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

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:

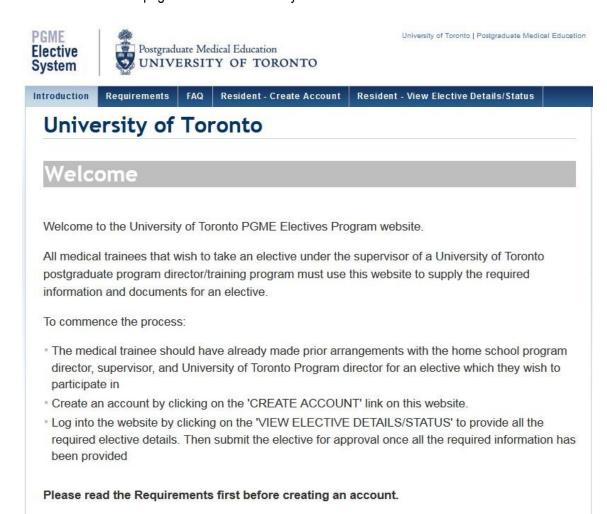
- 1. The trainee's home program
- 2. PGY level at time of training
- 3. Approved Program at time of training
- 4. The date(s) of training
- 5. Preceptor(s)
- 6. Site(s) of training
- 7. Confirmation of funding

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.

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

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.



PGME Staff Login Program Director/Admin Login Department Admin Login

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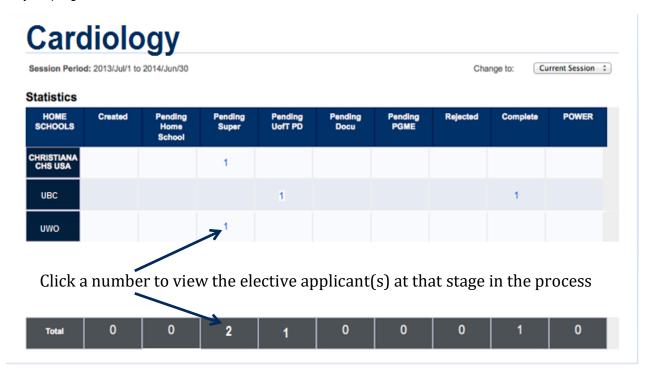
Program Director/Program Administrator Login Page

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.



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.



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.



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	

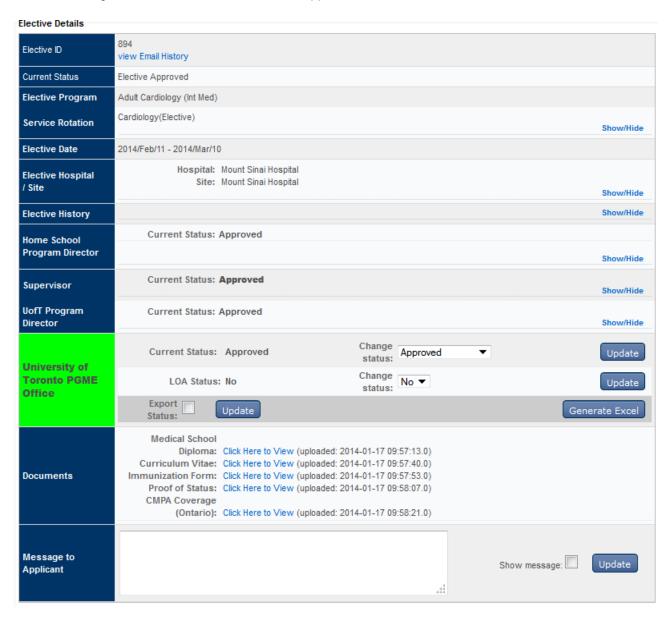
Elective/IIA Applicant Profile View

This dashboard shows theinformation 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.



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.



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