



Guidelines for accepting Internationally (Visa) Sponsored Trainees

POSTGRADUATE TRAINING AGREEMENTS

Postgraduate Medical Education current holds eight legally contracted training agreements in place between the University of Manitoba, Max Rady College of Medicine and sponsoring agencies from the following countries:

- Saudi Arabian Cultural Bureau
- Kuwait Embassy
- Saudi Aramco
- Oman
- Canadian Bureau of International Education
- United Arab Emirates
- State of Qatar

ELIGIBILITY OF TRAINEES

In order to be eligible to enroll in the Training Program, trainees must provide evidence that they:

- are eligible and registered with the College of Physicians and Surgeons of Manitoba for the purposes of the Training Program;
- have obtained appropriate immigration status;
- are sponsored by the Bureau/Agency;
- meet all other qualifications and requirements of the Training Program established by the University;
- meet all the qualifications and requirements of the specific program of study;
- meet all the qualifications and requirements of the health authority, hospital, clinic or placement site(s) in which clinical training will occur (the “Placement Site”);
- consent to the sharing of his/her personal information related to his/her participation in the Training Program with and between the University, the Placement Site and the Bureau;
- execute an undertaking to return to their Home Country upon completion of the Training Program and subsequent certification by the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada;
- agree and acknowledge that his/her participation in the Training Program is subject to the terms of the Agreement with the University of Manitoba Max Rady College of Medicine.

RIGHTS & OBLIGATIONS OF TRAINEES

The trainees shall be considered students of the University, and have all the same rights, privileges and obligations as any other student enrolled in postgraduate medical education (residency) at the

University, subject to the qualifications set out in the agreement with the University of Manitoba, Max Rady College of Medicine.

The University represents that where applicable, its Training Program is accredited by the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada. Upon successful completion of the Training Program, trainees will be eligible to apply for certification by the appropriate body.

Although Internationally sponsored trainees are not members of PARIM they are subject to same obligations as PARIM members to the University of Manitoba, WRHA, CPSM and must comply with all other reasonable requirements of the College and/or the WRHA related to their position (including requirements related to the College's agreement with your sponsoring organization).

REPORTING

Where applicable, each trainee and the sponsor shall receive, at least twice each year, a report on the status and performance of the trainee. The reports shall be in a form similar to that used by the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada.

The University shall notify the sponsor, in a timely manner, if it becomes aware of any matters of serious concern, including academic, professional or personal issues, which may impact the success of a trainee in the Training Program. Where appropriate, the University will use reasonable efforts to work with the trainee and the sponsor to resolve any difficulties.

SPONSORSHIP

The sponsor, during the period of the trainee's enrollment in the Training Program, and for a period of six (6) months thereafter, will provide financial support (the "Financial Support") directly to the trainee adequate to cover:

- a. reasonable living expenses, including accommodation, food allowance, and personal expenses;
- b. medical insurance (external plan);
- c. reasonable ancillary educational expenses, such as textbooks, conference fees (as these costs are not covered by the training fee)
- d. professional fees; and
- e. professional liability insurance.

The Financial Support is provided to trainees, in part, through a stipend as follows:

- a. The sponsor will pay each trainee a monthly stipend directly from the embassy for all sponsored trainees with the exception of the Saudi Arabian trainees who pay the University the annual amount of \$18,000 for each Saudi Arabian trainee participating in the Training Program.

For clarity, the sponsorship of the Bureau is intended to cover the direct and indirect costs of the trainee's participation in the Training Program. Trainees will not be eligible for employment as residents by the University or Placement Sites, under the PARIM collective agreement or otherwise.

DISBURSEMENT OF FUNDS WITH PROGRAM

Once overhead is recovered by the University and the Visa trainee salary budget (foreign trustee payment) is established, the remaining funds are split 50/50 with the departments who have Visa trainees.

Estimated sponsored trainee invoicing and allocation will be provided to the Max Rady College of Medicine Finance Department and the Programs accepting trainee by August 1st annually

The PGME office will complete sponsored trainee invoicing and arrange for allocation to Departments by September 30th annually

Funding must be used to support resident education and resident research. Such expenses could include but not limited to mandatory courses resident travel, in-training examinations, special equipment, for teaching and learning purposes, education sessions such as visiting professors, Rounds, electronic equipment.

- If the resident is on a LOA, probation or requires an extension of training the CPGME will contact the sponsor to ensure the financial support is place.
- Residents/fellows abide by the by-laws, rules, regulations, policies, procedures, and practices of the University of Manitoba and the Winnipeg Regional Health Authority

APPLICATION AND SELECTION

Programs are required to notify the PGME office of their interest in accepting residency and fellowship applications by March 1st, including opening and closing dates for applications.

Commencing around June of every year, application packages start arriving in the PGME office from the sponsoring agencies for consideration of training spots for the following academic year. Applications are then collated and distributed to the programs by the first week of September. Any application received after this distribution date is not guaranteed to be forwarded to the program unless specifically requested. Consideration of acceptance of VISA residents must be approved by the PGME Associate Dean & ARETS Committee (*Resident trainees only*). Programs should not consider applications that have not routed through the PGME Dean's Office, or outside of this process, as candidate credibility and/or sponsorship cannot be guaranteed.

Application packages sent by the sponsoring agency to the PGME Office include the following:

1. A letter from the sponsoring agency which confirms full financial support for the duration of the fellowship program
2. An up-to-date curriculum vitae which includes the applicant's date of birth, citizenship and e-mail address
3. A notarized copy of the medical degree (with English translation, where applicable)
4. A notarized copy of the specialty certification (with English translation, where applicable)
5. Three letters of reference on letterhead, signed and dated within two years of the date of application

6. **Medical Council of Canada Evaluation Examination**

The Medical Council of Canada Qualifying Examination (MCCQE) Part I is a prerequisite for International Medical Graduates (IMGs) applying for postgraduate medical education in Canada.)

7. **Language Proficiency**

English is the language of study at the Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba. All applicants whose first language is not English must submit proof of English language proficiency with application.

- IMG applicants must fulfill the English Language Proficiency requirements.

Candidates are exempted from English language proficiency testing under the following circumstances:

- i. the language of instruction and patient care throughout the entire undergraduate medical education curriculum was in English. A letter of attestation mailed directly from the Dean of the candidate's medical school confirming that the language of instruction and patient care was conducted completely in English is required.
- ii. their undergraduate medical education was taken in English in one of the countries that have English as a first and native language (see list below)

For example, evidence could be provided to support the following:

- (a) taken in their totality, the majority (>50%) of the applicant's undergraduate and/or postgraduate medical education was in English;
- (b) taken in its totality, the majority (>50%) of patient care provided by the applicant was in English

All other candidates must have taken the Academic Version of International English Language Testing System (IELTS) with a minimum score of 7 in each component with an overall band score of no less than 7. IELTS scores will be considered valid for 2 years from the date taken:

List of countries that have English as a first and native language - Countries: Australia, Bahamas, Bermuda, British Virgin Islands, Canada, Ireland, New Zealand, Singapore, South Africa, United Kingdom, United States of America, US Virgin Islands - Caribbean Islands: Anguilla, Antigua and Barbuda, Barbados, Dominica, Grenada, Grenadines, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago

Notarized/certified documents must be submitted

Language Proficiency Attestations will not be accepted from the candidate or a third party.

Interview Process

After the program has reviewed the applications and selected suitable candidates for interview programs are responsible for contacting the embassy (with copy to sponsoredpgme@umanitoba.ca) in writing two letters (copies of example letters attached).

1. Advising the Embassy of the selected applicants for interviews and;

2. Advising the Embassy of the residents not selected for interviews

Selection criteria for interview at the program level should involve the program director, selected faculty (which should include members of the Residency Program Committee), senior/chief resident/s, and section head/department head. A formal evaluative ranking system should be used in the screening process, and ultimately reviewed at a Residency Training Committee meeting prior to making a final selection.

Post-Interview Process

After the interviews, the Residency Program Director may elect to offer a position(s) with a 'letter of intent' to the suitable candidate(s). The Residency Program is responsible for sending a Letter of Intent to offer the position to the selected candidate(s) and Sponsor.

Once the candidate has accepted the position, the Residency Program is responsible for notifying the PGME Office (sponsoredpgme@umanitoba.ca) with the name, copies of the Letter of Intent, and any updated application materials for final review and approval by the ARETS Committee and Associate Dean, PGME.

Please note that Visa Sponsored trainees require approximately 6 months to obtain appropriate work permit documentation, therefore please notify the PGME Office with the above information no later than November 15th for timely processing of documents.

Successful Candidate

The PGME Office will proceed with:

- Confirming sponsorship coverage with the Embassy/Bureau.
- Once confirmation of sponsorship coverage has been received from the Embassy/Bureau, the PGME Office will:
 - Extend a formal Letter of Offer to the successful candidate and the sponsor.
 - Provide successful applicants with immigration documentation to enable them to apply for the appropriate work permit from Citizenship and Immigration Canada.
Please note: Any written documentation to Canada Immigration or other Governing Bodies requesting changes to this information must be corresponded by the Postgraduate Medical Education Office.
 - Alert the College of Physicians and Surgeons of Manitoba, who will mail out the appropriate international licensure application to the trainee. It is imperative to note that the trainee should complete the licensure application and return it as quickly as possible to CPSM so that they can confirm eligibility for licensure and forward the release letter for immigration purposes.
 - Send the resident registration documentation and track the resident process until they arrive for the mandatory orientation which typically starts the beginning of June.

Sponsored trainees:

- **Must** participate in the mandatory two week IMG Orientation for new Residents, which runs in June. This must be cited in the letter of acceptance so that both the resident and the sponsor are aware of this expectation of attendance prior to the commencement of residency training. **IMPORTANT NOTE:** All sessions in the orientation are mandatory; there are specific protected times allotted in the schedule (as well as evenings and weekends) for individuals to take care of personal affairs (i.e. visits to their financial institution, furniture delivery, etc.)
- Foreign residents are responsible for obtaining and paying for their own CMPA membership fees in full. The PGME Dean's Office confirms resident training status directly with CMPA so that their names are included in our University of Manitoba resident listing, but does not authorize supplemental payment by the WRHA for any portion of membership fees for foreign sponsored residents.
- It is the responsibility of the resident to ensure his/her work permit is current and the CPGME office is provided with renewed work permits

Programs are required to follow the annual renewal of trainees and completion of training.

Please refer to:

PGME Sharepoint site for templates – PGME Documents – Resources – Visa Sponsored Templates
http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/11404.html

PGME Admin processes – Alternate Route of Entry
http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/adminprocesses.html

PGME Visa Sponsored Trainee Funding Policy
http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/policies.html