Table of Contents

Elective Applicant Eligibility ................................................................. 3
Program Director/Program Administrator Login URL................................. 4
Program Director/Program Administrator Login Page................................. 5
Dashboard: Program Director/Admin Profile.............................................. 6
Manage Applications Dashboard .............................................................. 7
Manage Applications Dashboard: Results Page ............................................ 8
Elective Applicant Profile View ............................................................... 9
Contact Information for system inquiries.................................................. 11
Elective Applicant Eligibility
A non-University of Toronto medical resident, who intends to participate in an elective rotation in a UofT residency training program, must meet the following requirements in order to register using the Online Electives System:

1. Approval from the selected supervisor
2. Approval from their home school program director
3. Up-to-date Curriculum Vitae that includes the applicant’s date of birth, Social Insurance Number (SIN), citizenship status and e-mail address
4. Proof of citizenship status
5. Copy of Medical Degree
6. Complete immunization record
7. Proof of registration with the Canadian Medical Protective Association (CMPA)*
8. VSS or Attestation

*In some instances, this requirement does not apply.

Once this information has been provided through the system, the elective rotation can be submitted by the applicant for review and approval. Upon approval, a Letter of Appointment (LOA) will be issued to the elective applicant by the PGME office. This letter must be signed and returned to the PGME Office.

Along with the LOA, the elective applicant will receive a Pin letter. Using the pin and password included in this letter, they will be able to access the POWER registration system and print off their Confirmation of Registration letter. The Confirmation of Registration letter will allow the elective trainee to register at the hospital or training site at which they will be performing their rotation and grant them access to University of Toronto library services.

Note: The PGME Office will access certification of the MD and PG license through the CPSO website.
Program Director/Program Administrator Login URL

The Program Director/Program Administrator login page is accessible from the link at the bottom of each of the main pages on the Elective System website.
Program Director/Program Administrator Login Page

The link noted above will take you to the login page for Program Directors and Administrators – this login requires a username and password, which must be set up with the PGME Office in advance. Please contact Nathan Harrison to register. Once your account has been created, the system will email you login credentials and instructions.
Dashboard: Program Director/Admin Profile

Once you are logged in, you will see the main system dashboard. This will show you the number of elective trainees in the registration and approval process – please note, the trainees you see are restricted to your program. The table shows a chronological view of how many trainees there are and where they are in the process from creating a profile to having PGME approval.

### Cardiology

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<th>Statistics</th>
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<tbody>
<tr>
<td>HOME SCHOOL</td>
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<td>Pending Home School</td>
<td>Pending Super</td>
<td>Pending UofT PD</td>
<td>Pending Docu</td>
<td>Pending PGME</td>
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<td>Complete</td>
<td>POWER</td>
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Click a number to view the elective applicant(s) at that stage in the process

Clicking on the number(s) in the table will provide either:

a) A listing of trainees at that process stage, if the number is 2 or greater; or,

b) A view into a specific elective trainee’s profile, if the number is 1.

If the number is 2 or greater, you can still view a specific applicant’s profile by selecting ‘View’ from the listing of elective applicants.
Manage Applications Dashboard

This section allows you to sort through all of the elective registrants using a variety of filters, while also providing a text box to search applicants by name (either first, last or both). Please note, clicking ‘Search’ without inputting any information will provide you a complete list of all applicants in the system for your department or division.
Manage Applications Dashboard: Results Page

This page shows the results of the searches you perform from the ‘Manage Applications’ page. It can be accessed either by selecting the ‘Manage Applications’ tab in the page header, or by clicking on the numbered applicants in the main dashboard. The listing can be sorted by clicking on the headings at the top of the table.
Elective Applicant Profile View

This dashboard will show you the information pertaining to the elective 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 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 elective site and rotation information is open to editing from this page, in the event certain details require revision. However the rest of the information should be locked and inaccessible to you. 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 – this can only be viewed and is not open for editing.

<table>
<thead>
<tr>
<th>Elective Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Elective ID</strong></td>
</tr>
<tr>
<td><strong>Current Status</strong></td>
</tr>
<tr>
<td><strong>Elective Program</strong></td>
</tr>
<tr>
<td><strong>Service Rotation</strong></td>
</tr>
<tr>
<td><strong>Elective Date</strong></td>
</tr>
<tr>
<td><strong>Elective Hospital / Site</strong></td>
</tr>
<tr>
<td><strong>Elective History</strong></td>
</tr>
<tr>
<td><strong>Home School Program Director</strong></td>
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<tr>
<td><strong>Supervisor</strong></td>
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<td><strong>UofT Program Director</strong></td>
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<tr>
<td><strong>University of Toronto PGME Office</strong></td>
</tr>
<tr>
<td><strong>Current Status</strong></td>
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<tr>
<td><strong>Change status</strong></td>
</tr>
<tr>
<td><strong>LOA Status</strong></td>
</tr>
<tr>
<td><strong>Change status</strong></td>
</tr>
</tbody>
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**Documents**

- Medical School: [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)
- CMBA Coverage (Ontario): [Click Here to View](#) (uploaded: 2014-01-17 09:58:21.0)

**Message to Applicant**
Contact Information for system inquiries

Important Links

Online Elective System URL:
https://electives.pgme.utoronto.ca/pgme/electives/electives/

Program Director/Administrator Login URL:
https://electives.pgme.utoronto.ca/pgme/electives/programs/admin/

Contacts

Elective Systems Inquires: Nathan.Harrison@utoronto.ca

Elective Registration Inquiries: uoftpgelectives.pgme@utoronto.ca