



Registration Checklist

Post PhD (Dental Interns, Oral & Maxillofacial Surgery, Pediatric Dentistry, Clinical Biochemistry, Clinical Microbiology, Molecular Genetics & Cytogenetics and Clinical Health Psychology)

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	Electronic copy: submit to regpgme@umanitoba.ca one week after receipt of your LOO
<input type="checkbox"/>	C	Activate your UManNetID and Email Account	https://signum.umanitoba.ca/ within one week after receiving the Welcome Email
<input type="checkbox"/>	K	University of Manitoba COVID-19 Proof of Vaccination	Please submit your COVID-19 proof of vaccination regpgme@umanitoba.ca
<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"/>	P	Licensure	Trainees are required to obtain the appropriate licensure
<input type="checkbox"/>	Q	Liability	Post PhD Trainees are required to provide proof of appropriate liability insurance to their home program
<input checked="" type="checkbox"/>	U	Respond to University of Manitoba Photo ID Card request from PGME Office	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. If you are unable to come to the Pop-up Booth, please order your student ID card at Aurora Student , under personal information.

			<p>Personal Information Enrolment & Academic Records</p> <p>Personal Information</p> <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> <p>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 Need to update your PIN? Change it here. Emergency Notification System Register here for Emergency Text (SMS) Notifications Set Preferred Name Verify My SIN Review or Record your Social Insurance Number. Order ID Card Name Change Change Residency Status</p> <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, Room S-013 Medical Services Building, Bannatyne Campus.</p> <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.</p>
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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	Trainees 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	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	After receiving employee number from healthcarecareers@mb.ca and completing onboarding package, create a SOGICA Vault account. <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/
Final Tasks Prior to Commencement of Training			
Check Mark	Manual Section	Tasks	Submit to/Deadline
<input type="checkbox"/>	T	Receive Requisition Form for HSC Facility Access Card (HSC Security Card) 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)	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

**** 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 the commencement of training or payment.