BACKGROUND

The most common process for selection of learners into Residency Programs at the University of Manitoba is via the CaRMS Match. However, there are a number of alternate routes of entry into Residency Programs, including the following:

- Residents and practicing physicians may pursue residency opportunities via Transfer between Residency Programs.

- Re-Entry into postgraduate training to pursue another discipline enables practicing physicians to switch practice for many reasons including changes in professional interests, evolving personal circumstances, or reduced employment prospects.

- There are Specially-Funded Non-CaRMS Residency Positions, including the following:
  - Visa-Sponsored Positions
  - Family Medicine – Enhanced Skills Programs, including the following:
    - Anesthesia – Enhanced Skills
    - Care of the Elderly – Enhanced Skills
    - Oncology – Enhanced Skills
    - Palliative Medicine – Enhanced Skills
    - Sports Medicine – Enhanced Skills
  - Other
    - Positions for unmatched (CaRMS) University of Manitoba medical students
    - Special funding arrangements, including the following:
      - RHA funding
      - Neonatal Transport Fund
      - Others

DEFINITIONS

CAIR - Canadian Association of Interns and Residents

CaRMS - Canadian Residency Matching Service

CFPC - College of Family Physicians of Canada
CPSM – College of Physicians and Surgeons of Manitoba
PARIM - Professional Association of Residents and Interns of Manitoba
PD/Program Director - Residency Program Director
Donating Program Director - Residency Program Director for the program from which the resident is transferring
PGME - Postgraduate Medical Education
FPGME Office – Faculty Postgraduate Medical Education Office
RCPSC - Royal College of Physicians and Surgeons of Canada
Alternate Resident Entry & Transfer Subcommittee (ARETS) – is the PGME Subcommittee responsible for managing alternate resident routes of entry to Residency Programs.
Re-Entry - is the process whereby physicians who completed a minimum of one year of practice in Manitoba, pursue further postgraduate medical training in another discipline or pursue advanced training in Family Medicine. This process is not available for all Residency Programs every year.
Residency Funding Advisory Committee – is the Winnipeg Regional Health Authority (WRHA) Committee responsible for decisions pertaining to the funding of residency positions, salaries, on-call stipends and mandatory courses.
RHA - Regional Health Authority
Return of Service (ROS) – is an agreement whereby an applicant is accepted to a Residency Program in return for a commitment to medical service in Manitoba for a specified period of time.
Transfer – the approved move of a resident from one Residency Program to another.

1. PURPOSE

1.1 Provide specific guidelines to ensure that residency requests outside of the CaRMS Match process are centrally managed, with the needs of the applicants as well as those of the Residency Programs accommodated.

2. STATEMENT OF POLICY – GENERAL

2.1 All applications for entry via alternate routes outside CaRMS require the approval of the following:

2.1.1 Alternate Resident Entry & Transfer Subcommittee (ARETS)

2.1.2 Associate Dean, PGME.

2.2 If a conflict is perceived by any Subcommittee member (including the Associate Dean, PGME, PARIM) regarding an applicant, the member will not participate in the decision-making process involving that particular applicant.
2.3 With respect to the Alternate Resident Entry & Transfer Subcommittee (ARETS) the following apply:

2.3.1 The ARETS is advisory to the PGME Associate Dean on matters relating to alternate routes of entry to a residency program outside of the CaRMS Match process.

2.3.1.2 The ARETS Committee will also deal with matters relating to a resident resignation or transfer and management of the vacant spot created. Decisions made will be the combined responsibility of the Associate Dean, PGME, the PGME ARETS Subcommittee, the relevant Residency Program Committee and the WRHA Residency Funding Advisory Committee.

2.3.2 The membership of the ARETS will consist of:

2.3.2.1 Chair - A faculty member appointed by the Associate Dean, PGME. This faculty member will not be a Residency Program Director

2.3.2.2 One or two PARIM representatives

2.3.2.3 Associate Dean, PGME

2.3.2.4 Associate Dean, Students

2.3.2.5 Three or four faculty members selected by the Associate Dean, PGME with input from the Chair and the FPGME Executive Committee

2.3.3 The Chair of the ARETS will serve as a key advisor and mediator for residents, Residency Program Directors and the Associate Dean, PGME in dealing with issues of resident transfer requests. The Chair will make every effort to ensure that transfer requests are dealt with fairness, expediency and confidentiality.

2.3.4 The Chair’s term will last three (3) academic years with an option of renewing the position for one additional term. Other members shall serve for a term lasting three (3) academic years with the option of renewal for one additional term.

2.3.5 The quorum for the committee shall be the chair, one faculty member, and one resident member. Alternate faculty members may be selected by the Associate Dean, PGME. Alternate resident members will be selected by PARIM.

2.3.6 ARETS will submit annual reports on the total number of transfer requests, detailing the successful and unsuccessful formal transfer requests. The reports will be available for residents and faculty.

3. STATEMENT OF POLICY - RESIDENT TRANSFER

3.1 Program transfer is not a mechanism to undermine the CaRMS match, nor is it an alternative to the CaRMS match.

3.2 No transfer applications will be formally considered until six (6) months after the commencement of the Residency Program (in general, the January following the start of the academic year).
3.3 Transfers within the last six (6) months of a Residency Program will not normally be accepted, except in cases where the Residency Programs significantly overlap (e.g. Family Medicine and Community Medicine).

3.4 Residents matched through the Second Iteration of the CaRMS Match are not eligible for transfer in the PGY1 year.

3.5 Transfer requests from the Family Medicine Program will only be considered when initiated at the PGY1 level.

3.6 The occurrence of a transfer request in no way guarantees a successful transfer.

3.7 If a resident meets the eligibility criteria of the proposed receiving Residency Program, then he/she should not be denied the transfer request if there is capacity.

3.8 The donating Residency Program cannot impede a potential transfer.

3.9 Funding associated with the residency positions is under the control of the Residency Funding Advisory Committee.
   
   3.9.1 When a resident transfers from one Residency Program to another, the funding for the residency position "moves" with the resident from the donating Residency Program to the Receiving Residency Program.

   3.9.2 If additional funding is required for an approved transfer, the Associate Dean, PGME and Chair of the ARETS must apply to the Residency Funding Advisory Committee for the funding.

   3.9.3 Negative impacts on Residency Programs resulting from transfers should be minimized. This may require compensatory transfers of entry positions in subsequent years.

   3.9.4 In general, funding will not accompany residents for a transfer outside of Manitoba, except when such training is no longer tenable in Manitoba as determined by the PGME Executive Committee. Residents transferring from another province into a University of Manitoba Residency Program ideally should have funding from the donating province. However, differing provincial policies may preclude this.

3.10 Residents and Program Directors must be assured that each transfer request will be managed in an objective, fair, and equitable manner according to the principles and procedures outlined in this document.

3.11 Both faculty and residents involved in a resident transfer are expected to behave in a mature and professional manner. Although it may be impossible to keep discussion of transfers completely confidential, unnecessary discussion of the transfer request should be avoided.

3.12 It is the resident’s responsibility to declare and clear/meet obligations of any return of service commitments.
4. PROCEDURES – RESIDENT TRANSFER

4.1 The resident should first discuss the potential transfer with the Chair of the ARETS. Such discussions are held strictly confidential and do not obligate the resident to pursue transfer.

4.1.1 The purpose of such discussions is to assist the resident in evaluating his/her career goals and the optimum pathway to reach those goals and to outline the process, timelines and obligations of the resident with respect to transfers. Also, the Chair will be able to assist the resident in determining if the proposed recipient Residency Program is able to accept another resident and if not, what alternatives are available to the resident.

4.1.2 Where a resident’s request for transfer is motivated by issues of intimidation or harassment, the Chair of the ARETS will refer the resident to the appropriate resource such as the Associate Dean, PGME, the Associate Dean, Students and the Associate Dean, Professionalism.

4.2 The resident will prepare a written request to Chair of the ARETS which includes the following:

4.2.1 Personal and professional reasons for the transfer

4.2.2 Curriculum vitae

4.2.3 Three letters of reference

4.3 The Chair of the ARETS will contact the Residency Program Director of the potential recipient Residency Program to introduce the resident applicant and to discuss the potential for transfer.

4.4 The resident must interview with the potential recipient Residency Program Director and will submit documentation as requested by the Residency Program Director to facilitate the decision process. This may include relevant resident assessments.

4.5 Once the potential recipient Program Director has agreed to the transfer, it shall be discussed by the ARETS Committee and the Associate Dean, PGME.

4.6 The recipient Residency Program Director must not assure or infer to the applicant the availability of a transfer position at this point in the proceedings.

4.7 A resident shall provide to the appropriate donating Residency Program Director a minimum of four (4) weeks written notice of intent to transfer into another Residency Program.

4.8 If all principles of the transfer are met, then the donor Residency Program Director will be requested to complete and sign a Renewal/Change Form, noting “Termination” on the top of the form (Appendix 1) and the recipient Residency Program Director will complete and sign a Request to Appoint Form (Appendix 2). Only when these forms are completed and signed by the Associate Dean, PGME can the transfer be considered to have occurred.

4.9 The FPGME Office will issue a revised Letter of Appointment to successfully transferred residents after receipt of authorization letters from the accepting and donating Residency Program Directors.
4.10 The final decision as to how much credit will be applied rests with the receiving Residency Program Director in consultation with the Residency Program Committee. This decision is based on the following:

4.10.1 Applicability of prior training to meeting the Objectives of Training in the new Residency Program.

4.10.2 A standard of performance demonstrated by the resident that implies that the resident will be able to meet the training objectives within the remaining training period.

4.11 For residents transferring into the Family Medicine Program, credit will be based on regulations outlined in the CFPC Red Book, by the receiving Residency Program Director in consultation with the Residency Program Committee.

4.12 It is understood that residents will continue to fulfill all existing clinical and educational responsibilities to their original Residency Program until the transfer is complete.

4.13 Pay levels will be in accordance with the WRHA - PARIM Collective Agreement.

4.14 If it is not possible to complete the transfer request, the resident will be informed in writing by the Chair of ARETS with a copy to the Associate Dean, PGME, that the request for transfer has been denied and include the rationale for the decision.

4.15 In the event of a denial to transfer, the resident may consider the following:

4.15.1 Withdraw the request for transfer

4.15.2 Repeat the process with another potential recipient Residency Program

4.15.3 Apply through the second iteration of the CaRMS Match to another Residency Program

4.15.4 Seek further advice from his/her home Program Director, the Associate Dean, PGME or other advisors

4.15.5 Appeal the process to the Faculty PGME Executive in writing within 14 days of receipt of the decision of the Associate Dean, PGME

5. STATEMENT OF POLICY – RE-ENTRY

5.1 Consideration of re-entry positions is contingent on resources and recruitment needs of a Residency Program.

5.2 Manitoba Health funding for re-entry opportunities is based on the needs within the Province. The Associate Dean, PGME and the ARETS will assist in the decision-making process.

5.3 Priority will be given to Family/General Practice physicians who wish to obtain a primary specialty recognized by the Royal College of Physicians and Surgeons of Canada.

5.4 Partial residency positions will not be considered.
5.5 Candidates will be required to enter into a return of service agreement within Manitoba on a year for year basis following completion of their residency training.

5.6 All applicants must fulfill the following:

5.6.1 Be a Canadian Citizen or permanent resident of Canada
5.6.2 Be fully licensed to practice in the Province of Manitoba
5.6.3 Have practiced medicine in Manitoba for a minimum of 12 consecutive months
5.6.4 Provide a letter of good standing from CPSM
5.6.5 Declare and clear/meet obligations of any return of service commitments

6. PROCEDURES – RE-ENTRY

6.1 Availability of residency training positions for re-entry physicians will be announced in the Autumn of each year with a start date of July of the following year.

6.2 All applicants must submit to the Chair of the ARETS, the following:

6.2.1 A personal letter indicating their area of interest
6.2.2 An updated curriculum vitae
6.2.3 Original transcripts
6.2.4 Three letters of reference

6.3 The University of Manitoba, Northern and Remote Family Medicine Residency Program offers residents re-entry for further postgraduate training following completion of their service commitment. Residents have access to any postgraduate residency position (supernumerary) for which they are qualified.

6.4 Applications will be reviewed by the ARETS.

6.4.1 If the application is approved to move forward, it will be sent to the relevant Residency Program Director.

6.5 Applications will be assessed on a first come, first serve basis for each academic year.

6.6 The receiving Residency Program Director will advise the ARETS of the acceptability of the applicant.

6.7 The F PGME Office will issue a Letter of Appointment after receipt of an authorization letter from the accepting Residency Program Director.

7. STATEMENT OF POLICY – SPECIALLY-FUNDED NON-CaRMS RESIDENCY POSITIONS

7.1 With respect to Visa - Sponsored Residency Positions, the following apply:
7.1.1 Applicants for residency training who are not Canadian citizens or who do not have Canadian permanent resident status must have appropriate sponsorship support.

7.1.2 The FPGME Office and the ARETS will review and process applications for residency training from International applicants only when they are submitted by a sponsoring agency that has entered into a postgraduate training agreement with the University of Manitoba Faculty of Medicine through the FPGME Office.

7.1.2.1 Postgraduate training agreements are currently in place with the following sponsoring agencies:

7.1.2.1.1 Saudi Arabian Cultural Bureau
7.1.2.1.2 United Arab Emirates
7.1.2.1.3 Saudi Aramco
7.1.2.1.4 Kuwaiti Embassy
7.1.2.1.5 Libyan Embassy
7.1.2.1.6 Sultan Qaboos University/Oman
7.1.2.1.7 State of Qatar
7.1.2.1.8 Canadian Bureau of International Education

7.1.3 Decisions to accept Visa-Sponsored trainees rest with the individual Residency Programs and the Residency Program Committees at the University of Manitoba. Usually these decisions are made annually and are based on the following criteria:

7.1.3.1 Capacity to train additional residents
7.1.3.2 Recent Residency Program history/track record in training Visa-Sponsored residents

7.1.4 Final approval of all successful Visa-Sponsored residency applicants must be made by the ARETS and the Associate Dean, PGME.

7.2 With respect to the Family Medicine – Enhanced Skills Programs, the following apply:

7.2.1 The Family Medicine – Enhanced Skills Programs offer applicants the opportunity of acquiring expertise, skills and judgment in a number of clinical fields beyond their training in Family Medicine. The following Enhanced Skills Programs are offered through Specially-Funded Non-CaRMS residency positions:

7.2.1.1 Anesthesia is a one year Residency Program with the following requirements:

7.2.1.1.1 A return of service commitment to rural or Northern Manitoba.
7.2.1.1.2 Applicants must have successfully completed a two-year Family Residency (or equivalent) at the time of entry into the Anesthesia Program.
7.2.1.3 Applicants must be eligible for full registration with the CPSM.

7.2.1.4 Applicants must have landed immigrant status or full Canadian citizenship.

7.2.1.5 Applicants must receive job offers from rural or Northern Manitoba communities (RHA or facility) that include the opportunity to provide anesthesia as part of the practice.

7.2.1.2 **Palliative Medicine** is a one-year Residency Program with the following requirements:

7.2.1.2.1 Applicants must have successfully completed Family Medicine or another Residency Program at the time of entry into the Palliative Medicine Program.

7.2.1.2.2 Applicants must have completed the certification examinations or be eligible to sit the examinations on completion of the Palliative Medicine Program.

7.2.1.3 **Oncology** is a six-month or one-year training program with one or both of the following requirements:

7.2.1.3.1 Applicants must have successfully completed a two-year Family Medicine Residency Program (or equivalent) at the time of entry into the Oncology Program.

7.2.1.3.2 Applicants must have received the CCFP designation.

7.2.1.4 **Care of the Elderly** is a six-month or one-year training program with one or both of the following requirements:

7.2.1.4.1 Applicants must have successfully completed a two-year Family Medicine Residency Program (or equivalent) at the time of entry into the Care of the Elderly Program.

7.2.1.4.2 Applicants must have received the CCFP designation.

7.2.1.5 **Sports Medicine** is a six-month training program with one or both of the following requirements:

7.2.1.5.1 Applicants must have successfully completed a two-year Family Medicine Residency Program (or equivalent) at the time of entry into the Sports Medicine Program.

7.2.1.5.2 Applicants should have received the CCFP designation.

7.3 With respect to **Other Specially-Funded Non-CaRMS Residency Positions**, the following situations may be considered:

7.3.1 A mechanism is available to provide specially-funded non-CaRMS residency positions to registrants in the MD Program of the University of Manitoba, Faculty of Medicine who have fulfilled or will fulfill the requirements for graduation by June 30 of the Calendar year in which he/she has failed to match in the First and Second
Iterations of the CaRMS Match. An individual is eligible to apply for a postgraduate position following the Main Residency (R-1) CaRMS process if all of the following criteria are met:

7.3.1.1 The applicant has been registered in the MD Program of the University of Manitoba, Faculty of Medicine and has fulfilled or will fulfill the requirements for graduation by June 30 of the calendar year in which he/she has applied or will apply.

7.3.1.2 The applicant is a Canadian citizen or permanent resident of Canada.

7.3.1.3 The applicant is in good standing with the College of Physicians and Surgeons of Manitoba and will be eligible for registration on the Educational Register as a postgraduate learner.

7.3.1.4 The applicant has applies to take the Medical Council of Canada Qualifying Examination Part I (MCCQE Part I) or shall apply to take the MCCQE Part I at the first available examination date following eligibility.

7.3.1.5 The applicant participated in the Main Residency (R-1) CaRMS Match and failed to match in the First and Second Iterations despite having complied with the following:

7.3.1.5.1 Fulfilled the requirements for diversity of electives as established by the Faculty of Medicine.

7.3.1.5.2 Made a concerted effort during the Second Iteration of the CaRMS Match to obtain a residency position in at least one of the three Residency Programs which offered the greatest number of residency positions.

7.4 Special Funding Arrangements for residency positions occasionally develop as a result of special community or other health needs.

7.4.1 The decision for approval of these positions rests with the ARETS, in consultation with the Associate Dean, PGME and the Dean of Medicine.

7.4.2 The following examples apply:

7.4.2.1 A regional Health Authority may consider an arrangement for the funding of a trainee for future practice in the area with a commitment of return of service on the part of the trainee.

7.4.2.2 The Neonatal transport Fund supports the training of residents in the Neonatology Residency Program.

8. PROCEDURES – SPECIALLY-FUNDED NON-CaRMS RESIDENCY POSITIONS

8.1 With respect to Visa-Sponsored Non-CaRMS Residency Positions, the following apply:

8.1.1 Applications for residency training must go to the FPGME Office directly from the sponsoring agency after the signing of the postgraduate training agreement.
8.1.2 The FPGME Office reviews, collates and forwards the applications to the appropriate University of Manitoba Residency Program Directors with verification of sponsorship authority.

8.1.3 The application package sent by the sponsoring agency to the FPGME Office must include all of the following:

8.1.3.1 A letter from the sponsoring agency which confirms full financial support for the duration of the residency training program

8.1.3.2 Medical Council of Canada Evaluating Examination (MCCEE) results

8.1.3.3 An up-to-date curriculum vitae which includes the applicant’s date of birth, citizenship and e-mail address

8.1.3.4 A copy of the medical degree (with English translation, where applicable)

8.1.3.5 A copy of the medical school transcript (with English translation, where applicable)

8.1.3.6 Three letters of reference on letterhead, signed and dated within two years of the date of application

8.1.3.7 A brief personal statement from the applicant which explains his/her interest in the University of Manitoba program of choice

8.1.4 After the Residency Program Director has reviewed the applications and has selected suitable candidates for interview, the Residency Program arranges on-site interviews for the candidates.

8.1.4.1 Selection criteria for interview at the Residency Program level should involve the following:

8.1.4.1.1 Residency Program Director

8.1.4.1.2 Selected faculty who are members of the Residency Program Committee

8.1.4.1.3 Senior/Chief Resident(s)

8.1.4.1.4 Section Head/Department Head

8.1.5 A formal evaluative ranking system should be used in the screening process and ultimately reviewed at the Resident Program Committee meeting prior to final selection of successful candidates.

8.1.6 All successful applications will be reviewed and approved by the ARETS and the Associate Dean, PGME.

8.1.7 The FPGME Office will extend a written letter of offer to the successful candidate and the sponsor.

8.1.8 The FPGME Office will provide successful applicants with documentation to enable them to apply for the appropriate work permit from Citizenship and Immigration Canada.
8.1.9 All new incoming foreign residents must participate in the mandatory one-month IMG Orientation for New Residents. This must be cited in the letter of offer so that both the resident and the sponsor are aware of this expectation of attendance prior to the commencement of residency training.

8.1.10 Foreign residents are responsible for obtaining and paying for their own Canadian Medical Protective (CMPA) membership fees in full.

8.2 With respect to the Family Medicine – Enhanced Skills Programs a, the following apply:

8.2.1 Applicants must refer to the Family Medicine Residency Program Website for details pertaining to the applications to specific Family Medicine Enhanced Skills Programs.

8.2.2 In general, applications must include the following:

8.2.2.1 A current curriculum vitae/resume

8.2.2.2 Three letters of reference written no more than three months prior to the application deadline

8.2.2.3 A short essay or letter of intent outlining the candidate’s objectives, career goals and strengths and suitability. (Care of the Elderly; Oncology; Sports Medicine)

8.2.2.4 Certificate of Professional Standing from CPSM (Oncology)

8.2.3 All successful applications will be reviewed and approved by the ARETS and the Associate Dean, PGME.

8.3 With respect to the procedures for providing Specially-Funded Non-CaRMS Residency Positions for learners who failed to match to a postgraduate position through participation in the CaRMS process, the following apply:

8.3.1 The ARETS, in consultation with the Associate Dean, PGME, the Residency Program Directors and the Dean of Medicine shall determine a slate of potential Residency positions.

8.3.2 The potential positions shall include those that were unfilled following the Second Iteration of the Main Residency (R-1) CaRMS Match and those that are supernumerary to the discipline-specific quota identified to CaRMS for the given year.

8.3.3 An individual who meets the eligibility requirements must submit an application to the Associate Dean, PGME and to the Chair of the ARETS. The application must include the following:

8.3.3.1 Identity of the residency positions for which the applicant wishes to be considered

8.3.3.2 A current copy of the University of Manitoba transcript

8.3.3.3 A copy of a current Medical Student Performance Record
8.3.4 The Associate Dean, PGME will convene a panel consisting of the Chair of the ARETS and Residency Program Directors and residents representative of the Residency Programs that have potential positions to rank applicant(s) to available position(s).

8.3.5 The applicant(s) will rank positions for which they wish to be considered.

8.3.6 The Associate Dean, PGME will conduct a match and will notify the applicant(s) of the results of the match.

8.3.7 The applicant(s) may decline a position, but in doing so will forfeit a residency position granted through this process. This does not preclude the applicant(s) from applying for an extension of the clerkship or from applying in future to CaRMS.

8.3.8 The rights and obligations and processes of assessment and promotion of a learner who is matched through this process shall not be distinct from that of other postgraduate learners.

8.3.9 Notwithstanding an applicant’s completion of the MD Program, there may be academic or professionalism concerns that may have contributed to the failure of the applicant to match through the CaRMS process. Accordingly, a Remediation Program may be recommended by the Associate Dean, PGME in consultation with other members of the Faculty of Medicine to address such concerns.

8.3.10.1 The applicant(s) must sign a letter of agreement to participate in a Remediation Program, if indicated.

8.3.10.2 The Associate Dean, Students, or designate, shall oversee the Remediation Program.

POLICY CONTACT: Associate Dean, PGME
APPENDIX 1: PGME Renewal / Change Form

Please complete this form for all renewing residents who will be training in your program, and submit to the PGME Office, 260 Brodie. Also use this form for any changes for an existing resident. The PGME Office maintains this documentation as the official confirmation of appointment for training within your program, and will also register the resident with Payroll for the confirmed dates of appointment.

Date: ____________________________ Program Year ____________________________

Last Name ________________________ First Name ________________________ Middle Name ________________________

Program: __________________________

Student Number # __________ CRN # __________ Currently on Leave Yes ☐ No ☐

☐ PGY LEVEL ☐ Dual Registration

Change in PGY level to

I II III IV V VI VII VIII Effective __________

Anticipated Completion of Training Date __________

☐ CHANGE IN ANTICIPATED COMPLETION OF TRAINING DATE

From: ________________________ To: ________________________

☐ CHANGE IN PROGRAM/STREAM

From: ________________________ To: ________________________

Effective ________________________

☐ CHANGE IN FUNDING

Funding Source: From: ________________________ To: ________________________

Effective ________________________

Program Director Name (please print) ________________________ Dr. Cliff Yaffe, Associate Dean PGME

Program Director Signature ________________________ Date ________________________

☐ CHANGE IN ADDRESS

______________________________

______________________________

PGME Office Only

☐ CPSM ☐ PARIM ☐ MSAS ☐ PGME Master ☐ Aurora Reg

☐ CHANGE IN EMAIL ADDRESS

______________________________

☐ CHANGE IN HOME/CELL PHONE

Effective ________________________
APPENDIX 2: Request to Appoint Form

REQUEST TO APPOINT

Please complete this form for all NEW residents who will be training in your program, and submit to the PGME Office, 200 Brodie. The PGME Office maintains this documentation as the official confirmation or appointment for training within your program. This documentation represents the official confirmation of Faculty appointment for training, and will also register the resident for WRHA payroll for the dates of appointment.

Date: ___________________________ Program Year: ___________________________

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

Gender: M □ F □ Program: ___________________________

Department: ___________________________ CRN ___________________________

Program Start Date of Training: ___________________________

Anticipated Completion of Training Date: ___________________________

PGY Level I □ II □ III □ IV □ V □ VI □ VII □ VIII □ Fellowship: Yes □ No □

WRHA funded □

Alternate Funding Agreement i.e. fellowships (please indicate source of funding) ___________________________

Sponsor Funded (please indicate source of funding)

□ Saudi Arabian Cultural Bureau □ National College - Sudan □ Libyan (Canadian Bureau of International Education)

□ United Arab Emirates □ Kuwaiti Embassy □ OMSB - Oman Medical Specialty Board

□ Hamad Medical Corporation - Qatar □ MPIC/WCB □ Aramco □ Other ___________________________

□ Externally Recoverable (please indicate source of funding) ___________________________

Medical School of Graduation ___________________________ Year ___________________________

LMCC Part I □ Part II □ MCGEE □ Other □ _________ CMPA Yes □ No □

Registration with the College of Physicians & Surgeons of Manitoba:

Educational □ Resident License □ Full License □

Program Director Name (please print) ___________________________ Dr. Cliff Yaffe, Associate Dean PGME

Program Director Signature ___________________________ Date ___________________________

PGME Office Only

□ Aurora Admit □ Aurora Register □ MSAS □ PGME Master

WRHA Payroll Office Only WRHA Position # __________ WRHA ID # __________
REFERENCES

CAIR Principles on Resident Transfers June 2013,  
http://www.cair.ca/u/elibrary/CAIR%20Principles%20on%20Resident%20Transfers_June%202013_en.pdf

PARIM and WRHA Collective Agreement; http://www.parim.org/contract

Provincial & McMaster University, Postgraduate Medical Education, Transfer Policy, June 2010  

University of Calgary, Faculty of Medicine, Postgraduate Medical Education, Residency Transfer Policy, February 2006  

University of Manitoba, Faculty of Medicine, PGME Alternate Resident Entry & Transfer Subcommittee (ARETS) Terms of Reference, September 13, 2013  

University of Manitoba, Faculty of Medicine, PGME Policy on Voluntary Withdrawal from PGME Residency and Vacancy Management (in preliminary draft form)

University of Manitoba, Faculty of Medicine, PGME Policy on Resident Selection (in preliminary draft form)

University of Saskatchewan, College of Medicine, Postgraduate Medical Education, Resident Transfer Policy and Procedures, Rev. June 21, 2011  

University of Toronto, Postgraduate Medical Education, Transfer of Residency Programs from program to program or school to school, November 21, 2008  
http://www.facmed.utoronto.ca/Assets/FacMed+Digital+Assets/Faculty+of+Medicine+1/FacMed+Digital+Assets/about/Edu-deans/Education+Policies/Transfer+of+Residency+Programs+from+Program+to+Program+or+School+to+School.pdf

University of Western Ontario, Schulich School of Medicine and Dentistry, Postgraduate Medical Education, Resident Transfer Policy, Rev. December 12, 2007  