INTRODUCTION

Congratulations and welcome to the Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba! Please use this package as a resource to help you get started with your career at the University of Manitoba. We hope that you will find it helpful and are open to your suggestions for improvement. If you have anything you would like to see added, please send it along to: Med.Communications@umanitoba.ca.
BACKGROUND

The University of Manitoba

Founded over 140 years ago, the University of Manitoba is a research-intensive university offering over 100 academic programs, including professional disciplines. The university community is comprised of close to 30,000 students, over 8,900 faculty and staff, and 138,000 alumni in 137 countries. Over 16 per cent of the current students are international, representing 115 countries. The University of Manitoba is a coeducational, nondenominational, government-supported institution. It is a member of the Association of Commonwealth Universities and of the Association of Universities and Colleges of Canada.

The University of Manitoba Act (Manitoba) (the “Act”) is the legislation that defines the governance of the University of Manitoba. The governance system is a bicameral system, with the governing body defined as the Board of Governors, and Senate defined as the academic authority.

The Board, as the corporate governing body of the University, is responsible for overseeing the administrative and business affairs of the University, including approving the annual budget and appointing and monitoring the performance of the President and Vice-Chancellor. The Chair and Vice-Chair of the Board of Governors are elected annually by the Board of Governors. The Board of Governors has the authority to decide on all matters that are not reserved to Senate. The Board also has the authority to determine all matters on which Senate recommends, whether or not a recommendation is forthcoming. The Board of Governors consists of the Chancellor, the President, members appointed by the Lieutenant-Governor in Council, members elected by the graduates of the University, members elected by the Senate of the University and members appointed by the University of Manitoba Students’ Union.

The Senate, which is the academic body of the University, has general charge of all matters of an academic character, defining and setting up the academic activities of the University. The Rady Faculty of Health Sciences Dean (“Dean”) and Vice-Provost (Health Sciences) (“Vice-Provost”) and the Deans of the Colleges sit on the Senate, as members. The Act gives Senate the authority to recommend on any matter that it considers to be of interest to the University. The Senate, under the authority of the Act, establishes Faculty, College and School Councils, and delegates some of its authority to these Councils. The establishment of, abolition of, and any changes in departments, Faculties, Colleges and Schools are items on which Senate recommends. The approval of all courses of study are matters that Senate has the power to determine. However, Senate does not usually act on such matters until it receives recommendations from the concerned Faculty, College or School Councils.

The University of Manitoba prioritizes its work through its Strategic Plan “Taking Our Place”, which can be found at:

umanitoba.ca/admin/governance/bog/index.html

umanitoba.ca/admin/governance/senate/role.html

umanitoba.ca/admin/audit_services/media/PRE-00-018-StrategicPlan-WebPdf_FNL2.pdf.
The Rady Faculty of Health Sciences
The Rady Faculty of Health Sciences ("RFHS"), comprising the Dr. Gerald Niznick College of Dentistry, Max Rady College of Medicine, the College of Nursing, the College of Pharmacy and the College of Rehabilitation Sciences, offers a broad range of undergraduate, graduate and post-graduate educational programs in the health professions and basic medical sciences to more than 3,100 students. It reflects the health sector's evolving focus on inter-professional models of care and prepares our students for team-based delivery of patient care.

The RFHS is a research leader in the areas of immunity, inflammation and infectious disease; population and global health; patient-oriented research and integrative research in health and well-being. It receives external research funding of more than $100 million annually.

The work of the RFHS is guided by its Strategic Framework (2016-2021) approved in January 2017 and includes its vision, value and strategic priorities with supporting actions.

RFHS Vision
To advance excellence in health care through innovative research and health professional education that supports collaborative practice.

RFHS Values
• Community & Collaboration
• Scholarship & Innovation
• Equity & Inclusion
• Professionalism
• Social Accountability

RFHS Strategic Priorities
• Education and the Learner Experience
• Research
• Teaching and the Working Environment
• Community, Partnerships and Collaboration
• Indigenous Health and Achievement
• Investment in its Resource Base

The RFHS Strategic Framework in its entirety can be found at: umanitoba.ca/faculties/health_sciences/media/Strategic_Framework_Web.pdf.

The RFHS Orientation and Governance Handbook provides more information on the RFHS and can be found at: umanitoba.ca/faculties/health_sciences/8945.html#reference_docs.
The Max Rady College of Medicine

The Max Rady College of Medicine (the “College”) comprises of 27 departments and administrative units involved in teaching, research, service and clinical activities, with approximately 750 full-time and 1,200 part-time academic staff, 135 research associates, a support staff of 600 and a student population of over 1,400 including medical, physician assistant and graduate students as well as residents and fellows. Its aim is to serve all Manitobans through recruitment of a diverse student body to a variety of degree programs, the Indigenous Institute of Health & Healing (Ongomiizwin), distributed medical education sites (both undergrad and postgrad) and the Northern Remote Family Medicine residency stream that addresses the specific needs of communities across the province.

The work of the College is guided by its Strategic Plan currently being revised and will be found on the College website once complete.

Given it works within a bicameral system, there are two arms to the College structure:
A. Academic Structure; and
B. Administrative Structure.

The academic structure of the College is through a Senate-established College Council for the College (“College Council”). The College Council's membership and meetings of the College Council are set out in the College Council Bylaw. It is to meet at least once yearly. The College Council has authority to act and recommend on academic matters within the College. The College Council also has an executive council (“College Executive Council”) which meets at least four (4) times per year. Most powers are delegated by the College Council to its College Executive Council.

For the administrative structure, the Dean, supported by members of the Deanery (Associate Deans and Assistant Deans), senior administrators reporting to the Dean, as well as the Department Heads, is administratively responsible for the College. The Dean has four administrative areas that report to the Dean:
- Deanery (Associate Deans and Assistant Deans);
- Department Heads;
- Senior Administrators; and
- Administrative Committees.
LIBRARY ACCESS

The Neal John MacLean Library is the main library at the Bannatyne campus (libguides.lib.umanitoba.ca/health). In order to gain access to the library and all of its resources (including booking rooms), you need to have an employee identification card. These are the steps to getting an employee identification card.

• Determine your employee number. If you are unsure what this number is contact your department business manager who will be able to provide it to you.

• Take your employee number and one piece of government issued ID (driver's license, passport) with you to the Neal John MacLean Library during business hours. libguides.lib.umanitoba.ca/health/contact

• The library will then take your picture and give you an employee identification card. This card will give you access to the library and its resources.

GETTING UNIVERSITY OF MANITOBA BANNATYNE CAMPUS SWIPE CARD ACCESS

The Bannatyne campus exterior and tunnel doors are locked past 5:00 p.m. except for the main Brodie Centre Building doors which are locked past 8:00 p.m. In order to gain access to the Bannatyne Campus after hours, your employee identification card needs to be used. Following the steps above to get a library card will not give you access to the buildings after hours. The following steps need to be completed in order to gain swipe card access to the Bannatyne campus:

• Your department business manager will need to make a request to Physical Plant Card Access Coordinator to have your access added (Access_Requests_BC@umanitoba.ca). The form can be found here: umanitoba.ca/campus/physical_plant/adminss/keys.html.

• Once your request is approved, you will need to take your employee ID card to the Physical Plant Card Access Coordinators office (S013 Medical Services Building) to have your swipe access programmed.

PARKING

There is limited parking for faculty and staff at the Bannatyne campus. There is only casual parking for students at the Bannatyne Campus. The following lots are available for all faculty and staff at the Bannatyne Campus:

• Lot A
• Lot C
• Lot E
• Bannatyne Parkade

Currently there is a waitlist for all parkades at the Bannatyne campus. If you are an UMFA member, your current collective agreement ensures there is a parking spot available to you upon recruitment (this is subject to change with subsequent agreements). If you are an UMFA member please complete the new staff parking application (umanitoba.ca/campus/parking/media/Staff_Parking_App.pdf) and return to parking services. All other faculty and staff are required to complete the waitlist signup form (umanitoba.ca/campus/parking/media/Waitlist_Form.pdf) as there is currently a waitlist for all parking lots at the Bannatyne campus.

Reciprocal Parking at Fort Garry Campus

If you have a parking pass at the Bannatyne Campus, you will automatically receive reciprocal parking at the Fort Garry Campus. Bannatyne Campus Parking Permit holders attending Fort Garry Campus for business-related purposes may park in any of the following Lots ONLY:

• Student Lots: “I”, “Q”, “U” and “W”
• Staff Lots: “B” and “E”

Your Bannatyne Campus Parking Permit (or Proxcard/Transponder if you park in the Bannatyne Parkade) is all that is required for parking in any of the above-noted lots, and must be clearly visible on your dashboard at all times (with permit numbers face up).

Please note: parking is not guaranteed.
Other Non-Casual Parking at Bannatyne Campus

The Health Sciences Centre does accept University of Manitoba faculty and staff applications for parking on their premises. Please click on the link for more information: hsc.mcmaster.ca/staff-parking.html.

INTERNET AND COMPUTER ACCESS

It is mandatory to have a University of Manitoba email address. It is also required in order to access your computer, wifi, email, JUMP, (your pay stub), UMLearn, Entrada or any public computers at the University of Manitoba Bannatyne campus. Before you can get your University of Manitoba email address, you must claim your ID. In order to begin the process please go to: signum.umanitoba.ca and click on Claim ID. You will need your employee number in order to Claim your ID. If you do not have this please contact your department business manager. If you run into any difficulties claiming your ID, please call the Service Desk at 204-474-8600 or email support@umanitoba.ca.

ENTRADA

The Rady Faculty of Health Sciences led an extensive search for a learning management system that was affordable and scalable to facilitate Interprofessional Collaboration by assisting with bringing together students from the five Colleges in the Faculty. Entrada was chosen for this purpose and is a collaborative effort between 15 Universities across Canada, the United States and Singapore. Entrada will eventually replace Ventis and Opal and can only be accessed with your University of Manitoba email address. All Grand Rounds recordings will be accessible through Entrada only in the 2019-2020 Academic year. Please go to the following link for more information and updates on Entrada implementation in the Rady Faculty of Health Sciences.

umanitoba.ca/faculties/health_sciences/entrada/index.html

GROUP INSURANCE BENEFITS

The University of Manitoba provides a comprehensive group insurance program to eligible staff members. These programs assist staff members in meeting their disability, health, dental and survivorship needs. We hope that you will find these programs helpful in assisting you in meeting your needs.

The group insurance programs consists of:

- Basic Life Insurance
- Optional Life Insurance
- Dependent Life Insurance
- Basic Accidental Death & Dismemberment
- Voluntary Accidental Death & Dismemberment
- Long Term Disability
- Supplementary Health
- Dentalcare
- Employee Assistance Program (EAP)

Please click on the link below for more information:
umanitoba.ca/admin/human_resources/staff_benefits/group_insurance/index.html.

GFT’s should make an appointment with the University Medical Group (204-789-3276) to sign up for their benefits. All GFT benefits are administered through University Medical Group on the behalf of the University of Manitoba.
Employee Assistance Program
The employee assistance program (EAP) is available to anyone employed by the University of Manitoba and their families and provides the following services:
- Immediate, confidential help for any concern
- Help for all family members
- A variety of contact methods
- A mobile app that allows access to resources 24/7/365
- Unbiased, confidential services
- FREE services - no cost to University of Manitoba employees and their families

Please click on the following link for more information on this important service: umanitoba.ca/admin/copy_of_human_resources_staff_benefits_EFAP.html.

Physician & Family Support Program - Doctors Manitoba
- The Physician and Family Support Program was established in 2015 by Doctors Manitoba on behalf of all Manitoba physicians, residents and medical student.
- This is a confidential, comprehensive resource program available 24/7 designed to provide you and your dependents with support to manage issues at work or at home including confidential counselling, legal support and many other services. For more information please click on the following link: doctorsmanitoba.ca/wellness/physician-family-support-program.

Promotion and Tenure
Promotion and tenure are important elements in academic career advancement. Each department and/or college has a Promotion and Tenure Advisory Committee, which can provide you with advice on timing, application preparation and submission. Feedback from your Department Head, program lead or their delegate is also helpful in deciding when to make application. In addition, the Office of Academic Affairs can provide additional advice and support, as required (204-977-5647).

Below is the link to the Vice Dean Academic Affairs website which is where you will find important dates, criteria for promotion and tenure and other valuable information to help guide you through this important process.
umanitoba.ca/faculties/health_sciences/academic/fhs_promo.html

And below is the link to a webinar about Tenure and Promotion processes at the University of Manitoba.
umanitobafhs.adobeconnect.com/p7iowkp96q/?launcher=false&fcsContent=true&pbMode=normal

Resources for Research
The Rady Faculty of Health Sciences and the University of Manitoba have numerous resources to support faculty members with protected time for research. If you have 30% or more protected time for research, you should contact the Vice Dean Research office and request a meeting with the Assistant Dean Research, Max Rady College of Medicine, Kevin Coombs (204-789-3375). You will receive an overview of process at this meeting as well as be connected with researchers with similar areas of interest. Below are some helpful links:

Vice Dean Research Contact information
umanitoba.ca/faculties/health_sciences/medicine/research/ad_research.html

Assistant Dean Research Contact information
umanitoba.ca/faculties/health_sciences/medicine/research/staff_dir.html

Research Ethics - Bannatyne
umanitoba.ca/research/orc/ethics_medicine/index.html

Technology Transfer Office
umanitoba.ca/research/tto/index.html
FACULTY DEVELOPMENT

The Office of Educational and Faculty Development in the Rady Faculty of Health Sciences is a resource for promoting excellence in teaching and scholarship across the continuum of health professions education. Through evidence-informed practice, Office members engage in and support curriculum development and innovation; educational research and program evaluation; and faculty development activities that assist faculty members in their roles as educators, researchers and administrators. Please click on the following link for more information: umanitoba.ca/faculties/health_sciences/medicine/education/ed_dev/index.php.

ACCESSING YOUR T4

You will need to print your T4 by accessing employee self-service. Here are the steps to accessing employee self-service:

2. Use your u of m net IT and password to log into the JUMP portal. If you are unsuccessful logging in please call (204-474-8600) or email (support@umanitoba.ca) the Service Desk for assistance.
3. When logged in click on the “Staff” tab at the top of the page.
4. Under “Quick Links” click on “Employee Self Service”
5. Click on “My Pay” and your pay stubs are all visible on the left hand side of the screen with T4 slips by tax year below them.

BEFORE YOU START AS A NEW GFT:

There are several things you will need to do before you can begin clinical practice. You should start these as soon as you sign your letter of offer.

1. Registration with The College of Physicians and Surgeons of Manitoba
   Registration Department
   1000-1661 Portage Avenue, Winnipeg Manitoba, R3G 3J4
   Telephone: 204-774-4344 | Toll Free: 1-877-774-4344 | Fax: 204-774-0750
   Email: cpsm@cpsm.mb.ca
   The application can be obtained online at: cpsm.mb.ca

2. Membership with Doctors Manitoba (www.docsmb.org)
   Leanne Muir
   Membership Department
   20 Desjardins Dr., Winnipeg, Manitoba, R3X 0B8
   Telephone: 204-985-5888 | Toll free within Manitoba: 1-888-322-4242
   Fax: 204-985-5844
   Online membership payment: doctorsmanitoba.ca/member-dues/

3. Register for Canadian Medical Protective Association – if you already have this you will need to call and confirm you can
   Box 8225 Stations T, Ottawa, Ontario K1G 3H7
   Telephone: 1-800-267-6522 | Fax: 613-725-2336
   Online: cmpa-acpm.ca/cmpapd04/index.cfm?index=1

4. Obtain a Manitoba Health - Billing Number
   Physician Registry
   Manitoba Health
   Third Floor - 300 Carlton St. Box 925, Winnipeg, MB, R3B 2K6
   Telephone 204-786-7394 | Fax: 204-772-2248
SALARIES, EMPLOYMENT INCOME AND DRAWS

GFT income comes from two sources:

1. Employment Income
2. Professional Income
   - Salary Income - paid to individuals for any appointments through the University of Manitoba (ex. GFT, Course Director, Associate Dean etc.).

Salaries are paid through the University of Manitoba payroll system, and are considered employment income. Mandatory deductions (e.g. Employment Insurance, Canada Pension Plan, Income Tax, etc.) are deducted at source.

All other income is considered professional income and must be reported to the University Medical Group. Because this is professional income, no deductions will be made at source. You are responsible to make quarterly tax payments to Revenue Canada. Professional income includes but is not limited to FFS billings, AFP income, on call payments, stipends, supplements, honoraria, uninsured services and third party billing. This income is subject to Departmental overhead at the applicable rate (please check with your Department Head for more information on overhead).

Draws are advances against your anticipated professional income. Your draw is established based on anticipated clinical earnings and is intended to smooth out irregular billings due to attending rotations, vacation or delays in providing billing information to staff. For reasons of cash flow and error in estimates a certain percentage of fees are held back. These are typically withheld until year end when reconciliation for all accounts is completed.

Draws are then compared to the actual allowable fee income earned. Ideally, there should be a positive balance owing to the department member. Should this be the case, a cheque will be made out to you before the end of March. In the event that your account is overdrawn, it is your responsibility to repay the department through arrangements with the Business Manager.

OVERHEAD

The University of Manitoba and Shared Health charge the GFT physicians an overhead. The overhead rate is set by the Departments based on the needs to run the Department and support overhead generating activities. Although the University of Manitoba and Shared Health are the ones able to collect the overhead, they return the full amount collected to the Departments. Each Department has a DOAC (Department Overhead Advisory Committee). This is an elected group from the GFT representation of the Department which is advisory to the Department Head. This committee makes recommendations for the use of overhead funds and mechanisms to address any shortfalls to the Department Head for consideration.

The Dean, Max Rady College of Medicine receives $661,331.37 from the Departments for a Dean's fund.

The Max Rady College of Medicine Dean's Fund will be used to advance the academic mission and will be dedicated to the Dean's top priorities of:
- Improving health through education, research and partnerships
- New initiatives that promote and further the strategic priorities of the Max Rady College of Medicine
- Inter-professional placement opportunities for learners
- Promote the development of sustained nationally and internationally recognized programs of research excellence at the University of Manitoba
- To further clinical excellence in all areas of medicine
- To provide bridge funding for initiatives in line with the strategic priorities of the Max Rady College of Medicine
The Dean, Max Rady College of Medicine has a College Wide Advisory Committee that makes recommendations on uses for the Dean's Fund to the Dean Max Rady College of Medicine. The Department DOAC chairs all sit on this committee. Please contact your Department Head or Department Business Manager for further information.

POLICIES

All faculty should be familiar with the University of Manitoba policies that may be applicable:
umanitoba.ca/admin/governance/571.html
umanitoba.ca/governance/governing_documents/index.html

In addition, the latest versions of RFHS policies can be found at:
umanitoba.ca/faculties/health_sciences/9441.html

There are many Medicine-specific policies and they can be found at:
umanitoba.ca/faculties/health_sciences/medicine/policies_procedures.html

Frequently applicable policies are referenced below.

Conflict of Interest
Conflict of Interest Policy (UofM)
umanitoba.ca/admin/governance/governing_documents/community/248.html

Interactions with Health-Related Industries (Medicine)

Gifts and Gratuities Offered to University Employees (UofM)
umanitoba.ca/admin/governance/governing_documents/external/447.html

Work and Learning Environment
Respectful Work and Learning Environment Policy and Sexual Assault Policy
umanitoba.ca/admin/governance/governing_documents/community/230.html

Prevention of Learner Mistreatment

Equity, Diversity and Inclusion Policy

Accessibility Policy and Procedures
umanitoba.ca/admin/governance/governing_documents/students/accessibility.html

Environment
Health and Safety Policy
umanitoba.ca/admin/governance/governing_documents/staff/551.html

Emergency Management Program
umanitoba.ca/admin/governance/governing_documents/operations/emergency_management_program_policy.html

Use of Computer Facilities
umanitoba.ca/admin/governance/governing_documents/community/252.html
Academics
Departments – Organization and Structure Policy
umanitoba.ca/admin/governance/governing_documents/academic/341.html

Career Development and Performance Feedback
umanitoba.ca/faculties/health_sciences/academic/media/Career_Development_Performance_Feedback_Policy_(approved_June_19_and_22_2018).pdf

Academic Appointments
umanitoba.ca/admin/governance/governing_documents/staff/297.html

Additional Academic Appointments for full time and support staff
umanitoba.ca/admin/governance/governing_documents/staff/309.html

Reduced Appointments
umanitoba.ca/admin/governance/governing_documents/staff/294.html

Recruitment and Relocation Allowances
umanitoba.ca/admin/governance/governing_documents/financial/391.html

UMFA Collective Agreement
umanitoba.ca/admin/human_resources/staff_relations/academic/UMFA.html

Nil-salaried appointments guidelines
umanitoba.ca/faculties/health_sciences/academic/media/NIL_Salaried_Academic_Appointment_Guidelines_Revised_August_9_2018.pdf

CONTACT INFORMATION
Office of the Vice-Dean Academic Affairs, Rady Faculty of Health Sciences
S204 Medical Services Building - Bannatyne Campus
Phone: 204-977-5647
contactca@umanitoba.ca

Office of the Vice-Dean Continuing Competency and Assessment (CCA), Rady Faculty of Health Sciences
260 Brodie Centre - Bannatyne Campus
Phone: 204-789-3660
contactcca@umanitoba.ca

Office of the Vice-Dean Education, Rady Faculty of Health Sciences
A101 Chown Building - Bannatyne Campus
Phone: 204-789-3309

Office of the Vice-Dean Graduate Studies, Rady Faculty of Health Sciences
A202 Chown Building - Bannatyne Campus
Phone: 204-789-3402
rfhsgraduatestudies@umanitoba.ca

Office of the Vice-Dean Indigenous Health, Rady Faculty of Health Sciences
P122 Pathology Building - Bannatyne Campus
Phone: 204-272-3167
indigenous.institute.for.health.and.healing@umanitoba.ca

Vice-Dean, Research, Rady Faculty of Health Sciences
A203 Chown Building - Bannatyne Campus
Phone: 204-789-3375
radyresearch@umanitoba.ca

Operations, Rady Faculty of Health Sciences
A101 Chown Building - Bannatyne Campus
Phone: 204-272-3125
RFHSoPerations@umanitoba.ca

October 10, 2018