

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Respiratory Protection ("Mask-Fit")
Application/ Scope:	All registered students in the UGME Program
Next Review (Date):	June 2031
Revised (Date):	June 2026
Approved (Date):	September 2010
Approved By:	UGME Operations Committee [June 2026]

1.0 **PURPOSE**

Affiliated teaching sites of the Max Rady College of Medicine have respiratory protection policies and procedures to follow when health care providers are at risk of exposure to airborne infectious agents. The Public Health Agency of Canada (PHAC) has established guiding principles for infection control measures for healthcare workers in acute care, chronic care, and primary care facilities. This policy has been developed to protect the health and safety of health professional students, patients and staff.

2.0 **DEFINITIONS**

- 2.1 **UGME** – Undergraduate Medical Education
- 2.2 **RHA** – Regional Health Authority
- 2.3 **PHAC** – Public Health Agency of Canada
- 2.4 **TTC** - Transition to Clerkship
- 2.5 **Fit Testing** - The process by which an individual within the medical profession is sized for a facial mask of the proper fit and size.
- 2.6 **Working Day** – the normal operating days and times of the University of Manitoba between Monday and Friday.

3.0 **POLICY STATEMENTS**

- 3.1 All students registered in the UGME program shall receive infection control instruction as early as practicable following registration; attendance shall be mandatory for this curriculum.
- 3.2 The Max Rady College of Medicine shall provide fit testing for N95 respirators (or respirator types identified by PHAC) following registration in the UGME program and prior to patient contact.
- 3.3 The UGME Office shall maintain a record of respirator-fit data, including model, size of respirator, expiration date of respirator-fit and site of respirator-fit, for each student.
- 3.4 Students must comply with the clinical teaching sites' respective policies on respiratory protection to protect their health and/or that of patients and facility staff
- 3.5 Students must report incidents of airborne infectious exposure in accordance with the Accidental Exposure to Infectious and Environmental Hazards Policy and Procedures.
- 3.6 Visiting elective students are expected to provide evidence of respirator fit-testing at the time of application or must provide evidence of current fit-testing with an acceptable model of respirator prior to commencing patient care activities. Failure to comply will jeopardize the student's eligibility to participate in the elective.

- 3.7 The RHA will cover the cost of fit-testing Med 3 students.
- 3.8 Any student who does not get fit-tested in the scheduled time will make arrangements for such at their own expense and within a period of time acceptable to UGME by liaising with the Electives Administrator.
- 3.9 This policy will be reviewed every five years after the approval date.

4.0 PROCEDURES

RESPONSIBILITIES OF THE STUDENT

- 4.1 Prior to the end of the Year 2 Medicine academic year, students will receive an email from the Enrollment Administrator detailing instructions on how to make a fit test appointment. Students must complete their mask fit test appointment as soon as practicable and no later than the deadline date set by the UGME office.
- 4.2 Appear for the scheduled fit-testing appointment before core Clerkship programming at the assigned time.
- 4.3 Students must provide the UGME Enrollment Administrator with a copy of their mask fit test card.
- 4.4 If the student is unable to attend their appointment at the assigned time, the student may exchange their assigned appointment with another student and must inform the Enrollment Administrator of the change.
- 4.5 If fit-testing is not done in accordance with the assigned schedule, the student must arrange to have fit-testing completed and show proof of the results to the Enrollment Administrator by the end of TTC for Med 3 students, with any costs associated with this testing being the responsibility of the student.
- 4.6 If a student does not want to complete the fit testing, they must provide a written reason to the Associate Dean of UGME before the beginning of any event that may involve patients or is a requirement of the attending health facility. Any exemption may be withdrawn based on enforcement of RHA policy requirements.
- 4.7 If proof of fit-testing is required for electives or clinical rotations, a card is provided at the time of completing the fit-testing. A copy of this card can be used for these purposes.
- 4.8 A student may also request, three (3) working days before any fit requirement, a letter from the Enrollment Administrator to certify the type, the size and date of the fit-test.
- 4.9 A student must get re-tested concerning any changes to their facial anatomy, and update the Enrollment Administrator.

RESPONSIBILITIES OF THE ENROLLMENT ADMINISTRATOR

- 4.10 Contact the respective RHA Occupational and Environmental Safety & Health office to confirm fit-testing details, availability of personnel to complete fit-testing and the location for the fit-testing procedure.
- 4.11 The Enrollment Administrator will communicate the details to students entering Year 3 Medicine prior to the end of the Year 2 Medicine academic year.
- 4.12 Liaise with RHA Occupational and Environmental Safety & Health office personnel to obtain a completed list of students, with the required information for their student files, who

complied with scheduled test dates.

- 4.13 Contact students who did not complete fit-testing during their assigned appointment and direct the student to arrange with RHA to find a suitable time to complete the fit-testing requirement.
- 4.14 Enter the student fit-testing schedule into the curriculum management system as required.
- 4.15 The Enrollment Administrator shall retain and make available an up-to-date tracking record and information of all the UGME students' fit-testing results.
- 4.16 Upon request from a student as noted above, the Enrollment Administrator will provide a letter certifying the type, size, and date of fit-testing to the student.

RESPONSIBILITIES OF THE ELECTIVES ADMINISTRATOR

- 4.17 The Electives Administrator shall retain an up-to-date tracking record and information of all visiting elective fit-testing results.
- 4.18 Communicate the fit-testing requirements to all visiting students.

5.0 REFERENCE

- 5.1 UGME Policy and Procedures – Accidental Exposure to Infectious and Environmental Hazards.
- 5.2 The Public Health Agency of Canada at:
<https://www.canada.ca/en/public-health/services/infectious-diseases.html>

6.0 POLICY CONTACT

Policy: UGME Operations Committee, Chair.

Procedures: The Enrollment Administrator and the Clerkship Administrator.