

Application and Appointment Process Checklist

Electives for External Applicants

NOTE: Refer to the Department's *Guide to Requesting Elective Appointments* for information regarding applicant eligibility.

- Elective applicants apply directly to the program of choice
- To proceed with the elective process, first obtain the following preliminary information from the applicant. This information will assist you with arranging the elective, obtaining the applicant's documents, and requesting the appointment.

1. What specific rotation is being sought by the applicant

2. What university is the applicant currently registered with and what is his/her status

*Applicant MUST be in postgraduate medical education – if s/he is doing studies to obtain an M.D., s/he is considered to be an undergraduate and should be redirected to the U of T Visiting Electives Office (see the **Guide to Elective Appointments**, page 3, for contact information). If the applicant is from out of country, s/he must have completed 2 years of postgraduate training and the language of patient care must be in English or French to qualify for an elective.*

3. Confirm the applicant's Canadian citizenship status

*You need this information so that you can direct applicants to the right application package. Canadian citizens/Permanent Residents and Visa-trainees (a.k.a. "temporary residents") training in Ontario are straightforward applicants. Visa-trainees from a province other than Ontario must apply to change the work permit, which requires a few months to arrange. Always check the **Guide to Elective Appointments** for eligibility and limits on elective appointments.*

4. Has the applicant already informally arranged the rotation with a specific supervisor

5. What is the time period (exact start and end dates)

Once you have obtained the above information, you should be able to proceed with the application/appointment process as follows:

- Elective applicant accepted – elective rotation arranged and scheduled by Program Director's office
 - o Elective applicant instructed by Program Director's office to obtain appropriate application package from DOM web portal (*Medicine Portal*)
 - o Elective applicant's documents received by Program Director

ELECTIVES

- Documents reviewed for completeness – follow up with applicant for missing documents as required
- Letter of request for Elective appointment plus documents submitted to PGMEO (see *Guide to Requesting Elective Appointments* for details)

- Program Director requests Hospital appointment (contact relevant Hospital Medical education office [contact information below])
- PGME Office sends letter to elective trainee to confirm appointment and with instructions re CPSO and CMPA coverage, registration (for confirmation, check with applicant)
- Applicant registers with U of T and hospital medical education office - given instructions re accessing EPR and the library, ID badge, lab coat

- 2 week PEAP begins for residents from out of country (except the U.S.)
 - PEAP evaluation report form obtained from PGME Office and completed report returned to PGME Office
- Elective training begins

Hospital	Medical Education Office Contact	Number to call
• Mount Sinai Hospital	Shamim Ladak	416.586.5989
• St. Michael's Hospital	Bryan Abankwah	416. 864.6060 ext 2767
• Sunnybrook Health Sciences Centre	Bernice Baumgart	416.480.4028
• University Health Network (TGH, TWH, PMH)	Shannon Spencer	416.340.4100