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 we 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, non-denominational, 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/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 Neil 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 Neil 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 Atrium 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. The steps outlined above will grant you an employee photo ID/library card; you will not have swipe card access to the Bannatyne campus until the following steps are completed:

- 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/admins/keys.html.
- You will need to attend the Physical Plant Card Access Coordinators office to have this added to your employee identification card (S013 Medical Services Buildings).

PARKING
The University of Bannatyne campus does not have casual parking. The Health Sciences centre has casual parking in parkades. Daily rates are as posted in the spaces.

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, UIMP (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, starting 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

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/research/about.html

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

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

Research Services
umanitoba.ca/research/ors/

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:
ACCESSING YOUR T4

If you are receiving payment from the university 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 NetID 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

There are several things you will need to do before you can begin clinical practice, including registration with the provincial college and ensuring you have professional liability insurance. You should start these as soon as you sign your letter of offer. The relevant organizations for most members are listed below:

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 (doctorsmanitoba.ca)
   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/en/membership/sst/membership-application-form
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

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 (UoM)
umanitoba.ca/admin/governance/governing_documents/community/248.html

Interactions with Health-Related Industries (Medicine)

Gifts and Gratuities Offered to University Employees (UoM)
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