# GUIDELINES FOR ELECTIVE TIME AWAY (ETA)

1. ETA refers to training undertaken outside of the Department of Psychiatry Residency Training Program. Such training must be funded by a suitable funding source.

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 very beneficial for the residents’ career development.

1. The maximum cumulative period of ETA over the entire course of training will be six months. Shorter periods of time away will generally be encouraged.

1. ETA is generally available to PGY4s and PGY5s. ETA should be scheduled where possible to reduce disruption to the call schedule and patient care. ETA will only be considered for PGY1-3 residents under very exceptional circumstances. Such requests for ETA would require a meeting with the Program Director for approval and possible review by PRPC.

1. In an effort to ensure that the on call emergency system is not compromised, residents must be flexible around the timing of their approved ETA as it may not always be possible to have more than 2 residents on 6 month ETAs simultaneously.

1. All requests for ETA must be formally approved with written consent from the Director of Postgraduate Education.

1. ETA can never be used to complete mandatory rotations except under special circumstances at a Royal College accredited University.

1. The most important factor in consideration of requests for ETA will be the relevance of the experience to the research, education and/or clinical service needs of the Province.

1. Residents must be in good standing in the program to be considered for ETA. Residents will not be approved for ETA if they have had formal or informal remediation in the previous 12 months before their application. Resident’s academic records will be specifically reviewed by the Program Director.

1. Opportunities for one month electives in Ethiopia exist (generally 3 per academic year) with formalized supervision (please contact Dr. Clare Pain)

1. 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 ETA applications already approved and if there is also approval by the Site Coordinator. Residents will be required to make up the first month of call for any ETA. The PRPC reserves the right to have the resident do call.

1. ETA is not guaranteed. The PRPC and the Program Director will try to accommodate reasonable requests where criteria have been met and the proper processes have been followed.
2. Please be aware that residents may be denied an ETA if there is any concern about their academic trajectory including completion of any mandatory components of the training program.