



Elective Time Away (ETA) Guidelines General Psychiatry Residency Program

Background

Elective Time Away (ETA) refers to training undertaken outside of hospital training sites affiliated with General Psychiatry Residency Training Program, Department of Psychiatry, University of Toronto.

ETA to complete graduate degrees or other courses may not fall under Ministry of Health funded residency education. However, residents can be granted Educational or other types of leave to engage in such opportunities - <https://meded.temertymedicine.utoronto.ca/leaves-absence>

Principles

1. ETA may be approved when either an important educational objective cannot be achieved in the Department of Psychiatry at the University of Toronto or when the objective is seen as highly beneficial for the resident's career development.
2. ETA cannot be used to complete mandatory rotations except under special circumstances at a Royal College accredited university. Such proposals will be considered by the Program Director in consultation with the Psychiatry Residency Program Committee (PRPC).
3. The most important factor in consideration of requests for ETA will be the relevance of the experience to the scholarly, training, and/or clinical service needs of the province.
4. ETA applications involving a scholarly focus will require input from the Director, CSP (Scholar and/or Scientist).
5. The maximum cumulative period of ETA over the entire course of training will be 6-months.
6. ETA is generally available to residents in COD/TTP in PGY4 and 5. ETA will only be considered for PGY1-3 residents under very exceptional circumstances. Such requests for ETA require Program Director review and consultation with PRPC for approval.
7. ETA should be scheduled where possible to reduce disruption to the call schedule and patient care. As such, residents must be flexible around the timing of their approved ETA as it may not always be possible to have multiple residents on 6-month ETAs simultaneously.
8. Residents must be in good academic standing in the program with no performance or professional conduct concerns to be considered for ETA. Residents will not be approved for ETA if they have had informal or formal (i.e. Board of Examiners) remediation in the previous 12-months before their application. Residents' academic records including PCS

(Psychiatry Competence Subcommittee) and RASC (Resident Assessment and Support Subcommittee) reports will be reviewed by the Program Director or their delegate in making decisions around approval of ETA.

ETA requests may be delayed or declined if there is any concern about professional conduct or academic trajectory including completion of any mandatory components of the training program.

Make up call requirement

Residents will be required to make-up 30% of the missed call shifts during ETA either prior to leaving for ETA (e.g. if ETA is in the final 6-months of residency training) or upon return from ETA.

CBD Assessment ETA Requirements

1. During ETA, residents are expected to complete at least 1 EPA per week.
2. For research ETA, EPA completion should be discussed with the Program Director or delegate and requirements determined on a case-by-case basis, with input with the Director, CSP (Scholar and Scientist) as needed. In general, FOD5 (critical appraisal) is an applicable EPA during research ETA.

Approval Process

ETA is not guaranteed. The Program Director and PRPC will try and accommodate reasonable requests where criteria have been met and residency program processes have been followed.

All requests for ETA must be formally approved with written consent from the Director, General Psychiatry Residency Program.

Residents should apply for ETA according to the timelines set out in the annual Resident Match Process. Post-match ETA applications will only be considered on an ad hoc basis during the remainder of the academic year if the dates requested do not conflict with other residents' ETA.

Special Opportunities

Northern Outreach (including Nunavut) – Opportunities to participate in northern outreach with a UofT faculty member exist for up to 7 days. With the approval of the primary supervisor, PG Site Director, and Chief Residents (for on-call responsibilities), residents in good academic standing with the program can participate in such outreach and it will not count towards ETA. Each resident is entitled to participate in one (up to) 7-day outreach experience per academic year between PGY1-5. In general, more senior residents in late Core of Discipline or Transition to Practice (PGY4/5) are considered for outreach to Nunavut.

There are also opportunities for Northern Outreach experiences of 1-month or longer – these experiences will count as ETA and be subject to the principles and requirements for ETA. In general, residents may partake in 1-month or longer northern outreach experiences during

PGY4 Personalized Learning Experiences (PLEX) or the Underserved/Marginalized Populations Selective.

Global Mental Health - Opportunities for electives through the Department's Global Mental Health initiatives may also be available. Please contact the Director, Global Mental Health for more information.

<p>Prepared by: Program Director and Assistant Program Director, Curriculum & Assessment Approved by PRPC: January 13, 2025 Date of next scheduled review: 2028-29</p>
