



**MEDICAL STAFF ADMINISTRATIVE SERVICES**

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Pager #: \_\_\_\_\_  
 Cap Code: \_\_\_\_\_  
 End Date: \_\_\_\_\_

**2018  
 Letter of Responsibility for MTS Hardware**

A numeric pager will be issued to each WRHA funded PGME Resident and UGME Student at the University of Manitoba. This pager will be carried by the Resident/Student at all times for on-call purposes, in all WRHA facilities, throughout the entire duration of studies/training. If the pager is lost, stolen, water damaged or not returned at the end of studies or upon withdrawal/termination, students will be responsible to pay a **\$50+taxes hardware fee**.

- **If your pager is not working:**  
 Resident/Student must **complete a Pager Request Form** (with a WRHA shipping address) found at <http://mn.services.manitoba-ehealth.ca/files/FrmPager.pdf>. **Scan and email the form** to [servicedesk@manitoba-ehealth.ca](mailto:servicedesk@manitoba-ehealth.ca). *Please identify if request is urgent in order to receive same day service.* Telecom Services will ship replacement hardware to the PGME Office for Resident/Student pick up. Resident/Student is required to leave old hardware at PGME office. **Failure to return the old pager, Resident/Student will be charged a \$50.00+taxes hardware fee.**
- **If your pager is lost or stolen:**
  - **Residents** must contact the Medical Staff Services at [msas-residents@wrha.mb.ca](mailto:msas-residents@wrha.mb.ca) and copy the PGME Office at [regpgme@umanitoba.ca](mailto:regpgme@umanitoba.ca) to obtain the Finance-Pager Payment Form.
  - **Students** must contact Tara Petrychko at [Tara.Petrychko@umanitoba.ca](mailto:Tara.Petrychko@umanitoba.ca) to obtain the Finance-Pager Payment Form.
  - **Both Residents and Students** must complete the Finance-Pager Payment Form and report to Finance at 791 Notre Dame to pay the \$50.00+taxes hardware fee. Once payment has been made, email the form and the payment receipt to the Service Desk at [servicedesk@manitoba-ehealth.ca](mailto:servicedesk@manitoba-ehealth.ca). Telecom Services will ship replacement hardware to the PGME Office for Resident/Student pick up.
- **Water Damaged Pagers:** Once a pager is replaced the old hardware is sent to MTS for inspection. If MTS determines the pager to have water damage, **the Resident/Student will be charged a \$50+taxes hardware fee.**
- Upon **Withdrawal/Termination of studies:** Resident/Student is required to return pager to the PGME Office at 260 Brodie within one week of withdrawal/termination. **Failure to return the pager result in a \$50.00+taxes hardware fee charged to the Resident/Student.**
- Upon **Graduation:** Resident/Student is required to return pager to the PGME Office at 260 Brodie within one week of Graduation. **Failure to return the pager will result in a \$50.00+taxes hardware fee charged to the Resident/Student. Certificates will not be release until the pager is returned or fee is paid.**

Pager batteries are available at:

- |  |   |              |
|--|---|--------------|
| ➤ Main Switchboard, St. Boniface Hospital        | 24 hours a day                            | (Mon to Sun) |
| ➤ Main Entry, 820 Sherbrook Street               | 7:00am - 8:30pm                           | (Mon to Sun) |
| ➤ Cashiers @ The Café on Two, GH2 General Centre | After business hours, weekends, stat days |              |

NAME: \_\_\_\_\_  
 HOME ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I have read the above document, and take full responsibility for repair, loss, theft and maintenance of my WRHA pager for the term of my academic studies.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_