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PGME Mission and Vision and Welcome

PGME Mission and Vision

Mission
To provide an outstanding education to our postgraduate healthcare learners in a culturally safe environment, ensuring they will serve the healthcare needs and improve the health of the people of Manitoba and beyond

Vision
To educate and inspire a diverse group of postgraduate healthcare learners and scholars by cultivating social responsibility, lifelong learning and delivery of high-quality patient care

Welcome

A Message from the Associate Dean, Postgraduate Medical Education

On behalf of the entire PGME team, I would like to welcome you to Postgraduate training at the University of Manitoba. Residency is an exciting time in which you will have the opportunity to integrate knowledge, skills and interpersonal traits toward your ultimate goal, whether you have chosen a career in Family Medicine or in one of the specialties and/or fellowships.

Our PGME team will work closely with your Residency Program Director/team in making certain that your educational concerns will be met in a timely manner. Do not hesitate to utilize our services or to contact us if you have any concerns.

Once again, welcome to PGME at the University of Manitoba. Work hard and have fun. This is an exciting time of your life!

Cliff Yaffe, MD, FRCSC, FACS
Associate Dean, Postgraduate Medical Education
Rady Faculty of Health Sciences
University of Manitoba

Office of Postgraduate Medical Education (PGME)

Location
The PGME office is located in the Max Rady College of Medicine Educational Programs Office at:
260 Brodie Centre, 727 McDermot Avenue
University of Manitoba
PGME Staff Contact Information
General Inquiries: pgme@umanitoba.ca
Registration Inquiries: regpgme@umanitoba.ca
Sponsored Trainee Inquiries: sponsoredpgme@umanitoba.ca
Award Inquiries: Awardspgme@umanitoba.ca
Resident Research Inquiries: pgmeRRA@umanitoba.ca
CBD Inquiries: cbd@umanitoba.ca
Education Advisory Committee Inquiries: eacpgme@umanitoba.ca
Accreditation Inquiries: accredpgme@umanitoba.ca
Entrada Inquiries: entrada@umanitoba.ca
Trainee Employment Concerns: PMAO Residents@sharedhealthmb.ca
Trainee Payroll Inquiries: HRSharedservices@wrha.mb.ca
A detailed listing of support staff can be found on the PGME website.
@UofMPGME

PGME Policies and Procedures
Policies and Procedures relevant to trainees in postgraduate medical education are derived from a variety of organizational groups and regulatory bodies. Please refer to the PGME Policies and Procedures webpage to view copies of each available policy.

Moving to Manitoba
Moving from other parts of Canada or abroad or relocating is an exciting and challenging transition. Our hope is that the following sections of this handbook will help to make this process as smooth and enjoyable as possible. Rest assured this is truly a great part of the world! Manitoba offers an affordable cost of living and a good quality of life. Our province is unique in its cultural diversity, four distinct seasons, and great culinary scene. Winnipeg has all the amenities of a major city, including major sports teams and artistic venues, and is surrounded by unique landscapes and outdoor recreational opportunities.

A few fun facts about Winnipeg:
- It has the largest number of restaurants per capita in Canada
- It has the world’s longest public outdoor ice skating path (over 8.5km on the Red and Assiniboine Rivers)
- It gets the most annual sunshine of any major Canadian city
- It has the largest annual temperature fluctuation of any major city in the western world
- The Canadian Museum of Human Rights (opened in 2014) is the first national museum to be located outside of the nation’s capital
- Curling is such a popular sport that Winnipeg is considered the “Curling Capital of Canada”
- Winnie the Pooh was named after a bear from Winnipeg
- It is the Slurpee capital of the world (people apparently like their Slurpee here!)

Check out the [Province of Manitoba website](http://www.gov.mb.ca) or [City of Winnipeg website](http://www.winnipeg.ca) for information on communities in Manitoba/Winnipeg: how to find a place to live, apply for Manitoba Health Card, Manitoba Driver’s License, car insurance, child care, etc.

The [PARIM website](http://www.parim.ca) is also a good resource to provide information for new trainees/physicians/interns in Manitoba.

### Housing
There are plenty of affordable housing options for rent or purchase in Winnipeg and other parts of Manitoba, such as apartments, condos, or new or older houses. Popular neighborhoods for trainees to look for apartments in Winnipeg are Osborne Village, south downtown and St Boniface.

The [University of Manitoba Students’ Union](http://www.umanitoba.ca/umsu) (UMSU) and the University of Manitoba have collaborated with Places4Students to provide rental listings for trainees and visitors through the [Places4Students](http://www.places4students.com) page. This resource also offers general information on renting in Winnipeg.

HSC offers affordable rental accommodations, located on campus. Tenants can easily access both academic and professional areas of the Centre. Suite sizes range from bachelor suites to two bedroom apartments, depending on location and availability. For more information, click [here](http://www.hsc.ca).

The [University of Manitoba’s International Centre for Students](http://www.uofm.ca) website also provides guidance for finding housing, including temporary housing when first moving to Manitoba. For a wider range of options, the most popular website for apartment listings and house rentals or purchases in Winnipeg is [Kijiji](http://www.kijiji.ca). Kijiji is also just one of several online resources for selling, buying/trading new/used articles upon arrival in Winnipeg. Connect with a seller/buyer online and set up a meeting place. This site is commonly used by Manitobans/Winnipeggers.

For those looking to buy a house in Winnipeg, an experienced real estate agent can be a great asset and can be found on the [Winnipeg Real Estate News website](http://www.winnipegerealestate.com).

### Child Care
The Province of Manitoba website will help to find information about child care in Manitoba: [http://www.gov.mb.ca/fs/childcare/index.html](http://www.gov.mb.ca/fs/childcare/index.html)
Finding a Family Doctor
It is strongly recommended to have a Physician for personal health and wellbeing for support during training. Please check Doctors Manitoba Services website to find a Physician and other resources related to Physician and Family Support Program, Physician at Risk, Physicians for Physicians and MD Care.

The Family Doctor Finder website for more information on how to find a family doctor in Manitoba. The process is easy, simple and quick.

International Centre for Students
The International Centre (IC) provides support for ALL University of Manitoba students. They offer programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe and successful. For more information, please visit http://umanitoba.ca/international/.

Meeting People
Manitoba is home to friendly people and diverse communities. Here are some ways to meet new friends/colleagues when starting training:

- Trainee orientations
- Departmental welcome events
- Events are hosted throughout the year by PARIM’s Social Committee and Wellness Committee, including a Welcome Party in July (http://www.parim.org/events-awards/events)
- Sports leagues through the University of Manitoba or the City of Winnipeg

Transportation
Buses
Winnipeg Transit operates the bus system that services all of Winnipeg. Monthly passes or individual tickets can be purchased at all major grocery and convenience stores. Peggo cards can be purchased at the University of Manitoba Students’ Union (UMSU) Answers Booth in the Brodie Centre Atrium (Bannatyne Campus) / 1st Floor University Centre (Fort Garry Campus), or any 7-Eleven or Shoppers Drug Mart locations. After purchasing a card, it can be reloaded in person at the above locations, or online with either e-passes (unlimited bus use within a set time period) or e-cash (single fares). Click here for more information about Winnipeg Transit.

To plan bus routes or to see how convenient bussing would be from starting location, visit the interactive Navigo Trip Planner.

Driving
If moving to Manitoba with a valid driver’s license from an approved jurisdiction, that license can be used for up to three months and then must obtain a Manitoba license. Manitoba Public Insurance (MPI) has more information for licensed and non-licensed newcomers to the province [here](#). If a vehicle is being brought here, MPI has a process that must be followed in order to register and insure the vehicle in Manitoba.

Licensing and registration are both processed through MPI, which has convenient locations all around Winnipeg and a comprehensive website [here](#).

Tips for driving in winter: Good winter or all-season tires are essential. At most automotive shops, getting a “block heater” installed in the vehicle engine (and an extension cord to connect the block heater to a power outlet in parking lots) will allow the vehicle to warm up quicker, cause less wear on the engine, and prevent the engine from not starting when the temperature drops below about -15C. Many people also purchase a vehicle “remote starter” so that the vehicle can be turned on and warmed up before arriving at the vehicle. Containers of special sub-zero temperature windshield fluid can be purchased at most grocery stores and gas stations.

**Parking**

Both teaching hospitals (Health Sciences Centre and St. Boniface Hospital) have parking services. There is often a waiting list to get a pass for either site. Trainees can request to have a parking pass that works at both HSC and St. Boniface for an additional monthly fee. For HSC, there is limited free 24-hour street parking on William Avenue West of Arlington Street and in the parking lot at William Avenue and Tecumseh Street.

Please contact the Parking Office for more information:

**HSC Parking Office**
720 McDermot Avenue, Level 1
Winnipeg, Manitoba R3E 0M1
Phone: 204-787-2715
Fax: 204-787-1010
Email: hscparkingoffice@hsc.mb.ca
Hours of operation: Monday to Friday, 8:30AM to 4:15PM.
*Please note that the Parking Office is a scent free environment.*

**St. Boniface Parking Office**
Room B1039
409 Taché Avenue
Winnipeg, MB R2H 2A6
Phone: 204-237-2319
Email: parking@sbgh.mb.ca
Hours of operation: Monday to Friday (excluding holidays), 8:00AM to 9:00PM.
After hours, Security may be contacted at 204-237-2205.
**VGH Parking Office**
2340 Pembina Highway
Winnipeg, MB R3T 2E8
Phone: 204-269-3570
Hours of operation: Monday to Friday 8:00 AM to 4:30 PM

**GGH Parking Office**
300 Booth Avenue
Winnipeg, MB R3J 3M7
Phone: 204-837-0721
Hours of operation: Monday to Friday 8:00 AM to 3:00 PM
After hours, Security may be contacted at 204-837-0366.

**Cycling**
It’s relatively popular to cycle to work in Winnipeg through the spring, summer, and fall. There are designated cycling lanes feeding into the downtown area from all directions. For cycling maps and detailed information, visit [bikewinnipeg.ca](http://bikewinnipeg.ca).

The University’s [Office of Sustainability](http://www.sustainability.uwaterloo.ca) lists the [services available to cyclists](http://www.sustainability.uwaterloo.ca) at both campuses, including bicycle repair stations with pumps, and hosts the [Sustainability Walking Tour Maps](http://www.sustainability.uwaterloo.ca).

**About Winnipeg**

**Emergency Information**

Emergencies Only: Dial 911
Non-Emergency Police Services: 204-986-6222
Municipal Services: Dial 311 or visit [www.winnipeg.ca/Interhom/311Online/](http://www.winnipeg.ca/Interhom/311Online/)

**Demographics**

Population: Approximately 762,700 people.
Languages: Primarily English but a large portion of the population also speaks French. Old St. Boniface – Winnipeg’s French Quarter – is largely French-speaking.

**Climate**

Manitoba is a mostly flat prairie province and has over 100,000 lakes. Winnipeg is located in the southern end of the province, and is home to approximately 60% of the province’s population.

Summer is warm and sunny while winter tends to be cold and bright. Wide variations from average values are possible in all seasons. Summer months herald over half of the annual precipitation with intermittent bursts of showers. In the southern parts of
Manitoba, approximately 110-140cm of snow falls annually. According to Environment Canada, Manitoba ranked first for clearest skies year round, and ranked second for clearest skies in the summer and for sunniest province in the winter and spring.

Please be sure to purchase appropriate winter apparel to stay warm and safe during the winter months. This will cost approximately $500-$700 per person and should include:

- A high-quality winter jacket designed for temperatures of -25°C or colder
- A warm hat
- A scarf or neck-warmer
- A high-quality pair of insulated gloves or mittens
- A high-quality pair of insulated winter boots designed for temperatures of -25°C or colder
- Optional: A pair of insulated "ski-pants". Recommended for those who plan on taking public transit or walking to work, and highly recommended for children

Unique Winnipeg Attractions
Check out the Tourism Winnipeg for complete information on where to live, eat, and play in Winnipeg.

The Downtown Winnipeg Biz and West End Biz websites provide up-to-date information on improvements, shopping, and entertainment in Winnipeg.

North of Portage and Main and just down McDermot Avenue from the Health Sciences Centre, the historic warehouses in the Exchange District give room to cafes, theatres, boutiques, restaurants and galleries.

On the east side of downtown, behind Union Station, The Forks is both a modern hub for shopping, dining and entertainment and a National Historic Site.

Arts and Culture
Winnipeg has many major arts organizations and cultural events which draw audiences and performers from around the world. Among them are the following:

- Canadian Museum for Human Rights (CMHR)
- The Winnipeg Art Gallery (WAG)
- The Manitoba Opera
- The Royal Winnipeg Ballet Company (RWB)
- The Winnipeg Symphony Orchestra (WSO)
- Royal Manitoba Theatre Centre (RMTC)
- Rainbow Stage
- Manitoba Theatre for Young People (MTYP)
- The Manitoba Museum
- Manitoba Children’s Museum
• Festival du Voyageur (February)
• Manito Ahbee Festival, celebrating Indigenous arts, culture and music (May)
• Winnipeg International Jazz Festival (June)
• Winnipeg Folk Festival (July)
• The Winnipeg Fringe Theatre Festival (July)
• Folklorama (August)
• Winnipeg International Writers’ Festival (September)

Restaurants
Winnipeg is well known for its large selection of great restaurants and nightspots, with many featured on the Canadian TV show “You Gotta Eat Here!” Popular culinary neighborhoods include the Exchange, The Forks, Corydon Avenue, Academy Road, Osborne Village, and south Osborne Street. Local favorites are listed in Ciao Winnipeg and there are up-to-date reviews in the Winnipeg Free Press.

Winnipeg also hosts some great annual food events. Le Burger Week takes place in September, where dozens of local restaurants compete to have their burger creation voted as champion. During the summer, dozens of food trucks line up on the streets of downtown.

Sporting Events
• National Hockey League (NHL)
  Team: The Winnipeg Jets
  Season: September through April
  Venue: BellMTS Place
  Buy Tickets Here

• American Hockey League (AHL)
  Team: The Manitoba Moose, AHL affiliate team of the Winnipeg Jets
  Season: October through April
  Venue: BellMTS Place
  Buy Tickets Here

• Western Hockey League (WHL)
  Team: Brandon Wheat Kings and Winnipeg ICE
  Season: September through March
  Venue: Westoba Place (Brandon) and Wayne Fleming Arena (Winnipeg)
  Fee to enter at arena
  See full schedule here.

• Canadian Football League (CFL)
  Team: The Winnipeg Blue Bombers
  Season: June through November
Venue: Investors Group Field
Buy Tickets Here

- **American Association Baseball**
  Team: The Winnipeg Goldeyes
  Season: May through August
  Venue: Shaw Park
  Buy Tickets Here

- **Canadian Premier League**
  Team: Valour Football Club
  Season: June through November
  Venue: Investors Group Field
  Buy Tickets Here

- **Family Sport**
  [Arctic Glacier Winter Park skating trails and Red River Mutual Trails at the Forks](#)

### Parks and Recreation

- **City of Winnipeg Community Services**
  Location: In Winnipeg
  Description: The City of Winnipeg offers a wide range of programming for all ages and runs many community services including libraries, parks, swimming pools, and arenas. The seasonal Leisure Guide is [available online](#) or for pickup at city facilities.

- **Assiniboine Park and Zoo**
  Location: In Winnipeg
  Description: Assiniboine Park is known as one of Winnipeg’s finest attractions. The park is open 24 hours a day, year round and provides locals and tourists and gathering place for recreation, relaxation and education for all ages. The zoo has recently been renovated to include beautiful habitats for native Canadian animals including polar bears and seals.

- **St. Vital Park**
  Location: In Winnipeg
  Description: St. Vital Park is a 100 acres park in southern Winnipeg, Manitoba, located on a bend of the Red River. In winter months, a skating pond is situated near the pathways which cover the area. St. Vital Park is also a popular area chosen to have events.

- **Kildonan Park**
  Location: In Winnipeg
Description: Kildonan Park is a park in north Winnipeg, Manitoba, Canada. Established in 1909 as a 73 acre park, it features the Peguis Pavilion, Rainbow Stage, the Witch’s Hut, an Olympic-sized outdoor swimming pool, duck pond, and soccer field as well as picnic tables and barbecue pits.

- **Birds Hill Provincial Park**
  Location: 30 minutes north of Winnipeg
  Description: Great place to visit that is quite close to the city. The park features accommodations, campgrounds, walking and bicycle trails, horseback riding, fishing, golf, sailing and soft, sandy, man-made beaches.

- **Lake Winnipeg, East side: Grand Beach and Victoria Beach**
  Location: 1 hour north of Winnipeg
  Description: Grand Beach is a very popular beach for day trips from the city all through the summer. Thousands of people will be there on a sunny Canada Day! Victoria Beach hosts cottagers every summer in a bike-friendly environment popular with families.

- **Lake Winnipeg, West side: Winnipeg Beach, Gimli, and Hecla**
  Location: 1-2 hours north of Winnipeg
  Description: The strip of lakeside communities that run up the west side of Lake Winnipeg include the towns of Winnipeg Beach with its boardwalk, the Icelandic-influenced Gimli, and the road-accessible island of Hecla. Quieter than Grand Beach, there is still plenty to do and see.

- **Whiteshell Provincial Park**
  Location: 1.5 hours east of Winnipeg.
  Description: The two most popular lakes are Falcon Lake and West Hawk Lake, although many of the lakes have cabins. There are cottages for rent, hotels, and camping opportunities. Lake of the Woods is an incredible lake with over 10,000 islands. Much of the lake is essentially uninhabited. At the northern end of the lake, near the majority of the cottages in the area, is the town of Kenora.

- **Lake of the Woods**
  Location: Lake in North America
  Description: Lake of the Woods is a lake occupying parts of the Canadian provinces of Ontario and Manitoba and the U.S. state of Minnesota. It separates a small land area of Minnesota from the rest of the United States

- **Riding Mountain National Park**
  Location: 2.5 hours northwest of Winnipeg.
Description: Often referred to as “Clear Lake” because of the most popular lake. There is a small seasonal town within the park (Wasagaming) as well as a town just outside the park limits (Onanole). There are accommodation options within either. There are many spots within the park to camp, fish, and swim, and maintained trails for hiking, biking and horseback riding.

Around Manitoba
Travel Manitoba has all the information for going further afield in the province, from watching bison at Fort Whyte Alive near Winnipeg to visiting Churchill, the polar bear capital of the world.

Accrediting Bodies
College of Family Physicians of Canada (CFPC)
The CFPC is the accrediting body responsible for establishing standards for the training, certification, and lifelong education of family physicians, and for advocating on behalf of the specialty of family medicine, family physicians, and their patients. For more information visit: http://www.cfpc.ca/AboutUs/.

Royal College of Physicians and Surgeons of Canada (RCPSC)
The RCPSC is the accrediting body for postgraduate medical education, specialty education programs. For more information visit: http://www.royalcollege.ca/rcsite/home-e

Post-Doctoral (Non-Medical) Residency Programs Accrediting Bodies
Canadian Academy of Clinical Biochemistry (CACB)
CACB is the accrediting body for Clinical Biochemistry Program. For more information visit: https://www.cscc.ca/en/academy.html.

Canadian College of Medical Geneticists (CCMG)
CCMG is the accrediting body for Genetic and Genomic Diagnostic Residency Program (formerly Molecular Genetics and Cytogenetics) For more information visit: https://www.ccmg-ccgm.org/.

Canadian College of Microbiologists (CCM)
CCM is the professional association certifying microbiologists across Canada. For more information visit: http://www.ccm.ca/.

Canadian Psychological Association (CPA)
CPA is the accrediting body for Clinical Psychology Residency Program. For more information visit: http://www.cpa.ca/.
Commission on Dental Accreditation of Canada (CDAC)
CDAC is the accrediting body for Oral Maxillofacial Surgery Program. For more information visit https://www.cda-adc.ca/cdacweb/en/.

Starting Training Program
Definitions
Chief Administrative Resident
A Chief Administrative Resident is a resident with special administrative responsibilities relating to the academic and service activities of an entire Training Program, in addition to those expected as a normal part of their training program. Each Training Program would normally have one such position, except where parallel but functionally independent programs operate at geographically separate institutions (e.g. Health Sciences Centre and St. Boniface General Hospital), where one Chief Administrative Resident position per institution may be recognized.

Fellows (Clinical and Area of Focused Competence)
Clinical Fellows are enrolled in short-term specialized training programs, usually after completion of residency training within the same area of specialization. Training undertaken during a fellowship is NOT recognized as training leading to certification by the Royal College of Physicians and Surgeons of Canada or the Royal College of Family Physicians of Canada.

An area of focused competence or AFC (diploma) program is a highly specialized discipline of specialty medicine that addresses a legitimate societal need, but does not meet the Royal College criteria for a specialty, foundation program, or subspecialty. Normally, the AFC Diploma Program represents either a) supplemental competencies that enhance the practice of physicians in an existing discipline, or b) a highly specific and narrow scope of practice that does not meet the criteria of a subspecialty. In both scenarios, the AFC Diploma Program does not prepare a physician for practice, but rather recognizes areas of supplemental or advanced training.

Internationally (Visa) Sponsored Trainee
Internationally (Visa) Sponsored Trainees are selected outside the CaRMS Match. Trainees are sponsored by countries who have active contractual agreements with the University of Manitoba. Internationally (Visa) Sponsored Trainees are expected to return to their home country after finishing their residency program/fellowship. They are not Shared Health employees; instead they will receive stipends from their country of sponsorship.

Resident
Trainees that are enrolled in a specialty training program, for the full duration of the program, at the end of which they will be eligible to write the certification exams of the Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada.

**Senior Administrative Resident**
A Senior Administrative Resident is a resident with special administrative responsibilities relating to the academic and service activities of a section of a training program in which there are at least five (5) trainees (clinical clerks, residents) at a given time. This resident is assigned specific administrative duties, in addition to those expected as a normal part of his/her training program.

They are responsible to the Chief Administrative Resident and report to the Residency Program Director or their designate.

Reference: [PGME Senior/Senior Administrative/Chief Administrative Resident Guidelines](#)

Reference: [PARIM Collective Agreement](#)

**Sub-Specialty Resident**
Trainees that are enrolled in a sub-specialty training program, for the full duration of the program, at the end of which they will be eligible to write the certification exams of the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada.

**Registration**
Follow the process in the [Registration Manual for New Postgraduate Trainees](#).

**University of Manitoba Registration Fees**

**Shared Health Funded Residents**
The assessed University of Manitoba registration fees are paid by Shared Health direct billing authorization through the Resident Employment Administration Office on behalf of Shared Health funded residents.

**Fellows**

**Clinical Fellows** must pay their assessed University of Manitoba registration fees prior to the commencement of the training in accordance with the Independent Contract. Please note that failure to pay the registration fee on time will result in delay of the commencement of training.

Reference: [Registrar’s Office Fees](#)
AFC Fellows must pay their assessed University of Manitoba registration fees prior to the commencement of the training in accordance with the Independent Contract. Please note that failure to pay the registration fee on time will result in delay of the commencement of training. They also have to pay a fee to the Royal College. Reference: Registrar’s Office Fees; Royal College AFC roles and responsibilities

Internationally (Visa) Sponsored Trainees
The University of Manitoba registration fees for Internationally (Visa) Sponsored Trainees are paid by their country of sponsor according to U of M – Country of Sponsor Agreement.

Resident Employment
Shared Health
The Shared Health payroll is handled by the Provincial Medical Administration Office (PMAO).

All trainees are required to conform and follow Shared Health bylaws, regulations and registration requirements.

Provincial Medical Administration Office (PMAO)
PMAO is responsible for managing administrative components related to resident employment on behalf of Shared Health.

PMAO is the point of contact for:
- Coordinating the payroll for all Shared Health funded residents. This includes chief/senior resident stipends, IMG orientation stipends, PGY salary advancements, new payroll documentation, leaves of absence and obtaining Records of Employment
- Confirmation of employment requests, letter of enrollment to apply for banking
- Arranging Shared Health resident reimbursement for CMPA membership fees for new and returning residents, and renewing
- Coordinating mandatory Shared Health course payments and University tuition/course fee payments
- Health record/immunization status through Shared Health Occupational Environmental Safety & Health (OESH) office

If assistance is required at any time, or have any questions regarding the above, please contact the staff at PMAO by emailing PMAO_Residents@sharedhealthmb.ca.

Provincial Medical Administration Office (PMAO)
1502 – 155 Carlton Street
Winnipeg, MB R3C 3H8
Shared Health – HR Shared Services FAQ
HRSS is responsible for providing human resources support and services to all customers in Shared Health to include: Employment services, payroll, benefits, HR Analytics and compensation. For additional information/questions, please contact HRSS at 204-940-8500 option 5.

Return of Service Agreement
All IMGs will be required to sign a return of service contract with Manitoba Health, Seniors and Active Living, in the specialty (including Family Medicine) in which they have completed their residency training. The length of the ROS is commensurate with the length of the training program.

IMGs already holding a return of service obligation must disclose these obligations at the time of application. IMGs who have undischarged return of service obligations may not be eligible to begin training in a position funded by Manitoba Health, Seniors and Active Living.

For more information, please contact:
MB Healthcare Providers Network
Info@healthcareersmanitoba.ca
Attention: Paula Healy

Professional Association of Residents and Interns of Manitoba (PARIM)
PARIM is a volunteer, non-profit organization representing physicians in training that strives to achieve excellence in medical education by:

- Working to achieve optimal working conditions so as to maintain a sense of personal wellbeing for all residents in Manitoba.
- Developing and maintaining effective liaisons and influence with individuals and organizations within the health care system, to ensure that residents have input in health policy decisions that affect them.
- Raising public awareness with respect to the roles and functions of residents.
- Encouraging involvement and active participation of members in the realization of our goals.

Above all, PARIM is committed to promoting excellence in patient care.
For more information visit http://www.parim.org/
@parimresidents

PARIM also hosts many resident appreciation events including the Welcome Party, Resident Awareness Day, and holiday events, please visit:
http://www.parim.org/events/.

Postgraduate Internationally (Visa) Sponsored Trainee Administration
The PGME office supports Internationally (Visa) Sponsored trainees with stipends, Labour Market Impact Assessment (LMIA) Exemption, work permits and letters of enrollment for new visa trainees when needed.

For any questions or assistance please contact the PGME office by email at sponsoredPGME@umanitoba.ca.

**Fellowship Employment (Clinical and AFC)**
During the term of fellowship, the status of a learner is retained with the Postgraduate Medical Education (PGME) Office and as an independent contractor with Shared Health for the medical services that is provided in accordance with the Agreement.

As a PGME learner and an independent contractor, the fellow is responsible for all taxes and remittances payable to the Canada Revenue Agency. The fellow will also be responsible for making own arrangements for health and medical liability insurance coverage as this category of learner is not eligible for employee benefits either through Shared Health or the University of Manitoba.

The fellow agrees to be bound by the policies and procedures of both Shared Health and the University.

**Internationally (Visa) Sponsored Fellows:** During the term of fellowship, the fellow will be considered trainees at the University of Manitoba. Benefits and salary are subject to the qualifications set out in the agreement between the U of M – Country of Sponsor.

**Academic Year**
The PGME academic year for almost all trainees (for both University and Payroll) runs from **July 1 through June 30**.

Clinical Health Psychology trainees’ year runs September 1 through August 31.

**Credit from Previous Training Program**

**CFPC**
The application for 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.

If applying to the RCPSC or CFPC for credit from previous training, PGY training level will not change until confirmation has been received.
RCPSC
All applicants must have their residency training assessed by the Royal College to ensure that the specialty-specific training requirements have been met in a program that is recognized and approved by the Royal College.

Reference: PGME – Credit for Previous Training
Reference: RCPSC Eligibility for exams (See Policies and Procedures)

Liability Insurance
All the postgraduate medical trainees whose work involves patient contact must obtain Canadian Medical Protective Association (CMPA) membership for the duration of their registration with PGME at the University of Manitoba. The membership fees for Shared Health funded residents are paid by trainees to CMPA and are reimbursed by Shared Health as per PARIM Collective Agreement.

Internationally (Visa) Sponsored Trainees and Clinical/AFC Fellows are required to pay their own membership fees directly to the CMPA. There will be no reimbursement from Shared Health.

Detailed information is available through the Canadian Medical Protective Association (CMPA) website at www.cmpa-acpm.ca.

All the non-medical trainees (Post PhD) will be required to obtain equivalent liability insurance. Please contact Home Program for more information.

Licensure
The College of Physicians and Surgeons of Manitoba (CPSM) is the statutory body responsible for maintaining standards of medical practice within Manitoba through the administration of The Regulated Health Professions Act, Regulations, and related By-Laws, including the Code of Ethics. The College’s mandate is to protect the public as consumers of medical care and promote the safe and ethical delivery of quality medical care by physicians in Manitoba. Membership in the College is mandatory for all physicians seeking to practice medicine in Manitoba (Read More).

For more information, and a downloadable application, please go to www.cpsm.mb.ca. See also the section “Licensure Renewal” later in this handbook.

All non-medical trainees (Post PhD) will be required to obtain equivalent liability insurance. Please contact Home Program for more information.

Doctors Manitoba
Doctors Manitoba is the professional association that represents the economic, health policy and health promotion of the province’s physicians and residents including
advocacy, administration of benefit programs (physician retention, CME Rebate, CMPA Rebate, Maternity/Paternity Leave, Auto Program), bargaining/arbitration and insurance for physician.

For more information see Doctors Manitoba PARIM Insurance, which includes a membership application for PARIM/Doctors Manitoba/CMA/RDoC.

**Digital Health Access**
Digital Health provides electronic health systems to health care providers in order to help enhance the quality of health care.

Please visit the [Manitoba Digital Health Access for Trainees Process](#) and [New Digital Health Computer Account](#) information.

**Ethics, Conduct and Professionalism in PGME**
Professionalism embodies the relationship between medicine and society as it forms the basis of trust between patients and physicians and physicians and other health care providers. It attempts to make tangible certain attitudes, behaviours and characteristics that are desirable among the medical profession.

PGME and Shared Health have a wide range of policy related to ethics, conduct and professionalism that can be found on the [PGME Policies and Procedures](#) as well as [Professionalism and Diversity](#) webpage.

**How to obtain a Confirmation Letter of Employment: Shared Health Funded Residents**
If a Confirmation Letter of Employment is needed for financial purposes, please contact PMAO at [PMAO_Residents@sharedhealthmb.ca](mailto:PMAO_Residents@sharedhealthmb.ca).

**How to obtain a Letter of Enrollment: Residents and Fellows**
If a Letter of Enrollment is needed, please contact [regpgme@umanitoba.ca](mailto:regpgme@umanitoba.ca).

**How to obtain a Letter of Enrollment: Internationally (Visa) Sponsored Residents**
If a Letter of Enrollment is needed, please contact [sponsoredpgme@umanitoba.ca](mailto:sponsoredpgme@umanitoba.ca).

**University of Manitoba Trainee Email Addresses**
Activating the UMnetID
Please activate the University of Manitoba (U of M) computer account (UMnetID) to create the @myumanitoba.ca email account by visiting http://umanitoba.ca/computing/ist/accounts/claimid.html.

For more information about the @myumanitoba.ca email account, visit http://umanitoba.ca/ist/email/studentemailindex.html.

**Using the U of M Email Account (@myumanitoba.ca)**
The University will only use the U of M email account (@myumanitoba.ca) for all communications, including messages from professors, department, advisors and administrative offices.

Make sure to check the U of M email regularly to receive important university information. More information about the Electronic Communications with Students Policy can be found here.

**MyMBT Messaging**
New postgraduate trainees will be provisioned with MyMBT access as part of the Digital Health onboarding process. Trainees must use MyMBT messaging for platform-based discussions. This messaging platform allows healthcare professionals to share texts and images securely with each other while respecting patient privacy. MyMBT is intended for transient communications only and does not replace standard patient documentation.

For more information on MyMBT, please visit https://mbtelehealth.ca/services/mymbt-messaging/ to also access the Quick Reference Guides. The MBTelehealth Service Desk can also be contacted by phone at 204-940-8500, option 4, or toll free at 1-866-999-9698, option 4.

**Manitoba Physicians’ Email Addresses**
All trainees will be provisioned with a secure Shared Health email address. This is the only address that will be used for communication by Shared Health. It is also the only address that should be used for all matters pertaining to affiliation with Shared Health, especially including any electronic communication of personal health information within the secure Shared Health environment.

Please be reminded that communication of personal health information outside of the Shared Health secure environment and with anyone not authorized to have it, is a breach of policy of the Personal Health Information Act (PHIA).

For more information regarding appropriate use of email and/or obligations under PHIA, please review the PHIA policies found at: https://wrha.mb.ca/privacy/phia/policies/
**Scrub Access**
If applicable, home programs will provide information on how to obtain scrub access prior to the commencement of training.

**Curriculum Management Systems**

**Entrada (also referred to as Elentra)**
In 2018, the University of Manitoba joined 15 other universities (eight of which are Canadian) and became a member of a consortium called Entrada. One of the benefits of being part of the consortium is access to learning management software, including Entrada. This robust system is a community-source Integrated Teaching and Learning Platform™, which provides learners, instructors, and curriculum administration with a simple way of accessing, interacting, and managing information within a unified online environment.

The Entrada platform is well suited for health sciences education because of its tightly integrated curriculum management and clinical scheduling support.

Entrada Login: [https://entrada.radyfhs.umanitoba.ca/](https://entrada.radyfhs.umanitoba.ca/)

Entrada Learning Resources Community (Video Tutorials & How To): [https://entrada.radyfhs.umanitoba.ca/community/learningresources](https://entrada.radyfhs.umanitoba.ca/community/learningresources)

Further information about Entrada at the Rady FHS can be found [here](https://entrada.radyfhs.umanitoba.ca/).

**During Training Program**

**Licensure Renewal**

**Educational License for Postgraduate Medical Trainees (CPSM)**

**Educational License:** A person who does not meet the requirements for full registration may be registered on the Educational Register as a prequalification medical trainee/graduate, pre-qualification physician assistant student, or external/visiting trainee and is entitled to practice medicine in an approved training program but only under the supervision of the medical staff of that program. This license is only for 6 months but may be renewed for another 6 months upon approval from the Registrar.

**Educational License Renewal Date:** June 30. However, we advise to apply by May 1. This allows time for applications to be processed by CPSM, documented by PGME, and allows Home Programs to add to the call schedule for June 1 as per PARIM Collective Agreement. Late applicants will not be added to the call schedule on time and will result in suspension from clinical duty.

**Full License:** A license entitling the holder to practice medicine independently in accordance with experience will be issued a full license upon payment of the full license fee.
Full License Renewal Date: October 31, however we advise to apply by September 30.

Licenses can be renewed through the CPSM renewal link below: https://cpsm.mb.ca/registration/registration-requirements
Contact the College directly for an application if you are applying for the following membership class:

- Educational Resident

Licensure for Post PhD Trainees
Trainees in Post PhD programs are required to maintain the appropriate license stipulated by Home Program Director.

It is the trainee’s responsibility to maintain the appropriate licensure during Training Program. Please ensure to renew the educational license/full license in advance, to avoid any suspension from clinical duty

Liability Insurance Renewal
Liability Insurance for Postgraduate Medical Trainees
For more information on how to renew this, see Liability Insurance above or visit https://www.cmpa-acpm.ca/en/joining-cmpa/residents-and-clinical-fellows.

Liability Insurance for Post PhD Trainees
Post PhD trainees should confirm with their Home Program about the appropriate liability insurance.

Off Cycle Step Changes
Trainees who are off cycle due to an alternate start date or a leave of absence will not advance to the next PGY level until Home Program Directors have provided the PGME office with the approved advancement date.
*If you have any questions regarding your off cycle step changes, please speak to your program director first.

Personal Information Update
Address
Please update your address in Entrada, as well as Aurora Student. Emergency contact information must be kept up to date – please report any changes to regpgme@umanitoba.ca.

It is the trainee’s responsibility to inform and provide necessary documents to the relevant parties such as CPSM, CMPA, PMAO, PARIM and Doctors Manitoba.

Name Change
Please refer to the U of M Registrar’s Office Personal Information webpage for the information about Change of Name request.

- Trainees will be required to submit the Change of Name Form to the address mentioned on the form. Please notify the PGME Office at regpgme@umanitoba.ca once completed and submitted the form.
- Trainees receive confirmation from the Registrar’s Office by logging in to Aurora Student. Once name has been updated, it is required to inform the PGME Office at regpgme@umanitoba.ca in order for appropriate updates to occur. Entrada link: https://entrada.radyfhs.umanitoba.ca/communities?Please check

It is also the trainee’s responsibility to inform and provide necessary documents to the relevant parties such as CPSM, CMPA, PMAO, PARIM and Doctors Manitoba.

Work Permit/SIN
Trainees are required to inform the PGME Office at regpgme@umanitoba.ca should there be a work permit or SIN change.

Banking
- **Shared Health Funded Trainees** will be required to contact PMAO_Residents@sharedhealthmb.ca
- **Fellows (Clinical and AFC)** will be required to contact regpgme@umanitoba.ca to obtain the Shared Health Direct Deposit Bank Form (for non-Medical Corporations)
- **Internationally (Visa) Sponsored Trainees (applies to Saudi Arabian trainees only)** will be required to contact regpgme@umanitoba.ca to obtain the University of Manitoba Direct Deposit Authorization Form

Citizenship
- Please follow the steps available on the Registrar’s Office webpage below: http://umanitoba.ca/student/records/international_students/
- Once all the steps above completed, notify the PGME Office at regpgme@umanitoba.ca for paper and electronic records to be updated

Requirements for Shared Health OESH Office
All trainees are required to maintain their immunization during their training. This is contingent to the PGME Resident Safety Policy, WRHA Health and Safety Policy and PGME Immunization Policy.

For any questions about the immunization and Shared Health OESH, please call 204-926-1018.

All trainees must also undergo N95 mask fit testing to meet OESH requirements.

COVID-19 Resources
http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/13103.html

Income Protection In Case of Illness

Illness Unrelated to Employment Duties
Under the PARIM Collective Agreement, the residents are entitled to a set number of paid sick days per academic year for an illness or disability that is not related to their employment duties.

This sick time is non-cumulative. The residents cannot be paid out or carry any unused sick days over to the next academic year.

Trainees should refer to the PARIM Collective Agreement for specific details.

It is mandatory for PGME trainees to self-report Absence Requests in Entrada. Please refer to trainee instructions on Using the “My Absences Feature”, as well as the Entrada Learning Resources Community for more information about the Absence Module.

Please ensure you review current protocols in place for leaves related to COVID-19 including self-isolation requirement.

Self Isolation Pamphlet:

Trainees who are sick must:
- Submit an absence request in Entrada which will notify Home Program Administrator of sick days as they occur; AND
- Notify any other relevant parties as per rotation first day instructions; AND
- If working Off Service, please ensure they notify both their home and off service administrators of any sick days.

In the event that the trainee fails to enter their illness days in Entrada, they are required to follow the procedures outlined in the Trainee Leave of Absence Manual to ensure that their trainee record is accurate. If, during an academic year, a trainee has already used their illness days, but continued to be paid beyond those days, the program will
automatically contact PMAO and they will recover overpayment from the trainee for any
days that were paid to them beyond the maximum

**Illness Related to Employment Duties**
When a trainee is injured or becomes ill while completing work-related functions, they
must report the illness or injury to Shared Health OESH, which subsequently notifies
Shared Health Payroll. Payroll will then create a claim with the Workers Compensation
Board (WCB) regarding any work-related illness or injury.

If the work-related illness or injury results in extended time away from the program,
trainees should follow the Leave of Absence process as described below and check the
WCB box.

**Leave of Absence (LOA)**
Trainees who require an LOA can establish a benefit pre-payment plan to maintain their
benefits while they are on leave. The pre-payment plan must be established and
submitted four (4) weeks prior to the first day of leave. Once the leave starts, there is
NO option to pre-pay for benefits. Additional paperwork will be required if the leave is
extended.

Please contact the PGME Office(regpgme@umanitoba.ca) or Home Program
Director/Assistant to discuss options as soon as the planned LOA start date is
determined and to ensure the LOA is reported.

Please refer to PGME Leave of Absence and Waiver of Training Policy, as well as the
PARIM Collective Agreement for LOA and Waiver of Training Procedures.

Trainees must submit their LOA requests **electronically** through Entrada. Trainees
must follow the PGME **Request for Leave of Absence Process**.

Trainees must complete and submit the Shared Health Request for LOA Form for any
unpaid LOA (Maternity, Paternity or other) at least **four (4) weeks** prior to the
commencement of LOA.

**Moonlighting**
Moonlighting is defined as the extracurricular practice of medicine for remuneration by
trainees registered in a postgraduate medical education program leading to certification
with the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College
of Family Physicians of Canada (CFPC).

All parties are required to be aware of and follow the PGME Moonlighting Policy
including:
- PGME trainees MUST obtain approval from Home Program Director
electronically via Entrada prior to participating in moonlighting activities
• PGME trainees MUST obtain written or email verification (see Moonlighting Policy for samples) from the person/organization hiring the residents before the shifts start, and send the verification to their Home Program Director

The PGME office will be monitoring moonlighting activities closely. Trainees found to be in breach of the PGME Moonlighting Policy will face an inquiry with consequences up to and including disciplinary action.

Internationally (Visa) Sponsored Trainees: As per contractual agreements and restrictions, Internationally (Visa) Sponsored Trainees are prohibited from taking part in moonlighting activities. They are not eligible for employment as residents by Shared Health or placement sites under the PARIM Collective Agreement or otherwise.

For more information about the moonlighting policy and procedures, please refer to [PGME Resident Moonlighting Policy](#).

**HSC ID Replacement**

**HSC ID Access Card Replacement**
Trainees must obtain a HSC ID Requisition Form, which are available at 260 Brodie Centre from a PGME Resident Administrator. Forms should then be completed and dropped off to the HSC Security Services Office located at MS-245. Their office hours are Monday – Thursday, 9:00AM – 3:00PM and Friday, 9:00AM – 12:00PM and can be reached at 204-787-1465. Office hour may be reduced due to COVID-19.

**Trainee Participation in PGME Committees/Subcommittees**
Trainees are encouraged to participate in the PGME Subcommittees, working groups or accreditation internal reviews. Their representation is usually managed through PARIM. Please contact the [PARIM Office](#) to participate in PGME Committees/Subcommittees, working groups or accreditation internal reviews.

Please visit [PGME Committees and Meetings](#) for a complete list of PGME Committees and Subcommittees.

**Examinations**

[Medical Council of Canada Qualifying Examination Part II](#)
[Exam Preparation Resources](https://entrada.radyfhs.umanitoba.ca/community/pgmetraineeresources:exams/mccqe_part_ii_prep)
Successful completion of MCCQE Part I and MCCQE Part II is required for a license for independent practice in Manitoba following residency. Resident should have successfully completed MCCQE Part II by the end of their PGY 2 training year.

Resources
https://mcc.ca/
https://mcc.ca/examinations/common-mistakes-osce/
http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/11390.html

RCPSC Credentials and Exams
Please contact the Credentials unit at the Royal College at candidates@royalcollege.ca for further details, or visit the Royal College website at the following link: Examination Registration.

RCPSC Credentials and Exams – eligibility
CCFP Examination

Please contact the CFPC Education Department at AcademicFM@cfpc.ca with questions for further details visit the College of Family Physicians of Canada website at the following link: http://www.cfpc.ca/ExamInformation/

CCFP Exam Accommodations : https://www.cfpc.ca/CFPC/media/PDF/Request-for-test-accommodations.pdf
External Electives (Out of Province/Out of Country)

A University of Manitoba trainee planning to undertake an elective at another medical school must obtain written permission from their current Program Director. Trainees must follow the registration instructions of that particular medical school or institution as well as the regulations of the licensing authority and membership rules of the malpractice insurance carrier.

Trainees are required to have:
- the appropriate licensure (CPSM equivalent, from the accepting program)
- the appropriate liability coverage from CMPA; note that CMPA coverage does not cover medical electives outside of Canada
- the appropriate immunizations for the area of the electives
- the appropriate health insurance for trainees; trainees need to consult with Shared Health at servicedesk@sharedhealthmb.ca to confirm if they are covered for Out of Country benefits

Please note that Internationally (Visa) Sponsored Trainees will need written permission from sponsors to do an elective off site. The letter must be sent to the PGME office.

Important Note:
U of M PGME Office are complying with the Government of Manitoba Website The University of Manitoba Electives at Another Institution includes links to:
- how to apply for an External Elective at another institution
- the University of Manitoba International Centre’s Pre-Departure Handbook for University of Manitoba Students Travelling Abroad
- the Government of Canada’s Vaccination Recommendations
- the PGME International Electives Policy

The RCPSC - Eligibility to undertake an elective for specialty or subspecialty training is explained in Section IV, Item 4.6.1 of the Royal College of Physicians and Surgeons of Canada Policies and Procedures for Certification and Fellowship publication, under “Assessment Routes” on the College’s Credentials and Exams - Eligibility page.

Awards, Bursaries, Fellowships & Scholarships

There are several awards, bursaries, scholarships and prizes available for all levels of PGME residents.

For a full list of all awards and application guidelines, including all of the Department/Section-specific prizes, please refer to the PGME Awards Page.

Conference Attendance
Please contact the Program Administrator or Director to discuss support for conference attendance.

**Core Curriculum**
Core Curriculum was designed to complement the academic curriculum established by each training program. It is suggested that Core Curriculum sessions be taken early on in residency.

Attendance at Core Curriculum sessions is required for the successful completion of Training Program. RCPSC FITERS and CFPC Completion of Training reports will not be released until successful completion of PGME Core Curriculum courses has been verified.

Trainees should register for these courses through the [Max Rady College of Medicine – PGME Events Calendar](#).

The Core Curriculum Policy can be found on the PGME Core Curriculum web page, as can the [Frequently Asked Questions (FAQ)](#). For any other questions, please contact to [pgme@umanitoba.ca](mailto:pgme@umanitoba.ca).

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**Mandatory Courses – Reimbursement**

Every Program has different mandatory course requirements. Some of these mandatory courses are eligible for reimbursement from Shared Health if employed by Shared Health. Sponsors of **Internationally (Visa) Sponsored trainees** will cover this cost; please consult with Home Program regarding this.
To see the list of mandatory courses that are eligible for reimbursement from Shared Health, see the PARIM Collective Agreement. Please follow the process outlined on the PARIM website for reimbursement: http://www.parim.org/course-reimbursements/

**Trainee Research**

There is a variety of opportunities to conduct independent and mentored research throughout residency including projects within the department, or funded graduate-degree programs such as the Clinician Investigator Program (open to all trainees) or the Surgery MSc. For more information, visit the PGME Resident Research page.

The Resident Research Sessions and Biostatistical Consulting Workshops are also available to both residents and fellows.

The Biostatistical Group will give residents and fellows 5 hours of free project consulting once one of the open houses offered is attended. The group also provides an Introduction to Biostatistics for Medical Sciences session.

For questions or to book an appointment to discuss which program might be the best fit, please email the Resident Research Administrator at: PgmeRRA@umanitoba.ca.

**Transfers**

All information regarding internal transfer requests, must go through the PGME Alternate Routes of Entry, Re-entry & Transfer Committee (ARET). Please refer to the ARET Policy on the Resident Transfer webpage for more information.

**Income Tax Information**

**T2202a Tax Form**

- **Trainees:** The federal T2202a tax forms are generated by the Registrar’s office annually. The Max Rady College of Medicine’s position is that residents should not be claiming credits under section 118.5 or 118.6 of the Income Tax Act if they are sponsored by a regional health authority. Trainees should not be claiming tuition if they are funded by Shared Health or other parties. Contact an accountant or Canada Revenue Agency (CRA) for more information or for any questions.

- **Fellows:** For fellows who have paid their University of Manitoba registration fees, the federal T2202a tax forms are generated by the Registrar’s office annually.

**T4 Slip**

A T4 slip (Statement of Remuneration paid) is available through e-Post for Shared Health employed trainees.

*Clinical Fellows: Fellows are considered Independent Contractors, not employees. As independent contractors, they are issued a T4A from Med Remuneration.*
Entrada During Training
Entrada (https://entrada.radyfhs.umanitoba.ca/) is a comprehensive web-based electronic system that provides functionality for Trainee Registration, Core Curriculum and Moonlighting during Postgraduate Medical Education (PGME) training at the University of Manitoba. Entrada can be accessed anywhere at any time with internet access.

- Please refer to My absences/ Moonlighting Feature

For Entrada video tutorials and user documentation please visit the Entrada Learning Resources Community.

For Entrada related technical issues, please contact the Entrada Help Desk at entrada@umanitoba.ca.

Verifications During Training
Verification of training for educational purposes is processed within the PGME office and is signed by the Associate Dean, PGME. For current trainees, there is no fee for this service.
For more information, visit: http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/forms.html.

Please note that verification of employment for financial institutions is processed by PMAO for Shared Health/PARIM-funded residents.

Completion of Training Process
Trainees must follow the PGME Administration Process Completion of Training/Exit Process before a Completion of Training Certificate is released.

As per the PGME Exit Process, prior to training end date, it is important to log into Entrada and Aurora to update personal information and the Forwarding Address, as well as informing PGME with the updated information.

Exit Survey
The PGME Office requests all exiting trainees to complete a PGME Exit Survey. Feedback is very important and will be used by the PGME Office to measure and improve residency education and the learning environment as part of our ongoing Program evaluation.
It should take no more than 15 minutes to complete this web-based survey. The survey is completely confidential and will not affect residency files, ITERs, FITERs or future employment. We encourage providing an honest and accurate reflection of residency experiences so that we can effectively assess the quality of our programs.

**Verifications after Completion of Training**
The verification of training is processed within the PGME office and is signed by the Associate Dean, PGME. There is a fee for verification requests made after completion of training.
For more information, contact pgme@umanitoba.ca or visit http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/forms.html

**Trainee Resources**

**Access and Privacy**
The Access and Privacy Office provides services such as:
- Guidance to support University compliance with access and privacy legislation.
- Coordination of University responses to access to information requests.
- Leadership and support of the University's records management program.
- Privacy training programs.
- Privacy breach investigations.

Privacy risk assessments on new and existing information management systems. Shared Health’s PHIA policies, including the Confidentiality of Personal Health Information, are listed here. The University of Manitoba’s Access and Privacy Office offers information about PHIA here.

For more information, please see the Access and Privacy website here.

**Aurora Student**
Aurora Student allows confirmation of registration and course grades, updating address and phone numbers, as well as viewing or downloading financial statements from the University. Trainees will have access to Aurora Student after the PGME office has confirmed that trainees are licensed and have liability insurance.

**First Nations, Metis & Inuit Health**
The Indigenous Student Centre at the Fort Garry campus is open to all Aboriginal students, regardless of their origin (First Nations, non-status, Inuit, and Metis).
The Ongomiizwin - Ongomiizwin Education at the Rady Faculty of Health Sciences is a place for First Nations, Metis and Inuit learners enrolled in health professional programs to meet, study, and explore careers and culture. Ongomiizwin provides a welcoming environment that assists learners to meet their academic potential through a variety of culturally relevant programs, resources and supports.

LBGTTQ* Resources
The University of Manitoba embraces the diversity of its learners and employees in many different ways, such as Winnipeg Pride. Trainees can find a variety of resources and services through the LBGTTQ* Resources Page.

Neil John Maclean Health Sciences (NJMHS) Library
The NJMHS Library is located on the 2nd Floor of the Brodie Centre on the Bannatyne Campus. The University of Manitoba Student Card acts as a library card and provides access to the library after hours.

The NJMHS Library provides toolkits (reading materials) according to specialty/subspecialty that can be found here.

Private study rooms on the third floor can be booked online.

Occupational and Environmental Safety and Health (OESH)
The Accidental Exposure to Infectious and Environmental Hazards Policy sets out the process related to accidental exposure to infectious and environmental hazards to protect the health and safety of health professional learners, patients, and staff. If located in Bannatyne Campus or Health Sciences Centre:
P310 Pathology / SR149-700 William Avenue, Winnipeg, MB

Occupational Health Nurse: 204-787-4589 (Bannatyne) / 204-787-1168 (HSC)
Safety and Health Coordinator: 204-787-4216
Appointment Bookings: 204-787-3312
Confidential Fax: 204-787-1172

Monday through Friday, 8:30AM – 4:30PM:
Call OESH (204-787-3312) stating circumstances of the exposure.
If exposure occurs outside the above stated hours:
1) Report to the HSC Emergency Department within two hours of exposure.
2) Call OESH (204-787-3312) and leave a message stating name, contact phone number and circumstances surrounding exposure.

PGME Student Affairs & Wellness
The Office of Student Affairs & Wellness supports PGME learners through:

- Career planning and advising
- Student wellness
- Counselling resources and referrals
- Academic advising/advocacy concerning lecture and clinical accommodation and the process following exam failure
- Serving as a liaison with many campus services such as Financial Aid & Awards, the Registrar’s Office, Student Accessibility Services, and Student Advocacy.

To book an appointment, please email: studentaffairsPGME@umanitoba.ca. For more information, please refer to the PGME Student Affairs webpage.

@rfhs_wellness

**Mistreatment in the Learning Environment Surveillance Tool**
All trainees are encouraged to utilize this tool which is incorporated in Rotation Assessment.

**KEEP IT UP – Acknowledging Excellence in Teaching During Residency Training**
KEEP IT UP is an online tool used to acknowledge members of our school making a difference in education, those who are or have impacted lives in a positive way and those who are improving our learner environment and the quality of our teaching.

Please visit [http://umanitoba.ca/faculties/health_sciences/accreditation/keep-it-up.html](http://umanitoba.ca/faculties/health_sciences/accreditation/keep-it-up.html) for more information and to submit the information of the acknowledged faculty member.

**SPEAK UP – Report an Incident During Residency Training**
SPEAK UP is an online tool for learners to report an Incident during Residency Training. The information is kept confidential. Please visit the Policy for Prevention of Learner Mistreatment for more information.

**Trainee Wellness**
The Max Rady College of Medicine Trainee Wellness page provides access to a wide variety of resources including the Annual Resident Forum available to residents.

The [Doctors Manitoba Health and Wellness](http://www.dmh.org) webpage provides a number of resources for trainees.
What is Shared Health SharePoint?
Microsoft SharePoint is a document management platform that allows for a centralized, password-protected space for document sharing and editing. Both Shared Health and Digital Health have collaborated to construct a SharePoint site that enables sharing of patient information in an environment with secure features.

What is the Relevance for Residents?
The Shared Health Clinical Programs SharePoint site has one approved use: to provide medical staff, residents, medical students and other trainee medical staff, with a mechanism to facilitate effective “handover” of patient information that is compliant with the Personal Health Information Act (PHIA).

Patient handover is an important component of good patient care and an essential, required skill for all trainee medical staff. Inadequate or incomplete handovers result in errors of commission or omission that places patients at risk.

How do Residents Access Shared Health SharePoint?
All members of the Shared Health medical staff will have access to the Shared Health Clinical Programs SharePoint site. Each Shared Health Clinical Program has one main
folder with other possible subfolders contained inside of it. There is a working template for each physician to use to record their patient handover information, which is then shared with other clinical staff. If experiencing any problems accessing the SharePoint site, please call the Service Desk at 204-940-8500.

**How do Residents use Shared Health SharePoint?**

Every Program has been assigned a SharePoint Librarian that has been assigned to assist the Medical staff with uploading or deleting documents. Each member of the Medical Staff should be able to edit documents within their assigned folder/subfolder. Each document that has been created or modified is tracked and recorded by the SharePoint site. **Medical Staff must only create documents necessary for handover.** The creation of any document unrelated to patient handover shall be deleted by the Librarian without notice. The residents cannot delete documents or folders. Only the Librarians have this ability.

The residents may print handover documents for personal use to facilitate patient care. Mass copying and/or downloading of handover lists of patients is prohibited.

**PhysiciansApply.ca Web Portal**

The Physicians Apply web portal is a centralize system to gather all the important documents required to practice Medicine in Canada. It is an online web portal to support international, Canadian medical graduates and practicing physicians wherever they might be. Once the applicant’s documents are in Physicians Apply, it is easy to share them and send applications directly and securely. Trainees can take advantage of this system for various purpose such as sharing documents with the local College of Physicians and Surgeons to apply for educational license, register for exams, etc.

For more information, please visit [http://physiciansapply.ca/](http://physiciansapply.ca/)

**Resident Doctors of Canada (RDoC)**

Resident Doctors of Canada (RDoC) is a not-for-profit organization providing a unified, national voice for their members. RDoC represents over 9,000 resident doctors across Canada. RDoC collaborates with other national health organizations to foster excellence in training, wellness, and patient care. They cultivate meaningful dialogue with their members and Provincial House staff Organizations to provide the perspective of resident doctors on national medical education issues.

For more information on how to join RDoC, please visit [http://residentdoctors.ca/](http://residentdoctors.ca/).

**Security Services**

To report a crime or concern, please contact the University of Manitoba Security Services office, which is open 24 hours a day, 365 days a year at 204-474-9312.
Stay Connected
University of Manitoba Mobile App
Follow Rady Faculty of Health Sciences on Twitter
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Follow Rady Faculty of Health Sciences Wellness on Instagram
Follow U of M PGME on Twitter

UpToDate Clinical Decision Support
What is UpToDate?
UpToDate is an electronic Clinical Decision resource available, for all the physicians, medical trainees and non-clinicians, for the delivery of healthcare in the province.

What is Included With UpToDate?
- More than 10,500 topics covering general internal medicine and more than 20 specialties; a select drug database and drug interaction tool (in partnership with Lexicomp®); more than 1,500 patient education topics; more than 28,000 graphics; links to more than 400,000 references; and a number of medical calculators.
- A bi-weekly clinical update with selected What’s New and Practice Changing UpToDate notices
**How do I Access UpToDate?**
There is no cost and UpToDate can be accessed through any desktop or mobile device with an Internet connection. Free UpToDate Mobile App for any iOS®, Android™, or Windows 8 device chosen as one of “The Best Apps in Publishing” by EContent Magazine. Manitoba Health Information and Knowledge Network (MHIKNET) library card number and password are needed for this app.

Information on how to access UpToDate is available at: [http://libguides.lib.umanitoba.ca/wrha/uptodate](http://libguides.lib.umanitoba.ca/wrha/uptodate)

**University of Manitoba Bookstore**
The University of Manitoba Health Sciences Bookstore can provide trainees with monthly notices of new, recent, and forthcoming medical reference titles specific to each residency. Please [click here](https://twitter.com/UM_MedBookstore) to register.

Follow us on Twitter at: [https://twitter.com/UM_MedBookstore](https://twitter.com/UM_MedBookstore).
Follow us on Instagram at: [https://www.instagram.com/uofmbookstore/?hl=en](https://www.instagram.com/uofmbookstore/?hl=en).

**Wi-Fi Access**
Wi-Fi access at the Bannatyne campus is accessible through the secure network using a UMNET ID and password.

Access at Health Sciences Centre and St. Boniface Hospital is also available for all trainees.

For all service access requests or IT issues, please contact the University of Manitoba Service Desk via email at [support@umanitoba.ca](mailto:support@umanitoba.ca) and a representative will be happy to assist.

**Bannatyne Campus Wireless Access Areas**  
*(through UM Secure Network)*
- Apotex Centre
- Basic Medical Sciences Building
- Basic Sciences
- Brodie Building
- Chown Building
- Dentistry Building
- Medical Rehabilitation Building
- Medical Services Building

**Health Sciences Centre Wireless Access Areas**  
*(through MTS Wi-Fi Hotspots)*
• 24 Hour Cafeteria, 2nd floor
• Areas near GH4, GF4, GG8
  (through “Internet” Wi-Fi Hotspots)
• Anne Thomas Building (patient care areas)

**St. Boniface Hospital Wireless Access Areas**
(through MTS Wi-Fi Hotspots)
• Resident’s Lounge (GG0)
  (through “Internet” Wi-Fi Hotspots)
• L Block (Staff OR Lounge and most patient care areas)

**Victoria General Hospital Wireless Access Areas**
(through MTS Wi-Fi Hotspots)
• OR and Anesthesia Lounges

**Grace General Hospital Wireless Access Areas**
(through MTS Wi-Fi Hotspots)
• The Dorothy Wood (main and 4th floor),
• Cafeteria, in the main lobby
• Entire ER (old and new)
• Hospice Building,
• Tower
• Doctor’s Lounge
Maps

Bannatyne Campus Map
Health Sciences Centre (HSC) Hallway Map
St. Boniface Hospital Map