

Internationally Sponsored Trainees (Residents & Fellows)

The Schulich School of Medicine & Dentistry, Western University has signed contracts in place with the following sponsoring agencies:

- Bahrain Defence Force Royal Medical Services - Bahrain
- Bahrain Government Hospitals - Bahrain
- Embassy of the State of Kuwait - Kuwait
- Oman Medical Specialty Board - Oman
- Istanbul Medical Centre - Palestine
- Hamad Medical Corporation - Qatar
- Sidra Medical and Research Centre - Qatar
- Dr. Sulaiman AlHabib Medical Group - Saudi Arabia
- Saudi Arabia Cultural Bureau - Saudi Arabia
- Embassy of the United Arab Emirates - Cultural Division - UAE
- The Republic of Yemen & the Hadhramaut Establishment for Human Development - Yemen

Residents are trainees who are eligible to sit the Royal College of Physicians and Surgeons of Canada certification exam. They start as either a PGY1 trainee, or have complete core specialty training in Canada and are starting as a PGY4 in a subspecialty program. Residents must have a sponsor in order to be appointed.

Clinical Fellows: not the same as the commonly used “fellow” which refers to senior (PGY4 & up) residents. A clinical fellow has completed residency training, and is a certified specialist in their home country. They are not eligible to sit any certification exams, and are completing training outside of the Royal College accredited residency training requirements.

Research Fellow: completing or assisting with a research project. They must have no clinical activity or patient contact. They do not hold a license with the CPSO. They must hold a medical degree to be eligible to register as a PGME research fellow.

Funding

The PGME office invoices agencies \$100,000 per trainee per year to provide training. The amount is pro-rated and invoiced on an annual basis. That amount is broken down as follows:

- \$15,000 is tithed by corporate Western
- \$41,500 is allocated to Schulich Medicine & Dentistry Dean's office
- \$43,500 is allocated to the training Department within their budget. The Department decides how to distribute this funding to the Division or training program, no rules are set by PGME or the Dean's office.

Selection Process

- Applications are collected by PGME (International Trainee Coordinator) and provided to individual programs each July for the following academic year

- Programs are asked in January whether they are looking to take a resident, clinical fellow, both resident and clinical fellow or none for the next July.
- Program replies to PGME (International Trainee Coordinator) indicating “Yes” or “No”. Because some programs won’t know their availability until after a match date, PGME can give the program the option to indicate that they want applications to be collected, and the program must update PGME when they determine their availability to consider applications.
- Applications are emailed to identified programs.
- Program selects candidate(s) for vetting process and contacts them directly
 - Best practices indicated by programs to vet candidate(s):
 - Have candidate attend face-to-face interview (please contact the PGME office for sample interview forms and scoring guides)
 - Interview via Facetime, Skype, or equivalent method
 - Written and oral testing of English language
 - Dictation report on scenario
 - Provide video of candidate assessing history of simulated patient
 - Reply via email to individual scenario questions
 - Mini case review
 - Exam Results
 - MCCEE (cutoff score can be determined by RPC/Program Director)
 - MCCEE-Part II
 - OSCE (NAC)
 - Observerships
 - Simulation report from home institution’s simulation centre
 - Reference letters from known residents, faculty, etc.
 - Electives
 - Saudi Bureau does not supervise any training less than 6 months
 - Trainee would need to already be in a residency program and might face resistance from program directors at home institution
 - Trainee would more than likely not be sponsored during elective time
 - CPSO policy requires an international elective must have completed a minimum of 2 years in the discipline to be eligible for licensure
 - Similar process to CMG or IMG selection
- Program contacts PGME (International Trainee Coordinator) via email copying Chair and Manager, Administration & Finance with information on selected trainee(s)
- PGME (International Trainee Coordinator) distributes offer letter(s) to candidate(s) on behalf of program
 - Note: letters for Subspecialty Medicine and Internal Medicine programs cannot be made prior to Medicine Subspecialty Match date through CaRMS (November)

Table 1. Process description after a training appointment has been offered and accepted

Action	Timeline
Trainee signs and returns offer letter	1 to 21 days
PGME (International Trainee Coordinator) confirms funding through sponsoring agency. Until sponsoring agency confirms funding no further action is taken	Immediate upon receipt of signed offer letter, NOTA and all supporting documentation
Sponsoring agency returns confirmation of funding document to PGME (International Trainee Coordinator)	1 day to >4 months
PGME sends candidate Letter of Appointment (LOA – legal contract with Western University) along with welcome letter	Immediate upon receipt of funding confirmation document
Candidate returns signed LOA back to PGME	Ask for return within 21 days
PGME submits request for Letter of Eligibility to the College of Physicians and Surgeons of Ontario (CPSO)	Immediate upon receipt of the signed LOA
PGME receives Letter of Eligibility from CPSO	5 – 15 business days
PGME prepares immigration documents and submits Offer of Employment and employer compliance fee to Immigration, Refugees and Citizenship Canada	Immediate on receipt of the LOE
PGME emails immigration documentation to candidate for them to apply for a work permit	Check processing time by country (3 weeks – 14 months)
Trainee must also apply for a Postgraduate Educational Certificate of Registration (license) through CPSO	Approx. 4 months
Trainee arrives at Canadian port-of-entry and work permit is printed by Customs officials, sends to PGME (International Trainee Coordinator)	
PGME verifies work permit, trainee sends copy to CPSO	Immediate upon receipt
Trainee cannot begin training until they have met all PGME and Medical Affairs (MA) requirements	Instructions for meeting requirements are issued at least 4 weeks prior to start date
If trainee start date is July 1, trainee status of eligibility to begin training is determined by Program Director Status Reports run by Program Administrator from the Schulich Administrative System (SAS)	
Trainees not starting on July 1 are confirmed cleared to begin training via email sent from PGME and MA to both Program Director (PD) or Fellowship Supervisor and Program Administrator (PA) once they have	

been verified	
<p>Trainee begins Pre-Entry Assessment Program (PEAP)</p> <ul style="list-style-type: none"> - The PEAP is an assessment process, 4 - 12 weeks in length that evaluates international medical graduates to determine whether they can function at the level of Ontario medical school graduates and are qualified to enter an Ontario training program. During the PEAP, the trainee is assessed on their clinical skills, knowledge and judgment in the discipline. The overall purpose is to determine that the candidate is mentally competent to practice medicine, has the ability to practice with decency, integrity and honesty and in accordance with the law, has sufficient knowledge, skill and judgment to engage in the kind of medical practice authorized by the certificate, and can communicate effectively and displays an appropriately professional attitude. <p>The program is responsible for completing a PEAP evaluation form to the PGME office no later than 7 days prior to the fellow's PEAP license expiry date. If the evaluation determines the fellow has demonstrated appropriate ability during the PEAP, the CPSO will convert the PEAP license into a full certificate of registration for Postgraduate Education. If not, then the PEAP licence is not renewed and the trainee is no longer in the program.</p>	

Total processing time is approximately 6 – 12 months for an internationally sponsored trainee. Different factors can influence the timeline, such as whether the trainee is already practicing in Ontario, whether they hold a CPSO license, have previously completed a PEAP etc.

Orientation

Support required once trainee has arrived, in training, if any issues (remediation, language difficulties, cultural adaptation, etc.)

[Learner Equity & Wellness office](#)

[Western English Languages Centre](#)

[Touchstone Institute - Canadian Medical Primer Program](#)