**PROVINCIAL MEDICAL ADMINISTRATION OFFICE**

**Last Name:** _____
**First Name:** _____
**Pager #:** _____
**Cap Code:** _____
**End Date:** _____

**2019**

**Letter of Responsibility for Bell MTS Hardware**

A numeric pager will be issued to each Shared Health funded Trainee and UGME Student at the University of Manitoba. This pager will be carried by the Trainee/Student at all times for on-call purposes, in all Health Care 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**:
  Trainee/Student must **complete a Pager Request Form** (with a Shared Health shipping address) found at https://home.sharedhealthmb.ca/files/pager-request-form.pdf. **Scan and email the form** to servicedesk@sharedhealthmb.ca. Please identify if request is urgent in order to receive same day service. Telecom Services will ship replacement hardware to 260 Brodie for Trainee/Student pick up. Trainee/Student is required to leave the old pager at 260 Brodie. **Failure to return the old pager will result in the Trainee/Student being charged a $50.00+taxes hardware fee.**
- **If your pager is lost or stolen:**
  - **Trainees** must contact the Provincial Medical Administration Office at MSAS_Residents@sharedhealthmb.ca, and copy regpgme@umanitoba.ca, to obtain the Finance-Pager Payment Form.
  - **Students** must contact **Anna Urbanik** at Anna.Urbanik@umanitoba.ca to obtain the Finance-Pager Payment Form.
  - **Both Trainees 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@sharedhealthmb.ca. Telecom Services will ship replacement hardware to 260 Brodie for Trainee/Student pick up.
- **Water Damaged Pagers:** Once a pager is replaced, the old hardware is sent to Bell MTS for inspection. If Bell MTS determines the pager to have water damage, **the Trainee/Student will be charged a $50+taxes hardware fee.**
- Upon **Withdrawal/Termination of studies**: Trainee/Student is required to return pager to 260 Brodie within one week of withdrawal/termination. **Failure to return the old pager will result in the Trainee/Student being charged a $50.00+taxes hardware fee.**
- Upon **Graduation:** Trainee/Student is required to return pager to 260 Brodie within one week of Graduation. **Failure to return the old pager will result in Trainee/Student being charged a $50.00+taxes hardware fee. Certificates will not be released 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 Shared Health pager for the term of my academic studies.

**SIGNATURE:** _____ **DATE:** _____

*Revised*: May 16, 2019