



# REGISTRATION MANUAL

*For New Postgraduate Trainees*



**University  
of Manitoba**

*Revised February 25, 2024*

Postgraduate Medical Education Office, Rady Faculty of Health Sciences  
260 Brodie Centre, 727 McDermot Avenue Winnipeg, Manitoba R3E 3P5

## Table of Contents

Welcome .....	3
Introduction to Postgraduate Medical Education .....	4
Contact Information.....	5
Registration Process: A – Z Details.....	6
Letter of Offer (LOO) & Fellowship Agreement .....	6
Trainee Information Form.....	6
Activate your UMnetID and Email Account .....	6
Aurora Student and Personal Identification Number (PIN) .....	7
Curriculum Management System .....	8
Medical Diploma .....	8
Police Information Check/Criminal Record Check (including Vulnerable Sector Search Check) .....	9
Manitoba Adult Abuse Registry .....	10
Manitoba Child Abuse Registry .....	11
Occupational and Environmental Safety and Health (OESH).....	11
Payroll and Benefits .....	12
Digital Health Account .....	12
Physiciansapply.ca .....	12
Licensure .....	13
Liability Insurance .....	14
Canadian Post-M.D. Education Registry (CAPER) .....	14
Requisition Form for HSC ID Facility Access Card .....	15
University of Manitoba Photo ID Card .....	15
Immigration Documentation .....	15
Social Insurance Number (SIN) .....	16
Personal Health Information Act (PHIA) for Trainees as Employees - Mandatory .....	16
Registration Fees and Dual Registration .....	17
“Next Steps” email from PGME Office .....	17
PGME Trainee Orientation .....	18
Frequently Asked Questions (FAQ) .....	19

## Welcome

Congratulations and welcome to the University of Manitoba, Max Rady College of Medicine! We are excited at the prospect of getting to know you more on a personal basis.

Your training will provide you with the opportunity to integrate knowledge, skills and interpersonal traits towards your ultimate goal in your chosen area of specialization. All our initiatives are designed to uphold the Max Rady College of Medicine, Postgraduate Medical Education (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

Our PGME Team will work closely with your Home Program Director/Team ensuring 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.

This Registration Manual for New Postgraduate Trainees will assist you during your first few weeks and beyond at the University of Manitoba.

Once again, welcome to Postgraduate Medical Education at the University of Manitoba.

All the best,

Kurt Skakum, MD, FRCPC  
Associate Dean, Postgraduate Medical Education  
Rady Faculty of Health Sciences  
University of Manitoba

## Introduction to Postgraduate Medical Education

[Postgraduate Medical Education \(PGME\)](#) is unique in that while all the programs are supported and monitored by the University of Manitoba and the Max Rady College of Medicine, the regulations governing training, evaluation and certification are set by the two national institutions - The Royal College of Physicians and Surgeons of Canada (RCPSC) and The College of Family Physicians of Canada (CFPC).

The PGME Office is led by the Associate and Assistant Dean and supported by administrative staff who are responsible for assisting the programs with the registration process, leave of absence, PGME Core Curriculum, accreditation and continuous quality improvement of residency programs. The Office connects the programs and trainees with Shared Health as the main employer, liaising with relevant parties such as College of Physicians and Surgeons of Manitoba (CPSM), Canadian Medical Protective Association (CMPA), Professional Association of Residents and Interns of Manitoba (PARIM), RCPSC and CFPC.

Each program has a Program Director and Program Administrator, whom you will meet during orientation sessions within your own program. The Program Director is responsible for ensuring that the training guidelines from the two colleges are followed. The Program Administrator, on the other hand, is responsible for the day-to-day operation of the training program. This includes scheduling, planning academic half days, Canadian Resident Matching Service (CaRMS) selection process and meetings, liaising with the residents, assisting with the accreditation review, maintaining files of the residents, etc. The Program Administrators will also help and guide you from the start to the end of your training program.

Each program, regardless of size or function, has a Residency Program Committee (RPC). These committees include residents as members and you should find out who your representative(s) are on these committees. The RPCs are responsible for dealing with educational issues in each program. Most programs also have a Senior Resident, Senior Administrative Resident and/or Lead Administrative Resident who is in their final years of training. The Lead/Senior Resident has a variety of duties, some of which may include setting up call schedules and arranging educational sessions.

With Competence by Design (CBD), we introduce the important concept of a competence committee. The competence committee makes decisions and recommendations to the RPC using highly integrative data from multiple [EPA and milestone](#) observations, as well as feedback from clinical practice. A competence committee allows for an informed group decision-making process where patterns of performance can be collated to reveal a broad picture of a resident's progression toward competence.

For Shared Health funded residents, PARIM is the association representing both educational and service issues within and around the boundaries of the Max Rady College of Medicine. PARIM has an Executive Director and Board, and their office is located at the Health Sciences Centre (HSC).

In addition to the Resident Program Committees (RPC) in each program, there is an overarching College Committee. The PGME Executive Committee, chaired by the Associate Dean, PGME, is a working committee which meets monthly to discuss educational issues, assign residency positions, formulate policies etc. There are a number of [subcommittees](#) that deal with education development, Academic Core Curriculum and resident transfers that report to the PGME Executive Committee. There are resident representatives on all these committees.

## Contact Information

### Postgraduate Medical Education (PGME) Office

260 Brodie Centre – 727 McDermot Avenue

University of Manitoba, Winnipeg Manitoba R3E 3P5

Phone: (204) 789-3290

Fax: (204) 789-3929

Website: <http://umanitoba.ca/faculties/medicine/education/PGME/postgrad.html>

Detailed listing of support staff roles can be found on the [PGME Website](#).

General PGME Inquiries: [PGME@umanitoba.ca](mailto:PGME@umanitoba.ca)

Registration Inquiries: [regpgme@umanitoba.ca](mailto:regpgme@umanitoba.ca)

Fellowships Inquires: [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca)

Sponsored Trainee Inquires: [sponsoredPGME@umanitoba.ca](mailto:sponsoredPGME@umanitoba.ca)

Award Inquiries: [AwardsPGME@umanitoba.ca](mailto:AwardsPGME@umanitoba.ca)

CBD Inquires: [CBD@umanitoba.ca](mailto:CBD@umanitoba.ca)

Research Inquires: [PGMERRA@umanitoba.ca](mailto:PGMERRA@umanitoba.ca)

Accreditation Inquiries: [accredPGME@umanitoba.ca](mailto:accredPGME@umanitoba.ca)

Entrada: [Entrada@umanitoba.ca](mailto:Entrada@umanitoba.ca)



**University  
of Manitoba**

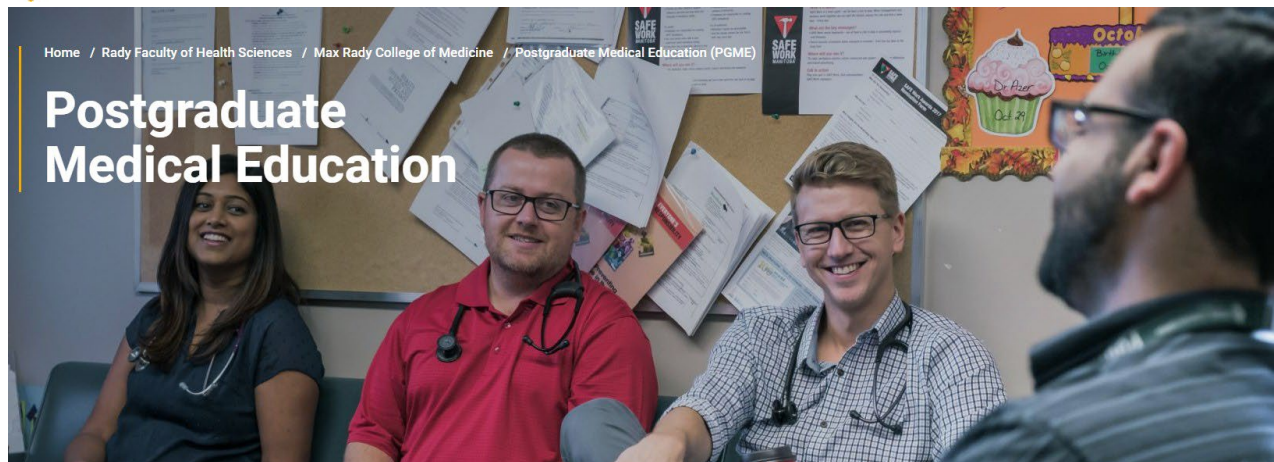
Max Rady College of Medicine

Programs of study

Student experience

Research and scholarly activity

Community and partners



## Registration Process: A – Z Details

### Letter of Offer (LOO) & Fellowship Agreement

- **Clinical and Areas of Focused Competence (AFC) (Diploma) Program Fellows** (not applicable for Internationally (Visa) Sponsored Fellows) will receive a Letter of Offer and Fellowship Agreement.
  - The trainee must review, sign and submit the electronic copy (**all pages** and in a **clear pdf format**) to [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca) **within one (1) week** of receiving the letter and/or Fellowship Agreement.
  - The Trainee must submit the electronic copy of the Fellowship Agreement complete with a witness signature otherwise it will be considered incomplete.
- 

### Trainee Information Form

- In addition to a Letter of Offer and/or Fellowship Agreement, the PGME Office requires additional Trainee Information.
  - The trainee must complete and update their information in Entrada **one (1) week** of receiving the email.
- 

### Activate your UMnetID and Email Account

#### Activate your UMnetID:

- Activate your University of Manitoba (U of M) computer account (UMnetID) to create your @myumanitoba.ca email account, please go to:
- <https://umanitoba.ca/information-services-technology/my-accounts-email/claim-umnetid>
- Information about @myumanitoba.ca email account, please visit: <http://umanitoba.ca/ist/email/studentemailindex.html>

#### Email Account:

#### U of M Email (@myumanitoba.ca):

- **Trainees are required to check their U of M email regularly**, to ensure they are receiving important University information that affects them. More information about the new Electronic Communications with Students Policy can be found [here](#).
- The University will use only the U of M email account (@myumanitoba.ca) for all communications, including those from professors, departments, advisors, and administrative offices.



### **Manitoba-Physicians Email (@manitoba-physicians.ca):**

- All trainees will be provisioned with a secure Shared Health email address, which must be accessed regularly to maintain the account. This is also the only address that should be used for all matters pertaining to your affiliation with Shared Health including and especially any electronic communication of personal health information within the secure Shared Health environment.
- More information regarding appropriate use of email and /or your obligations under the Personal Health Information Act (PHIA) can be found at the [Shared Health PHIA Policies](#).

Before you begin your training, you will receive an email from PMAO in Shared Health that contains your username and password for all Shared Health applications that you will require (including your @manitoba-physicians email address). If you have not received an email 5 business days before you start training – please contact them at pmao-residents@sharedhealthmb.ca

---

## Aurora Student and Personal Identification Number (PIN)

### **New Fellows:**

- Your U of M Student Number will appear on your initial Welcome Email from PGME.
- For first time users, to log in to [Aurora Student](#), you will be asked to enter your seven digit student number for User ID & enter your date of birth (YYMMDD) for your temporary PIN. For security reasons, you will immediately be required to change your PIN.
- Your account needs to be activated within **one week** of receiving the Welcome Email.
- Further information can be found [here](#).

### **Returning Fellows:**

- If you are a returning fellow, you will continue to use the student number assigned to you at the initial admission.
- To log in to [Aurora Student](#), you will be asked to enter your seven digit student number for User ID and the same PIN that you used the last time you logged into Aurora Student.
- If you wish to change your PIN, please go to **Personal Information ->Change PIN**.
- Further information can be found [here](#).

---

## Curriculum Management System

### Entrada (also referred to as Elenra):

- The Rady Faculty of Health Sciences (Rady FHS) implemented Entrada in 2019-2020.
- Entrada uses UManNetID, so logging in is simple - just use the same email and password you provide when using other University of Manitoba systems such as JUMP, UMan Learn and Wi-Fi.
- Entrada Login <https://entrada.radyfhs.umanitoba.ca/>
- For assistance with your account or password management, contact the University's IST Service Desk.

**In person:** 230 Neil John Maclean Library

Monday - Friday | 8 a.m. - 4:30 p.m.

**By phone:** 204-474-8600

**By email:** [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca)

More information on password management can be found here:

[http://umanitoba.ca/faculties/health\\_sciences/entrada/password\\_management.html](http://umanitoba.ca/faculties/health_sciences/entrada/password_management.html)

- User information for trainees in Entrada communities:  
[Entrada Learning Resources](#)  
[PGME Trainee Resources](#)

---

## Medical Diploma

- It is a requirement that all postgraduate medical trainees (with the exception of post PhD trainees) must email a clear copy of a Medical Diploma to the PGME Office at [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca) prior to the commencement of training.
- **Please note that the PGME Office does not have access to University of Manitoba UGME records.**
- Please provide the PGME Office at [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca) a confirmation of graduation letter if your medical diploma is not available at the time of registration.
- If the Medical Diploma is not in English, a notarized copy translated into English must be provided to the PGME Office prior to the commencement of training.



---

Police Information Check/Criminal Record Check (including Vulnerable Sector Search Check), Manitoba Adult and Child Abuse Registry Check. Please submit it one month prior to the commencement of the training.

- Due to the short time frame, please apply for these checks as soon as you have received your Letter of Offer.
- Shared Health Requirements:
  - Police Information Check/Criminal Record Check (With Vulnerable Sector Search included) which must be dated no earlier than 6 months prior to the start date.
  - Manitoba Adult Abuse Registry Check (required regardless of whether you've ever resided in Manitoba)
  - Manitoba Child Abuse Registry Check (required regardless of whether you've ever resided in Manitoba)
  - Residents must respond to the onboarding package by submitting all payroll and benefit forms by the deadline dates as per instruction.
- **CPSM Requirements**
  - Apply for CPSM License – Educational Resident
  - Police Information Check/Criminal Record Check (with Vulnerable Sector Search included) which must be dated no earlier than 6 months prior to the start date.
  - Manitoba Adult Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer)
  - Manitoba Child Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer)
- Should you have any questions regarding the Police Information Check/Criminal Record Checks submission, please contact PMAO at [PMAO\\_Residents@sharedhealthmb.ca](mailto:PMAO_Residents@sharedhealthmb.ca) or [CPSM](#).
- **One (1) month** prior to the commencement of training, send to:

PMAO	<a href="mailto:pmao-residents@sharedhealthmb.ca">pmao-residents@sharedhealthmb.ca</a> or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
CPSM	<a href="mailto:cpsm@cpsm.mb.ca">cpsm@cpsm.mb.ca</a> or 1000 – 1661 Portage Avenue, Winnipeg Manitoba R3J 3T7

- **IMPORTANT** - please e-mail a **PDF or picture of the report only**; do not forward emails requiring passwords to access the report.
- **Post PhD** trainees are required to submit the Police Information Check/Criminal Record

Check (including Vulnerable Sector Search Check) to **PMAO only**.

- **University of Manitoba graduates** – you are only required to submit one (1) copy of Adult and Child Abuse Registry to PMAO.
- **For all other graduates** - Please order TWO Originals Adult and Child Abuse Registry
- **One (1) month** prior to the commencement of training, send to:

PMAO	<a href="mailto:pmao-residents@sharedhealthmb.ca">pmao-residents@sharedhealthmb.ca</a> or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
------	---

- **Only for the applicants who have resided in Manitoba for 90 days or longer:**

CPSM	1000 – 1661 Portage Avenue, Winnipeg Manitoba R3J 3T7
------	---

For more information, please refer to the following:

[Winnipeg Police Services website:](#)

**Winnipeg Police Headquarters**

245 Smith Street

Winnipeg, Manitoba, R3C 0R6

Phone: 204-986-6246

[Manitoba Adult Abuse Registry website:](#)

**Adult Abuse Registry Unit**

777 Portage Avenue

Winnipeg, Manitoba, R3G 0N3

Phone: 204-945-6967

Toll-free: 1-855-844-8834

[Manitoba Child Abuse Registry website:](#)

**Child Abuse Registry Unit**

777 Portage Avenue

Winnipeg, Manitoba, R3G 0N3

Phone: 204-945-6967

Toll-free: 1-855-844-8834

Please check with your local law enforcement agency or the Police Service that the Vulnerable Sector Search Check is included in the Police Information Check/Criminal Record Check.

Please submit your application for Police Information Check/Criminal Record Check **on time** to avoid any delay in commencement of training. Please retain a copy of your Police Information Check/Criminal Record Check for your own records.

---

## Occupational and Environmental Safety and Health (OESH)

### Immunizations:

- It is the trainee's responsibility to complete the Shared Health Immunization and Communicable Disease Record Form, Confidential Personal, Work and Health Questionnaire and submit it directly to the address indicated on the form. Please retain a copy of the documents for your records.
  - [Shared Health PGME Immunization Letter](#)
  - [Shared Health Immunization & Communicable Disease Record](#)
  - [Shared Health OESH Confidential Health Questionnaire](#)
- The trainees must contact one of the Occupational Health Units to schedule an appointment within **a minimum of two (2) months** prior to the commencement of training.
- All the trainees are required to maintain their immunization during their training program. This is contingent to the [PGME Resident Safety Policy](#), [Shared Health's Health and Safety Policy](#) and [Shared Health Immunization Policy](#).

### N95 Fit Testing:

- As per the Workplace Safety and Health Act and the Canadian Standards Association (CSA) Standards, fit testing must be performed for the make/model of the N95 respirator being worn. This means that if a person has been fit tested on a different make/model they will still need to be fit tested on the 3M products. If your home residency program has arranged for N95 fit testing, please attend the appointment set by your home program.
- If your program has not arranged for N95 fit testing, contact your local OESH office to make an appointment prior to residency training.
- All trainees must also undergo [N95 mask fit testing](#) to meet OESH requirements.
- The 3M N95 respirators being used are:
  - 3M Aura - one size only
  - 3M 1860 and 3M 1860 S (small)
  - Note: St. Boniface is also using the 3M V flex.
- In order to be fit tested, you must be clean shaven where the respirator seals to the face. Information explaining this requirement can be found here:

[Acceptable Facial Hair](#)

[Unacceptable Facial Hair](#)

[Facial Hair and Respirators – why you need to be clean shaven](#)

---

## Payroll and Benefits

- For **Clinical & AFC Fellows**: please refer to your Fellowship Agreement. As a fellow, you are considered an independent contractor and are not provided with personal insurance coverage.
- 

## Digital Health Account

- Manitoba Digital Health provides electronic health systems to health care providers to help enhance the quality of health care.
  - Shared Health will provide you with the Digital Health account information prior to the commencement of training.
  - For the New Digital Health Computer Account User Information, please refer to this link <https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/>.
- 

## Physiciansapply.ca (Applicable to International Fellowship trainees only)

- The Physicians Apply web portal is a centralized 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. Please note that PGME does not have access to documents loaded on Physicians Apply.
  - The trainees can take advantage of this system for various purposes such as sharing documents with the local College of Physicians and Surgeons to apply for their educational license, register for exams, etc.
  - For more information, please visit <http://physiciansapply.ca/>
- 

## Licensure

### [Postgraduate Medical Trainees:](#)

- All postgraduate medical trainees must be registered with the **College of Physicians and Surgeons of Manitoba (CPSM)** prior to the commencement of training.
- CPSM is the statutory body responsible for maintaining standards of medical practice within Manitoba through the administration of [The Regulated Health Professions Act](#), [Bylaws](#), [Standards of Practice & Practice Directions](#), 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](#))

- The CPSM Office will forward the Registration Application package directly to the trainees. **It is the trainee's responsibility to complete and return the application to the CPSM Office as per the instructions provided.** Failure to complete/submit the CPSM Application by the posted deadline will result in a delayed start of the training.
- [CPSM Regulated Associate Members](#)
- **Source verification can take weeks to complete so it is imperative to open your account now to expedite this process.**
- Failure to submit your application by the deadlines may delay the commencement of training.
- **CPSM does not require copies of the documents sent to [physiciansapply.ca](#) however please ensure that you enable sharing of your account/supporting documents with CPSM.**
- **For Applicants who have trained and/or practised outside of Canada and the United States: CPSM requires the following documents to be submitted to [physiciansapply.ca](#) for source verification:**
  - \* Medical School Diploma
  - \* Medical School Transcripts
  - \* Internship completed outside Canada or United States (if applicable)
  - \* Postgraduate Training completed outside Canada or United States (if applicable)
  - \* Specialty Certification (if applicable)
  - \* Registration/Licensure in any jurisdiction outside Canada or the U.S. (past and present) (if applicable)
- Visit <https://physiciansapply.ca/> for the application process and fees.

For more information and a downloadable application, please refer to the [CPSM](#) website:

**College of Physicians and Surgeons of Manitoba (CPSM)**

1000-1661 Portage Avenue

Winnipeg, Manitoba R3J 3T7

Phone: 204-774-4344

Toll Free (in Manitoba): (877)-774-4344

Email: [cpsm@cpsm.mb.ca](mailto:cpsm@cpsm.mb.ca)

---

## Liability Insurance

### Postgraduate Medical Trainees:

- All postgraduate medical trainees whose work involves patient contact must obtain **Canadian Medical Protective Association (CMPA)** membership/its equivalent for the duration of their registration with PGME at the University of Manitoba.
- CMPA is a not-for-profit, mutual defence association which is governed by a council of physicians representing members from across Canada. The CMPA protects the professional integrity of physicians, promotes safe medical care, and appropriately compensates patients. ([Read More](#))
- CMPA is required prior to the commencement of training. **It is the trainee's responsibility to complete the CMPA application and questionnaire ([available online](#)) and submit to CMPA by May 8 or 12 weeks prior to commencement of training.** Failure to complete/submit the CMPA Application by the posted deadline will result in a delayed start of the training.

<b><u>Clinical &amp; AFC Fellows</u></b>	<ul style="list-style-type: none"><li>• Required to pay their own membership fees in full directly to the CMPA. There will be no reimbursement from Shared Health.</li><li>• Required to pay their own membership fees in full directly to the CMPA. There will be no reimbursement from Shared Health.</li></ul>
--	---

For more information, please refer to the [CMPA](#) website:

**Canadian Medical Protective Association (CMPA)**

PO Box 8225, Station "T"

Ottawa, Ontario K1G 3H7

1-800-267-6522 (in Ottawa area: 613-725-2000)

---

## Professional Association Residents & Interns of Manitoba (PARIM)

- Membership is **not** applicable to **Clinical and AFC Fellows**.

---

## Canadian Post-M.D. Education Registry (CAPER)

- All postgraduate medical trainees are required to submit a completed [CAPER Form](#) to the PGME Office at [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca) **annually by June 1<sup>st</sup>**.
- CAPER is the central repository for statistical information on postgraduate medical education in Canada. CAPER maintains individual-level data for all postgraduate medical

residents and fellows. Data is gathered on an annual basis from all 17 Canadian Faculties of Medicine. CAPER records capture data throughout postgraduate medical training as well as ongoing practice location following post-M.D. training. ([Read More](#))  
CAPER is not applicable to **Post PhD Trainees**.

---

## Requisition Form for HSC ID Facility Access Card

### Requisition Form for Shared Health/HSC Facility ID Access Card:

- Postgraduate trainees will receive a Shared Health/HSC Facility ID Access Card requisition form once licensure and liability have been confirmed.
- Trainees must print and bring a requisition form to HSC Security Services (between 9:00am - 3:00pm) located in Room MS245 MS Building (2<sup>nd</sup> Floor), Health Sciences Centre.
- This photo ID Access Card will be activated for the first day of training.
- The trainees are required to carry their ID card as per [University and Shared Health Policy](#).

### Scrub Access:

- Your home program administrator will provide you with the information on how to obtain scrub access upon commencement of training.
- 

## University of Manitoba Photo ID Card

- There will be a University of Manitoba Photo ID Card Pop-up Booth that will be set up at the Bannatyne Campus. Once this has been determined further details will be forwarded by your PGME Resident Administrator.
  - If you are unable to come to the Pop-up booth, please order your student ID card at Aurora, under Personal Information.
  - To obtain 24/7 access to the Brodie/Buhler and Basic Medical Sciences Building, take your Photo ID Card to Colin Wootton's office (Physical Plant Office, S013 Medical Services Building, Bannatyne Campus)
  - If you already have an UM student card but would like a new one, please bring completed Photo ID Card Request Form to U of M Photo ID Card Pop-up Booth or order for a replacement card in Aurora.
- 

## Immigration Documentation

- **Clinical and AFC Fellows who are NOT Canadian Citizens or Permanent Residents:**
    - Please follow the instructions sent to you in the Welcome Email containing your official Letter of Offer.
-



- CPSM will send the license application directly to you. The **completed application** must be submitted directly to CPSM via courier **as soon as possible**, as your eligibility for licensure will need to be confirmed in order to support the issuance of a work permit.
- A clear **scanned copy of your passport** along with the signed Letter of Offer must be submitted to PGME Office within **one (1) week** of receiving your WelcomeEmail.
- The PGME Office will work concurrently to submit the Labour Market Impact Assessment (LMIA) Exemption on your behalf to generate the Order ID and Offer of Employment Number that you will use to apply for a work permit. This information will be included in the Letter of Employment and sent to you by email.
- Trainees must hold a valid passport and work permit. It is the trainee's responsibility to maintain an active work permit and provide the PGME Office with a current copy.
- **Permanent Residents of Canada:** will be required to provide a clear copy of their valid Permanent Resident Card (both sides) to the PGME Office at [pgme.fellowships@umanitoba.ca](mailto:pgme.fellowships@umanitoba.ca)

For further information, please visit the website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html>

---

### Social Insurance Number (SIN)

- All postgraduate trainees are required to provide their SIN for University of Manitoba registration and employment purposes.
- **Trainees who are NOT Canadian Citizens or Permanent Residents** are required to apply for a SIN upon arrival in Canada. Please provide it to the PGME Office once you receive it.

For further information on how to apply, to obtain a confirmation, or to amend the record, please visit the website: [www.servicecanada.gc.ca/eng/sin/apply/how.shtml](http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml)

---

### Personal Health Information Act (PHIA) for Trainees as Employees -Mandatory

- Understanding PHIA and how it applies to research, medicine & the general public.
- Rules for collecting, using, and disclosing personal health information as well as the rights of individuals regarding obtaining access to and exercising control of their own personal health information.
- The PGME Office ([regpgme@umanitoba.ca](mailto:regpgme@umanitoba.ca)) will send a link with instructions to access and complete the online PHIA Training through UM Learn to your U of Manitoba email account.

---

## Registration Fees and Dual Registration

### Registration Fees:

<b><u>Clinical and AFC Fellows</u></b>	<ul style="list-style-type: none"><li>• The assessed University of Manitoba Registration Fees must be paid in accordance with the Fellowship Agreement prior to the commencement of training.</li><li>• Please log into <a href="#">Aurora Student</a> (using your Student Number provided in the Welcome Email) to obtain the Fee Amount.</li><li>• <a href="#">Registration Fee Information</a></li><li>• <a href="#">Payment Options Link</a></li><li>• Please note that the <b>late payment</b> will result in <b>delay of the commencement of training</b>.</li></ul>
--	--

---

### “Next Steps” email from PGME Office

- The "Next Steps" email from the PGME Office, with information on access cards and PGME Orientation will be sent to trainees once PGME has received confirmation of liability and licensure.

**It is imperative that trainees must submit the required documents on time to avoid any delays in the commencement of training or payment.**

**The trainees are recommended to retain a copy of the registration documents for their own record.**

## PGME Orientation



Clinical Fellows are invited to the PGME Orientation as well, but it is optional. [Log-in instructions](#) and the link to see the complete agenda will be sent to trainees closer to the date.

### For more information, including:

- Moving to Manitoba
- About Winnipeg
- Changing personal information
- Parking
- Letter of enrolment
- Letter of employment

**Please visit:** [PGME Trainee Handbook](#) and [PGME Trainee Resources webpage](#)

## Frequently Asked Questions (FAQ)

### RE: Documentation

**Q : What if I haven't received any of the required Checks (Criminal with Vulnerable Sector, Adult Abuse or Child Abuse) one (1) month before my start date as indicated in the Registration Requirements?**

**A :** If you have yet to receive your required Checks by the deadline, please submit copies of your payment receipts so that PMAO knows you have started the process.

### RE: Canadian Medical Protective Association (CMPA)

**Q : I'm trying to fill out my CMPA application online. At one point it asks for a License/Registration Number and Type of License - at present I have indicated that I do not know either of these.**

**A :** In Manitoba, the CPSM educational license does not have a number assigned to it.

### RE: College of Physicians and Surgeons of Manitoba (CPSM)

**Q : I have provided PMAO with a criminal record check / Manitoba Adult and Child Abuse Registry and CPSM also requires the same documents, can PMAO send documents to CPSM?**

**A :** PMAO does not share or provide trainee registration documentation to CPSM, please refer to page 9-10 for more information on where you need to submit Criminal Record Check.

### RE: Immunization Requirements

**Q : I have submitted my Immunization information; do I still require an appointment with OESH?**

**A :** Yes, Shared Health OESH health record/immunization appointment needs to be made within a minimum of two (2) months prior to the training start date.

### RE: Health Insurance Coverage

**Q : I do not have a Manitoba Health number.**

**A :** If you live in Manitoba, then you will have a provincial MB Health number. If you are coming in from another province, you would carry coverage from your home province for a maximum of 3 months. You are required to apply for Manitoba coverage once you arrive. Please provide your current provincial health number on

the application form and also provide our office with an update.

**RE: Personal Insurance**

**Q : Do I have personal insurance?**

A : As a fellow, you are considered an independent contractor and are not provided with personal insurance coverage. Should you require personal insurance (e.g., dental, prescription), we recommend securing a policy through reputable insurance providers such as Manitoba Blue Cross, Canada Life, or any other insurance company of your choosing.

**RE: Medical Diploma**

**Q : Do I need to provide the PGME office with a copy of my degree if I graduated at the University of Manitoba?**

A : Yes, you are required to provide a copy of your medical diploma to the PGME Office.

**RE: CAPER**

**Q : I need the contract dates for the CAPER form.**

A : The current date this year is July 1, current year – June 30, upcoming year.