

Policy Name:	Adult Criminal Records , Child Abuse Registry, Adult Abuse Registry, and Basic Life Support: Requirements at Admission and Annual Re-Registration
Application/ Scope:	Applicants to the Master of Physician Assistant Studies Program and Physician Assistant Students
Approved (Date):	[to be completed]
Revised (Date):	
Review Date:	[5 or 10] years from last approved/revised date
Approved By:	College Council/College Executive Council, Max Rady College of Medicine: [xx date] Faculty of Graduate Studies Council: [xx date] Senate: [xx date]

1. **PURPOSE**

To identify the admission and re-registration requirements for Adult Criminal Records , Child Abuse Registry, Adult Abuse Registry, and Basic Life Support for applicants to the Master of Physician Assistant Studies Program and Physician Assistant students.

2. **DEFINITIONS**

- 2.1 MPAS: Master of Physician Assistant Studies
- 2.2 Physician Assistant students: Students enrolled in the MPAS program at the University of Manitoba.

3. **POLICY STATEMENTS**

The Max Rady College of Medicine requires that all applicants accepted to the MPAS program:

- 3.1 Must submit and be cleared on a formal *Criminal Records Check* (including vulnerable sector screening) by the time of their initial registration and prior to each subsequent annual re-registration.
- The original documents must be verified by the MPAS office, 260 Brodie Centre, after which they will be returned to the Physician Assistant student.
 - Criminal Records Checks can be obtained from your local law enforcement agency or from the Winnipeg Police Service, 245 Smith Street., Winnipeg or:

<http://www.winnipeg.ca/police/pr/pic.stm#pic> It can take one month or more to process.

- 3.2 Must submit and be cleared on a formal *Child Abuse Registry Check* by the time of their initial registration and prior to each subsequent annual re-registration. Out of province residents are unable to complete a Child Abuse Registry Check until they have resided in Manitoba for 6 (six) months. The MPAS office will contact these individuals to complete their checks after Manitoba residence for six (6) months.
- Child Abuse Registry Checks can be completed using the online form at the following link (there is the option to complete both the Child Abuse and Adult Abuse registry checks – only choose the Child Abuse Registry Check):
https://www.gov.mb.ca/fs/childfam/child_abuse_registry_faq.html#A9
 - The original documents must be verified by the MPAS office, 260 Brodie Centre, after which they will be returned to the Physician Assistant student.
- 3.3 Must submit and be cleared on a formal *Adult Abuse Registry Check* by the time of their initial registration and prior to each subsequent annual re-registration. Out of province residents are unable to complete a Adult Abuse Registry Check until they have resided in Manitoba for 6 (six) months. The MPAS office will contact these individuals to complete their checks after Manitoba residence for six (6) months.
- Adult Abuse Registry Checks can be completed at the MPAS office, 260 Brodie Centre during regular business hours. Students must bring two pieces of government-issued identification to complete the application. These include SIN No; Driver's Licence; MHSC No.; Band and Status No.; Passport; Birth Certificate. There is a fee associated with the check (currently \$20.00). Bring a credit card or cheque.
 - The MPAS office will receive the original documents directly from the respective government offices.
- 3.5 Must immediately advise the Program Director, MPAS if charged with or convicted of any offence under the *Criminal Code, Controlled Drugs and Substances Act or Food and Drugs Act* at any time during the Physician Assistant student's registration in the MPAS program. If the student is charged with or convicted of such an offence while not actively registered, the Program Director, MPAS must be advised at the time of annual re-registration. Where a charge or conviction is disclosed, the Program Director, MPAS, may refer the matter to the Max Rady College of Medicine's Professionalism Subcommittee on Admissions and Progression, which will determine the appropriate course of action. Failure to disclose a criminal charge or conviction in a timely manner, or at all, may lead to citation for breach of professionalism and ramifications may include expulsion from the MPAS program.
- 3.6 Adult criminal convictions or pending charges will not necessarily preclude admission or re-registration. If a conviction is disclosed, the decision on how that will affect the candidate will be made by the Max Rady College of Medicine's Professionalism Subcommittee on Admissions and Progression. The Committee may determine that a candidate is eligible for admission, eligible for admission under specified conditions, or ineligible for admission; the Committee may similarly determine the parameters for continued registration or dismissal. However, applicants to the MPAS program, or those

currently enrolled who have adult criminal convictions that indicate they may pose a threat to the safety and well-being of children and others will be denied admission or continued registration.

- 3.7 Candidates are not required to disclose records under *The Youth Criminal Justice Act*.
- 3.8 Candidates for admission who appear on the Child Abuse Registry or Adult Abuse Registry as an offender will be denied admission, and registered Physician Assistant students who subsequently are added will be withdrawn from the MPAS program.
- 3.9 The formal checks are the property of the Physician Assistant student and will be returned to the Physician Assistant student.
- 3.10 The College of Physicians and Surgeons of Manitoba has requirements for registration that include a criminal record check suitable to the College; such requirements are independent from the Max Rady College of Medicine. College requirements can be accessed on their website: <http://www.cpsm.mb.ca>. The Max Rady College of Medicine, University of Manitoba cannot be held responsible for future changes in legislation that may affect requirements for registration and licensure to practice in Manitoba.
- 3.11 Notwithstanding requirements identified above, **any** changes in a Physician Assistant student's criminal record status, Child Abuse Registry status or Adult Abuse Registry status as an offender while in the MPAS program **must be reported** to the Program Director, MPAS, who will then consult with the Max Rady College of Medicine's Professionalism Subcommittee on Admissions and Progression.

4. **PROCEDURES**

N/A

5. **REFERENCES**

- 5.1 College of Physicians and Surgeons Manitoba:
<http://www.cpsm.mb.ca>
- 5.2 University of Manitoba, Faculty of Kinesiology and Recreational Management – First Aid and CPR courses:
http://umanitoba.ca/faculties/kinrec/recreationservices/certifications_cpr.html
- 5.3 Winnipeg Police Service Information Checks:
<https://www.winnipeg.ca/police/pr/pic.stm#pic>

6. **POLICY CONTACT**

Please contact the Program Director, MPAS, with questions regarding this document.