



UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE
Department of Family Medicine

Reimbursement Procedure for Lifesaving Courses

As of January 1, 2017 all submissions for reimbursement of mandatory Lifesaving courses must be entered through iExpense and adhere to the following requirements:

- Requests must be submitted with receipts, proof of successful completion of the course (e.g. copy of training certificate, wallet card, or confirmation letter), and proof of the foreign currency conversion rate if purchased in USD (if applicable)
- Only the course fee (e.g. registration and text book) may be reimbursed. All other costs are not eligible for reimbursement, including: meals, travel, and accommodation.
- The cost of a failed exam, late fees, or no-show are not reimbursable.
- Non-ministry funded residents will need to check with their Program to determine who and how life support courses are to be reimbursed.
- All claims will need to be submitted no earlier than the first day of training and no later than the last day of training.

You will also need to send a copy of proof of successful completion to your Division Coordinator. NOTE: letters of course completion are NOT accepted.

If you complete a life saving course within one month of program completion you require a letter stating it was a program requirement. Connect with your Division Coordinator on this.

Contacts:

NE Division – Christine Serpico fmrne@ucalgary.ca

NW Division – Joy Hodgson fmrnw@ucalgary.ca

South Division – Tannis Dorscht fmrsouth@ucalgary.ca

Enhanced Skills – Camille Baguio fmr3@ucalgary.ca

For information on using iExpense and the process to follow please click [HERE](#)

For Enhanced Skills Mandatory Lifesaving Courses click [HERE](#)

R1/R2 Mandatory Life Saving Courses

AHS reimburses Ministry Funded Residents for registration fees paid to take mandatory life saving courses. Reimbursements can only be processed for residents currently enrolled in the Program. For courses taken within four months of the start of Residency, reimbursement will be processed once the Resident begins the Program. Reimbursements are processed the AHS Medical Education Office, not the Residency Program.

****you must obtain program approval for time away for lifesaving courses prior to registering***

Course	Residents mandatory for	When it must be completed	Duration of certificate	Requirement to maintain valid certification for duration of Residency program
BCLS* Basic Cardiac Life Support	Urban and Rural	Prior to commencement of Residency program Note: once a resident, access BLS renewal through AHS's My LearningLink (<i>see note below +</i>)	1 year from date of issue	Yes
ACLS* Advanced Cardiac Life Support	Urban and Rural	Prior to commencement of Residency program	Typically 2 years (as indicated on card)	Yes
ALARM* Advances in Labour and Risk Management	Urban and Rural	Completed during R1. Urban – must be successfully completed prior to any Obstetrics rotations/electives	5 years	Yes
ATLS* Advanced Trauma Life Support	Urban and Rural	Graduation requirement. Completion recommended prior to rural rotations. Contact Sandra Dowkes atlscalgary@gmail.com to register	4 years	No
NRP Neonatal Resuscitation Program	Urban and Rural	Course provided at beginning of R1. Completed as part of OBS (LR) rotation or pediatric rotation		No
PALS Pediatric Advance Life support	Rural only	Completed during R2	2 years	No

+Note - BCLS Renewal Registration (after beginning Residency Program)

1. Log on to your AHS My Learning Link
2. Search for BLS renewal courses under Course Registration
3. Register for your renewal course several months in advance of your certification expiry date. (Note: BLS must be renewed within the calendar month of the expiry date - there is no grace period.)
4. See the AHS website for more details: <http://insite.albertahealthservices.ca/4350.asp>

The above approved life saving courses are eligible for reimbursement by AHS for Ministry funded residents if taken during Residency or within 4 months prior to starting Residency