirmed, Residents will need to complete an 'Elective Request Form' for **all** elective experiences 2 weeks or longer (both within Calgary and out of town). The form has been uploaded to One45 and made available for you to complete via the self-send function (same as the vacation request forms).
 - A minimum of 3 objectives are required for experiences 2 weeks or longer. The form provides space to submit up to 5 learning objectives. If you have more objectives than space allows, please submit a second form.
 - Your request and objectives will be reviewed by your Division Director, who will contact you if the learning objectives require revision. Click here for [help writing learning objectives](#).
 - The submission deadline for Calgary based electives is 2 blocks before the start of the elective block. For out of town electives the submission deadline is 7 blocks before the start of the elective block. Please review the submission timeline below prior to submitting your request.

A. WITHIN THE CALGARY REGION

I. Process for requesting electives

Residents are emailed their track schedules in March/April. Ten weeks prior to start of each block the Scheduler will email a list of confirmed FM elective experiences of one week or greater that are available during this period.

Party responsible	Action	Deadline*	Comments
Resident	Submit FM elective requests to Scheduler and include all leave requests	8 weeks prior to start of block	Elective requests received after this date may result in the forfeiture of the possible scheduling of a Key FM elective

			during these blocks.
E Scheduler	Advise Residents of Family Medicine (FM) experience placements/status request	6 weeks prior to start of block	
Resident	Contact the Scheduler to discuss options for unfilled electives	4 weeks prior to start of block	If the Electives Scheduler is not contacted by this date, the resident has assumed responsibility for the unfilled dates.
Elective Scheduler	Send updated elective schedule to Residents	1-2 weeks prior to start of block	

**For each Block the Elective Scheduler will specify deadline dates*

Note: Every effort will be made to help you obtain the electives of your choice however there are certain factors that may prevent this:

- Last minute cancellations of confirmed electives by preceptors or clinics of opportunities due to operational needs
- Limited options of electives in certain specialities due to operational needs
- Number of requests for certain blocks versus available options

B. OUT OF TOWN ELECTIVES

- For all out-of-town (outside Calgary, outside Alberta, outside Canada) electives, Residents must follow very specific steps and secure special approvals
- For all out of town electives, travel costs and accommodation expenses are the responsibility of the Resident. (in Yukon, NWT, and Nunavut Residents may be eligible for CRIIE funding through DLRI- Distributed Learning Rural Initiative)
- This document provides you with the steps you must follow and answers Frequently Asked Questions

Deadline for submission	Rural Alberta, Whitehorse/Yukon	Another Province or Territory (other than NWT, Yukon)	Outside Canada
7 blocks before start of elective			1. Identify, and get agreement of, a Preceptor of your choosing
6 blocks before start of elective		1. Identify, and get agreement of, a Preceptor of your choosing. Ensure the Preceptor is affiliated with a University in his/her province. Confirm this university's timelines and align with Family Medicine to ensure you are able to meet its requirements. (Note: residents deemed to be in program difficulty will not be eligible.)	2. Complete the DFM Residency Program Elective Request Form (ERF) in One45 for review and Division Director's approval. Once approved, Scheduler will inform resident and DFM will forward notice onto the university. (note: residents deemed to be in program difficulty will not be eligible).
5 blocks before start of elective	1. Please email fmelect@ucalgary.ca as access is limited based on preceptor capacity and program funding in the northern communities and Rural Alberta. Complete the DFM Residency Program Elective Request Form (ERF) in One45 for review and Division Director's approval. Once approved, Scheduler will inform resident and DFM will forward notice onto	2. Complete the DFM Residency Program Elective Request Form (ERF) in One45 for review and Division Director's approval. Once approved, Scheduler will inform resident and DFM will forward notice onto the university. 3. Contact the University PGME and complete all their requirements (i.e. registration, pay fees etc). NOTE: this is mandatory regardless if you had completed previous undergraduate or postgraduate experiences there. 4. Contact the College of Physicians and Surgeons in the Province of your	3. Confirm with your elective Preceptor he/she is still available for the elective and update him/her on your progress. Visit UofC Global Health and International Partnerships website for funding opportunities and information http://www.ucalgary.ca/ghealth/funding#PGMEelec Tel: 403-220-8323 4. Required: a. Register with UofC Risk Management & Insurance by

Deadline for submission	Rural Alberta, Whitehorse/Yukon	Another Province or Territory (other than NWT, Yukon)	Outside Canada
	<p>the university.</p> <p>CRIEE (Canadian Remote or Isolated Elective Experience) funding up to \$2000 may be available for residents pursuing an elective in Whitehorse. Available on first come first serve basis. For details visit</p> <p>https://cumming.ucalgary.ca/ruralmedicine/undergraduate/creee-funding-0</p>	<p>elective and obtain an educational license.</p> <ol style="list-style-type: none"> 5. Contact Canadian Medical Protective Association (CMPA) to advise them of your out of province elective to ensure your profile is updated. 6. Check with your health insurance provider (i.e. Alberta Blue Cross (ABC)) to see if you qualify for out of province coverage. Some benefits may not be covered if ABC is not advised of an extended provincial leave prior to departure. 7. Submit copies of license, CMPA coverage and PGME registration verification to your program coordinator. 8. Confirm with your elective Preceptor he/she is still available for the elective and update him/her on your progress. 	<p>completing the UofC “International Traveller Registration Form” http://www.ucalgary.ca/riskmgmt/</p> <ol style="list-style-type: none"> b. Ensure you have adequate and current medical liability insurance - you are not covered by any additional U of C medical liability policy. c. Ensure you have adequate travel/personal medical insurance. U of C does not provide illness/accident insurance. d. Register with Foreign Affairs & International Trade http://travel.gc.ca/travelling/registration e. Provide copies of all documents obtained to your program coordinator. <p>NOTE: the UofC has an international travel policy which states that UofC will not sanction travel to countries or regions they have designated as high risk.</p>
4 blocks before start of elective		<ol style="list-style-type: none"> 9. Confirm with your elective Preceptor he/she is still available for the elective and update him/her on your progress. 	<ol style="list-style-type: none"> 5. Confirm with your elective Preceptor he/she is still available for the elective and update him/her on your progress.
3 blocks before start of elective	Once all approvals are secured and above steps complete, confirm with Preceptors, and book your travel, if required.	<ol style="list-style-type: none"> 8. Once all approvals are secured and above steps complete, book your travel and accommodation. 	<ol style="list-style-type: none"> 6. Once all approvals are secured and above steps complete, book your travel and accommodation.

Deadline for submission	Rural Alberta, Whitehorse/Yukon	Another Province or Territory (other than NWT, Yukon)	Outside Canada
2 blocks before start of elective		9 Confirm with your elective Preceptor your arrival plans and time/location to meet on first day.	
1 block before start of elective	3. Confirm with your elective Preceptor your arrival plans and time/location to meet on first day.		7. Confirm with your elective Preceptor your arrival plans and time/location to meet on first day.