



POSTGRADUATE TRAINEE & FELLOW APPOINTMENTS

Non-Canadian Applicants

Please contact us at least five months in advance of the fellow's anticipated start date. Even longer processing times may be required if the applicant did not receive medical instruction in English, resulting in a delay in the appointment.

A Postgraduate Fellow is a post-MD trainee who is pursuing further clinical or research training in their own specialty and has successfully completed all of the time and examination requirements which would allow them to be registered as a specialist in their home country. If the individual has completed all of the training requirements for the specialty but has yet to write the final examinations, they will be considered a **Postgraduate Trainee**. The process remains the same.

Requirements for Initial Application:

- Application Form (signed by applicant and UBC Supervisor):
 - [Postgraduate Fellow](#) (completed their specialty in Psychiatry)
 - [Postgraduate Trainees](#) (yet to complete their specialty in Psychiatry)
- Training Plan (completed by the UBC Supervisor) – only applicable to Fellows
- CV
- Copy of medical degree and translation
- Proof of specialty completion and translation (if Fellow)
- Proof of UBC PGME administrative fee has been paid (\$500 for Fellows & \$100 for Trainees)
- [English Language Proficiency Requirement](#) set out by College of Physicians and Surgeons of BC
- Copy of passport

Upon Arrival:

- Work permit
- Social Insurance Number (if to be paid through UBC)
- Provide Direct Deposit Form (if to be paid through UBC)
- License issued by College of Physicians and Surgeons of BC
- Copy of your CMPA Malpractice Insurance enrollment
 - Postgraduate Fellow/Trainees are not covered by hospital liability insurance. You must seek [Canadian Medical Protective Association](#) (CMPA) membership for malpractice insurance.



Application Processing Timeline (approximately five months):

1. Upon receipt of the “Initial Application” package, the HR Assistant will coordinate signatures from the UBC Department Head, VP Medicine of the relevant health authority (ie training site), and the UBC PGME Associate/Assistant Dean.
2. Once the application is signed by UBC PGME office, the HR Assistant will prepare the UBC offer letter and IRCC online offer of employment package (ie permit supporting documents). This will be sent to the supervisor and the applicant for signature. A signed copy must be returned to the HR Assistant.
3. The applicant is responsible to initiate the work permit/visa process. The offer letter and IRCC package should be used in a work permit/visa application.
4. Upon receipt of the signed offer letter, the HR Assistant will forward the application to the College of Physicians and Surgeons of BC for pre-approval of eligibility for a medical license. The College will email the applicant a letter outlining the requirements that the applicant must meet in order to obtain a medical license.
5. Upon arrival in Canada, the applicant must make an in-person appointment with the College to obtain the medical license. The documents outlined under “Upon Arrival” section should be forwarded to the HR Assistant in a timely manner to complete their appointment with UBC.

Please note:

The Postgraduate Trainee & Fellow appointments will correspond to the dates of the clinical license issued by the College. Any orientation or training completed outside the license validity dates will not be recognized.

Questions:

Contact HR Assistant at psychiatry.hr@ubc.ca or 604.822.7610