The Physician Assistant Student Handbook is a reference source or framework for relationships between faculty and students. The handbook is a guide for expectations, and a map of the program. This handbook aids the PA-Student in achieving a successful education as a Physician Assistant.

Mutare, accommodare, consequi.
Curabitur vitae nisi non discere
Change, Adapt, Achieve.
Learn not for the classroom but for life.
Welcome to the Class of 2020 Master of Physician Assistant Studies Students:

On behalf of the Rady Faculty of Health Sciences and the Max Rady College of Medicine, congratulations on the next phase of your academic journey. As a future health-care provider, you have the opportunity to serve our communities and improve the quality of life and health of Manitobans with compassion, honesty, and integrity.

The University of Manitoba’s Rady Faculty of Health Sciences is comprised of the Colleges of Medicine, Dentistry, Nursing, Pharmacy and Rehabilitation Sciences. We are excited about the opportunities for inter-disciplinary collaboration among health professions in education, research, clinical practice and community engagement.

Interprofessional Education (IPE) is an important focus for our dual-campus Rady Faculty of Health Sciences (FHS). IPE, a teaching philosophy to promote collaborative care, will give FHS students like yourselves opportunities to learn about, with and from one another across the continuum of education. IPE opportunities will be developed and integrated in the way we teach at all levels across the Faculty.

Growing evidence indicates that health-care professionals working together as part of an inter-disciplinary team improve the quality of care. I have no doubt that you will be an exceptional representative of the Max Rady College of Medicine, Rady Faculty of Health Sciences and your profession.

As Canada’s first and only university-based, master’s level Physician Assistant program, we strive to offer a superior higher-learning experience. Over the next two years, you will gain new skills, strengthen ones that you already have, and learn from top-notch faculty members in your field.

We will help you navigate the journey towards earning your Master’s degree in Physician Assistant studies. You are, after all, our future trailblazers.

Congratulations again, and best of luck in your studies!

Brian Postl, MD
Dean, Max Rady College of Medicine
Vice-Provost and Dean, Rady Faculty of Health Sciences
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Introduction
The Physician Assistant Student Handbook is a reference source or framework for relationships between faculty and students, a guide for expectations, and a map of the program. This handbook aids the PA-Student in achieving a successful education as a Physician Assistant. It is our desire to prevent potential problems that may affect program completion. The Master of Physician Assistant Studies (MPAS) program resides in the Faculty of Graduate Studies and the Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba. The MPAS governing rules and procedures are the provided in the MPAS Supplemental Regulations (MPAS-Reg.). It is the responsibility of students and faculty to follow and understand the programs’ policies. If a conflict arises, the MPAS Supplemental Regulations is the authoritative document.

Any changes in the Handbook or subject matter revisions are by the appropriate governing bodies of the University of Manitoba. This compendium is the most recent set of regulations as a guideline for students and staff. Regulations may vary from other University departments or programs. Approval of all MPAS supplementary procedures and regulations is by the Faculty of Graduate Studies, and the University of Manitoba Board of Governors.
Mission
The University of Manitoba Master of Physician Assistant Studies’ mission is to educate outstanding Physician Assistant clinicians as generalist medical providers in service to our communities in Manitoba and Canada. We nurture the future leaders of the profession and lead the field in academic preparation of Physician Assistants in Canada.

Our Vision is the Master of Physician Assistant Studies provides an exceptional quality education meeting with the needs of the students, patients, public, employers, University, and Government of Manitoba. In producing a highly qualified generalist medical professional, we seek to produce a professional with critical thinking skills and clinical acumen who provides and improves access to quality medical care in all regions of Manitoba and Canada by placing the patient first.

It is our vision:
- To be identified as the leading source for accurate and comprehensive information on subjects related to Physician Assistants in Canada.
- To excel in the education and development of our students in the pursuit of their academic goals;
- To provide leading-edge research and material in support of our students and stakeholders;
- To deliver excellence and outstanding academic support to the community on Physician Assistant workforce and practice issues;
- To be the subject matter experts in the area of the Physician Assistant–Physician model of care;
- To foster the expansion and translation of knowledge related to Physician Assistants into the medical community.

Our values identify the Master of Physician Assistant Studies unit as a team effort where faculty, staff, and students value integrity, compassion, and excellence in the performance and approach to our studies and duties. We acknowledge that the words Change, Adapt, and Achieve are a reality of our community and society. We believe our actions must demonstrate respect, civility, and model professionalism to all and at all times.

We accomplish our mission and maintain our values and visions through the recognition that we live and function as part of a global community represented in our student body, patient and client base, resource network, and workplace environments. As PAs and educators, we conceptualise that learning outcomes and personal growth are defined in our evolving and changing curriculum context. That there is a need to reflect the role we serve in our global community through our teachings, lessons and learning activities. We recognised that the changing context in which didactic education and clinical experiences occur reflect the need to adapt to technology and human growth. We recognised that
professionalism and scholarship are life-long efforts requiring a commitment beyond the classroom. We must show personal traits of care, respect, and compassion, accompanied with integrity, responsibility, and accountability; traits not to be assumed but practised and structured into our daily actions.

Our curriculum emphasises engagement by both teacher and student to develop an appreciation for the patient-centered integration and eventual mastery of presented subject matter. Our pedagogy embraces a horizontally integrated and spiral curriculum revisiting topics and subject matter at different levels of difficulty and complexity. Using a revised curriculum approach, we layer a foundation of clinical studies in the basic medical sciences. New learning and clinical experiences relate to previous lessons to reinforce and expand the knowledge base. All aspects of the educational experience contribute to the growth and development of our graduates.

Program Directory and Structure

Office of Physician Assistant Studies
260 Brodie Centre, Office Hours: 8:00am – 4:00pm, Mon - Fri
727 McDermot Avenue Phone: 204-272-3094 Fax: 204-480-1372
Winnipeg, MB R3E 0W3 e-mail: mpas@umanitoba.ca

Academic Staff
Ian Jones, MPAS, Program Director
204-272-3094 B260 lan.Jones@umanitoba.ca
Dr. Jonathon Bellas, Medical Director
204-272-3094 B260 JBellas@hsc.mb.ca
Dr. Deni Pirnat, Academic Coordinator
204-272-3134 B260 Deni.Pirnat@umanitoba.ca
Dana Conrad, MPAS PA Faculty
204-272-3134 B260 Dana.Conrad@umanitoba.ca

Support Staff MPAS@umanitoba.ca
Jenessa Grabski, 204-272-3065 B260 Jenessa.Grabski@umanitoba.ca
Program Coordinator

Tara Smoat, 204-789-3261 B260 Tara.Smoat@umanitoba.ca
Clinical Year 2 Admin. Support

Darlene Lussier, 204-272-3094 B260 Darlene.Lussier@umanitoba.ca
Academic Year 1 Admin. Support

Meetings with MPAS Faculty / Staff
As the MPAS faculty and staff deal with confidential matters and documents, they cannot support drop-in meetings due to confidentiality concerns. Students arrange meetings with faculty by e-mail or phone in advance (see below for a list of contacts to book meetings). For urgent matters that require immediate attention, please see reception in 260 Brodie, who will contact the faculty.
General inquiries to support staff are encouraged to be sent by e-mail, or by phone. When dropping off documents to support staff, please do so briefly as they are often working on time sensitive matters.

Meeting with:
Program Director and Medical Director
Advisor, Dr. Deni Pirnat
Advisor, Dana Conrad

Contact:
Program Coordinator mpas@umanitoba.ca
Deni.Pirnat@umanitoba.ca
Dana-Marie Conrad <Dana.Conrad@umanitoba.ca>

2017/2018 Calendar
The MPAS is a 25-month program consisting of one year of clinical science and medicine courses followed by 13 months of clinical rotations. Year One Academic Year has three 13-week terms with an exam period following. Year Two Clinical Year, organises rotations into blocks of 2-week to 8-week lengths. All rotations occur in a variety of clinical teaching units, hospitals, or clinics in Winnipeg and throughout Manitoba.

Observed statutory and other holidays in 2018/2019:
When the University is closed, no classes or examinations are held.

<table>
<thead>
<tr>
<th>Holiday Day</th>
<th>Holiday Falls</th>
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<tbody>
<tr>
<td>Canada Day</td>
<td>(Holiday Observed) July 2, 2018</td>
</tr>
<tr>
<td>Terry Fox Day (Civic Holiday)</td>
<td>August 6, 2018</td>
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<tr>
<td>Labour Day</td>
<td>September 3, 2018</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>October 8, 2018</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>(Holiday Observed) November 12, 2018</td>
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<tr>
<td>Winter Holiday</td>
<td>December 22, 2018 to January 2, 2019</td>
</tr>
<tr>
<td>Louis Riel Day</td>
<td>February 18, 2019</td>
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<tr>
<td>Good Friday</td>
<td>April 19, 2019</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>May 20, 2019</td>
</tr>
<tr>
<td>Canada Day</td>
<td>(Holiday Observed) July 1, 2019</td>
</tr>
<tr>
<td>Terry Fox Day</td>
<td>(Civic Holiday) August 5, 2019</td>
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The Max Rady College of Medicine does not use the Fall Break time and schedules classes
University End-of-Year Holiday Break: Friday, December 22, 2018 – Monday, January 1, 2019
Winter Term Break: The U of M closes Monday, February 18 for Louis Riel day
& Reading Week – February 19-22, 2019
Spring/Summer – Term Break – April 15 to 19, 2019

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Exams Dates</th>
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<tbody>
<tr>
<td>Fall Term</td>
<td>Sept 7 to Dec 8, 2018</td>
<td>Last Day of Fall Term Exams December 21, 2018</td>
</tr>
<tr>
<td>Winter Term</td>
<td>Jan 7 to Apr 5, 2019</td>
<td>Last Day of Winter Term Exams April 12, 2019</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Apr 22 to July 12, 2019</td>
<td>Last Day of Summer Term Exams July 19, 2019</td>
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Anticipate ACLS Saturday-Sunday August 17-18, 2019 and Clinical Orientation Aug 19, 20, 21 with the Clinical rotations starting August 22, 2019. However, subject to change due to unforeseen events.

Key Moments in MPAS Program

The following dates are subject to change:

- Orientation to Academic Year: August 28 – September 6, 2018
- Inter-Professional Event: September 21, 2018
- CAPA Conference (Victoria): October 18 – 21, 2018
- National Certification Exam (Class ’18): October 18, 2018
- National Certification Examination are held third Thursday in October
- National PA Day: November 27, 2018
- Inter-Professional Event: January 18, 2019
- Class of 2021 Interviews: April TBD, 2019
- Reflective Presentations: April 5, 2019
- Class of 2019 Capstone Presentations: June 21, 2019
- Year 1 Comprehensive Exam: Morning of July 19, 2019
- End of Academic Break: Approx. July 22 – August 16, 2019
- Final OSCE (Class ‘19): August 19-2, 2019
- PACKRAT Exam: August 23rd, 2019

MPAS Student Advisors

1. Students are assigned an MPAS Faculty member as an Advisor to serve as both a mentor and guide throughout the Program. Advisors function as a resource to the student concerning the academic schedule and services available through the University, referring as indicated.

2. Advisors inform and update the student of their academic progress with identified concerns, meeting and discussing the concerns of the student and the faculty as needed.

3. Advisors conduct regular meetings with the student to monitor progress. Such meetings should include discussion of management strategies and occur twice a semester during the didactic year.

4. Advisors assist the student with a research or academic topic(s) as necessary, but do not serve in Capstone Mentor roles.

5. Ensure that within the first three months the student has acclimatised to the University and Physician Assistant environment.

6. During the Clinical Year, the advisor meets with the student to discuss the clinical rotations and other aspects of their progress.
Committees
Terms of Reference (TOR) for all committees are available through the MPAS office. All committees but one (MPAS Evaluation and Quality Improvement Committee) have a student representative as a member. Where confidentiality is required, the student representative is drawn from the Health Science Graduate Student Association or Undergraduates Medical Education Program.

Curriculum Committee
The MPAS Curriculum Committee oversees the development, implementation, and evaluation of the curriculum and educational pedagogy of MPAS. It provides a voice for stakeholders including students and the community to help guide the program’s educational activities. Class representation and participation is supported.

Progress Committee
The Progress Committee of the MPAS is the standing committee about the application of policies and procedures regarding MPAS learner academic progression and remediation. Due to the confidential nature of material, student representation is from the Health Science Graduate Student Association and Undergraduate Medicine.

Awards Committee
The Awards Committee reviews and makes recommendations concerning the terms of awards, scholarships, bursaries, medals and prizes offered to students through MPAS.

Admissions Committee
The MPAS Admissions Committee oversees all aspects of student selection and recommends admission of appropriate candidates to MPAS. The MPAS Admissions Committee presents recommendations to the PA Program Committee, who in turn notify the Faculty of Graduate Studies (FGS). The Faculty of Graduate Studies determines the admission status of all candidates. Graduates are recruited to participate on this committee, and students participate as possible during the admission day.

Appeals Committee
The MPAS Appeals Committee is an ad hoc committee convened to hear learner appeals related to academic grades or rotation evaluations in the MPAS program. The Appeals Committee, convened at the request of the Program Director follows formal written requests by a learner. See MPAS Procedures for Appeal of Term Work.

MPAS Evaluation and Quality Improvement Committee
The Purpose of the MPAS Evaluation and Quality Improvement Committee is to oversee all aspects of the Program and Student evaluation processes and to recommend methodology that MPAS can implement in its evaluation and quality improvement processes.
College of Medicine Faculty Executive Council and Faculty Council
The Faculty Executive Council offers the MPAS Class President the opportunity to participate in quarterly meetings; the Faculty Council, which meets annually usually in April or early May, has three designated MPAS student representatives.

Master of Physician Assistant Studies (MPAS) and the PA Profession

Physician Assistants (PA) are medically educated clinicians who practice within a formalised relationship with physicians. The PA practice of medicine includes assessment and diagnose, therapeutic procedures, prescribing medications, and educating and counselling patients. Although educated and qualified as medical generalists, PAs receive additional education and experience on the job and may work in a wide variety of practice settings.

PAs are Associate Regulated Members of the College of Physicians and Surgeons of Manitoba requiring an approved Practice Description and Contract of Supervision before practising medicine. The Contract of Supervision identifies the primary and alternative physician allowed to supervise the PA. The PA’s Scope-of-Practice mirrors that of their physicians with permission to perform restricted acts, provide prescriptions or write medical orders established by regulations and provincial law.

History
Non-physicians at various qualifications have always supported the practice of Medicine. Royal Navy Loblolly boys in the 1600’s, ‘Officiers de Santé’ in France in the 1800’s and Feldshers of Eastern Europe from the 15th century onward are some examples. The Physician Assistant profession originated in the United States in the 1960s in response to a national shortage of primary care physicians and evolving technological challenges. Dr. Eugene Stead at Duke University created a program for former Navy corpsmen to receive additional medical training and enter the civilian workforce. This program followed the World War II condensed approach required for physician education. Shortly after, Dr. Dick Smith created MEDEX, a Physician Assistant training program based at the University of Washington designed to provide primary healthcare clinicians from former military medical personnel. For more than 50 years, the Canadian Armed Forces have utilised Medical Assistants in clinician roles. The first formally trained Physician Assistants in Canada graduated from the Canadian Forces Medical Services School in Borden, Ontario (now the Canadian Forces Health Services Training Centre) in 1984. Their first formal 24-month PA curriculum started in 2003. At present, more than 120,000 PAs practice in the U.S. from over 250 American accredited PA educational programs. Canada’s four programs enrolled 80 students yearly and as of 2018 have educated approximately 650 PAs.

Established in October 1999, the Canadian Academy of Physician Assistants (now the Canadian Association of Physician Assistants,) or CAPA started advocating for Canada’s PAs. That same year, Manitoba enacted legislation allowing persons trained as PAs in either the Canadian Armed Forces or accredited U.S. programs to practice as Clinical Assistants-Certified; changes to the Manitoba Medical
Act in 2009 re-designated these clinicians as “Physician Assistants.” Manitoba, Ontario, Alberta, and New Brunswick authorise PA practice under different practice models. Other Canadian jurisdictions are exploring models for incorporating PAs into their workforces and Healthcare workforce planners in Europe, Asia, Africa, and Australia utilise Physician Assistant or similar models to provide medical services. November 27th is National PA Day in Canada, the day the Canadian Association of Physician Assistants (CAPA) was nationally credentialed as a civilian organisation.

Licensing and Regulation
The regulation and issuing of Certificates of Practice (licensing) of Physician Assistants and health care professionals in Canada are a provincial responsibility. In Manitoba, Physician Assistants and PA-Students register under the Medical Act and the Regulated Health Professions Act as Regulated Associate Members of The College of Physician and Surgeons of Manitoba (CPSM). Further information and the registration requirements are on the CPSM website www.cpsm.mb.ca

Scope of Practice
PA’s scope-of-practice mirrors that of their supervising physicians and is a formalised practice description. Responsible for their actions, PAs may not provide services that are outside of their own education or the supervising physician’s qualifications. Within this parameter, an individual PA’s scope of practice is:

- Approved in a formalised practice description or delegated act document;
- Credentialed through the local by-laws of the health authority;
- Determined by the PA’s level of education and experience; and
- Authorised by the unique supervisory relationship between supervising physician and PA.

PAs must:

- Remain aware of their scope of practice and knowledge limitations;
- Consult with the supervising physician as necessary;
- Perform within the requirements of their profession and professional code-of-conduct;
- Identify themselves to patients as Physician Assistants functioning under their physician’s supervision and authority;
- Assume personal responsibility for continuing professional development and ethical practice.

Competencies
The Canadian Association of Physician Assistants (CAPA) has established a national competency profile (CANMEDS-PA, 2015) for the PA profession in Canada. This document details the key and enabling competencies expected of an entry-to-practice PA in Canada.

Principle Roles of the PA Profession
I. As Medical Experts, PAs integrate all of the CanMEDS Roles, applying medical knowledge, clinical skills, and professional attitudes in their provision of high-quality and safe patient-
centered care. Medical Expert is the central PA role in the CanMEDS framework and defines the
PAs scope of practice

II. As Communicators, PAs effectively facilitate patient-centered care and the dynamic exchanges
that occur before, during, and after the medical encounter.

III. As Collaborators, PAs work within a formalised relationship with a physician(s) and informally
with members of the inter-professional healthcare team to effectively optimise patient care.

IV. As Leaders, PAs are integral participants in health care organisations working with their
supervising physician and others to contribute to sustainable practices, make decisions about
allocating resources, and to enhance the effectiveness of the healthcare system through their
activities as clinicians, administrators, and scholars.

V. As Health Advocates, PAs responsibly use their expertise and influence to advance the health
and well-being of individual patients, communities, and populations.

VI. As Scholars, PAs demonstrate a lifelong commitment to reflective learning, evaluating evidence
and the application and translation of medical knowledge.

VII. As Professionals, PAs are committed to the health and well-being of individuals and society
through ethical practice, profession-led association, and high personal standards of behaviour.

Certification and Continuing Education

The Physician Assistant Certification Council of Canada (PACCC) administers the National Physician
Assistant Certification Examination. This exam, taken on successful completion of an accredited PA
program, is administered independently of any training program. The process ensures PAs meet the
standards of the profession and that Canadian Certified PAs (CCPA) maintain professional competence
with their certification. This national certification process establishes a common standard of care across
Canada and fosters an ongoing professional learning process for all PAs.

General Objectives for achieving the Master of Physician Assistant Studies Degree

1. The Physician Assistant Graduate must demonstrated the current recommended approach and
medical management required for the patient population anticipated in a generalist medical role.
Medical Management is the implementation, planning, and directing the patient-centric scientific
approach to the diagnosis, treatment and prevention of disease within a formalised and
collaborative practice plan.

2. The PA-Graduate must achieve a performance level of knowledge and skills that demonstrate
efficiency and effectiveness in achieving the competencies found in CanMEDS-PA. The assessment of
these Entrusted Professional Activities (EPAs) is through the Comprehensive Assessment of Clinical
Skills (CACS). CACS includes oral boards, clinical skills assessment, structured examinations, and
during clinical rotations.

3. The Graduate PA will display comprehension and application of the curriculum objectives from the
Academic and Clinical Year. To confirm and apply a foundation knowledge of medical sciences,
clinical acumen, assessment skills, and instruction for the evidence supported approach required of
life-long learning and clinical practice demanded by their career. The curriculum supports continued personal development, reinforcement, and self-reflection that builds upon previously acquired knowledge and is always supportive of the needs of the patient.

4. The Graduate PA will provide a synthesis and demonstrate the application of the knowledge from opportunities experienced and learnt during the clinical placements. These experiences and opportunities provide the PA-Student with practical experiences, positive learning environments, and competency growth through supervised patient contact.

5. The required Capstone project allows the PA-graduates candidate to confirm the synthesis, analysis and application of knowledge applied to demonstrating mastery of the scientific process from a systematic review of material that may influence and improve physician assistant practice.

Performance Objectives for the MPAS Graduate

Entrustable Professional Activity – Physician Assistant (EPA-PA)

PA education prepares a medical generalist adaptable to any clinical environment including primary health care, specialty practice, consulting or hospital-based roles. PAs will over time develop increased knowledge of a medical or surgical specialty, building their scope of practice to mirror that of the physician within a trust centred relationship.

A. PA-Graduates must be ready for generalist medical practice within a formalized structure of indirect physician supervision.

B. Graduate EPA-PAs are individually and longitudinally assessed over the course of the PA-Students’ education.

C. Observation of these EPA-PAs, performed while a student, have occurred in a variety of clinical encounters, across all patient populations, clinical environments, and cultural settings.

D. The assessments of the PA-Graduate include multiple members of the medical, educational team.

At graduation Physician Assistants will demonstrate the ability to;

1. Obtain a history and perform a physical examination adapted to the patient’s clinical situation.

2. Form clinical questions and gather clinical evidence that advances patient care, and communicate those results to the patient and medical team.

3. Formulate and prioritized differential diagnoses.

4. Develop and implement patient-centred therapeutic plans within the formalized physician and clinical team relationship.

5. Accurately document and report clinical encounters with members of the patient care team.
6. Collaborate as a member of an inter-professional team in all aspects of patient care and transition of care responsibility.

7. Recognise a patient requiring immediate care, providing the appropriate management and seeking help as needed.

8. Perform procedures identified in the CanMEDS-PA Medical Expert competencies.

9. Participate in continuing professional and patient quality improvement, life-long learning, and scholarship.

10. Engage and educate patients on procedures, disease management, health promotion, wellness, and preventive medicine.

11. Recognise and advocate for the patient concerning cultural, community, and social needs in support of positive mental and physical health and wellness.

12. Practice patient-focused safe, professional, competent medical care.

Bona Fide Academic Requirements, Assessment, and Program Requirements
1. All Program Students must maintain a minimum degree grade point average (degree GPA) of 3.0 with no grade below C+ for continuance in the Faculty of Graduate Studies and the Master Physician Assistant Studies program. Students who fail to maintain the specified grades are required to withdraw.

2. Students receiving a grade of C or lower in up to 6 credit hours of coursework may be permitted one opportunity to remediate that coursework using a remediation plan approved by the Dean of Graduate Studies. Students who are unsuccessful in course remediation are required to withdraw from the PA program. If remediation is successful, the student is assigned a course grade of C+.

3. The MPAS is a course-based professional program requiring passing a comprehensive examination at the end of Year 1 (PAEP 7150), a Comprehensive Assessment of Clinical Skills at the end of year 2 (PAEP 7300), and a capstone project (PAEP 7350). All courses in the MPAS are required courses (See Academic Calendar for PAEP courses).

4. A comprehensive and completed patient encounter log is required by the PA-Student and recorded in the Physician Assistant Student Tracker (PAST) system by the student.

5. PA- Students must complete 22 preceptors observed Mini-Clinical Examinations during the clinical year. These are a demonstration of the PA-S clinical or procedural skills accompanied by a clinical note. The specific requirements are in the Clinical Learning Objectives.
6. Clinical course credit requires Midpoint and Final In-Training Evaluation Reports (ITER) from the rotation preceptor for each core clinical rotation (4-week or longer).

7. PA-Students are expected to work 40-hour weeks and be available for 1:4 on-call scheduling for the duration of the clinical rotation by the Max Rady College of Medicine’s Duty Hours Policy.

8. Students are responsible for travel within Manitoba to clinical sites and scheduled experiences. The program will provide financial assistance for travel beyond 100 KM from the Winnipeg perimeter highway.

9. All PA-Students must wear nametags and identify themselves as a PA-Student in all encounters with patients and staff including practice scenarios. (University and CPSM regulations).

10. Academic Examinations are electronic and require the student to provide personal computers.

11. During Clinical Activity the preceptor or delegate must countersign chart entries and orders. The PA-Students are required to use the PA-S designation after their entry. PA-S are required ensure patient confidentiality appropriate to provincial and professional regulations.

12. PA-S must conduct themselves with a high degree of professionalism and in a respectful manner at all times.

If there are questions or clarification required, please contact the MPAS office: MPAS@umanitoba.ca

Curriculum
The University of Manitoba Academic Calendar and the MPAS Supplemental Regulations are the master reference for the Master of Physician Assistant Studies program. The courses delivered in each term may change to address student workload and available resources.

Academic Year
Fall Term (Sept-Dec)

PHAC 7230 Fundamentals in Pharmacology for Health Care I Credit Hrs: 3
Foundational knowledge on pharmacokinetic (drug metabolism), pharmacodynamics (drug action), and the principles of the specific drug classes prescribed by Physician Assistants. Course delivery will involve lectures with clinical case-based tutorials. Undergraduate Biochemistry is a prerequisite.

PAEP 7000 Physiology & Pathophysiology for Physician Assistants I Credit Hrs: 3
Physiology and Pathophysiology PAEP 7000 (1st Term) and 7002 (2nd Term) provide the PA-Learner a foundation of Biomedical Science used to develop and base their further clinical knowledge. Undergraduate Physiology is a prerequisite.

PAEP 7010 Human Anatomy for Physician Assistants Credit: 3
Human Anatomy for the PA consists of didactic lectures and laboratory sessions providing a regional approach to the study of the human body. During the laboratory sessions, students will examine pre-dissected human cadaveric specimens and view models relating to the structures discussed in the lectures. Human Anatomy at an Undergraduate level is a prerequisite.

**PAEP 7030  Professional Studies for Physician Assistants**  Credit Hrs: 3
Professional Studies for Physician Assistants is designed to provide students with an introduction to the role and culture of their profession. Presentations and Assignments address the subject areas of Informatics, Bioethics, Social Determinant and Population Health, Interprofessional Collaboration, and PA Culture.

**PAEP 7042  Biochemistry for Physician Assistants**  Credit Hrs: 1
Biochemistry for Physician Assistants provides a review of the chemical processes and substances occurring in living things. This course establishes a baseline of knowledge to support the MPAS curriculum. Undergraduate Biochemistry is a prerequisite.

**PAEP 7052  Patient Assessment for Physician Assistants I**  Credit Hrs: 2
Patient Assessment introduces learners to the structure and sequence of a clinical interview and physical examination based on a patient-centered approach. This course is taught in a combined lecture/demonstration/lab format in three stand-alone sections over three terms.

**Curriculum Integration (I)**  Nil Credit
Clinical Integration is an introduction to critical thinking skills, medical documentation and case-based learning presented in the Master Physician Assistant Studies curriculum. In small groups or as a whole, the class will investigate relevant issues of the case, factors related to patient care, and approaches to clinical medicine building on program material.

**Winter Term (Jan-April)**
**PHAC 7240  Fundamentals in Pharmacology for Health Care II**  Credit Hrs: 3
Foundational knowledge on pharmacokinetic (drug metabolism), pharmacodynamics (drug action), and the principles of the specific drug classes prescribed by Physician Assistants. Course delivery involves lectures with clinical case-based tutorials. Undergraduate Biochemistry is a prerequisite and a passing grade in PHAC 7230.

**PAEP 7002  Physiology & Pathophysiology for Physician Assistants II**  Credit Hrs: 3
Building on PAEP 7000 Physiology and Pathophysiology 7002 (2nd Term) provide the PA-Learner with a foundation of Biomedical Science used to develop and base their further clinical knowledge. Passing Grade in PAEP7000 is a prerequisite.

**PAEP 7054  Patient Assessment for Physician Assistants II**  Credit Hrs: 2
Patient Assessment 7054 instructs learners in the clinical examination and medical histories required for the problem-focused approach. This course is taught in a combined lecture/demonstration/lab format and is the second of three stand-alone sections. A passing grade in PAEP7052 is a prerequisite.

**PAEP 7068  Adult Medicine for Physician Assistants (I)**  Credit Hrs: 6
Adult Medicine for Physician Assistants (I), organised into system blocks focuses on assessment, diagnosis, and treatment of patients with acute and chronic medical illnesses. Physician-specialists deliver the clinical material and case studies in curriculum integration.
PAEP 7090  Principles of Psychiatry for Physician Assistants  Credit Hrs: 3
Psychiatry for Physician Assistants provides an introduction into the core course material utilised in the diagnosis and provision of care for patients who require mental health counselling, psychiatric health services, and referral to the appropriate services.

PAEP 7110  Emergency & Critical Care for Physician Assistants  Credit Hrs: 3
Emergency and Critical Care Medicine course provide the PA-student with the knowledge to assess and respond with the appropriate action to life-threatening events. The course emphasis the required actions in the first 24-hours of acute medical emergencies.

Curriculum Integration (II)  Nil Credit
Clinical Integration (II) supports the critical thinking skills and case-based learning presented in the Master Physician Assistant Studies curriculum. In small groups or as a whole, the class will investigate relevant issues of the case, factors related to patient care, and approaches to clinical medicine building on program material.

Early Exposure  Nil Credit
Physician Assistant learners are provided with an early exposure opportunity in a variety of clinical medical settings.

SUMMER TERM (May-July)
PAEP 7045  Research & Clinical Practice for Physician Assistants  Credit Hrs: 1
Research is fundamental to the development of knowledge and practice in the health professions. Course emphasis is on understanding and critiquing research reports appropriate for clinical practice improvement. Course instructors recommend though do not require statistics and prior research experience.

PAEP 7046  Genetics for Physician Assistants  Credit Hrs: 1
Genetics for Physician Assistants provides an introduction to the world and nature of Medical Genetics, one of the most rapidly advancing fields of medicine. The format of a 15 to 20-minute lecture and illustrative cases and problems are team-taught.

PAEP 7048  Pediatrics for Physician Assistants  Credit Hrs: 3
A comprehensive overview of paediatric medicine for the Physician Assistant focusing on growth and development, clinical interactions and reasoning skills, and strategies for health promotion.

PAEP 7050  Obstetrics & Gynecology for Physician Assistants  Credit Hrs: 3
This course imparts an understanding of normal pregnancy and development medical, surgical, infectious, and developmental conditions within the fields of obstetrics and gynaecology. A blended course with 2 hours of online learning and 1 hour of class instruction per week.

PAEP 7056  Patient Assessment for Physician Assistants (III)  Credit Hrs: 2
This third part of Patient Assessment for Physician Assistants continues to refine the structure and sequence of physical examinations and clinical interview. The course uses a combined lecture/demonstration/lab format.
PAEP 7078  Adult Medicine for Physician Assistants (II)  Credit Hrs: 6
Adult Medicine for Physician Assistants (II), organised into system blocks focuses on assessment, diagnosis, and treatment of patients with acute and chronic medical illnesses. Physician-specialists deliver the clinical material and case studies in curriculum integration. A passing grade in PAEP7068 is required to continue in PAEP7078.

PAEP 7082  Diagnostic Imaging for Physician Assistants  Credit Hrs: 1
Diagnostic Imaging for Physician Assistants provides an overview of the principles of radiation safety and diagnostic imaging for Physician Assistants using a flip-class room format.

PAEP 7084  Microbiology for Physician Assistants  Credit Hrs: 1
Microbiology and Infectious Diseases for Physician Assistants provides an introductory course into the clinician’s approach to the effective and efficient diagnosis, treatment, and management of infectious disease.

PAEP 7100  Principles of Surgery for Physician Assistants  Credit Hrs: 3
Principles of Surgery for Physician Assistants incorporates the principles and techniques of safe and effective surgical care of the whole person of any age. The course provides an approach to the subject matter required for clinical rotations.

PAEP 7150  Year 1 Comprehensive Exam  Pass/Fail
A pass/fail multiple-choice examination designed to assess students' knowledge of clinically relevant Year 1 material before entry into their clinical year.

Curriculum Integration (III)  Nil Credit
Clinical Integration (III) supports the critical thinking skills and case-based learning presented in the Master Physician Assistant Studies curriculum. In small groups or as a whole, the class will investigate relevant issues of the case, factors related to patient care, and approaches to clinical medicine building on program material.

Early Exposure  Nil Credit
Physician Assistant learners are provided with an early exposure opportunity in a variety of clinical medical settings providing an opportunity to patient assessment skills in a clinical setting.

Procedural Lab  Nil Credit
The Laboratory portion of Principles of Surgery and the Emergency and Critical Care courses for Physician Assistants incorporates the principles and techniques of safe and effective procedures required of PAs. The sessions will include vascular access, resuscitation; airway management, wound care and healing; and other related diagnostic procedures.

PAEP7150 Comprehensive Exam
A cumulative examination of material presented during the Academic year and the Advanced Cardiac Life Support Course. Graded pass-fail with Passing required to progress to the Clinical Year.
Clinical Year Courses

PAEP 7202 Family Medicine for Physician Assistants: 8 weeks 6 Credits
A Family Medicine clinical learning experience with a Physician, who specialises in primary health care.

PAEP 7260 Community Health (Family Medicine II) for Physician Assistants: 4 weeks 3 Credits
The Community Health clinical learning experience is a 4-week block with a focus on Community Family Medicine - Primary Health Care.

PAEP 7210 Clinical Internal Medicine for Physician Assistants: 6 weeks 3 Credits
The 6-week Internal Medicine rotation at one of the two tertiary care facilities in Winnipeg supports the PA generalist role in the patient-centered medical care and develops skills require in internal medicine and hospital practice.

PAEP 7220 Clinical Surgery for Physician Assistants: 6 weeks 3 Credits
The 4-week Surgery service rotation provides the PA-Student with clinical experience in a surgical learning environment. The PA-Student competencies related to the PA generalist role supporting Surgery services and the skills required by a surgical practice.

PAEP 7240 Clinical Pediatrics for Physician Assistants: 4 weeks 3 Credits
The four-week clinical rotation on Pediatrics provides the PA-Student with clinical experience on hospital wards and outpatients environments. PA students learn differential diagnosis, evaluation, and management of normal and abnormal conditions in Pediatrics.

PAEP 7250 Clinical Psychiatry for Physician Assistants: 4 weeks 3 Credits
The 4-week Psychiatry Medicine rotation presents common psychiatric disorders and various treatment regimens available to the psychiatric patient. This rotation occurs at the Health Sciences Centre in Winnipeg.

PAEP 7270 Clinical Emergency Medicine for Physician Assistants: 6 weeks 3 Credits
The PA must have the knowledge and skills to manage basic emergent issues. The knowledge, skills, and attitudes acquired during the Emergency Medicine Clinical Rotation build upon the material covered during Academic first year of the program. PAEP 7270 is a four-week rotation at a Winnipeg Community Hospital.

PAEP 7280 Clinical Obstetrics & Gynecology for Physician Assistants: 4 weeks 3 Credits
The 4-week OB/GYN rotation provides the Physician Assistant student with practical clinical experience in Obstetrics and Gynecology. Students are required to participate in an advanced skills lab administered by the OB/GYN Educational Unit.

PAEP 7204 and PAEP 7206 Clinical Electives for Physician Assistants: 2 weeks each 1.5 Credits
Two separate 2-week rotations support the PA’s interests. The objectives, developed by the learner in collaboration with PA faculty members, are unique to the clinical experience.

Required Components

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAEP 7300</td>
<td>Clinical Year Comprehensive Assessment of Clinical Skills (CACS)</td>
<td>nil credit</td>
</tr>
<tr>
<td>PAEP 7350</td>
<td>Clinical Year Two Capstone Project</td>
<td>nil credit</td>
</tr>
<tr>
<td>GRAD 7500</td>
<td>Academic Integrity Course</td>
<td>nil credit</td>
</tr>
</tbody>
</table>
**Note:** Core rotations are within the province of Manitoba at any institution that has a current Affiliation Agreement with the University of Manitoba. Some core rotations occur outside of Winnipeg e.g. Family Medicine rotations. Learners spend 8-weeks of Family Medicine in a rural area 100 kilometres or more from Winnipeg, and 2-week in The Pas or Thompson. The program supports travel more than 100km from Winnipeg. **Personal transportation in and around Winnipeg is the student’s responsibility.**

For rural areas core rotations MPAS covers housing costs for the student at a location arranged by the Program. Some housing arrangements may be shared rooms in a house. If accommodations are unsuitable for any reason, students can make separate arrangements, but they cover any expense beyond the cost of the MPAS sponsored accommodation. The MPAS funds travel to and from core rotations more than 100 kilometres outside Winnipeg. The program reimburses Automobile travel at the standard University rate per kilometre. The Program arranges air travel.

**Academic Days:**
Academic days consists of a variety of activities including academic sessions, workshops, advisor meetings, class meetings, capstone project presentations, and assessments through observed histories and physicals. These occur at the end of each rotation block. One of the main purposes of these academic days is to review clinical performance and to obtain feedback about learning experiences.

Class Meetings allow cohorts to share information about sites and discuss issues of importance to you relating to the clinical year and beyond. Attendance is compulsory with minutes taken and circulated electronically amongst your group. Student representatives facilitate this process with communication to the Faculty of relevant issues. Seek help from Faculty to help organise if desired.

**Clinical Logging:**
During the clinical year, students record all clinical encounters in electronic format using PAST (Physician Assistant Student Tracking). Completion of this electronic log is mandatory and is important for both student education and Program evaluation. It is a useful tool to assess where your learning needs are on future rotations and studying for the exam. PAST entries are reviewed with Faculty advisors during academic days and by the Progress Committee at the end of the clinical year. It is a program requirement to log on average 5 to 16 patient encounters per day.

**Capstone PAEP7350**
The Capstone Course PAEP7350 is a requirement for program graduation. During the Master of Physician Assistant Studies program students prepare and defend their independent research capstone project. Topics are chosen by the student in consultation with Program faculty and approved by the Program Director. The Capstone goals related to research are fundamental to the development of knowledge and practice in the medical profession. The Capstone is an original, autonomous research project occurring over the course of the program.
Graduate Physician Assistants must develop, support, participate in, and evaluate research findings related to their practice. PAEP 7350 is designed to increase and demonstrate the Physician Assistant-Student’s knowledge of qualitative and quantitative research concepts and methodologies, used to address research questions relevant to the PA profession and PA’s clinical practice. Emphasis is on research that advances knowledge of the Physician Assistant profession and scope of practice, understanding, and critiquing research appropriate for practice improvement, analysis and contributing to the PA workforce and access to quality care.

**National Physician Assistant Certification Examination**

The Physician Assistant Certification Council of Canada (PACCC) is an independent Council of the Canadian Association of Physician Assistants (CAPA) that administers and maintains the PA certification process. This entry-to-practice level examination is written upon successful completion of an accredited PA program. The exam date is normally in the third week of October each year. The exam is currently a 250 MCQ written exam (as of Aug 2017).

This examination is not a mandatory component of the MPAS, nor required to practice in Manitoba at this time, although we do encourage all graduates to complete this exam. Membership in CAPA is required to take the examination. Students are advised to review the PACCC website for ongoing updates.

**Physician Assistant Clinical Knowledge Rating Assessment Tool (PACKRAT)**

The PACKRAT is a formative online tool and test that consists of 225 questions, developed by a committee of physician assistant educators selected to ensure broad representation of PAEA member programs. In developing the PACKRAT, the committee sought to achieve two goals: (1) to offer an examination that is voluntary, non-threatening, accessible, and (2) to provide a way to identify areas of strength and representative of required knowledge for a graduate physician assistant.

**Assessment and Evaluation**

**Academic Standards**

General information on satisfactory academic performance is in the Faculty of Graduate Studies MPAS Supplemental Regulations at the following website: [http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.
The Faculty of Graduate Studies has identified, and approved, the following Bona Fide Academic Requirements (BFAR) as the core academic requirements that a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must successfully complete a:

1) Comprehensive exam at the end of Year 1 (PAEP 7150);
2) Comprehensive Assessment of Clinical Skills at the end of year 2 (PAEP 7300); and
3) Capstone project (PAEP 7350).

Students must demonstrate knowledge of the University of Manitoba’s policy on academic integrity, plagiarism, and cheating. (GRAD 7500);

Student must complete coursework as required by their program as specified.

**Attendance**

**Academic Year**

Learners in the Master of Physician Assistant Studies are required to attend the scheduled events or classes and are responsible for the course content including designated readings and assignments. Students must report all absences during year one **no later than 8:30 am that day by telephone and e-mail** to the Year 1 Administrative Support and copy their Advisor on the email. If any are away from the office, students are responsible for notifying the program administration.

Failure to report any absence, or missing more than five days per academic year results in the Progress Committee reviewing the status in the Program. Depending on the length of the absence, a doctor’s certificate may be required indicating fitness to return.

Absences from any component involving contact with patients or simulated patients are subject to disciplinary action at the discretion of the MPAS Progress Committee and Program Director.

**Clinical Year**

The MPAS Clinical Year Hours of work and attendance policy follows those hours identified in the Max Rady College of Medicine policy on Clerkship Duty Hours: [http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Clerkship_Duty_Hours_Policy-2017.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Clerkship_Duty_Hours_Policy-2017.pdf)

All absences during year two must be reported **by telephone and e-mail** to the Year 2 Administrative Support, the MPAS faculty advisor, **and** the administrative contact for the rotation (found on PAST) **no later than 8:30 am that day**. If any are away from the office, you are responsible for notifying their designate. The absence of more than two days jeopardises a passing grade for the clinical rotation course. Unauthorised absences are unprofessional and jeopardise your position in the program.

In the event of an approved leave of absence due to matters unrelated to performance (e.g. illness,
family) vacation time may, at the discretion of the Progress Committee, be utilised to compensate for missed core rotation time.

**Academic Integrity**

Academic Integrity is a matter of paramount importance in academia. It is the foundation of scholarly work. To help graduate students better understand the issues surrounding Academic Integrity, the Senate of the University of Manitoba passed a motion requiring all graduate students to take a compulsory tutorial on Academic Integrity.

All graduate students must register for and complete **GRAD 7500 Academic Integrity Tutorial one time only**. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and the resources available to them.

**New students who are starting their graduate program in Fall 2018 are required to register for GRAD 7500 in Fall 2018 term in the following section: Fall 2018: GRAD 7500, A11**

Failure to complete this course results in suspension of registration privileges.

This course runs entirely online and is comprised of a series of brief videos (the total duration of these videos is approximately 1 hour) followed by a true/false test. Students must achieve 100% on the test to complete the tutorial and receive a passing grade for the course. If necessary, the test may be taken multiple times until a 100% grade is achieved.

The Academic Integrity course is accessed through UM Learn. To access the course, go to [https://universityofmanitoba.desire2learn.com/d2l/login](https://universityofmanitoba.desire2learn.com/d2l/login). Enter your UMNetID username and password. Once you have logged in, click **GRAD 7500 - Academic Integrity tutorial under My Courses**. Additional details provided on **UM Learn** once the course is entered.

**You must register for the course in Aurora to access it in UM Learn. We strongly suggest you review the course instructions before starting the course.**

Complete instructions for the tutorial are available [here](#).

GRAD 7500 FAQ can be viewed [here](#) or go to [http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)

**Plagiarism** or any other form of cheating in assignments or examinations is subject to serious academic penalty as per the University of Manitoba policy: [http://umanitoba.ca/student/resource/student_advocacy/academicintegrity/Academic-Integrity-policies-and-procedures.html](http://umanitoba.ca/student/resource/student_advocacy/academicintegrity/Academic-Integrity-policies-and-procedures.html)
Please respect copyright. We will use copyrighted content in this course and endeavour to ensure that materials are appropriately acknowledged by copyright laws and University guidelines. Copyrighted works, including those created by Faculty, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to or from a learning management system (such as UM Learn), or any website (such as Facebook), unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the University’s Copyright Office website at http://umanitoba.ca/copyright/ or contact um_copyright@umanitoba.ca.

In additions, all graduate students are required to register every academic term which includes Fall, Winter and Summer in the Master’s Re-registration Course GRAD 7020. If students do not register, they are discontinued from their program of study. This re-registration should be over and above any course registration(s) the program completes. As you are in a re-registration course for each term, you will retain status in your graduate program.

Recording Class Lectures
Given the ease of audio and video recording and the tendency of some students to post the class lecture to the internet, the instructor must provide written permission to be recorded. Instructors and the Program hold the copyright to all course material prepared and presented.

During Clinical Skills Assessments (CSA) throughout the program, please hold confidential the contents of all sessions. It is prohibited to share the contents of the sessions with anyone in person, in writing or through electronic means. Any evidence that disclosure has occurred will automatically result in disciplinary action.

- Group projects are subject to the rules of academic dishonesty;
- Group members must ensure that a group project adheres to the principles of academic integrity.
- Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- The limits of collaboration on assignments should be defined as explicitly as possible; and
- All work is completed independently unless otherwise specified.
Professionalism & Diversity

The Vow
A Modern Hippocratic Oath for our Times
I solemnly pledge to consecrate my life to the service of humanity.
I will honor the selfless commitment of all our teachers, including faculty, patients, and peers. Even when the lesson is challenging, I will demonstrate gratitude for the gift of their time and expertise.
I will exercise moral integrity — being mindful of the humanity of my future patients, colleagues and myself.

The health of my patient will be my first consideration.
I will respect and hold the secrets that are confided in me beyond the life of my patient and for the remainder of my life.
I will maintain, by all the means in my power, the responsibility and honor of the medical profession and contribute to fulfilling its noble ideals.
My colleagues will be my sisters and brothers, combining our strengths and supporting each other in our weaknesses.
I will not permit considerations of age, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race, sexual orientation, social standing or any other factor to intervene between my duty and my patient; I will acknowledge and actively combat my own prejudices and the prejudices of the structures I am under.

I will maintain the utmost respect for my patients, acknowledging our shared humanity, recognising them as individuals, and will walk with them through their journey.
I will not use my medical knowledge to violate human rights and civil liberties, even under threat.

From the Max Rady College of Medicine, Rady Faculty of Health Science website at
http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/professionalism.html

Medical and PA students have joined the medical profession. A code of behaviour is expected of the medical profession. The Hippocratic Oath has existed for over two thousand years and taken by medical students at their inauguration to the Max Rady College of Medicine, and is repeated at graduation. Medical Students including PA-Students learn and practice professional behaviour. Initially in relationships with fellow students and faculty and later, and more importantly, with their patients. The development of respect, communication, responsibility and attitudes is essential in the focus of one's work.

The Faculty Executive Council reserves the right to require any student to withdraw from the program for which the student is enrolled when it believes the student to be unsuited, on general considerations of scholarship, or conduct for the profession, or the field within the profession, to which the program of studies normally leads. This right prevails notwithstanding any other provision in the Faculty regulations.
THE HIPPOCRATIC OATH (Geneva 1948)

- I will give respect to my teachers.
- I will practice medicine with conscience and dignity. The health and life of my patients will be my first consideration.
- I will hold in confidence all that my patient confides in me.
- I will maintain the honour and noble traditions of the medical profession. My colleagues will be my brothers and sisters.
- I will not permit consideration of race, religion, nationality, party politics, or social standing to intervene between my duty and my patient.
- I will maintain the utmost respect for human life.
- Even under threat I will not use my knowledge contrary to the laws of humanity. These promises I make freely and upon my honour.

The University of Manitoba Charter

It is a fundamental standard of the University of Manitoba community to provide all its members with the opportunity for inquiry and the freedom to discuss and express one's views openly and freely without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship. To this end, students, staff and faculty have an obligation to act in a fair and reasonable manner toward one another and the environment and physical property of the University.

By this charter, choosing to join the community at the University of Manitoba obligates each member:

- To practice personal and academic integrity;
- To respect the dignity and individuality of all persons;
- To respect the rights and property of others;
- To take responsibility for one's own personal & academic commitments;
- To contribute to our community for fair, cooperative and honest inquiry & learning;
- To respect and strive to learn from differences in people, ideas and opinions;
- To refrain from and discourage behaviours which threaten the freedom and respect every individual deserves.

Following are examples of what is expected of a student who has entered the profession of medicine:

Professional Respect:

- The student considers and treats both genders equally.
- The student listens and is attentive when working with other people.
- The student uses appropriate facial and body expressions when working with other people.
- The student is not superior, arrogant, patronizing or rude.
- The student accepts that other people have different opinions and beliefs.
- The student does not discriminate other people by sexual preference.
- The student is honest in the performance of work, evaluation, and duties.
- The student apologizes for mistakes.
• The student maintains non-sexual behavior with all patients and does not commit unwanted sexual advances with others.

Professional Communication:
• The student speaks and listens directly to patients, staff and fellow students.
• The student speaks lucidly and uses appropriate words which can be understood.
• The student allows time for others to express their views and give their information freely.
• The student provides full information when requested or volunteers it when it is felt to be helpful to others.
• The student, at a level appropriate to the students' training and responsibility, informs patients on their problems and recommended a course of action. The student must involve the patient in the decisions. The student does not have the authority nor responsibility to obtain informed consent from patients.
• The student resolves misunderstandings.
• The student is aware of facial and body expressions.
• The student accepts and discusses emotional matters.
• The student writes legibly and clearly so that written notes, orders, and evaluations can be understood.
• The student confirms that the information is understood by staff, fellow students, and patients.
• The student maintains full confidentiality on all that is learned in confidence from fellow students, staff, and patients.

Professional Responsibility:
• The student is punctual and attends when expected.
• The student completes assigned tasks and duties.
• When the student cannot undertake tasks or duties, he/she will inform patients or appropriate authorities as soon as possible of the situation and will help find alternate arrangements.
• The student works to help fellow students and staff.
• The student realizes and seeks help when unable to perform a task or duty to the expected standard.
• The student does not allow the use of alcohol or drugs to interfere with the performance of tasks or duties.

Professional Attitudes:
• The student is prepared to admit her/his deficiencies in knowledge, understanding or skills.
• The student is prepared to ask for help to overcome deficiencies.
• The student is aware and uses his/her strengths to the general advantage.
• The student is aware of her/his discomfort in dealing with emotionally charged issues.
• The student accepts fair and reliable criticism or adverse evaluations from staff, fellow students or patients.
• The student acts with honesty and integrity in all academic activities.
The student keeps all evaluation material confidential and does not take unfair advantage over fellow students when being evaluated.

Professional Attire

“Professionalism at the College of Medicine, Faculty of Health Science is grounded in the professional behavior of all of its members at all times and reflects the commitment to leadership by the College of Medicine, Faculty of Health Science as the prime institution for research and education in the Province of Manitoba.”

As members of a profession, it is important that a professional image is presented in the course of their work and learning as a demonstration of respect to patients, families, visitors, and colleagues. Discretion and good judgment should be demonstrated in professional attire and personal grooming, taking into consideration the specific learning or work environment, safety, and interactions with patients, families, visitors, and external and internal stakeholders. These standards will be interpreted and applied in a manner that respects cultural diversity and promotes inclusiveness.

Speak Up: Report an Incident

The University of Manitoba Max Rady College of Medicine is committed to assuring a safe, respectful and supportive learning environment in which all of its members are enabled and encouraged to excel. This is an environment free of discrimination, harassment and mistreatment and one in which feedback regarding performance can be shared openly without concern for ridicule or reprisal. All members of our diverse community share responsibility for maintaining a positive learning environment and for taking appropriate steps to seek advice and/or address learner mistreatment when it occurs. 

http://umanitoba.ca/faculties/health_sciences/medicine/reporting.html

Policies

The Faculty of Graduate Studies contains important policies and other information that pertains to students in the MPAS. Please refer to the University Policies section of the Graduate Calendar for policies in the following areas:

- Responsibilities of Academic Staff about Students Policy
- Respectful Work and Learning Environment Policy
- Accessibility for Student with Disabilities Policy
- Disclosure and Security of Student Academic Records
- Conflict of Interest Between Evaluators and Students Due to Close Personal Relationships Policy
- Student Discipline Bylaw
- Violent or Threatening Behaviour
- Hold Status
- Email Communication with Students Policy
- Final Examinations and Final Grades Policy
- Industry Relations Policy
Other Policies of Interest to Students

Grade Point Averages Policy
Campus Alcohol Policy
University Parking Regulations
Conscience-Based Exemption Policy
Supervision of Medical Trainees Policy
Language Usage Guidelines
Immune Status Program

MPAS students participate in the Bannatyne campus Immune Status Program. Students need to obtain and return documentation of Influenza vaccinations to the MPAS office.

Class Communication:

E-Mail Policy: The University of Manitoba will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices. Please read the Student Email Policy for detailed information. MPAS Students must also be sure to use University e-mail address for all Faculty and staff.

Please note that all communication between the program and you as a student must comply with the electronic communication with student policy (http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).

Identification:

All faculty members, students, and staff, are expected to wear their identification badge in a clearly visible manner in clinical and office settings. Students should wear their short white coat in patient care settings to identify themselves to patients, families, and visitors.

Clothing, Accessories, and Personal Grooming:

Clothing and accessories should be clean, neat and of appropriate length, design and fabric and should not be inappropriately revealing. Clothing should not display offensive language, logos or images. When patient care responsibilities are undertaken, applicable regional health authority policies and the direction of faculty members supervising students shall be followed regarding appropriate attire for the clinical setting.

Personal Protective Attire and Equipment:

Faculty members, staff and students working in laboratory areas shall abide by all safety requirements, including the use of personal protective attire and equipment. Footwear should be clean and meet safety requirements for the work or learning area. By workplace safety and health requirements, open-toed shoes will not be permitted in clinical or laboratory settings. Lab coats are worn in laboratory settings and a different lab coat used for all Patient Encounters.
Student Services and Resources

Safety and Security
Security Service Officers are on duty 24 hours a day every day of the year. In the case of an emergency, you are advised to contact Security Services immediately by dialing 555 from any 474, 480, 789, 975, 977 University exchange or #555 from any MTS or Rogers cell phone, and if you have access to the University telephone system call 204-474-9312 or 204-474-9341.

The Safe Walk Program provides a student patrol member or a Security Services Officer at night to accompany you to your destination. The parameters at Bannatyne Campus are William–Notre Dame and Sherbrook–Tecumseh. Call 204-789-3330.

Code Blue Emergency Call Stations are located at strategic outdoor sites on campus. When activated, they alert everyone nearby of an emergency with a blue flashing light and provide two-way communication with Security Services. For additional information, contact the Bannatyne Campus Security Services - Room S105 Medical Services Building – 204-789-3330.

Fire Regulations
All University Buildings at the Bannatyne Campus have a fire alarm system. A Fire Safety Plan written for students and staff at the Bannatyne Campus is available at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/

In the event of an emergency in a University building, one should dial “555” to get the Campus Police and “4911” (“4” to get the outside line) to connect to Emergency Medical Services or “#555” from MTS or Rogers cell phone.

When you hear the fire alarm, evacuate the building immediately following the evacuation procedure for the building. During exams – turn the exam face down, leave it on the desk, and exit the exam room. Do not re-enter the exam room until the proctor is present.

RED Emergency Phones — Bannatyne Campus
- Emergency phones are located in Neil John Maclean Library, 2nd Level, Brodie Centre
  - North of the Library stacks
  - East side middle of the stacks
  - Middle aisle of stacks
- Medical Services Building located by room #S105A
- Basic Medical Sciences Building, 1st floor, North side by passenger elevators
- Chown Building, 753 McDermot, North Entrance Lobby
- Dentistry Building, 1st floor by passenger elevator
- Pathology Building close to room #P006
- Brodie Building adjacent north of the hallway of Room #140 (U of M Bookstore)
- Brodie Centre, Basement area across from the tri-elevators
Health Sciences Graduate Student Association (HSGSA)
The HSGSA is an elected study body representing and advocating for the interest of the approximately 450 graduate students at the Bannatyne Campus. The Health Sciences Caucus academic units/departments involved are: Biochemistry and Medical Genetics, Community Health Sciences, Human Anatomy and Cell Sciences, Immunology, Medical Microbiology, Medical Physics, Medical Rehabilitation, Occupational Therapy, Oral Biology, Oral and Maxillofacial Surgery, Orthodontics and Periodontics, Pathology, Pharmacology and Therapeutics, Pharmacy, Physiology, Surgery, Preventative Dental Sciences, Master of Physician Assistant Studies.
More information on the HSGSA can be found at http://www.hsgsa.org/

Student Lounge
The Graduate Student Lounge is in room 402 Brodie Centre. This lounge is available exclusively to Graduate Students of the Bannatyne Campus. The room has are sofas, tables, microwave sink and fridge available for use.

You also have access to the College of Medicine, Faculty of Health Science undergraduate student lounge in the Brodie Center main level beside Tim Hortons. This lounge is available to Medicine, MPAS, and School of Medical Rehabilitation students. There are sofas, billiard and foosball-tables, microwaves and a fridge (the MPAS office kitchen is not available to students). The Health Sciences Graduate Student Association office is also located in that area.

Financial Aid & Awards
General information on the following Funding and Awards can be found on the Student Affairs website at http://umanitoba.ca/student/fin_awards/ and the Faculty of Graduate Studies website at http://umanitoba.ca/faculties/graduate_studies/funding/index.html

Answers Information Booth
The Answers Booth in the Brodie Center is located besides the Scotiabank ATM and is open daily from 10 am – 2 pm. They provide information about anything related to student life and also have brochures and flyers about services around UofM.

Bison Recreational Services
Bison Recreation Services have some fitness and wellness programs being offered this fall. You can find them in the Joe Doupe Centre (030 Brodie). Students receive a discount on their membership; there is also a package where students may purchase a second pass at the same rate for their significant other. The facilities include an indoor track, gymnasium, weight room and studio. With your membership, you would also have access to the Fort Garry campus' facilities at the Frank Kennedy Centre, which includes a pool, and many other programs. Gym members have access to Joe Doupe's Group Fitness Classes. As a member, you would also be able to register for various fitness programs, wellness programs, and workshops, dance classes, martial arts, yoga classes and more at cost (price depends on the activity).
**Student Identification**

To assist faculty members and support staff in identifying each student, photographs are taken by UofM Imaging Services at a time arranged by the MPAS main office. Student photos will be sent to early exposure preceptors during Year 1 and clinical rotation preceptors during Year 2 of the Program.

**University of Manitoba Student ID badges is required by all Regional Health Authorities for use during all clinical/fieldwork education. Also, the MPAS provides magnetic name tags to all learners. These must be clearly visible and worn at all times during all MPAS clinical educational activities.**

You will get your ID badge during the first day of orientation. You can then arrange to have your card activated by Physical Plant Card Access Coordinator (Colin Wootton), Room S001 or S013 Medical Services Bldg, (Monday– Friday, 8:30 am–4:30 pm) so that you can access the following areas on a 24-hour basis:

- the Graduate Student Lounge, room 402 Brodie Centre
- the Teaching Computer Lab (restricted access), 231 Brodie Centre (Neil John Maclean Library)
- the interior door to the Student Lounge & Games Rooms, 1st Floor Brodie Centre
- the exterior door located at 150 Brodie Centre (hallway beside the Bookstore)
- the exterior door to Brodie Centre, 727 McDermot Avenue
- the exterior door on the first floor on Bannatyne by Shipping & Receiving
- the exterior door to the Dentistry Building, 790 Bannatyne Avenue
- the exterior door to SMR at 771 McDermot Avenue

Do not:
- prop doors open
- loan your card to anyone

The use of ID Cards is monitored electronically and a report is provided to MPAS. Any misuse will be reviewed by MPAS Administration and dealt with in an appropriate manner. Any evidence of breach of security should be reported immediately to Security Services at 204-789-3330.

**Lost/Misplaced Cards**

Report lost or misplaced ID cards immediately to the MPAS general office (260 Brodie) to have the card de-activated. In addition, the loss of your student ID card should be reported immediately to both the Library and the ID Centre. For more information, contact Security, located at S105 Medical Services Bldg, 204-789-3330 and the ID Centre 400 University Centre, 204-474-9423, or visit their website at [www.umanitoba.ca/student/records/pii/photo_id.html](http://www.umanitoba.ca/student/records/pii/photo_id.html)

Lost/misplaced cards can be replaced by NJMHS Library. There is a $17.00 fee (subject to change) for a replacement card regardless of the reason for loss, except in cases where loss was reported to the Winnipeg Police and a police report number is provided to the ID Centre. Cards that have been damaged as a result of a defect in materials will be replaced free of charge.
Library and Computer Labs
The Neil John Maclean Health Sciences Library (NJMHSFL), located on the second floor of the Brodie Centre at the Bannatyne Campus, is the major resource library for clinical medicine, biomedical sciences, dentistry, dental hygiene, nursing, rehabilitation, hospital administration, Aboriginal health and consumer health.

The NJMHSFL has over 200,000 volumes comprised of print, audiovisual and computer-based media, as well as more than 1,200 current journal titles and approximately 3,400 electronic journals and over 70 rehabilitation assessment tools.

New journals are located on the 1st floor (200 level) in the Dr. Robert E. Beamish Reading Area and new books are located adjacent to the Information Centre. Dental journals, consumer health information, reference, and reserve materials are also on the 200 level. Books, journals and the Aboriginal health collection are located on the 300 level. The journals are shelved in alphabetical order; the books by National Library of Medicine call numbers.

A listing of the library’s on-line resources and services can be found at: http://libguides.lib.umanitoba.ca/health/

Faculty, staff and students of the University of Manitoba may borrow library materials on presentation of a valid U of M photo Identification card. Staff and students of the HSC can apply to have a library card by presenting their photo identification to circulation staff. Library cards can be renewed at any U of M library. Books may be borrowed for 14 days, journals for 7, and most items can be renewed up to three times. Materials located at Fort Garry Libraries may be requested through BISON and will be delivered to the Neil John Maclean Health Sciences Library for pickup.

Computer Labs
General use computer labs are located in the Neil John Maclean Health Sciences Library during regular library hours. Phone 204-789-3464 to check availability of these computers.

Bookstore
The Health Sciences Bookstore is a full service store and serves the Bannatyne Campus, the entire Health Sciences community and the general public. It stocks medical and allied health reference books in every health science specialty as well as general reading, medical instruments, stethoscopes, office and stationery supplies, sportswear, gifts and computer hardware, software and supplies. It is located on the main floor of Brodie Centre at 727 McDermot and is open from 9:00am – 5:00pm Monday to Friday.

Parking
U of M parking is very limited on the Bannatyne Campus. Private residents in the area often post rental notices on bulletin boards around campus, or students choose to park on distant streets and walk. In addition, the Health Sciences Centre parkades may have spots for rent (contact Parking Operations at
Parking After Hours in Lot E
Three-month parking permits can be obtained, free of charge, for parking in Lot E on weekends, holidays, and after 4:30 pm on weekdays. Students and staff with a valid U of M ID card can obtain a three-month parking permit through Security Services (Room S105, Medical Services Building).

Permits must be clearly displayed, and be completely visible from the exterior of the vehicle at all times. Parking is not permitted at any time in the following restricted areas:
1) No Parking areas
2) Loading zones
3) Marked fire lanes and driveways
4) Marked pedestrian areas
5) 24-hour reserved zones
6) Accessible areas
7) Landscaped areas
8) Lot corners, aisles, and end of aisles

Expired permits may be subject to a financial penalty.

Note: Parking permits are valid for Lot E only and do not provide access to the Tecumseh Parkade. A parking map is attached as Appendix A.

Student Services
Services for Students at Bannatyne Campus
Please refer to the brochure included in this handbook, or visit their website at http://umanitoba.ca/student/bannatyne/

Max Rady College of Medicine, Rady Faculty of Health Science Student Affairs
Student Affairs currently supports Undergraduate Medical Education (UGME), Master of Physician Assistant Studies (MPAS) and Postgraduate Medical Education (PGME) learners through:

- Career exploration opportunities (UGME Pre-Clerkship)
- CaRMS preparation support (UGME Clerkship)
- Student Wellness & counseling resources and referrals (UGME/MPAS/PGME)
- Academic advising/advocacy concerning process following exam failure (UGME/MPAS/PGME)
- Facilitation of internally/externally funded Bursaries, loans, awards and prizes available to UGME and MPAS students

Medicine Student Affairs serves as a liaison to many campus services such as Financial Aid & Awards, the Registrar's Office, Student Accessibility Services and Student Advocacy. At Bannatyne campus, we work on your behalf with UGME/MPAS/PGME administrators, Deans, the Faculty and the various departments of medicine. We are a confidential resource for you to explore strategies for academic,
emotional and personal success. We are a caring, unbiased ear to listen and make recommendations or referrals where necessary. We look forward to meeting you!

**Medicine Student Affairs**
P121 – Pathology Building, 770 Bannatyne Avenue
Winnipeg, MB R3E 0W3
Phone: (204) 789-3213 Fax: (204) 272-3169
E-Mail: StudentAffairsMed@umanitoba.ca
Website: [http://umanitoba.ca/faculties/medicine/student_affairs/index.html](http://umanitoba.ca/faculties/medicine/student_affairs/index.html)
Office Hours are **Monday - Friday, 8:30 AM - 4:30 PM** - open over the lunch hour

**Student Counselling and Career Centre (Bannatyne Campus S207 Medical Services Bldg)**
This office offers free counselling - strictly confidential - with flexible times and locations, and drop-in times available. Whether you just want to talk something over or you have a serious concern, they are available. Hours of Operation are Monday, Tuesday, Wednesday and Thursday from 12:00 pm to 7:00 pm and Friday from 8:30 to 4:30 pm. They are also available for drop-in meetings when the door is open. Please note that at times counsellors may not be in the office due to other commitments.

**Student Mental Health Service**
The College of Medicine, Faculty of Health Science, has a Student Mental Health Service available to all students on the Bannatyne Campus, their spouses, and immediate family. Dr. Mark Prober and his residents provide prompt consultation and treatment for any student experiencing emotional stress. You may reach him at 789-3328. This is a **confidential** service.

**Office of Student Advocacy**
This office provides information and assistance to students on university policies and procedures, complaints and mediation of grievances. The office is located at 520 University Centre or calls 474-7423 or fax 474-7567. Web site: [http://umanitoba.ca/student/advocacy/](http://umanitoba.ca/student/advocacy/)

**Health Services**
Health information can be obtained from the Misericordia Urgent Care Centre located at 99 Cornish Avenue (204) 788-8188. Health services can also be obtained from any walk-in clinic, public health nurse (by appointment) in the rural provincial health units (by appointment only).

**Medical Services**
If you do not have a family physician, the Manitoba College of Family Physicians and Manitoba Health have launched a service called “The Family Doctor Connection Program” which provides a comprehensive up-to-date list of Winnipeg family doctors accepting new patients. Call 786-7111 Monday through Friday, 8:30 am–4:30 pm. You will be assisted personally and provided with the names and telephone numbers of family physicians accepting new patients in your area of residence.
Manitoba College of Family Physicians’ Website: [http://www.mcfp.mb.ca](http://www.mcfp.mb.ca)
University Health Service - [http://umanitoba.ca/student/health/about_uhs.html](http://umanitoba.ca/student/health/about_uhs.html)

The University Health Service is a unit of the Student Affairs Division. We are health unit consisting of family physicians (3.3 FTE), nurses (1.2 FTE) and office staff (3.0 FTE) and offer a full range of medical services including:

- acute & minor health care problems
- check ups
- prenatal care
- health and travel counselling
- immunizations
- health promotion programming

**Regular Hours of Operation and Location**

Monday to Friday  8:30 am to 4:30 pm  
Closed daily from 12:30 pm - 1:30 pm  
104 University Centre, Fort Garry Campus

**After Hours for Urgent Calls**

A physician will be available by telephone for emergencies after hours and on weekends by calling 474-8411. The doctor you speak to will be a physician from the University Health Service.

**Campus Security**

Campus Security provides 24-hour support on campus. • (204) 474-9341, 555 from a campus phone, #555 on MTS or Rogers cell-phone

**On Campus Emergency Calls - Call 555** for police and ambulance assistance. In an emergency off Campus

**Off-Campus Emergency Calls - Call 911** for City Police and Ambulance or proceed to the nearest Hospital

**Mental Health Support**

Personal Counselling and Support Services

If you are in need of information or support due to ongoing personal circumstances, then a number of free, confidential resources are available to you.

**Student Counselling Centre**

Provides one-on-one and group counselling.

- Office: 474 University Centre, Phone: (204) 474-8592
- Website: [http://umanitoba.ca/student/counselling/](http://umanitoba.ca/student/counselling/)

**Services for Students at Bannatyne Campus**

- Office: T245 Basic Sciences Building, Phone: (204) 272-3190
- Website: [http://umanitoba.ca/student/bannatyne/](http://umanitoba.ca/student/bannatyne/)
Crisis Centre
- Office: 817 Bannatyne Ave
- Website: [http://www.wrha.mb.ca/prog/mentalhealth/index.php](http://www.wrha.mb.ca/prog/mentalhealth/index.php)
- Mobile Crisis Service: (204) 940-1781

Klinic Community Health Centre
- Office: 870 Portage Ave, Phone: 204-784-4090
- 24-hour Crisis Line: (204) 786-8686
- Website: [http://www.klinic.mb.ca/](http://www.klinic.mb.ca/)

Dental Services
The Faculty of Dentistry will make appointments for cleaning teeth and dental repairs in their clinics. The rates are low. If you need immediate attention (a toothache), contact the Clinic at 789-3505.

Mailboxes & Lockers
Student mailboxes are located on the 2nd floor of Brodie Centre outside of the Dean of Medicine Office (260 Brodie). Student lockers are located in the Pathology Hallway outside P121. The MPAS Main office will provide keys for both at the beginning of Year 1 which you will keep throughout the program. If you forget or lose your key for either one, please see MPAS Administrative staff in P121. Lost keys are replaced at the cost of $10.00. For after-hours access to your locker, please see Campus Security located in S105 Medical Services Bldg, Phone 204-789-3330.