



REGISTRATION MANUAL

For New Postgraduate Trainees

Revised February 1, 2024



**University
of Manitoba**

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

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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 Dean, PGME 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 Assistant, 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 Assistant, 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 Assistants 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. The resident representatives to all these committees are appointed by the PARIM Executive.

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

Registration Inquiries: regpgme@umanitoba.ca

Sponsored Trainee Inquiries: sponsoredPGME@umanitoba.ca

Award Inquiries: AwardsPGME@umanitoba.ca

CBD Inquiries: CBD@umanitoba.ca

Research Inquiries: PGMERRA@umanitoba.ca

Accreditation Inquiries: accredPGME@umanitoba.ca

Entrada: Entrada@umanitoba.ca



**University
of Manitoba**

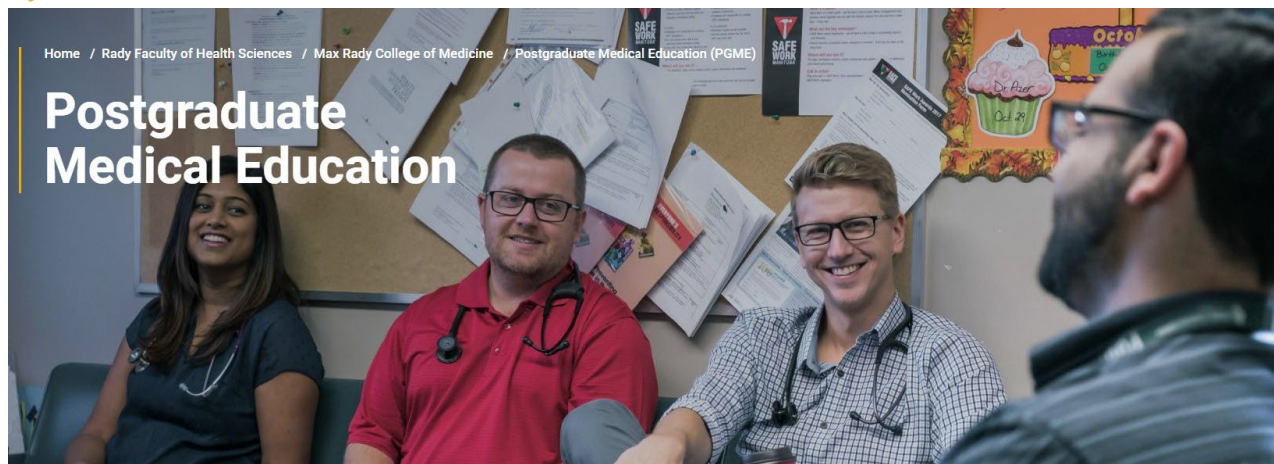
Max Rady College of Medicine

Programs of study

Student experience

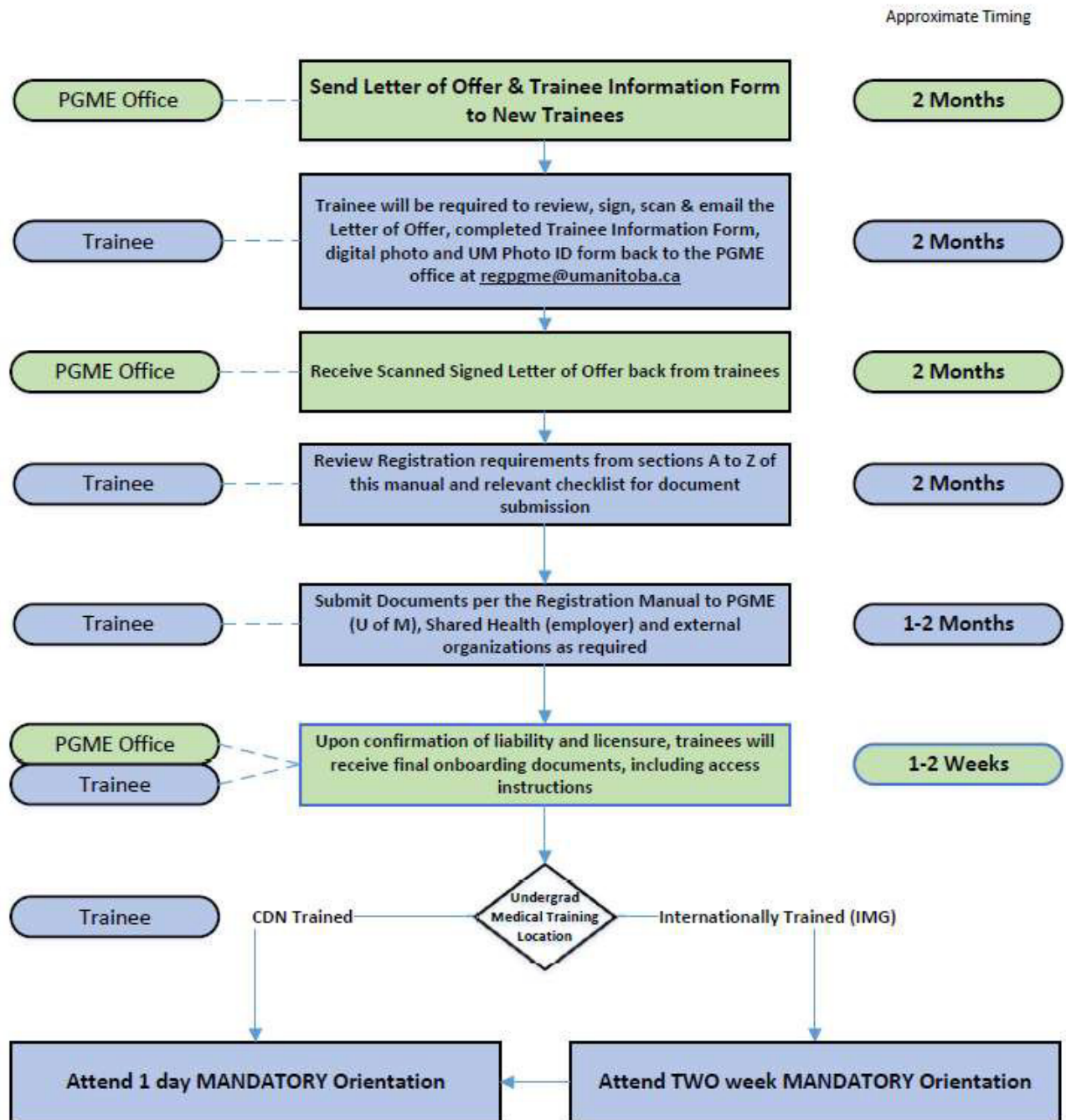
Research and scholarly activity

Community and partners



Registration Process Overview

Registration Process Flow



Registration Process: A – Z Details

A. Letter of Offer (LOO) & Fellowship Agreement

- The PGME Office will send a Letter of Offer and registration information to the trainee by email. The signed Letter of Offer confirms acceptance of the terms and conditions noted in the offer.
 - **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 **clearpdf format**) to regpgme@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.
-

B. Trainee Information Form

- In addition to a Letter of Offer and/or Fellowship Agreement, the PGME Office will send trainees a Trainee Information Form.
 - The trainee must complete and submit to regpgme@umanitoba.ca **within one (1) week** of receiving the form.
 - All fields must be completed before submitting.
-

C. 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 only use the U of M email account (@myumanitoba.ca) for all communications, including messages from professors, department, advisors and

administrative offices.

MyMBT Messaging

- New postgraduate trainees will be provisioned with MyMBT access as part of the Digital Health onboarding process. Trainees must use MyMBT/Cortext 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/> where you can 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 (@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 MyMBT and 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

D. Aurora Student and Personal Identification Number (PIN)

New Trainees:

- 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 Trainees:

- If you are a returning trainee, 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](#).

New Trainees:

- 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](#).

E. Curriculum Management System

Entrada (also referred to as Elentra):

- The Rady Faculty of Health Sciences (Rady FHS) implemented Entrada in 2019-2020.
- Entrada uses UMNNetID, so logging in is simple - just use the same email and password you provide when using other University of Manitoba systems such as JUMP, UM Learn and wifi.
- 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

More information on password management can be found here:

http://umanitoba.ca/faculties/health_sciences/entrada/password_management.html

- User information for trainees in Entrada communities:

[Entrada Learning Resources](#)

[PGME Trainee Resources](#)

F. 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 regpgme@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 regpgme@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.

G. Police Information Check/Criminal Record Check (including Vulnerable Sector Search Check)

- Due to the short time frame, please apply for these checks **as soon as you have received your Letter of Offer. Criminal Record Checks (with vulnerable sector search included) must be dated no earlier than 6 months prior to the resident's start date.**
- **University of Manitoba graduates** - you are only required to submit a criminal record (with vulnerable sector search) check to PMAO only.
- **For all other graduates** – you are required to order and submit criminal record checks (with vulnerable sector search) to both PMAO and CPSM. If you are coming from outside of Winnipeg, please order your Criminal Record Checks (including vulnerable sector search), at your local Royal Canadian Mounted Police (RCMP) detachment or your local law enforcement agency.
- Should you have any questions regarding the Police Information Check/Criminal Record Checks submission, please contact PMAO at PMAO_Residents@sharedhealthmb.ca or CPSM.
- **One (1) month** prior to the commencement of training, send to:

PMAO	pmao-residents@sharedhealthmb.ca or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
CPSM	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**.

For more information, please refer to the [Winnipeg Police Services](#) website:

Winnipeg Police Headquarters

245 Smith Street

Winnipeg, Manitoba, R3C 0R6

Phone: 204-986-6246

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.

H. Manitoba Adult Abuse Registry

Due to the short time frame, please apply for these checks **as soon as you have received your Letter of Offer**.

- It is a requirement that all postgraduate trainees must submit and be cleared on a formal Manitoba Adult Abuse Registry.
- **University of Manitoba graduates** – you are only required to submit one (1) copy of Adult Abuse Registry to PMAO.
- **For all other graduates** - Please order TWO Originals Adult Abuse Registry
- **One (1) month** prior to the commencement of training, send to:

PMAO	pmao-residents@sharedhealthmb.ca or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
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- **Only for the applicants who have resided in Manitoba for 90 days or longer:**

CPSM	1000 – 1661 Portage Avenue, Winnipeg Manitoba R3J 3T7
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- Should you have any questions regarding the Adult Abuse Registry Check submission, please contact PMAO at PMAO_Residents@sharedhealthmb.ca or [CPSM](#).

For more information, please refer to the [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

I. Manitoba Child Abuse Registry

Due to the short time frame, please apply for these checks **as soon as you have received your Letter of Offer**.

Should you have any questions regarding the Child Abuse Registry Check submission, please contact PMAO at [PMAO Residents@sharedhealthmb.ca](mailto:pmao-residents@sharedhealthmb.ca) or [CPSM](#).

- It is a requirement that all postgraduate trainees must submit and be cleared on a formal Manitoba Child Abuse Registry.
- **University of Manitoba graduates** - you are only required to submit one (1) copy of Child Abuse Registry to PMAO
- **For all other graduates** - Please order TWO Originals Child Abuse Registry
- **One (1) month** prior to the commencement of training, send to:

PMAO	pmao-residents@sharedhealthmb.ca or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
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- **Only for the applicants who have resided in Manitoba for 90 days or longer:**

CPSM	1000 – 1661 Portage Avenue, Winnipeg Manitoba R3J 3T7
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- Should you have any questions regarding the Child Abuse Registry Check submission, please contact PMAO at [PMAO Residents@sharedhealthmb.ca](mailto:pmao-residents@sharedhealthmb.ca) or [CPSM](#).

For more information, please refer to the [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

J. Banking Information

- For **Clinical & AFC Fellows**: **Minimum one (1) month** prior to the commencement of training, submit the **Shared Health Medical Remuneration Direct Deposit Form along with Canadian banking information (void cheque)** to:

PMAO	pmao-residents@sharedhealthmb.ca or 1502 - 155 Carlton Street, Winnipeg, Manitoba R3C 3H8
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K. 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](#)

L. Payroll and Benefits

- For Shared Health Residents: The Shared health Resident Employment Benefits package will be sent to you directly by Health Care Careers healthcarecareers@mb.ca to complete your payroll and benefits package online via “onboarding”.
- For **Clinical & AFC Fellows**: please refer to your Fellowship Agreement.
- For **Internationally (Visa) Sponsored Trainees**: please contact your sponsor to find out if you are eligible for benefits according to the agreement between the University of Manitoba and sponsoring country.

M. SOGICA Vault Account

- Once you have completed your onboarding payroll and benefits package and received your employee number, please follow instructions to create a SOGICA Vault account to receive your Shared Health Pay Statements, T4s, etc.
 - [Create Your Account and Log In](#)
 - [Overview](#)
 - [Quick Reference Guide \(QRG\)/Poster](#)
 - If you need help accessing or using SOGICA Vault, contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.
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N. 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/>.
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O. Physiciansapply.ca

- 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/>
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P. 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.
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- 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

[Post PHD Trainees:](#)

Dental Interns, Oral Maxillofacial Surgery, Pediatric Dentistry	The trainees are required to obtain the appropriate licensure from Manitoba Dental Association
Clinical Biochemistry	The trainees are required to apply for student memberships with Canadian Society of Clinical Chemists (CSCC) and American Society for Clinical Chemistry (AACC)
Clinical Microbiology	The trainees are required to apply for memberships with Canadian College of Microbiologists (CCM) and Canadian Association of Clinical Microbiology (CACMID)
Genomic & Genetic Diagnostic	The trainees are required to apply for memberships with Canadian College of Medical Geneticists (CCMG)

Q. 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.

<p><u>Shared Health Residents</u></p>	<ul style="list-style-type: none"> • <u>The membership fees will be paid in full directly to the CMPA by the trainee.</u> • The portion of membership fees covered by Shared Health will be returned by way of reimbursements. • Trainees that pay for the full year in one lump sum will be reimbursed through payroll in July or August. • Trainees that opt for the monthly payments will be reimbursed in two payments – one in December and one in June. • For each payment option, trainees will need to submit all receipts to Shared Health in order to be reimbursed.
<p><u>Internationally (Visa) Sponsored Residents and Clinical & AFC Fellows</u></p>	<ul style="list-style-type: none"> • Required to pay their own membership fees in full directly to the CMPA. There will be no reimbursement from Shared Health. • Required to pay their own membership fees in full directly to the CMPA. There will be no reimbursement from Shared Health.

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)

[Post PhD Trainees](#) are required to provide proof of appropriate liability insurance to their home program.

R. Professional Association Residents & 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.
- PARIM is committed to promoting excellence in patient care.
- PARIM will send the membership package directly to the residents.
- Membership is **not** applicable to **Clinical and AFC Fellows.**

For more information, please refer to [PARIM](#) website.

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

- All postgraduate medical trainees are required to submit a completed [CAPER Form](#) to the PGME Office at regpgme@umanitoba.ca **by June 1, 2024.**
 - 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.**
-

T. Lab Coats and Requisition Form for HSC ID Facility Access Card

Lab Coats:

- Postgraduate residents will receive information regarding lab coats from PMAO.
- **Clinical and AFC Fellows** - Lab coats will NOT be provided.

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 (2nd 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:
 -
 - Shared Health Policy: ID

Scrub Access:

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

U. 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.

V. Immigration Documentation

- **Postgraduate trainees who are NOT Canadian Citizens or Permanent Residents** are required to have a valid passport and work permit. It is the trainee's responsibility to maintain a valid work permit and provide the PGME Office with a copy of a valid work permit.
- **Internationally (Visa) Sponsored Trainees & 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 Welcome Email.
 - 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.
 - A valid passport and work permit are required.
- **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 regpgme@umanitoba.ca

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

W. 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

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

- All trainees required to attend the PGME Trainee Orientation Day will take the PHIA for Trainees as Employees session:
 - 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 (pgme@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.

Y. Registration Fees and Dual Registration

Registration Fees:

<u>Shared Health Residents</u>	The assessed University of Manitoba Registration Fees will be paid by Shared Health by direct billing authorization.
<u>Clinical and AFC Fellows</u>	<ul style="list-style-type: none">• The assessed University of Manitoba Registration Fees must be paid in accordance with the Fellowship Agreement prior to the commencement of training.• Please log into Aurora Student (using your Student Number provided in the Welcome Email) to obtain the Fee Amount.• Registration Fee Information• Payment Options Link• Please note that the late payment will result in delay of the commencement of training.
<u>Internationally (Visa Sponsored Trainees)</u>	The assessed University of Manitoba Registration Fees are paid according to the agreement between the University of Manitoba and the sponsoring country.

Further information on the U of M Registration fees can be found [here](#).

Dual Registration:

- The trainees who wish to continue work toward a previous degree, certificate or diploma program, or Graduate Studies course while being simultaneously registered in another program at the University of Manitoba must request the permission for concurrent curriculum privileges and the permission must be obtained from both programs of study. For more information about the process, please click [here](#).
- Programs that have a mandatory Master's Program (Oral Maxillofacial Surgery, Pediatric

Dentistry, Public Health and Preventive Medicine) or trainees completing Master of Science are required to complete the [Concurrent Curriculum Form](#). **Please ensure the Graduate Program completes section B (Graduate Program) before submitting it to PGME Office (regpgme@umanitoba.ca) to enter the secondary program information and submit the form to the Graduate Studies.**

- **How is permission obtained?** The trainee and each of their Faculty/College, school or program advisors are expected to sign the form indicating permission has been granted and agree to the conditions found on the form. The completed form is returned to the **PGME Office**.
-

Z. “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.

Mandatory PGME Trainee Orientation



All NEW postgraduate trainees are expected to attend the **MANDATORY** New PGME Trainee Orientation. Clinical Fellows are invited to the PGME Orientation as well, but it is optional. The virtual **PGME Orientation Day** is scheduled for **Thursday, June 27, 2024** with information to share that is important to your success in postgraduate training. [Log-in instructions and the link to see the complete agenda will be sent to trainees closer to the date.](#)

Mandatory International Medical Graduates (IMG) Orientation

All NEW IMGs, including both Canadian Citizens/Permanent Residents and non-Canadian/Permanent Residents of Canada are **required** to attend the two (2)-week Mandatory IMG Orientation beginning **mid-June**.

Further information can be found on the [IMG Orientation webpage](#). Inquires may be directed to the [IMG Program](#).

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](#)

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Registration Checklists

Residents (CaRMS Match, Family Medicine Enhanced Skills, External Transfer)

PGME Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	A	Review, sign & return your Letter of Offer (LOO)	Electronic copy: submit to regpgme@umanitoba.ca (all pages and in a clear pdf format) one week after receipt of your LOO
<input type="checkbox"/>	B	Complete & return Trainee Information Form (TIF)	Electronic copy: submit to regpgme@umanitoba.ca one week after receipt of your LOO
<input type="checkbox"/>	U	Respond to University of Manitoba Photo ID Card request from PGME Office	<p>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.</p> <p>If you are unable to come to the Pop-up Booth, please order your student ID card at aurora, under personal information.</p> <div style="background-color: #f4a460; padding: 2px; display: flex; justify-content: space-between; font-size: 0.8em;"> Personal Information Enrolment & Academic Records </div> <h3 style="margin-top: 10px;">Personal Information</h3> <hr style="border: 1px solid #f4a460;"/> <p>Important Student Email information:</p> <p>Please note, your UM Student Email account is used for all un</p> <p>Don't have an account yet? Learn more about the student em:</p> <ul style="list-style-type: none"> Declare Canadian Indigenous Ancestry Change Security Question View/Update Addresses and Phones View/Update E-mail Addresses View/Update Emergency Contacts Name Change Information Change your PIN <small>Need to update your PIN? Change it here.</small> Emergency Notification System <small>Register here for Emergency Text (SMS) Notifications</small> Set Preferred Name Verify My SIN <small>Review or Record your Social Insurance Number.</small> Order ID Card Name Change Change Residency Status <p>To obtain 24/7 access to the Brodie/Buhler and Basic Medical Sciences Building, please bring your Photo ID Card to Colin Wootton in the Physical Plant Office, S-013 Medical Services Building, Bannatyne Campus.</p>

			If you already have a UM student card but would like a new one, please bring a completed Photo ID Card Request Form to U of M Photo ID Card Pop-up Booth.
<input type="checkbox"/>	S	Complete & submit the Canadian Post M.D. Education Registry (CAPER) – CAPER Form	Email a clear completed CAPER Form one week after receipt of your LOO to regpgme@umanitoba.ca
<input type="checkbox"/>	C	Activate your UManNetID and Email Account	https://signum.umanitoba.ca/ within one week of receiving the Welcome Email
<input type="checkbox"/>	D	Activate Aurora Student and Personal Identification Number (PIN)	Aurora Student within one week of receiving the Welcome Email
<input type="checkbox"/>	K	COVID-19 Proof of Vaccination	Please submit your COVID-19 proof of vaccination regpgme@umanitoba.ca
<input type="checkbox"/>	F	Medical Diploma	Email a clear copy to regpgme@umanitoba.ca upon receipt

Shared Health (Shared Health/Employer) Checklist

Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	G	Submit one copy of 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 – Website Link IMPORTANT: Please email a "PDF" or photo only – do not forward emails requiring passwords to access the report	<p>As soon as you have received your Letter of Offer, apply for these checks and have them sent to:</p> <p>pmao-residents@sharedhealthmb.ca or Provincial Medical Administration Office (PMAO) 1502 – 155 Carlton St., Winnipeg, MB R3C 3H8</p> <p>Please Note: A Winnipeg address is required for Criminal Record Check applications</p>
<input type="checkbox"/>	H	Submit one copy of Manitoba Adult Abuse registry Check (required regardless of whether or not you've ever resided in Manitoba).– Website Link	
<input type="checkbox"/>	I	Submit one copy of Manitoba Child Abuse Registry Check (required regardless of whether or not you've ever resided in Manitoba) – Website Link	
<input type="checkbox"/>	J	Residents must respond to the onboarding package by submitting all payroll and benefit forms by the deadline dates as per instruction	
<input type="checkbox"/>	K	Complete Immunization & N95 Fit Testing Requirements – Website Link	<ul style="list-style-type: none"> As soon as you have received your Letter of Offer, Trainees must contact one of the Occupational Health Units to schedule an appointment within a minimum of 2 months prior to commencement of training. Complete & submit forms directly to an OESH Office at oesh@wrha.mb.ca or at other OESH site
<input type="checkbox"/>	L	Complete & submit Benefits forms	<ul style="list-style-type: none"> A package will be sent to you directly by healthcarecareers@mb.ca please submit onboarding forms as per instruction
<input type="checkbox"/>	M	Create SOGICA Vault Account	<p>After receiving employee number from healthcarecareers@mb.ca and completing onboarding package, create a SOGICA Vault account.</p> <ul style="list-style-type: none"> Create Your Account and Log In

<input type="checkbox"/>	N	Digital Health Account	https://healthcareersmanitoba.ca/forms/shared-health-pgme-residents/
College of Physicians and Surgeons of Manitoba (CPSM) / Physician Licensure Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	P	Apply for CPSM License – Educational Resident	You must complete and return the application directly to the CPSM Office, 1000-1661 Portage Ave, Winnipeg, MB R3J 3T7 as per the instructions provided.
<input type="checkbox"/>	G	** Not required for University of Manitoba Graduates** Submit one copy of 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 – Website Link	As soon as you have received your Letter of Offer, apply for these checks and have them sent to: CPSM 1000 – 1661 Portage Avenue, Winnipeg, MB R3J 3T7 *See also Shared Health checklist above*
<input type="checkbox"/>	H	** Not required for University of Manitoba Graduates** Submit one copy of Manitoba Adult Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer) – Website Link	
<input type="checkbox"/>	I	** Not required for University of Manitoba Graduates** Submit one copy of Manitoba Child Abuse Registry Check (for applicants who have resided in Manitoba for 90 days or longer) – Website Link	
Canadian Medical Protective Association (CMPA) / Liability Insurance Checklist			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	Q	Apply for CMPA Membership www.cmpa-acpm.ca/en/membership/member-self-service	The application must be submitted one week after receiving the Welcome Email
Final Tasks Prior to Commencement of Training			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	T	Receive Requisition Forms for HSC Facility Access Card from PGME Office Lab Coats	<ul style="list-style-type: none"> We require a clear digital colour photo with a solid coloured neutral background in a “jpeg” format two weeks from today which will be added to your Entrada profile and submitted to HSC Security for your HSC ID card. Please print out Requisition Form for HSC Facility Access Card and take it to: Security Services, MS245 Building (2nd Floor Orange zone) Health Sciences Centre Information regarding lab coats will be sent to trainees by PMAO
<input type="checkbox"/>	X	Complete Personal Health Information Act (PHIA)	<ul style="list-style-type: none"> Online through UM Learn

Important Dates:

- [Mandatory PGME New Trainee Orientation](#)

Thursday, June 27, 2024, 8:00 a.m. to 4:00 p.m.

Attendance is mandatory for all New Trainees.

Further information to follow

- [Mandatory IMG New Resident Orientation](#)

Two (2)-week Mandatory IMG Orientation beginning mid-June → **Further information to follow**

Attendance is mandatory for all New IMG Trainees (including both Canadian Citizens/Permanent Residents and non-Canadian/Permanent Residents of Canada)

**** Trainees are recommended to retain a copy of the registration documents for their own record****

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

Frequently Asked Questions (FAQ)

RE: Documentation

Q : I did an elective when I was in Undergraduate program at the University of Manitoba, can the Undergraduate program forward my information to the PGME Office?

A : No, we do not retrieve documentation from UGME from past electives.

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.

Q : Toward the end of the application, it asks whether "*I will be taking a specialty certification exam at the end of your program*" - I'm unclear whether this question is referring to the Royal College exam all residents take.

A : RCPSC and CFPC residents will write a specialty/subspecialty exam at the end of training.

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 Section [G](#), [H](#) and [I](#) above 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 : Does Blue Cross provide a plan for residents?

A : Blue Cross is the personal insurance that will be offered through your registration with the Shared Health, plus there are other personal insurance packages that will also be offered through Doctors Manitoba. Both the Shared Health and Doctors Manitoba will be presenting information on the Orientation Day about the coverage options to choose from. There will be a deadline for enrollment, and this will be further highlighted in their information presentation/package.

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, 2024– June 30, 2025.