



Medical Leave of Absence Process for UGME/PGME Students/Residents

The following are appropriate steps that must take place when an Undergraduate Medical Education Program (UGME) or Postgraduate Medical Education Program (PGME) student or resident takes a **medical leave of absence**.

Note: All medical students and residents in Manitoba are CPSM registrants and are therefore referred to as *registrants*.

1. The UGME/PGME office notifies CPSM's Registration Department of a registrant's leave of absence.
2. CPSM's Registration Department notifies the Physician Health Program (PHP) if the registrant's leave of absence is medical.
3. The PHP Coordinator will contact the registrant (via email, phone or both) to determine if the medical leave of absence (medical LOA) is related to anything considered reportable under the [Duty to Report Standard of Practice](#).

If it is determined the medical LOA is not reportable:

- PHP sends a memo to the Registration Department indicating that no involvement with the PHP is required for that registrant.
 - This memo will be on file to provide the appropriate guidance when the UGME/PGME office contacts the Registration Department to request approval for the registrant to return to their program. This eliminates unnecessary delays in the registrant returning to their program as planned.

If it is determined the medical LOA is reportable:

- The coordinator of the PHP notifies the registrant and schedules a meeting with the registrant, CPSM's Deputy Registrar (or PHP Medical Consultant), and the coordinator.
4. A variety of outcomes are possible after the meeting with the PHP team is held:
 - a. the registrant's file with the PHP will be closed; or
 - b. further follow-up by the PHP is required (ie. ongoing check-ins with the PHP for a specified time-period, additional information required from registrant's caregiver(s) that may lead to an undertaking); or
 - c. a formal relationship (undertaking) with the PHP is required.
 5. The PHP sends a memo to the Registration Department indicating if 1) any further involvement with the PHP is required for the registrant and 2) whether the registrant has approval to return to their program or not.

6. The Registration Department notifies the UGME/PGME office that the registrant is approved to return to practice. The Registration Department also processes the registrant's return, including updating the registrant's profile by putting them on the active practising list.

Before returning to a UGME or PGME program, the registrant must ensure they have an active Certificate of Practice (COP).

Registrants cannot return to their program until they receive approval from CPSM.

The UGME/PGME office should not permit a student/resident to return to their programs unless the PHP has provided written approval. A registrant must wait for CPSM's approval before returning to their program from a medical LOA.

IF THE REGISTRANT HAS AN UNDERTAKING WITH THE PHP

If the registrant on the medical LOA has an existing undertaking with the PHP, they must obtain approval to return to their program. They will not be permitted to return unless they have written approval from the PHP.

NOTE:

- Students/residents returning from a medical LOA provide a medical note to the UGME/PGME office, if these medical notes are shared with the PHP, it will ensure that any follow-ups needed to be done by the PHP can be completed without preventing the registrant from returning to their program.