

Online Elective/Inter- Institution Affiliation Agreement (IIA) System

Program Administrator User Guide

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Elective/IIA Applicant Eligibility

A Canadian or Permanent visiting postgraduate medical trainee, who has been preapproved to participate in an elective or IIA in a University of Toronto training program, must meet the following requirements to register using the [Online Electives/IIA System](#):

1. Approval from Home School Program Director
2. Approval from the preceptor
3. Approval from University of Toronto Program Director
4. Up-to-date Curriculum Vitae
5. Proof of citizenship or PR status
6. Medical Degree
7. [immunization record](#)
8. Proof of [Canadian Medical Protective Association \(CMPA\)](#)* or [Collège des médecins du Québec \(CMQ\)](#)

*In some instances, this requirement does not apply

*** Trainees with different preceptors, sites or service rotation during their training block(s) MUST enter these accordingly as separate electives for appropriate approvals. ***

When the requirements are complete, the trainee can submit their registration in the system. This will trigger the following linear approval emails:

Home School PD → Preceptor → UofT Program Director → PGME Office

When approved, the registration information is reviewed by the PGME office, then transferred to Postgraduate Web Evaluation and Registration (POWER). The trainee will automatically be sent their POWER login information via postgrad.med@utoronto.ca to the email initially provided. All learners are expected to login to POWER, review and E-sign their Letter of Appointment (LOA), and complete the mandatory registration requirements.


For ANY elective/IIA trainee approved for over the 15-week CPSO training recommendation in one academic year, PGME requires the trainee to provide additional letters of support for the training from their Home Program Director and the U of T Program Director(s) outlining:


1. The trainee's home program
2. PGY level at time of training
3. Approved Program at time of training
4. The date(s) of training
5. Preceptor(s)
6. Site(s) of training
7. Confirmation of funding

Since 2015, all trainees must upload a Vulnerable Sector Screen (VSS) to the [PGME Submission Page](#) prior to the start of training. Trainees request the VSS report from their local police station. This holds a six-month validity.

Program Director/Program Administrator Login

The Program Director/Program Administrator login page is accessible from the link at the bottom of the main page of the Elective/IIA System website.





Postgraduate Medical Education
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[Introduction](#) | [Requirements](#) | [FAQ](#) | [Resident - Create Account](#) | [Resident - View Elective Details/Status](#)

University of Toronto

Welcome

Welcome to the University of Toronto PGME Electives Program website.

All medical trainees that wish to take an elective under the supervisor of a University of Toronto postgraduate program director/training program must use this website to supply the required information and documents for an elective.

To commence the process:

- The medical trainee should have already made prior arrangements with the home school program director, supervisor, and University of Toronto Program director for an elective which they wish to participate in
- Create an account by clicking on the 'CREATE ACCOUNT' link on this website.
- Log into the website by clicking on the 'VIEW ELECTIVE DETAILS/STATUS' to provide all the required elective details. Then submit the elective for approval once all the required information has been provided

Please read the Requirements first before creating an account.

[PGME Staff Login](#)
[Program Director/Admin Login](#)
[Department Admin Login](#)

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Program Director/Program Administrator Login Page

The login page for Program Directors and Administrators requires enter your username and password to login. New users must be set up through the PGME Office. Please contact [Amy Widdifield](#) to register. Once your account has been created, the system will email you login credentials and instructions.

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University of Toronto - Program Admin Login

This is the site administration area of this site. Only authorized users may log in and use this section; all accesses are logged.

Please enter your username and password

Login

Username :

Password:

LOGIN

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Dashboard: Program Director/Admin Profile

After logging in, you will see the main system dashboard. This shows the current number of trainees in the system and the linear stage of their approval process. Please note, you will see ONLY trainees in your program.

Cardiology

Session Period: 2013/Jul/1 to 2014/Jun/30 Change to: Current Session

Statistics

HOME SCHOOLS	Created	Pending Home School	Pending Super	Pending UofT PD	Pending Docu	Pending PGME	Rejected	Complete	POWER
CHRISTIANA CHS USA			1						
UBC				1				1	
UWO			1						
Total	0	0	2	1	0	0	0	1	0

Click a number to view the elective applicant(s) at that stage in the process

Clicking on a number in the table will provide a list of trainees at that stage. To view a specific applicant's profile, click on the 'View' button for that applicant.

Manage Applications Dashboard

This page allows you to filter elective/IIA applications by Home School, Supervisor, or Status. You can also search for specific applications directly by name or start date. Please note, if you click 'Search' without entering any information you will see a complete list of all applications in the system for your department or division.

The screenshot shows the 'Manage Applications' dashboard. At the top left, there are logos for 'PGME Electives Program' and 'Postgraduate Medical Education UNIVERSITY OF TORONTO'. A 'Logout' link is located at the top right. Below the logos is a navigation bar with 'Home' and 'Manage Applications' tabs. The main content area is titled 'Manage Applications' and contains a search form. The search form includes a 'Search Query' text input, a 'Start Date' range selector with 'to' text, and three dropdown menus for 'Home School', 'Supervisor', and 'Status', all currently set to 'All'. There are 'Search' and 'Reset' buttons at the bottom of the form. At the bottom of the page, a copyright notice reads 'Copyright © 2011 University of Toronto | All Rights Reserved'.

Manage Applications Dashboard: Results Page

This page shows the results of the search you performed using the 'Manage Applications' page or when you clicked on a [number in the main dashboard](#). The listing can be sorted by clicking on the headings at the top of the columns. Click 'View' to enter the application.

Manage Applications - Results

Results: [Search query returned 3 result(s)]


Search Results


	Elec ID	Elective Program/Status	Start Date	End Date	First Name	Last Name	Email
view	9713	Test Program Elective Created	2020/Jul/1	2020/Jul/31	Amy	Widdifield	amy.widdifield@utoronto.ca
view	9629	Test Program Elective Created	2021/Jan/1	2021/Jan/30	Test	Test	pgme.exchange@utoronto.ca
view	9631	Test Program Elective Created	2021/Jan/1	2021/Feb/1	Test	Test	pgme.exchange@utoronto.ca

Elective/IIA Applicant Profile View

This dashboard shows information pertaining to the applicant for the specific rotation selected, after selecting the 'View' button from the 'Manage Applications–Results' page. There are two parts to the elective overview, as follows:

- a) **Elective Profile**– This section shows a complete view of the applicant's information.





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[Logout](#)

Home
Manage Applications

Manage Applications

Student Profile

Applicant ID	72		
Electives	■ [Anesthesia] 2014/Jan/1 - 2014/Jan/7: Pending Supervisor approval *		
Student Details	First Name: Jack	Gender: male	Birth Date: 1950/Oct/16
	Last Name: Smith	Email: nathan.harrison@utoronto.ca	Status: Citizen
	Address, Street:	Address, City:	Address, Province:
	Address, Country:	Address, Postal Code:	Phone Number:
	University Awarding Degree:	Country Of Medical Degree:	Degree Obtained:
	Degree Year:		
	Home School:	CHRISTIANA CHS USA	MINC Number:
	Home School Program:	test program	CPSO Number: 95241
	Training Level:	PGY2	CMPA Number: 20064878
			POWER ID:

- b) **Elective/IIA Details** – This section shows the details specific to the rotation the applicant is registering for, including the site, rotation, key contacts and approval status. The site and rotation information are open to editing from this page, in the event certain details require revision. However, the rest of the information is locked. All uploaded documents are date and time stamped. The comment box at the bottom of the profile displays the most recent message from PGME staff to the elective applicant.

Elective Details	
Elective ID	894 view Email History
Current Status	Elective Approved
Elective Program	Adult Cardiology (Int Med)
Service Rotation	Cardiology(Elective) Show/Hide
Elective Date	2014/Feb/11 - 2014/Mar/10
Elective Hospital / Site	Hospital: Mount Sinai Hospital Site: Mount Sinai Hospital Show/Hide
Elective History	Show/Hide
Home School Program Director	Current Status: Approved Show/Hide
Supervisor	Current Status: Approved Show/Hide
UoFT Program Director	Current Status: Approved Show/Hide
University of Toronto PGME Office	Current Status: Approved Change status: Approved <input type="button" value="Update"/>
	LOA Status: No Change status: No <input type="button" value="Update"/>
	Export Status: <input type="checkbox"/> <input type="button" value="Update"/> <input type="button" value="Generate Excel"/>
Documents	Medical School Diploma: Click Here to View (uploaded: 2014-01-17 09:57:13.0) Curriculum Vitae: Click Here to View (uploaded: 2014-01-17 09:57:40.0) Immunization Form: Click Here to View (uploaded: 2014-01-17 09:57:53.0) Proof of Status: Click Here to View (uploaded: 2014-01-17 09:58:07.0) CMPA Coverage (Ontario): Click Here to View (uploaded: 2014-01-17 09:58:21.0)
Message to Applicant	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> Show message: <input type="checkbox"/> <input type="button" value="Update"/>

Contact Information for system inquiries

Important Links

[Online Elective/IIA System](#)

[Program Director/Administrator Login](#)

Contacts

Elective Systems Inquires: [Amy Widdifield](#)

Elective Registration Inquiries: [PGME Electives](#)