<table>
<thead>
<tr>
<th>Fellowship Application Process – International Medical Graduate</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Applying to program &amp; Interview Process</strong></td>
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</table>
| Trainee applies online at Postgraduate Medical Education Fellowship Application System  
http://postgrad.med.uottawa.ca/foreign/foreignapplications.aspx  
- PGME forwards applications to program  
- Program reviews application and informs PGME if interested in considering the candidate  
- PGME then reviews candidate's application and informs program if they are qualified.  
- Interviews are set up by the division/program for qualified candidates. |
| **2. Letter of Offer (LOO)** |
| The program informs the chosen candidate(s) in writing LOO (letter of offer).  
- In the letter of offer, include details such as: the CPSO and CMPA contact info, registration fee, immunization and VSS requirements, housing, academic expectations. Refer to Template A. |
| **3. Letter of Eligibility (LOE)** |
| Once PGME receives the signed LOO and all necessary completed documents outlined in Appendix A, PGME requests a LOE (letter of eligibility) from CPSO. |
| **4. College of Physicians and Surgeons of Ontario (CPSO)** |
| CPSO confirms eligibility and returns LOE to PGME which confirms admissibility.  
- PGME sends the trainee the CPSO letter of eligibility as well as the CIC Offer of Employment ID Number (required for work permit/visa).  
CPSO license ([http://www.cpso.on.ca](http://www.cpso.on.ca))  
- Trainee must apply for a Postgraduate Education Certification of Registration from CPSO immediately. This process takes up to 4-6 months.  
- As part of the CPSO application trainee must complete source verification of their medical degree with Physician Apply of the Medical Council of Canada. This should be addressed immediately as it can be a lengthy process [http://physiciansapply.ca/](http://physiciansapply.ca/). |
## Fellowship Application Process –International Medical Graduate

### Steps 5-8 can be completed simultaneously.

Should begin immediately after receipt of CIC Offer of Employment ID Number and CPSO letter of eligibility

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| **Canadian Medical Protective Association (CMPA)** ([http://www.cmpa-acpm.ca](http://www.cmpa-acpm.ca))  
• Complete and submit the application for CMPA coverage immediately.  
• Once CPSO license is issued trainee can inform CMPA. | **Immunization** | **Vulnerable Sector Search (VSS) Police Check** | **Work Permit/Visa** |
| Complete immunization form and provide copies of childhood records and/or lab reports. [http://www.uottawa.ca/services/ehss/documents/ClinicalPlacementRequirementsRecord-January2012FINAL.pdf](http://www.uottawa.ca/services/ehss/documents/ClinicalPlacementRequirementsRecord-January2012FINAL.pdf)  
Outline of requested immunizations outlined in Appendix B. | All trainees must apply for a VSS Police Check. **Original copy** must be sent to Risk Management.  
Rema Boushey at rboushe2@uottawa.ca will provide trainee with a uOttawa letter to give to their local police department in order to complete a police check with the vulnerable sector.  
A notarized translation of the police check document is required if document is not already in English/French language. | Application should be started immediately after receiving CIC Offer of Employment ID Number and letter of eligibility. The application is done through Canadian Immigration and Citizenship (CIC) [http://www.cic.gc.ca/english/information/applications/work.asp](http://www.cic.gc.ca/english/information/applications/work.asp)  
The trainee must apply for a work permit from their country through Canadian embassy, consulate or high commission. Neither the PGME office nor the fellowship programs are able to assist with the work permit application. **For assistance contact CIC at email above.**  
Once work permit is received send a copy to CPSO and PGME office. Refer to Appendix F for addresses. |
**Fellowship Application Process – International Medical Graduate**

### Prior to Arrival in Ottawa

<table>
<thead>
<tr>
<th>Confirmation of date of commencement of training</th>
<th>With confirmation of work permit/VISA, trainee and program can confirm training start date. Program must complete (suggest one month prior to arrival of trainee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Request for Fellow Privileges: return to Medical Affairs TOH. See Appendix E</td>
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<tr>
<td></td>
<td>- Request for Hospital Network Access</td>
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</tbody>
</table>

### Upon Arrival in Ottawa

*Trainee must arrive at least one week prior to start date as it may take 3-5 business days to receive CPSO license.*

| PGME confirmation of ability to commence training | Trainee must attend PGME office to confirm issuance of CPSO license, CMPA coverage and completion of immunization and VSS police check requirements. Trainee must schedule an appointment with the PGME Office once plane ticket has been purchased, PGME office issues uOttawa badge, reviews health insurance status and provides documents for hospital Medical Education office. |

### 11. Health Insurance

Eligibility for Ontario Health Insurance Plan (OHIP) requires 3 months of habitation in Ontario. Trainees must be registered with a personal health care insurance program that will provide the trainee and the family with adequate personal health coverage until they are eligible for OHIP. Unless trainee can demonstrate evidence of other insurance, the PGME office will register individuals with the University Health Insurance Plan (UHIP) at current cost structure.

### 12. Hospital Identification

Trainee must attend Medical Education office at hospital to acquire hospital identification badge.

### 13. Program Orientation

Program provides information re hospital network access, email account and any other access requirements (e.g. Nephrocare). Program provides any additional orientation materials.
**PRE-ENTRY ASSESSMENT PROGRAM**

Trainees must successfully complete the Pre-Entry Assessment Program (PEAP). The duration of PEAP may vary from 8-12 weeks. Successful completion of PEAP leads to registration in the fellowship program.

*Depending on program PEAP training may not be counted as time towards their actual Fellowship training.*
Appendix A
Program Checklist

Below is a list of documents to be submitted to the PGME Office when your program has made an offer to a medical trainee. Please note that all documents must be submitted electronically through the PGME Forms Management System https://www.med.uottawa.ca/app/postgrad/.

- **Postgraduate New Hire Form (PNHF/4026a form)**
  - Enter full name as it appears on the Medical Degree.
  - Include the candidate's telephone number, e-mail address, complete mailing address (street number and name, city, country, etc.) to be able to contact the trainee.
  - Include the PEAP dates in the remarks section, if applicable (minimum 8 weeks).

- **Letter of Offer** signed by the Program Director and the candidate.

- **Passport**

- **Educational Objectives**
  - For Clinical Fellows only (see enclosed guidelines in Appendix C).

Items already included in online application process (do not need to be resubmitted)

- **Letter from the Funding Source** confirming sponsorship, if applicable.
- **Curriculum Vitae**
  - No need to include the candidates’ cover letter, publications or presentations.
  - **Medical Degree** (if not in English, must also include official translated document).
  - **Medical Council of Canada Evaluating Exam (MCCEE)** or Qualifying Exam results
  - If trainee is already a specialist, he/she is exempted from the MCCEE.
  - **Specialty Degree** or eligibility for Royal College of Physicians and Surgeons of Canada exams

- **Do not include:**
  - Any reference letters.
  - Letters or emails to candidate or from candidate on notice of interview, etc.
  - ACLS or any other course certification
Appendix B
Immunization

Tetanus/Diphtheria/Pertussis
- Proof of a childhood immunization record or adult primary series (3 doses) is mandatory.
- Proof of a tetanus/diphtheria booster received within the last 10 years.
- Proof of a one-time adolescent or adult dose of diphtheria, tetanus and a cellular pertussis is required.
- Proof of tetanus/diphtheria serology (not available in Ontario) if records are unavailable.

Polio
- Proof of a childhood immunization record or adult primary series (3 doses) is mandatory.

Varicella:
- A laboratory evidence of immunity or a definite reported history is acceptable.
- Vaccination with two doses if there is no proof of immunity.

MMR
- Measles: proof of two vaccine doses (unless born before 1970) or laboratory evidence of immunity.
- Mumps: proof of two vaccine doses or laboratory evidence of immunity.
- Rubella: proof of one vaccine dose or laboratory evidence of immunity.

Hepatitis B
- Proof of vaccination and serology for Hepatitis B Surface Antibody is mandatory.
- Serology for Surface Antigen is mandatory in the absence of proof of vaccination.

Tuberculosis
- Proof of a baseline two-step Tuberculin Skin Test (TST) is mandatory in addition to a yearly one-step TST.
- Students with a history of positive TST must provide a chest x-ray report done within the past 6 months of admission. Future TST is not required but the Tuberculosis Signs and Symptoms form must be completed on an annual basis.
- TST is recommended 3 months post travel to any endemic area.
- An Interferon-gamma releases assay (IGRA), either QuantiFERON or T-SPOT-TB assay, performed within the year will be accepted
Fellowship Application Process – International Medical Graduate

Appendix C

Timeline

The following is the ideal timeline to ensure that a foreign resident or fellow will start his/her program on July 1. Documents can be submitted later but the start date may be delayed.

<table>
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<th>WHEN</th>
<th>WHAT</th>
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<tr>
<td>June to Sept.</td>
<td>• Applications are sent to programs for consideration.</td>
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| Oct 1 to Nov 16. | • Interview of acceptable candidates.  
|              | • Inform the PGME Office and sponsor/candidate of the interview dates, accepted or refused candidates.  
|              | • Inform candidates about the PEAP during the interview.                                   |
| Before Nov 21.| • The program informs the chosen candidate(s) in writing (see enclosed standard letter of offer).  
|              | • In the letter of offer, include details such as: the PEAP dates, the CPSO and CMPA contact info, registration fee requirement, immunization and VSS requirements, housing, academic expectations... |
| Before Nov 30.| • Submit the documents of accepted candidates to the PGME Office – see enclosed checklist. |
| Dec 1 to 21. | • The PGME Office sends request for the Letter of Eligibility (LOE) to the CPSO.           |
| Jan / Feb.   | • The CPSO sends the LOE to the PGME Office.                                               |
| Jan / Mar.   | • The PGME Office sends the CIC Offer of Employment ID Number and the CPSO LOE to the trainee (by e-mail) which must be included in their application package for a work visa/permit. |
| March        | • The trainee applies for a work visa/permit from his/her country of origin through the Canadian embassy, consulate or high commission and makes arrangements to travel to Canada. |
| Apr / May / June | • The trainee arrives and reports to the program and the PGME Office (before the start of the PEAP, if applicable).  
|              | • The PGME Office must confirm issuance of the CPSO license and CMPA coverage before the candidate is permitted to start the training. |
| Jul / Sept.  | • PEAP Detailed ITER required at the 4 week point.  
|              | • After having successfully completed the PEAP, the Program/Fellowship Director evaluates the trainee (personal interview) and completes the PEAP report, which must be signed by the director, supervisor and trainee.  
|              | • The program submits the report to the PGME Office for approval. The report must be submitted a max. of 5 days, min. of 2 days before the end of the PEAP.  
|              | • The PGME Office submits the PEAP Report to the CPSO. The Postgraduate Educational license extension is usually confirmed within 2 working days.  
|              | • Once the CPSO extension and the CMPA are renewed, the PGME Office informs program and medical affairs, if applicable. |
Fellowship Application Process – International Medical Graduate

Appendix D

Educational Objectives for Clinical/Research Fellowship

http://www.med.uottawa.ca/Postgraduate/assets/documents/Forms_on_line/PGME%20Educational%20Objectives%20for%20Clinical%20Fellowships.docx

(Some text is borrowed from the CPSO Statement of Policy on Clinical and Research Fellows)

All Clinical Fellowship appointments (irrelevant of duration) must have written educational objectives.

These objectives serve to validate that the Fellowship is primarily an educational experience consistent with the previous postgraduate training experience (if applicable). Fellowships should be structured according to detailed educational objectives specifically drafted for that fellowship program. Fellows should be appropriately supervised and the fellowship should not be converted to a service purpose.

These objectives must be submitted on official Departmental Letterhead paper of the program (or hospital division) and must include the following details:

- Name of Fellow
- Dates of the Fellowship appointment
- Description of the Fellowship Training Program
- Educational and training objectives
- Evaluation Criteria
- Name and Signature of the Fellowship Director (or Supervisor)
Appendix E
REQUEST FOR FELLOW PRIVILEGES

This is a: New Request ☐ Extension Request ☐

Name of Applicant: ___________________________________________________________

Department: ____________________________ Division: _____________________________

Specialty: _____________________________

Current Fellowship Period (dates must not be longer than a year and need to coincide with current CPSO licensure and CMPA insurance coverage timeframe):

Start Date: Y M D _____________________________

End Date: Y M D _____________________________

Pre-Assessment Period (PEAP) Required: ☐ Yes ☐ No

If yes – PEAP Timeframe:

Start Date: Y M D _____________________________

End Date: Y M D _____________________________
Fellowship Application Process – International Medical Graduate

Please be reminded to contact the University of Ottawa to ensure that their necessary paperwork has been completed (PGME.Foreign@uOttawa.ca). PEAP or Fellow privileges will not be granted at TOH until we receive approval from University of Ottawa.

Will this fellowship require the following:

<table>
<thead>
<tr>
<th>Ambulatory Care</th>
<th>Operating Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
<td>□ No</td>
</tr>
</tbody>
</table>

Restrictions: □ Yes □ No

__________________________
Scope of Fellowship:

__________________________
__________________________

__________________________
Supervisor: ____________________________

__________________________
Division Head Signature: ____________________________ Date: ______________

__________________________
Department Head Signature: ____________________________ Date: ______________
Appendix F
Addresses

• Registration Department
College of Physicians and Surgeons of Ontario (CPSO)
80 College Street
Toronto, Ontario, M5G 2E2
Telephone Number: 1-800-268-7096 (in Ontario only) or 416-967-2617
Fax Number: 416-967-2623
Email: credentials@cpso.on.ca

• Canadian Medical Protective Association
875 Carling Ave, Ottawa, ON K1S 5P1
1-800-267-6522 (in Ottawa area: 613-725-2000)
Ottawa: 613-725-1300
Toll Free (North America): 1-877-763-1300
International: 00-1-613-725-1300
E-mail: inquiries@cmpa.org

• Postgraduate Medical Education (PGME) Office
Telephone Number: 613-562-5460
Fax Number: 613-562-5420
Email: pgmefor@uottawa.ca

• Medical Affairs Office, The Ottawa Hospital
CPC Building, 1st Floor
Civic Campus, 1053 Carling Ave.
Ottawa, ON. K
Phone: 613-737-8899 Ext: 14151
Fax: 613-761-5259

• Medical Education Office, The Ottawa Hospital
  o Ms. Ginette Martell De Martineau
Admin Suite, Room J
General Campus, 501 Smyth Rd.
Ottawa, ON. K1H 8L6
Phone: 613-737-8899 Ext: 78455
Fax: 613-737-8961 E-mail: grocque@toh.on.ca

  o Ms. Monique Beaulne
Admin Suite, Room S
General Campus, 501 Smyth Rd.
Ottawa, ON. K1H 8L6
Phone: 613-737-8899 Ext: 78473
Fax: 613-737-8961 E-mail: mbeaulne@toh.on.ca