How to Assign a Resident to a Chief or Senior Role
Program is required to follow the PGME Process which can be found on the PGME website.

**Process of Assigning a Trainee to a Chief/Senior Role**

Effective April 25th, 2014, Programs & Trainees must follow the process below:

Prior to June 1st every academic year, **PROGRAM ADMINISTRATOR of the Trainee’s Home Program**—must email the WRHA/MSAS (MSAS_Residents@wrha.mb.ca) the Annual Report of the Program Chief and Senior Resident(s) Allocations.

**PROGRAM ADMINISTRATOR of the Trainee’s Home Program**—assign a trainee to a Chief or Senior role & ensure to provide a start & end date of that role in VENTIS.

**When the period of being a chief/senior resident is expired, the trainee status in VENTIS will automatically revert back to the regular status (i.e. Resident).**

**FPGME RESIDENT ADMINISTRATOR**—will receive notifications when the Chief and Senior role is assigned and expired.
Type “uofm.ventis.ca” in the URL

Enter your username & password that was provided to you by your Department/PGME Office.

Click "Login".

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Once you have logged in, the following landing page Dashboard will open. **Click on “Registration” tab** (on the top bar menu).
The list of trainees within the Program will open. If you are Program Administrator for more than one program, trainees within your programs will also appear on the list. Choose the resident who is assigned with Chief or Senior Role & Click on “Edit” of that resident.
The Trainee’s Demographic Page opens. You will see the “PGME Role” box. Click on the “pencil” icon.

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7. A modal will open. **Click on “Add Role”**.
8. It will ask you to enter the information:
   - Select the Role (Chief or Senior) from the drop down menu.
   - Enter the Start & End Date

After entering the information, **Click on “Save”**.
9. The role information is saved. The trainee is now assigned to the role during that period of time. To view or edit the information, Click on the “pencil” icon.

The Chief / Senior Resident will have the ability to view the Leave Requests (in VENTIS) of other trainees within the program. When the period of being a chief/senior resident is expired, the trainee status will automatically revert back to the regular status.