

**The Calgary Clinical Assistants Program (CCAP):**

Introduces a new level of health care provider; and potentially provides a Transition Program to create a more successful cadre of international medical graduates as they proceed to residency programs.

**Project Objective:**

To improve Calgarians' access to medical services.

**Program Description:**

- The CCAP Program will have a minimum number of international medical graduates, funded by the Alberta Health Services on one year contracts, acting as clinical assistants within the Calgary Zone.
- Clinical Assistants (CAs) would be blended into existing programs requiring supervised medical services and have the opportunity to actively participate in supervised interactions with patients and obtain hands-on experience in the Calgary Zone health care system.
- The CCAP will provide an assessment period for evaluating Clinical Assistants' level of competence.

**Progression of Candidates through CCAP:**

CCAP is a 2 year program designed to help transition IMGs into residency and/or clinical roles within AHS. Successful applicants to CCAP start off in a probationary period where they can be trained and assessed. If deemed competent, they are then transitioned into functional Clinical Assistant roles for the remainder of the program. For an overview of program timelines, see TABLE 1.

**CCAP - Required Documentation:**

Your application package must include all the required supporting documents listed in this section.

- All documents that are not in English must include a notarized English translation
  - Copies of documents that originated outside of Canada but are in English are not required to be notarized
  - Copies of documents originating in Canada are not required to be notarized
  - If accepted to CCAP, you will be required to notarize all documents as required for PCRC verification
1. [Application Form](#) (completed)
  2. Proof of name change (if applicable)
  3. Citizenship Status in Canada
  4. Transcripts and Medical Diploma
    - and notarized English translation (if applicable)
  5. Documentation of at least 1 year of Post Graduate Training
  6. Medical Council of Canada Evaluating Examination (MCCEE)
    - Letter of results from the Medical Council of Canada giving MCCEE score
  7. Medical Council of Canada Qualifying Examination Part I (MCCQE I)
    - Letter of results from Medical Council of Canada giving MCCQE I score

8. Education and employment History
  - Curriculum Vitae (in English)
  - Please complete 'CV template' attached in the application package
9. Personal Statement
  - attached in the application package
10. Test of English as a Foreign Language ([TOEFL](#)) or equivalent
11. Three Letters of Reference

A Criminal Record Check and Vulnerable Sector Search will be required within 8 weeks upon successful entry into the Program (actual placement with a clinical department) and must be current within 90 days of the start date and completed by any jurisdictions resided in within the last 90 days.

**Note:** when reapplying for the Calgary Clinical Assistants Program you are only required to submit an Application Form, updated resume and documents supporting any other changes, for example: certificates and results for exams since the original application. Also, you are invited to submit updated reference letters.

### CCAP English Requirements

Option	Test	Abbreviation	Score <i>required / total</i>
1	Canadian Test of English for Scholars and Trainees – <i>offered by University of Ottawa</i>	Can TEST	5 / 5+
2	International English Language Testing System – <i>offered by University of Cambridge</i>	IELTS	7 / 9
3	Test of English as a Foreign Language	TOEFL	560 / 677
4	Computerized Test of English as a Foreign Language	C-TOEFL	250 / 300
5	Test of Spoken English	TSE	50 / 60
6	Test of Written English	TWE	4 / 6
7	Canadian Benchmark Language Assessment	CBLA	Speaking/Listening 7 Reading 8 Writing 7
8	Internet Based - Test of English as a Foreign Language	IB-TOEFL	85 Speaking/ Listening min.22

**Note:** The Calgary Clinical Assistant Program requirement for English Fluency is detailed below:

**IF YOU HAVE COMPLETED:**

- Options 1, 2, 3, or 4 (any single test is acceptable)
- Option 5 is compulsory

**IF YOU HAVE COMPLETED:**

- Options 7 or 8 (any single test is acceptable)
- Option 5 is not required

**IF YOU STILL NEED TO TAKE A TEST:**

- Options 7 or 8 are the preferred tests because the spoken component is included

**Table 1: Progression of Clinical Assistants  
Through the Calgary Clinical Assistant Program**

<b>Stage</b>	<b>Description</b>	<b>Duration</b>
Applicant Pool	<p>International Medical Graduates (IMGs) who meet the program requirements may apply to the Calgary Clinical Assistant Program (CCAP).</p> <p>Note: If a candidate is accepted to CCAP, they will be required to:</p> <ul style="list-style-type: none"> <li>• Register with the College of Physicians &amp; Surgeons of Alberta (CPSA)</li> <li>• Carry malpractice coverage from the Canadian Medical Protective Association (CMPA)</li> <li>• Undergo credential verification through the Physician Credential Registry of Canada (PCRC)</li> </ul>	<p>Applications are kept active for 1 year from the date they are received</p> <p>Candidates are encouraged to update their files regularly</p> <p>After 1 year, candidates can extend their application by submitting another application form (Note: supporting documents do not need to be resubmitted)</p>
Recruit	<p>When a vacant position becomes available the CCAP office will provide the hiring department with details from the pool of applicants. The Department will shortlist the applicants and will coordinate interviews through the CCAP office. Once the Department has indicated whom they wish to hire, they will notify CCAP and CCAP will initiate the hiring process</p>	<p>Once interviews are complete and a recruit been selected it can take at least 2 additional weeks before the candidate is officially hired.</p>
Orientation & Assessment	<p>New Clinical Assistants start off the program on probation so that they can be given an adjustment period where they can become oriented to the program. Supervising Physicians also use this period to assess whether or not the candidate can progress to a Functional status in CCAP.</p>	<p>Orientation and Assessment will usually continue for up to 6 months.</p>
Functional	<p>On a favourable recommendation by the Supervising Physician the Clinical Assistant may be promoted into a functional status. The CCAP office will coordinate the promotion requirements which include a change in status with the CPSA and an increase in CMPA malpractice coverage.</p> <p>After 6 months in the Functional status, the Clinical Assistant may be extended for an additional year on a favorable recommendation by the Supervising Physician. The Clinical Assistant will also receive a pay increase.</p>	<p>The Functional status usually begins 6 months after the initial hire date and will continue for 6 months with an option to extend it for 1 additional year.</p> <p>The Clinical Assistant may only participate in the program for a maximum of 2 years (from the initial hire date).</p>