



<b>Policy Name:</b>	<b>International Electives Policy</b>
<b>Application/Scope:</b>	PGME Program Trainees
<b>Approved (Date):</b>	PGME Executive, April 9, 2019; PGME Policy Development Committee (PDC), March 3, 2021
<b>Review Date:</b>	Five years from the approved date
<b>Revised (Date):</b>	
<b>Approved By:</b>	Dean's Council, May 7, 2019 College Executive Council, Sept. 17, 2019, College Executive Council April 27, 2021

## **BACKGROUND**

The PGME Office provides support and guidance for trainees to engage in International Electives. The International Centre of the University of Manitoba also supports International Electives by providing education and support on international travel, which is coordinated with the PGME Office.

## **DEFINITIONS**

**Assessment** – is a process of gathering and analyzing information on competencies from multiple and diverse sources in order to measure a resident's competence or performance and compare it to defined criteria. Components of the assessment process might include the following:

- **Formative assessment** – assessment for the purposes of providing feedback to guide further learning. Furthermore, it may provide diagnostic information regarding the need for Remediation
- **Summative assessment** – assessment for the purposes of advancement, credentialing or completion (also referred to as a summary review report)
- **Criterion-referencing** – comparing trainee performance to defined criteria. This is required for summative assessment
- **Norm-referencing** – comparing trainee performance to a defined reference group. This is not sufficient for summative assessment, but may be useful as an adjunct to criterion referencing in formative assessment

**CFPC** – College of Family Physicians of Canada

**CMPA** – Canadian Medical Protective Association or equivalent as appropriate

**CPSM** – College of Physicians and Surgeons of Manitoba or equivalent as appropriate

**Elective Supervisor** – the physician to whom the trainee reports during a given interval of clinical training, such as an on-call shift. Trainees often serve in the role of supervisors, but they do not act as the most responsible provider for patient care

**Evaluation** – A process of employing a set of procedures and tools to provide useful information about medical education programs and their components. This term is often used interchangeably with **Assessment** when applied to individual physicians

**International Elective** – an international clinical elective, which is discretionary and non-mandatory component of a trainee’s postgraduate medical education training that takes place outside Canada, but which occurs in an approved clinical setting and that fulfills the elective or core requirements of the trainee’s PGME Program, of the RCPSC, CFPC and/or equivalent colleges

**International SOS** – is a health and security services company focusing on helping organizations and their people reduce exposure to, and mitigate health, wellbeing and security risks

**Internationally Sponsored (Visa) Trainee** – a non-Canadian citizen enrolled in a PGME program who is funded and sponsored by their home country and who is required to return to their home country upon completion of PGME training

**PGME** – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, post-doctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Geneticists (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

**Preceptor** – a physician who oversees, and is the most responsible provider for, the clinical activities of one or more trainees, and has the appropriate privileges in the clinical setting

**Program** – any PGME Program, which is based in one (1) or more clinical training sites (also referred to as “**PGME Program**” and “**PGME Program**”)

**Program Director** – means the Program Director for the trainee’s PGME Program, who grants the trainee permission, on behalf of the Program, to pursue an International Elective, and for an agreement to be pursued by the University of Manitoba with the host institution, in accordance with this Policy

**RCPSC** – Royal College of Physicians and Surgeons of Canada

**Resident** – an individual enrolled in one (1) of the accredited Residency Programs under the authority of the Associate Dean, PGME. The following is a listing of Resident categories within PGME at the Max Rady College of Medicine:

- A postgraduate learner who has obtained a Doctorate of Medicine (MD) or Doctorate of Osteopathic Medicine (DO) and has an educational or a general license from the College of Physicians and Surgeons of Manitoba (CPSM)
- A learner enrolled in the Clinical Health Psychology Program
- A learner enrolled in one of the Post-Doctoral Residency Programs:
  - Clinical Biochemistry
  - Genetic and Genomic Diagnostics
  - Clinical Microbiology
- A learner enrolled in one of the College of Dentistry Programs
  - Oral and Maxillofacial Surgery
  - Pediatric Dentistry

**Trainee** – in the case of PGME, is any PGME Program learner who is appropriately registered with and licensed by CPSM or other applicable licensing authority and who is fulfilling the certification requirements for a primary discipline, subspecialty, certification of special competence or enrolled in a program designated as “Accreditation without Certification” or enrolled in a program to gain an educational experience beyond certification requirements

## 1. PURPOSE

- 1.1 To provide support and guidance for trainees who wish to engage in International Electives
- 1.2 To outline the PGME requirements for trainees who wish to engage in International Electives

## 2. POLICY STATEMENTS

- 2.1 **International Elective Requirements:** International Electives must meet the following requirements in order to be considered by the Program Director for approval and credit towards training:
  - 2.1.1 They must adhere to the same assessment procedures as the trainee’s PGME Program
  - 2.1.2 The International Elective location, training goals and objectives and assigned Elective Supervisor and Preceptor must be clearly identified (country, title of elective, name of Elective Supervisor and Preceptor, name and address of hospital, dates of elective, etc.)
  - 2.1.3 The International Elective location must not be in a location for which an advisory against travel has been issued by the Government of Canada for health and safety reasons

- 2.1.4 They must comply with current RCPSC, CFPC and/or other equivalent college International Elective criteria, as updated from time to time. At present, such criteria currently include the following
  - 2.1.4.1 In RCPSC programs, not more than three (3) months of training should be taken outside the parent program. Special exceptions may apply
  - 2.1.4.2 In CFPC programs, not more than four (4) weeks should be taken outside the parent program. Special exceptions may apply
  - 2.1.4.3 Electives taken in an unaccredited setting may be accepted towards trainee PGME Program requirements if all of the following conditions are met:
    - 2.1.4.3.1 The trainee must be enrolled in a recognized PGME Program at the time the International Elective is taken
    - 2.1.4.3.2 The total duration of rotations taken at unaccredited sites must not exceed six (6) months of the total training for the specialty or subspecialty
    - 2.1.4.3.3 The International Elective period is planned by the Program Director and the trainee, which is then accepted by the Program Director as meeting the PGME Program requirements
    - 2.1.4.3.4 There must be a clearly-defined International Elective Supervisor
    - 2.1.4.3.5 There must be a well-defined in-training assessment system to include assessment of the trainee during the International Elective period that is based on the PGME Program educational objectives/competencies that is clearly understood beforehand by the trainee, the International Elective Supervisor, and the Program Director

2.2 **Trainee Requirements:** A trainee wishing to take an International Elective for credit towards PGME Program training must meet the following requirements:

- 2.2.1 **Standing:** The trainee must be in good academic standing with their Program
- 2.2.2 **Information to Support Request:** The trainee must provide their Program Director with sufficient information about the International Elective as outlined above, at least six (6) months in advance of the desired start date, to obtain written permission from their Program Director and to comply with any requirements outlined by their Program beyond those cited in this Policy. Internationally Sponsored (Visa) trainees also require written permission from their sponsor in addition to their Program Director
- 2.2.3 **Travel Advice and Advisories:** The trainee is required to investigate the intended location, and provide information to their Program Director of any risk factors that will be posed by the requested placement. The [Travel Advice and Advisories page](#) is the Government of Canada's official source for information about a country's risk factors; i.e., political instability, infectious diseases, crime, etc. Note that travel to a destination with a level (four) 4 travel advisory (Avoid All Travel) will normally not be approved by the University of Manitoba

- 2.2.4 **International Travel Advice:** The trainee must contact the University of Manitoba [International Centre](#) for international travel guidance and advice (e.g., to register with International SOS and receive a pre-departure orientation, including resources available in case of emergency)
- 2.2.5 **Once the International Elective is approved by the Program Director and a Legal Agreement with the Host Institution is finalized:**
- 2.2.5.1 **Certificate of Practice:** The trainee must ensure they have the appropriate certification for the jurisdiction where the International Elective will take place (CPSM proof of certificate equivalent for accepting program)
  - 2.2.5.2 **Liability Coverage:** The trainee must ensure they have appropriate liability coverage for the jurisdiction where the International Elective will take place (CMPA does not cover International Electives outside of Canada). The University of Manitoba Office of Legal Counsel and Office of Risk Management may be consulted for this purpose
  - 2.2.5.3 **Immunizations:** The trainee must ensure they receive the mandatory immunizations for the jurisdiction where the International Elective will take place
  - 2.2.5.4 **Health Insurance:** The trainee must ensure they have appropriate health insurance. The University of Manitoba International Centre may be consulted for this purpose
  - 2.2.5.5 **Immigration Requirements:** The trainee must finalize all immigration and visa requirements
- 2.2.6 **Failure to Comply:** Any International Elective that is completed by a trainee who does not fulfill the above requirements will not be approved by the PGME Program and will not be considered towards their official Program training requirements
- 2.2.7 **Written Agreement:** The University of Manitoba must enter into a written agreement with the institution offering the International Elective, as approved by the University of Manitoba's Office of Legal Counsel and signed in accordance with the University of Manitoba Policy on Signing of Agreements. Once approved by the Program Director, the PGME Office is notified and will contact University of Manitoba legal counsel for this purpose
- 2.2.8 **Reporting of Issues:** Trainees and/or staff should report any concerns or problems encountered while undertaking International Electives to the PGME Office, the Program Director and the University of Manitoba International Centre as soon as possible for appropriate action
- 2.2.9 **Access and Privacy:** All University of Manitoba employees and trainees must manage any reported information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA)

### 3. PROCEDURES

## Trainee

- 3.1 **Preliminary Inquiries:** The trainee will make preliminary inquiries with the institution where the International Elective is desired and obtain travel advice as noted above
- 3.2 **Information to Support Request:** The trainee will submit a written request to their Program Director for permission to do an International Elective at least six (6) months in advance of the desired start date. The trainee must provide the information required for International Electives. Internationally Sponsored (Visa) Trainees must also obtain written permission from their sponsor to do an International Elective and provide evidence of same with their request to their Program Director
- 3.3 **Notification to PGME Office and Legal Agreement:** Once approved by the Program Director, the PGME Office will be notified of the planned International Elective and will ensure that the University of Manitoba Office of Legal Counsel coordinates a written agreement with the institution where the International Elective will occur
- 3.4 **Pursue International Elective Planning Requirements:** Once the legal agreement for the trainee's International Elective is completed, trainees are responsible for obtaining their proof of certificate, liability coverage, immunizations, health insurance, international travel advice and required immigration requirements as outlined above. Any direct costs for such individual requirements are the responsibility of the trainee
- 3.5 **Post-International Elective Requirements:** Upon completion of the International Elective, trainees are required to do the following:
  - 3.5.1 The trainee must provide their Program Director with an evaluation of their learning experience and the adequacy of the International Elective site. The evaluation will include that of their Primary Preceptor and of the International Elective in general
  - 3.5.2 Relevant resident assessment documents will be distributed by the trainee's Program Director to the Elective Supervisor and will be completed by Preceptors at the host institution. It is the trainee's responsibility to ensure their Preceptor submits a completed assessment document to their Program Director within four (4) weeks of completing the International Elective
    - 3.5.2.1 All of the trainee assessment documents must be appropriately signed and forwarded to the PGME office for inclusion on the trainee's file/electronic portfolio
- 3.6 The trainee must inform the Program Administrator that the International Elective is finalized

## Program Director

- 3.7 **Review and Approval Requirements:** The Program Director will review the trainee's request to complete an International Elective and will approve it provided that the International Elective Requirements and Trainee Requirements above noted are met. In addition, Program Directors must ensure the following:
  - 3.7.1 They must evaluate the risk level of each requested International Elective and update their review of same from time to time. The University of Manitoba International Centre is available for consultation in this regard

- 3.7.2 They must ensure that each International Elective is in compliance with applicable accreditation requirements (RCPSC and/or CFPC)
- 3.7.3 They must notify the PGME Office of their approval so that the University of Manitoba Office of Legal Counsel may begin working towards an agreement with the host institution for the International Elective
- 3.7.4 They must ensure the trainee has complied with all requirements following Program Director approval and completion of a legal agreement with the host institution re: proof of certificate, liability coverage, immunizations, health insurance, international travel advice and required immigration requirements
- 3.7.5 They must ensure that the trainee has provided complete address information for the locations they will be working as well as the locations they will be staying, for emergency response purposes
- 3.7.6 They must ensure that all assessment and evaluation information as above noted is completed
- 3.8 **Report:** Program Directors must report significant problems related to the health and safety of trainees while participating in International Electives to University of Manitoba Security Services as soon as possible after learning of the problem. University of Manitoba Security Services will notify the Travel Crisis Team, which will coordinate the response in conjunction with the International Elective host. The PGME Office must also be informed
- 3.9 **Evaluation Review:** The Program Director will review all submitted evaluation documents from the completed International Elective to evaluate the quality of the teaching and the site to inform future decisions regarding approval of other requests for the same International Elective experience from other trainees

### **Program Administrator**

- 3.10 The Program Administrator will review the trainee's International Elective request and will submit it to the Program Director for approval in accordance with the above noted requirements
- 3.11 When approved by the Program Director and the required legal agreement is completed, the Program Administrator will create an International Elective rotation in the electronic curriculum management system for the trainee during the requested time
- 3.12 Once notification is received that the International Elective is complete, the Program Administrator will finalize the International Elective rotation in the electronic curriculum management system and will set up the external program with guest access (if applicable)

**POLICY CONTACT:** Associate Dean, PGME

### **REFERENCES**

Dalhousie University Policy on Resident Education Abroad –  
<https://medicine.dal.ca/departments/core-units/postgraduate/calendar/electives-pgme-Trainees/international-electives-policy.html>

Government of Canada [Travel Advice and Advisories](#)

[The University of Manitoba, PGME External Electives Processes](#)

[The University of Manitoba, PGME External Electives Webpage](#)

The University of Manitoba International Centre

[UM Travel Tools](#)

[Pre-Departure Handbook for University of Manitoba Student Travelling Abroad](#)

The RCPSC – Eligibility to undertake an Elective for specialty or subspecialty training is explained in Section IV, Item 4.6.1 of the Royal College of Physicians and Surgeons of Canada Policies and Procedures for Certification and Fellowship publication.

<https://www.royalcollege.ca/rcsite/documents/credential-exams/policy-procedure-certification-fellowship-e.pdf>

[UGME International Travel Policy](#)