

Application Instructions for Physician Extender Surgical Assistant

Read this document in its entirety.

This licence is **ONLY** available to non-Ministry funded postgraduate fellows who are currently enrolled in a postgraduate training programme at either the University of Alberta or the University of Calgary and have support from their Program Director to provide surgical assistance, on a fee for service basis, only while in the course of their postgraduate medical training.

Prior to working as a Surgical Assistant, **candidates must have appropriate liability coverage**. Note: *Surgical Assistant activity, on a fee for service basis, may not be included with liability coverage for postgraduate training*. It is incumbent upon the candidate to ensure the required coverage is in place via one of the following:

- Appropriate category of membership in the Canadian Medical Protective Association (CMPA),
- A policy of professional liability insurance that provides coverage of at least \$10 million issued by a company licensed to carry on business in the province of Alberta, or
- Equivalent liability coverage through the employer.

To be licensed as a Physician Extender Surgical Assistant, candidates must **submit the following in one package** to the College of Physicians and Surgeons of Alberta. Please allow at least one month for processing.

1. Covering letter requesting registration as a Physician Extender Surgical Assistant while enrolled in the fellowship programme only, with up to date contact information including:
 - complete mailing address
 - phone and pager numbers
 - email address
 - statement indicating the candidate is in a non-Ministry funded fellowship training position at either the University of Alberta or the University of Calgary
2. A letter of support from the Program Director or Department Chair confirming:
 - the candidate is in a non-Ministry funded fellowship training position
 - the candidate will be providing surgical assistance on a fee for service basis in addition to their fellowship training responsibilities
3. [Completed and witnessed Registration Understanding and Acknowledgement](#). Retain a copy of this agreement for your records.
4. [Payment of fees](#). (**Current fee of \$1150**. Payment may be made by Visa, MasterCard, American Express, or Cheque)
 - the physician extender registration fee of \$200
 - the current year annual fee for physician extenders, currently \$950

Once all of the above information has been received and reviewed, you will be informed of the status of your application and whether or not you qualify for a Physician Extender Surgical Assistant licence in Alberta. There is no guarantee that a licence will be issued.