



UNIVERSITY OF SASKATCHEWAN

College of Medicine

POSTGRADUATE MEDICAL EDUCATION
MEDICINE.USASK.CA



Postgraduate Medical Education Resident Handbook

(Revised October 2017)



Introduction

The role of the Postgraduate Medical Education Office (PGME) is one of coordination, with residents, teaching hospitals, and with all of our programs. The PGME Office has a number of important roles which include:

- **Educational activities**
 - Working with programs to ensure compliance with standards of accreditation (Royal College or Family Medicine) and seeking to improve the quality of our training programs
 - Administration / organization of certain courses, programs and resources that are college-wide rather than program-specific
 - Assistance to residents and programs in developing enhanced learning programs / obtaining resources for residents who are experiencing academic difficulties
 - Management of educational leaves
 - Management of out-of-province electives
- **Human Resource activities**
 - Providing information to the payroll office for salary, on call stipends and other financial remuneration
 - Administration of leaves
- **Professional activities**
 - CMPA coverage
 - Educational licenses
 - Review and approval of moonlighting requests
 - Transfer procedures

This is only a short list of the activities the PGME Office undertakes on behalf of residents. We can be more effective in meeting your needs if you consult us early should any issues or concerns arise during your residency training. If you don't know – just ask! We can do much to assist you if problems arise and our goal is always to help support you in achieving a successful and fulfilling residency training program.

Resident Handbook

The purpose of this handbook is to provide you with general reference information and policies, procedures and guidelines related to your residency training.

The resident handbook is available online only and is updated as new information becomes available.

If you should have any questions with respect to items in this handbook, please contact the Postgraduate Medical Education Office.

Contact Information

Postgraduate Medical Education

College of Medicine
University of Saskatchewan
4th Floor, St. Andrew's College
1121 College Drive
Saskatoon SK S7N 0W3 Canada

Phone: (306) 966-8555
Fax: (306) 966-5224

Dr. Anurag Saxena
Associate Dean, Postgraduate Medical Education

Phone: (306) 966-7649
anurag.saxena@usask.ca

Lisa Bagonluri
Coordinator, Program Administrative Assistants

Phone: (306) 966-2731
lisa.bagonluri@usask.ca

Shelley Christianson
Manager, PGME Operations & Accreditation

Phone: (306) 966-2498
shelley.christianson@usask.ca

Janine Corbett
Clerical Assistant, PGME Electives (St. Paul's Hospital)

Phone: (306) 655-5004
janine.corbett@saskatoonhealthregion.ca

Samantha (Sam) Curnew
Clerical Assistant, Reception & Administration

Phone: (306) 966-8555
sam.curnew@usask.ca

Jennifer (Jen) Dybvig
Clerical Assistant, Residency Payments, Processing
& Finance

Phone: (306) 966-1864
jennifer.dybvig@usask.ca

Chantel Gorin
Clerical Assistant, CBD & RaPID

Phone: (306) 966-8233
chantel.gorin@usask.ca

Audrey Kincaid
Clerical Assistant, Operations & Accreditation

Phone: (306) 966-5536
audrey.kincaid@usask.ca

Maureen Lumbis
Executive Assistant to PGME Associate Dean

Phone: (306) 966-7649
maureen.lumbis@usask.ca

Gayathri Manoharan
Coordinator, Wellness Resources

Phone: (306) 966-1669
gayathri.manoharan@usask.ca

Reola Mathieu
Clerical Assistant, Admissions, Resident Administration
& Academic/Non-Academic Processes

Phone: (306) 966-5557
reola.mathieu@usask.ca

Ope Okunola
Coordinator, PGME Educational Programs

Phone: (306) 966-8417
ope.okunola@usask.ca

Aleksandra Pajic
Coordinator, Academic & Non-Academic Processes

Phone: (306) 966-6145
aleksandra.pajic@usask.ca

Tanya Robertson-Frey
Coordinator, Program Evaluation

Phone: (306) 966-8855
tanya.robertson-frey@usask.ca

Betty Rohr
Coordinator, Education & Metrics

Phone: (306) 966-8548
betty.rohr@usask.ca

Della Toews
Coordinator, Admissions & Resident Administration

Phone: (306) 966-1941
della.toews@usask.ca

Jennifer (Jenny) Uhryn
Clerical Assistant, IMG Orientation/Assessment
& Educational Programs

Phone: (306) 966-1640
jennifer.uhryn@usask.ca

College of Medicine

Dr. Preston Smith
Dean of Medicine

Phone: (306) 966-6149
preston.smith@usask.ca

Dr. Kent Stobart
Vice Dean of Education

Phone: 306-966-6260
kent.stobart@usask.ca

Dr. Marek Radomski
Vice Dean of Research

Phone: 306-966-4342
marek.radomski@usask.ca

Lauren Grant
Human Resources

Phone: (306) 966-1069
lauren.grant@usask.ca

Table of Contents

ADMINISTRATIVE RESIDENTS	6
DUTIES OF THE ADMINISTRATIVE RESIDENT.....	6
THE ADMINISTRATIVE RESIDENT STIPEND.....	6
ADVANCED CARDIAC LIFE SUPPORT (ACLS)	6
APPOINTMENTS/REAPPOINTMENTS	7
ASSESSMENT GUIDELINES	7
BLOOD BORNE PATHOGENS	7
CANADIAN MEDICAL ASSOCIATION - CODE OF ETHICS	7
CANADIAN MEDICAL PROTECTIVE ASSOCIATION (CMPA)	7
COMPLETION OF TRAINING	7
CREDENTIALING – SASKATCHEWAN HEALTH REGIONS	8
SASKATOON REGIONAL HEALTH AUTHORITY	8
REGINA QU’APPELLE REGIONAL HEALTH AUTHORITY.....	8
PRINCE ALBERT PARKLAND REGIONAL HEALTH AUTHORITY.....	8
CYPRESS REGIONAL HEALTH AUTHORITY	8
FIVE HILLS REGIONAL HEALTH AUTHORITY.....	8
MAMAWETAN CHURCHILL RIVER REGIONAL HEALTH AUTHORITY.....	8
DISABILITY ACCOMMODATIONS POLICY	8
DISCRIMINATION AND HARASSMENT	8
ELECTIVE GUIDELINES	8
E-MAIL POLICY	9
HOUSING AT DISTRIBUTED SITES	9
MOOSE JAW.....	9
NORTH BATTLEFORD	9
PRINCE ALBERT	9
REGINA.....	10
SASKATOON.....	10
IDENTIFICATION BADGES	10
IMMIGRATION	10
IMMUNIZATIONS	11
SASKATOON REGIONAL HEALTH AUTHORITY	11
REGINA QU’APPELLE REGIONAL HEALTH AUTHORITY.....	11
PRINCE ALBERT PARKLAND REGIONAL HEALTH AUTHORITY.....	11
CYPRESS REGIONAL HEALTH AUTHORITY	11
FIVE HILLS REGIONAL HEALTH AUTHORITY.....	11
MAMAWETAN CHURCHILL RIVER REGIONAL HEALTH AUTHORITY.....	11
INTERNET POLICY	11
LEAVE OF ABSENCE POLICY & GUIDELINES	11
LICENSURE: COLLEGE OF PHYSICIANS AND SURGEONS OF SASKATCHEWAN	12
MIDDLE DAY OF A LONG WEEKEND	12

MOONLIGHTING AND LOCUMS.....	12
ORIENTATION.....	12
PARKING	13
PAYROLL	13
PERSONAL INFORMATION CHANGE	13
PRESCRIBING POLICY	13
REGISTRATION - UNIVERSITY OF SASKATCHEWAN	14
REQUEST FOR PAYMENT: EXCESS IN-HOUSE CALL DUTY	14
REQUEST FOR PAYMENT: ON-CALL STIPEND	14
REQUEST FOR PAYMENT: STATUTORY HOLIDAY PAYMENTS.....	14
RESIDENT BOOT CAMP	15
RESIDENT FILES.....	15
RESIDENT HEALTH AND SAFETY	15
RESIDENT RESEARCH GUIDELINES	16
RESIDENT ROLE IN TEACHING UNDERGRADUATE MEDICAL STUDENTS	16
TEACHING IMPROVEMENT PROJECT SYSTEM (TIPS) COURSE.....	16
RESIDENT SUPERVISION.....	20
RESIDENT TRANSFER POLICY AND PROCEDURES	20
RESIDENT WELLNESS	20
RESIGNATION OF RESIDENTS	20
SOCIAL MEDIA POLICY	20
TIME AWAY FROM PROGRAM (NON-EDUCATIONAL)	20
TRAVEL FUNDS - ADMINISTERED BY INDIVIDUAL PROGRAM OFFICES.....	21
EDUCATION/CONFERENCE TRAVEL FUND	21
SUPPLEMENTAL FUND – CONFERENCE RESEARCH PRESENTATIONS	21
TRAVEL FUNDS – ADMINISTERED BY PGME OFFICE	22
MILEAGE REIMBURSEMENT FOR DISTRIBUTED EDUCATION	22
MANDATORY OUT-OF-PROVINCE TRAVEL FUND.....	22
TUITION FEE	23
UNIFORMS	23
WAIVER OF TRAINING POLICY AFTER A LEAVE OF ABSENCE FROM RESIDENCY	23

Administrative Residents

Each program will have one administrative resident position.

The duties assigned to the administrative resident represent the range of responsibilities that can be assigned by the Program Director. Since the number of persons and other factors vary among the departments and hospitals, it is recognized that in some situations the resident may not encompass each category. It is further recognized that the complexity of individual functions or tasks can vary among departments and/or hospitals but that no attempt will be made to alter the compensation due to these differences. Also, duties may be delegated in such a manner that two or more residents share the responsibilities.

Duties of the Administrative Resident

1. Liaison between faculty/staff and residents, including handling of complaints and concerns originating with the residents, faculty/staff or hospital administration.
2. Arrangement and preparation of call schedules, ward schedules and holidays to ensure appropriate coverage in the department at any given time.
3. Orientation of new residents.
4. Organization of case rounds and audit or ward charts.
5. Residency teaching round scheduling.
6. Subspecialty and grand round scheduling.
7. Undergraduate seminar scheduling.
8. Allocation of junior residents to consultants.
9. Arrange patient cases for undergraduate and postgraduate examinations.
10. Supervision and assessment of JURSI's including the review of exams written by the JURSI.
11. Supervise and coordinate the investigation and treatment of in-patients as directed by the attending physician.
12. Membership on the Residency Training Committee.
13. Assist in updating resource material in the department library.
14. Assist in selecting articles to be reviewed by residents at journal club meetings.
15. Additional duties that may be assigned from time to time by the Program Director.

The Administrative Resident Stipend

The Administrative Resident Stipend is paid twice a year – December and June. In the month prior to payment, administrative residents will receive notification that payment is about to be made and they will be asked to verify their administrative resident appointment and number of months of that appointment.

Advanced Cardiac Life Support (ACLS)

All new appointments to College of Medicine postgraduate training programs must have successfully completed an Advanced Cardiac Life Support (ACLS) Provider course endorsed by the Heart and Stroke Foundation of Canada and/or the American Heart Association. Proof of current certification must be provided to the PGME office prior to commencement of the training program.

Appointments/Reappointments

Appointments and reappointments to training programs are made by the Postgraduate Medical Education Office upon the recommendation of the Program Director. All reappointments are subject to satisfactory completion of training in the previous academic year.

Assessment Guidelines

Click [here](#) to review the guiding principles for assessment of postgraduate trainees. This document also includes policies and procedures pertaining to: promotion and deferral of promotion, remediation, probation, dismissal and appeal.

Blood Borne Pathogens

Postgraduate medical education trainees (residents) are physicians and their activities are guided by a variety of agencies including, but not limited to, the University of Saskatchewan, the College of Physicians and Surgeons of Saskatchewan (CPSS), the Canadian Medical Association (CMA) and regional health authorities. Residents hold educational licenses with the CPSS and as such are governed by CPSS [policies](#) related to Blood Borne Pathogens. Contact CPSS for the most current policies at (306) 244-7355.

Canadian Medical Association - Code of Ethics

To access the Canadian Medical Association code of ethics [click here](#).

Canadian Medical Protective Association (CMPA)

Residents cannot commence training without [CMPA](#) membership. All residents working within Saskatchewan are required to be covered by CMPA for liability insurance. The cost of the coverage will be paid by the employer.

An application package will be provided to new residents to be returned to the Postgraduate Office along with their signed contract.

CMPA coverage for residents already in a program is renewed each year by the PGME office.

Residents must be registered with the College of Physicians & Surgeons of Saskatchewan (CPSS) to be eligible for CMPA coverage. CPSS provides each resident with the required license number.

Residents are responsible for ensuring that contact information with CMPA is always up to date. Residents must communicate changes regarding contact information directly with CMPA. Residents must also notify CMPA when training within Canada (e.g. electives, mandatory rotations) occurs outside of Saskatchewan.

Completion of Training

Residents completing their program are required to make sure all equipment (i.e. pagers, uniforms, keys, library books, etc.), parking passes, and any monies owing (library fees, transcript fees, etc.) are returned and/or paid before leaving the program. If a resident leaves and has not satisfactorily resolved these matters, measures may be taken by the appropriate department to obtain restitution.

Credentialing – Saskatchewan Health Regions

All residents must be eligible for and maintain privileges within a Saskatchewan Health Region as determined by its credentialing process. Residents who have not been previously credentialed will be required to submit a current criminal record check as part of their pre-resident application for appointment. Credentialing privileges for residents with criminal records will be considered on a case by case basis by the College of Medicine in consultation with the Health Region.

Saskatoon Regional Health Authority

Contacts: Natalie Haugan at (306) 655-0194 or Natalie.Haugan@saskatoonhealthregion.ca
Ashley Mann at (306) 655-0193 or ashley.mann@saskatoonhealthregion.ca

Regina Qu'Appelle Regional Health Authority

Contact: Cheryl Isted at (306) 766-0727 or cheryl.isted@rqhealth.ca.

Prince Albert Parkland Regional Health Authority

Contact: Deborah Wick at (306) 765-6403 or dwick@paphr.sk.ca.

Cypress Regional Health Authority

Contact: Grant Browne, Medical Affairs Coordinator at (306) 778-9463 or grant.browne@cypressrha.ca.

Five Hills Regional Health Authority

Contact: Tamara Ferraton at (306) 694-0231 or tamara.ferraton@fhhr.ca

Mamawetan Churchill River Regional Health Authority

Contact: David Stoll at Davidstoll@hotmail.comIntern

Disability Accommodations Policy

The [Disability Accommodations policy](#) provides guidance to support and to promote the training of residents with documented disabilities through reasonable accommodation, in compliance with applicable laws and University of Saskatchewan governing documents, including the University of Saskatchewan [Students with Disabilities: Academic Accommodation and Access](#) policy.

Discrimination and Harassment

In accordance with the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada accreditation standards, and with the University of Saskatchewan's [Discrimination and Harassment Prevention Policy](#), intimidation, discrimination and harassment are prohibited and will not be tolerated in PGME learning environments. To review the PGME Discrimination and Harassment guidelines [click here](#).

Elective Guidelines

To review the guidelines for setting up electives [click here](#). Please note that no funding subsidies are provided for elective rotations; all costs relevant to the elective are at the resident's expense.

E-mail Policy

The Postgraduate Medical Education Office uses e-mail as the primary means of communication with residents. In accordance with the [University of Saskatchewan's E-mail Policy](#) all residents are responsible for checking their university assigned e-mail address on a regular basis to receive information and respond to requests for information from our office. Students and residents are responsible for maintaining their U of S issued email accounts for communication with their programs and the College of Medicine.

Housing at Distributed Sites

Temporary housing is provided at no cost to residents who leave their home site to complete short term mandatory rotations at distributed sites in Saskatchewan. If residents complete electives away from their home site, they are responsible for all costs incurred, including mileage and rental housing.

Damage/Damage Deposits: Residents are responsible for paying for damage deposits, if required, at rental properties provided by the College of Medicine. Residents who incur damage or additional cleaning charges during their stay at rental properties provided by the College of Medicine must reimburse the landlord directly for these costs.

Pets: Pets are not allowed in any rental properties provided by the College of Medicine. Residents with pets are responsible for arranging pet care at their own expense.

Residents with Disabilities and/or Medical Conditions: Residents requesting special accommodations for temporary housing due to disability and/or a medical condition are required to contact Gayathri Manoharan, PGME Wellness Resources (Ph: 306-966-1669; gayathri.manoharan@usask.ca).

All requests for special housing accommodations will require the resident to follow up with Disability Services for Students (DSS). This process can take several months to complete and it is the resident's responsibility to provide appropriate supporting documentation as required by DSS. Reasonable accommodations will be determined based on what is medically necessitated, rather than what is desired.

Please review the following information to learn more about reserving temporary housing in advance of your rotation.

Moose Jaw

Please contact Lisa Eisan at lisa.eisan@fhhr.ca to arrange rotations. If temporary housing is required, contact Tina Robinson at tina.robinson@fhhr.ca.

North Battleford

If you require short term housing in North Battleford, please contact Michelle Coakwell in the Department of Family Medicine office at (306) 446-8631 or michelle.coakwell@pnrha.ca.

Prince Albert

If you require temporary housing in Prince Albert, please contact Nicole Toutant in the College of Medicine, Prince Albert office at (306) 765-6787 or nicole.toutant@usask.ca.

Regina

Shared housing is provided for residents assigned to short term mandatory rotations in Regina. Residents are assigned to one of four 4-bedroom apartments located on the sixth floor of the North Residence Tower on the University of Regina campus.

The U of R apartments may also be available to residents undertaking electives in Regina; however, rooms are provided based on availability and on a cost recovery basis.

Family housing is provided by the Regina Qu'Appelle Health Region for residents who meet the eligibility criteria.

The College of Medicine, Regina office provides the PGME office with a list of residents completing mandatory rotations in Regina. The PGME office contacts residents approximately four to six weeks before their rotation commences to confirm if temporary housing is required. The PGME office will then arrange housing for residents as needed.

Please contact Sam Curnew in the PGME office at sam.curnew@usask.ca or (306) 966-8555 with any inquiries about Regina housing.

Please note that residents who choose to arrange their own short term housing in Regina will not be reimbursed for the housing costs.

Saskatoon

The PGME office will arrange temporary housing for residents who undertake short term mandatory rotations in Saskatoon. Housing is arranged on an individual basis and the request must be sent to the PGME office at least two months before the rotation start date so suitable housing can be reserved.

Please contact Della Toews in the PGME office at della.toews@usask.ca to arrange temporary housing in Saskatoon.

Identification Badges

The College of Medicine, in cooperation with its affiliated hospitals throughout Saskatchewan, has implemented a standard means of identification for all residents. All residents are required to properly identify themselves at all times to hospital staff and patients.

Immigration

Residents who are not Canadian Citizens, Landed Immigrants or Permanent Residents require a work permit to train in Saskatchewan. The PGME office will provide the required documentation to residents so they can commence the application process to obtain a work permit from Citizenship and Immigration Canada (CIC). It is important to apply promptly to avoid delays in processing the work permit and to avert any problems. The resident must present a valid work permit for the appointment period to the PGME office prior to commencement of the training program.

The work permit does not allow re-entry into Canada. It is the responsibility of the work permit holder to contact CIC regarding re-entry regulations and documentation required (visa, multi-entry visa) should they need to travel outside of Canada for any reason during the course of their training period (e.g. electives, vacation, conferences, etc.) to ensure they have the

appropriate immigration documents allowing them to re-enter Canada without delay. Failure to do so, which results in a delay of their return to Canada, may require an extension of the resident's training period to cover the time missed. It may also result in prorating monthly stipends to account for the unapproved leave period.

Immunizations

For the protection of the individual resident and their patients, all new appointments to College of Medicine postgraduate training programs are required to submit immunization records and proof of immunity (titres) to the health region(s) in which they will be working.

Saskatoon Regional Health Authority

Contacts: Natalie Haugan at (306) 655-0194 or Natalie.Haugan@saskatoonhealthregion.ca
Ashley Mann at (306) 655-0193 or ashley.mann@saskatoonhealthregion.ca

Regina Qu'Appelle Regional Health Authority

Contact: Cheryl Isted at (306) 766-0727 or cheryl.isted@rqhealth.ca.

Prince Albert Parkland Regional Health Authority

Contact: Deborah Wick at (306) 765-6403 or dwick@paphr.sk.ca.

Cypress Regional Health Authority

Contact: Grant Browne, Medical Affairs Coordinator at (306) 778-9463 or grant.browne@cypressrha.ca.

Five Hills Regional Health Authority

Contact: Tamara Ferraton at (306) 694-0231 or tamara.ferraton@fhhr.ca

Mamawetan Churchill River Regional Health Authority

Contact: David Stoll at Davidstoll@hotmail.com

Internet Policy

Residents must use professional conduct when accessing the internet or using computers which are the property of the University of Saskatchewan or a Regional Health Authority. [Click here](#) to view U of S Information Technology policies as they related to computer use, e-mail use, etc.

Leave of Absence Policy & Guidelines

A leave of absence is an approved interruption of training for any reason. Leaves may be granted for a variety of reasons, but are generally categorized into paid and unpaid leaves as referred to in the Collective Agreement between the University of Saskatchewan and the Resident Doctors of Saskatchewan. Please refer to the [Leave of Absence Policy](#) for detailed information.

The Postgraduate Medical Education Office must be notified of any leaves and leaves of absences must be approved by the Assistant Dean, Postgraduate Medical Education.

Residents should complete a Leave Request form for any type of leave. Please contact your Program Administrative Assistant to obtain the leave form for your program. Leave requests should be submitted prior to the leave to ensure approval by the appropriate authorities. In

circumstances where a resident must leave immediately, please ensure the Program Director is notified immediately and, upon your return, complete the leave request form.

A staff member of the resident's home program will meet with the resident to review leave options, requirements and expectations. In the case of unpaid leaves the appropriate payroll adjustments will be made. The Postgraduate Medical Education Office will make notification of such leaves to the appropriate agencies (e.g. College of Physicians and Surgeons of Saskatchewan, Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada, CMPA, SMA).

For any unpaid leave period, Dental and Extended Health Care coverage may be maintained provided the resident pays the premiums. Residents on a leave of absence are responsible for payment of disability and life insurance premiums.

Licensure: College of Physicians and Surgeons of Saskatchewan

In order to participate in postgraduate medical education, all residents must be registered on the Educational Register of the [College of Physicians & Surgeons of Saskatchewan](#) (CPSS). This also applies to residents already fully licensed in Saskatchewan. Failure to do so may result in loss of credit for training time spent in the program. Registration must be completed prior to commencement of training.

The registration fee for registration on the educational register will be paid by the College of Medicine on behalf of each ministry funded resident.

In order to be eligible for CMPA coverage, residents must be registered with the College of Physicians & Surgeons of Saskatchewan. The College of Medicine will re-register those residents being reappointed to residency training with the College of Physicians & Surgeons of Saskatchewan.

Residents are responsible for ensuring that contact information with CPSS is always up to date. Residents must communicate changes regarding contact information directly with CPSS.

Middle Day of a Long Weekend

To apply for this benefit, the [Middle Day of a Long Weekend](#) form must be completed by the Administrative Resident and Program Director and submitted to the Postgraduate Medical Education Office with a copy of the call schedule attached. The on-call day will be verified.

Moonlighting and Locums

Click [here](#) for information on policies, procedures and required forms for moonlighting and locums. A [moonlighting application form](#) must be submitted to the PGME office for approval.

Orientation

An orientation for new residents is held at their home training site on the first working day following the July 1 holiday. Attendance is mandatory as pertinent hospital policies and procedures are reviewed.

Parking

Saskatoon

Residents based in Saskatoon should contact Parking Services (Room M1600 on RUH main mall near escalators) or email: parking@saskatoonhealthregion.ca for information on parking.

Regina

Residents based in Regina, or undertaking rotations in Regina, should contact the Regina College of Medicine Office for information on parking at Regina teaching hospitals.

Payroll

Payroll TD-1, TD1SK and bank direct deposit forms are sent to new residents in their appointment packages and are also available on the PGME website in the [New Resident section](#). The completed forms must be submitted to the PGME office with the other required forms by the given deadline or as banking information changes. Failure to do so may result in the delay of the first month's pay.

Personal Information Change

Updated contact information ensures that communication from the PGME Office reaches residents in a timely manner. Residents who have changes to their contact information (e.g. name, address) must make these changes on [PAWS](#) in a timely manner. Changes must also be sent to the PGME office. If residents have changes or inquiries with respect to payroll or human resources matters, they should contact the PGME office for advice and assistance.

Residents are responsible for ensuring that contact information with the following organizations is always up to date and must communicate any changes directly with the relevant organization.

[Canadian Medical Protective Association \(CMPA\)](#): Residents must also notify CMPA when training within Canada (e.g. electives, mandatory rotations) occurs outside Saskatchewan.

[College of Family Physicians of Canada \(CFPC\)](#)

[College of Physicians and Surgeons of Saskatchewan \(CPSS\)](#)

Prescribing Policy

Residents must be aware of the minimum standards for written and verbal medication prescriptions as outlined in The College of Physicians and Surgeons of Saskatchewan Bylaws pursuant to The Medical Profession Act, 1981 (February 2007). [Click here](#) to read the relevant bylaw. Please note clause (7) *Physicians in training who are enrolled on the educational register of the College of Physicians and Surgeons and who may be authorized to issue prescriptions must clearly identify on the prescription the name of the fully registered physician who is their supervisor in respect to that specific physician/patient interaction.*

[Click here](#) for policies and procedures for residents writing prescriptions for controlled substances.

Registration - University of Saskatchewan

The Postgraduate Office registers each resident as a student of the University of Saskatchewan. A registration form/personal data sheet is sent to each resident with the new contract packages each year, which they must sign and return to the Postgraduate Office. Failure to register by July 1 may result in loss of credit for training time spent in the program. Registration ensures appropriate insurance coverage is in place for each individual. If you have outstanding fees or fines with the University of Saskatchewan (e.g. library), the University registration system will not allow registration until these fees are paid.

Request for Payment: Excess In-House Call Duty

To apply for payment, the resident must complete a [Request for Payment – Excess In-House Call Duty](#) form, attach a call schedule and submit it to the Administrative Resident for verification and signature. The Administrative Resident then submits the form to the Program Director for certification, explanation of such call, and signature. The form is forwarded to the Postgraduate Medical Education Office where it is reviewed and verified with the call schedule.

There must be clearly defined reasons and justification, certified by the Program Director, that this was an absolute requirement.

Payment is made as part of the monthly payroll as it is subject to standard payroll deductions. In order to be included on the monthly payroll cheque, the Request for Payment form should be received in the Postgraduate Medical Education Office by the third working day of the month.

Request for Payment: On-Call Stipend

All mandated call schedules will be certified by the Program Director as being correct and accurate and must be forwarded to the Postgraduate Medical Education Office before payment processing can occur. The Postgraduate Medical Education Office processes payments based on the certified call schedules and will not be responsible for verifying the accuracy of the call schedule or for resolving any conflict relating to incorrect submissions. Payment adjustments for incorrect call schedule submissions will not be possible. If payments are made based on incorrect submissions, it will be up to the residents involved to resolve this.

Request for Payment: Statutory Holiday Payments

The resident must complete the [Request for Payment - Statutory Holiday form](#), attach a copy of the valid call schedule and submit it to the Administrative Resident for verification and signature. The form is approved by the Program Director who will then forward it to the Postgraduate Medical Education Office. If the form is not properly completed, or the appropriate signatures of approval are missing, the form will be returned to the resident.

Requests for paid time off in lieu of being on duty the day of the statutory holiday must be submitted to the College of Medicine within a 30-day period either before or after the statutory holiday.

The Postgraduate Medical Education Office verifies the information on the form with the attached call schedule. In order for statutory payments to be included on the month-end payroll, Request of Payment forms should be received in the Postgraduate Medical Education

Office by the third working day of the month. This will allow the Postgraduate Medical Education Office time to process the information and forward it to meet the monthly cut-off date for making reports to Payroll.

Any statutory holiday payment request received by the Postgraduate Medical Education Office prior to the statutory holiday occurring will not be processed until the statutory holiday occurs as circumstances may prevent the resident from performing their duties as scheduled.

Once a statutory holiday request form has been processed by the Postgraduate Medical Education Office and forwarded to the University of Saskatchewan payroll department, no changes can be made. The resident will be required to take the pay and/or day off as originally requested.

Statutory holiday payments are subject to standard payroll deductions and therefore form part of the regular month-end payroll.

Resident Boot Camp

All CMG and IMG applicants matched to RCPSC and CFPC residency training programs in the CaRMS R1 match must attend a two-day Resident Boot Camp prior to commencing training. The purpose of the Boot Camp is to provide additional support to trainees as they transition to residency by introducing and consolidating baseline skills and knowledge needed to flourish during their residency years.

The program will include interactive case-based and hands-on practice sessions. There will also be a social event to provide trainees with the opportunity to interact and network among themselves. To view the schedule for the 2017 Boot Camp, [click here](#).

Resident Files

Click [here](#) to view the policy and procedures for accessing information contained in resident's individual program files and postgraduate medical education office files.

Resident Health and Safety

The University of Saskatchewan and Postgraduate Medical Education Office is committed to the promotion of health, safety and wellbeing of all medical residents. Please review [resident health and safety guidelines and policies](#) to learn more about:

- Roles and responsibilities of:
 - PGME office
 - PGME residency programs
 - Residents
 - Hospitals and teaching sites
- University of Saskatchewan resources
- Policies and Procedures for Reporting Work-Related Injuries & Incidents
- Blood borne infections
- Medivac/Ambulance transports

Resident Research Guidelines

During residency training, research is required as per accreditation standards and objectives of training in both specialty training (RCPSC) and Family Medicine (CFPC) and programs. The CFPC Red Book elaborates on this requirement in its section on Scholarly Activity. The [Resident Research Guidelines](#) were developed to foster resident research beyond minimal accreditation standards.

Resident Role in Teaching Undergraduate Medical Students

Residents have a role in teaching undergraduate medical students. The undergraduate MD program of the College of Medicine is accredited by the Committee on Accreditation of Canadian Medical Schools (CACMS) and by the American equivalent, the Liaison Committee on Medical Education (LCME). CACMS/LCME have identified that residents need to be prepared for their role as teachers to their junior colleagues. This is also an expectation of the College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada.

In order to achieve this, the resident must:

- be aware of overall objectives of training regarding undergraduate medical education
- familiarize themselves with specific objectives of courses in which they may teach (e.g. professional skills, clinical sciences and the JURSI / Clinical Clerk rotations)

Teaching Improvement Project System (TIPS) Course

In order to prepare the resident for their teaching role, it is **mandatory** that all residents take the online Residents as Teachers Module (via Blackboard Learn) and the TIPS Course in the first year of their training program. This course is offered through the College of Medicine, Faculty Development. Please contact Sean Polreis at sean.polreis@usask.ca for more information.

TIPS will be offered on the following dates in the 2017/18 academic year:

2017

- Wednesday, July 12 & 19 – RC Regina
- Thursday, July 13 & 20 – FM Regina
- Tuesday, July 25 & August 1 – FM Swift Current
- Wednesday, July 26 & August 2 – FM Moose Jaw
- Thursday, August 17 & 24 – FM Saskatoon
- Tuesday, August 22 & 29 – FM Prince Albert
- Wednesday, September 13 & 20 – RC Saskatoon
- Wednesday, September 27 & October 4 – FM North Battleford & La Ronge
- Friday, October 27 & November 3 – RC Saskatoon
- Wednesday, November 8 & 15 – RC Saskatoon
- Tuesday, November 21 & 28 – RC Saskatoon
- Friday, December 1 & 8 – RC Saskatoon
- Tuesday, December 12 & 19 – RC Saskatoon

2018

- Thursday, January 11 & 18 – RC Saskatoon
- Tuesday, January 30 & February 6 – RC Saskatoon

The following information is provided as a reference to the objectives of the MD program which will be beneficial to residents in their role as teachers:

Educational Objectives of the MD Program

The aim of the undergraduate program is to graduate an “undifferentiated” or “multi-potential physician” with an M.D. degree.

General Objectives

The physician graduating from the College of Medicine at the University of Saskatchewan will possess the knowledge, skills and attitudes basic to all physicians such that he/she may satisfactorily proceed to further training in any area of the profession.

The primary objective is that the physician be able to identify, analyze and manage clinical problems in a way that provides effective, efficient and humane patient care.

The physician graduating from the Faculty will have had an opportunity to pursue an area of interest during the undergraduate training period.

The student who has achieved the general objectives will demonstrate competence in the following areas at the level of expertise of a new graduate:

Physician as Medical Expert/Decision Maker

Knowledge of normal human development, structure and function from a biological, psychological and social perspective.

Develop knowledge of medical vocabulary, facts, concepts, principles, laws, methods and procedures as demonstrated by the ability to:

- Use them to explain relevant clinical phenomena
- Use them to manage biological and clinical problems

Describe the natural history of a discrete number of common and important diseases.

Explain the basic facts and concepts necessary to practice effective preventive medicine including:

- Describe, with advantages and disadvantages, the use of appropriate immunization procedures in the prevention of disease.
- Recognize and assess the influence of environmental factors on patient’s problems.
- Recognize risk factors for the development of specific diseases.
- Explain common screening procedures and their interpretation based on critical review of the relevant evidence.

Detect and interpret significant physical signs by inspection, percussion, palpation and auscultation and use them in creating a diagnosis.

Demonstrate skill in using various clinical and laboratory instruments (e.g. ophthalmoscope, stethoscope).

Demonstrate skill in performing common technical procedures (e.g. measurement of blood pressure, venipuncture).

Acquire information required to solve problems.

Adjust the history and physical examination to the requirements of the situation.

Obtain required information by using appropriate sources (e.g. selection of appropriate clinical and laboratory procedures, library and other sources).

Define the patient's problem within the context of their life situations (e.g. person, family, community).

Evaluate the urgency or seriousness of a situation and act appropriately.

Form a set of tentative hypotheses or diagnoses.

Initiate appropriate procedures for checking the hypotheses.

Revise and re-evaluate the tentative hypotheses and/or treatment plan based on new information and/or response to treatment.

Conscientiously maintain accurate patient records and files.

Physician as Communicator/Educator/Humanist/Healer

Conduct patient-centered interviews that explore the patient's feelings, ideas, impact on function and expectation and provide the rationale.

Develop relationships with patients characterized by compassion, empathy, respect and genuineness.

Demonstrate a willingness to collaborate with the patient about management.

Perform a comprehensive physical examination without causing the patient embarrassment.

Adapt treatment plans with consideration for the patient's age, general health, special needs, expectations, cultural background, progress or changes in condition.

Communicate information with explanations that are clear, concise and understandable to patients.

Counsel patients on risk reduction.

Balance patient's welfare against need for precision when faced with a clinically ambiguous situation.

Abide by the principles in the Code of Ethics as published by the Canadian Medical Association and keep informed of changes in the code.

Physician as Health Advocate

Use specialized knowledge and skills to contribute to the well-being of both the community and individual patients.

Identify the rights and legal responsibilities of physicians to patients and the community.

Describe the determinants of health and apply appropriately to enhance individual and community wellbeing.

Apply "cost-effectiveness" to public health interventions.

Physician as Learner/Scholar/Scientist

Demonstrate skill in self-directed learning by:

- Identifying areas of deficiency and strength in one's own knowledge and skills
- Finding appropriate educational resources
- Evaluating personal learning progress
- Using new knowledge in the care of patients
- Learning and applying the scientific method

Evaluate the validity and applicability of published data through critical appraisal in consultation with others.

Develop the self-knowledge necessary for personal growth and continuous learning.

Critique the scientific method and its application to individual and population problems.

Support and value the work of scientists as vital to the health of the population.

Assess the effectiveness of current practices and engage in continuous quality improvement.

Physician as Collaborator

Work effectively as a member of a team.

Collaborate effectively with patients and families without always taking charge.

Find common ground when differences of opinion exist.

Communicate effectively and cooperatively with peers and colleagues engaged in education, research and health care.

Establish effective relationships with colleagues and other members of the health care team by:

- Considering their suggestions and criticisms
- Tactfully handling differences of opinion
- Providing support and direction to less experienced personnel

Recognize personal subjective perspectives; ensure they do not interfere with the patient's best interests.

Physician as Resource Manager/Gatekeeper/Steward

Explain the structure and function of the Canadian Health Care System and its major components.

Assist patients in accessing the health care system for physical, psychological, social and economic rehabilitation or long-term care.

Identify potential conflict between individual and population health interests and seek advice from others, including ethicists when necessary, to help resolve issues.

Physician as Person

Explain personal assets, perspectives and limitations.

Be willing to seek help, advice or consultation when needed.

Accept that physicians cannot be "all things to all people".

Respond to personal and family needs and develop effective personal support systems.

Resident Supervision

To view the Resident Supervision Policy [click here](#).

Resident Transfer Policy and Procedures

There are occasions when a resident or a residency program concludes that a transfer to another residency training program is in their best interests. For more information on the internal transfer policy and procedures [click here](#).

Residents who may be considering a transfer to another medical school in Canada should review the [National Transfer Guidelines](#).

Residents are eligible to apply to positions in the second iteration of CaRMS and may prefer this option as a means to transfer to another program and/or school. It is the resident's responsibility to clear any return-of-service commitments with the Ministry of Health prior to applying.

Resident Wellness

The [Resident Resource Office](#) is responsible for providing non-academic support throughout residency training in a safe and confidential space. The office supports residents who may be coping with professional or personal challenges, and helps individuals develop proactive strategies around health and wellness issues specific for physicians.

For more information, or to set up an appointment, please contact Gayathri Manoharan gayathri.manoharan@usask.ca or Phone: 306-966-1669.

Resignation of Residents

The Postgraduate Medical Education Office must be notified immediately if residents resign from their training program. In the case of resignation, the Postgraduate Medical Education Office will make the appropriate payroll adjustments (if paid through University of Saskatchewan Payroll as a University Employee) for any unused vacation accrued or adjustments for any negative vacation or sick leave balances. The Postgraduate Medical Education Office will also notify the appropriate licensing bodies of the early resignation of the resident.

In cases where residents are dismissed or suspended from the training program, the [Assessment of Postgraduate Trainees - Guiding Principles](#) document should be used as a guideline to ensure proper procedures are followed.

Social Media Policy

The Social Media Policy is relevant to all electronic communications and electronic networking which may include, *but is not limited to*: the internet, social networking sites, posting on blogs, online forums, wikis, texting, instant messaging (IM), email and listservs, posting to public media sites, mailing lists, and video sites. To view the policy, [click here](#).

Time Away from Program (Non-educational)

To view the policy for accounting for non-educational time away from educational programs, [click here](#).

Travel Funds - Administered by Individual Program Offices

Several travel funds have been established that are administered by individual program offices to subsidize travel expenses for residents. Please contact your program office for information on applying for funding and reimbursement.

Approval for funding is not associated with the type of leave you will use to attend the event. The criteria as stipulated under Education Leave must be met in order to be eligible to claim the leave as educational leave. If the Education Leave criteria is not met, vacation leave must be applied.

These travel funds are not available to cover any expenses related to resident electives.

Education/Conference Travel Fund

The purpose of this fund is to provide financial support to residents for travel, registration and expenses associated with attending conventions, seminars and workshops related to the resident's training program. Residents are eligible for these travel funds to a maximum of \$500 per resident per year. The education/conference travel fund is administered by individual residency program offices.

Supplemental Fund – Conference Research Presentations

Postgraduate medical students are actively encouraged to participate in research projects during their residency training period. With greater frequency, postgraduate students have been successful in having papers and posters accepted at national and international conferences, following the rigor of peer review. To assist with the costs of residents attending national and international conferences to present their scholarly work, this fund is available to support up to a maximum amount of \$2,000 per resident over the duration of their entire training program.

The following limitations apply:

1. Resident must present a paper or poster at a national or international conference.
2. The paper/poster must have been submitted to the conference for peer review.
3. The application must be supported by the Program Director or Department Head.
4. The research must be based on new projects undertaken while enrolled in a Residency Training Program at the University of Saskatchewan.
5. A copy of the paper and abstract must accompany the application.
6. A copy of the letter of acceptance of the paper/poster must accompany the application.
7. Application **must** be made prior to the conference. Retroactive applications **will not** be considered.
8. Approval of allocation of funds will be made by the Assistant Dean of Postgraduate Medical Education and a capitation will apply.
9. Submission of receipts of costs incurred will be governed by current University of Saskatchewan rules and regulations.

The supplemental fund for conference research presentations is administered by individual residency training program offices.

Travel Funds – Administered by PGME Office

Several travel funds have been established within the PGME office to subsidize travel expenses for residents. Each fund has been established to meet specific needs and has specific eligibility criteria.

Mileage Reimbursement for Distributed Education

Funding is available to support resident travel between distributed sites in Saskatchewan for approved core (mandatory) rotations. This travel fund **is not** available to support expenses related to resident electives.

Residents who travel to a distributed site for an approved core rotation will be reimbursed for one return trip between their home base and the distributed site. In addition, mileage reimbursement for one additional trip, to attend a program mandated activity (e.g. exam, resident research day), is available. The program mandated activity would require the resident to return to the home program while assigned to a distributed learning site and must be authorized by the Program Director. Where possible, programs should avoid mandating a resident's return if not absolutely necessary; for example, programs should do their best to utilize other resources such as videoconferencing to help residents participate in program activities while away.

Reimbursement Process using Concur

When the rotation has ended the resident will submit an expense report for mileage reimbursement through the U of S online [Concur travel and expense system](#). Residents should contact their Program Administrative Assistant or Finance Manager if they need assistance in submitting the Concur expense report.

Mandatory Out-of-Province Travel Fund

This fund was established to provide subsidization to residents who must travel to other centres across the country to receive training in areas not provided by the University of Saskatchewan. The rotation must meet the following criteria to be eligible for funding: must be mandatory as part of the Royal College of Physicians and Surgeons of Canada training objectives for the program; training must not be available in Saskatchewan; and there must be an Inter-University Affiliation Training Agreement in place with the site where the mandatory rotation will take place.

The PGME office will reimburse the following expenses for mandatory out-of-province rotations:

- **Single housing:** Furnished rental housing with basic utilities will be reimbursed up to a maximum of \$1,900.00/month (**Note:** This rate also applies if your spouse/partner is staying with you.)
- **Family housing:** If residents bring their children for the entire rotation period they will be eligible for reimbursement up to a maximum of \$2,900.00 per month. Residents must contact Della Toews della.toews@usask.ca before they leave to review guidelines for bringing additional family members.
- **Temporary housing provided by family/friends:** If residents stay with family members or friends, they can claim \$30 per day for accommodations without a receipt, as per U of S expense guidelines.

- Economy airfare (one round trip) OR mileage for one round trip from Saskatoon to location of rotation (as per current University mileage rates).
- Provincial licensing fees, certificate of standing, criminal record check, university PGME administration fees, passport photo, etc.

NOTE: Payment Services requires receipts for each expense being claimed.

Only the above noted expenses are eligible for reimbursement. Residents are not reimbursed for any other living costs including: parking, food, taxis, rental cars or miscellaneous travel costs.

Application & Reimbursement Process

Residents should contact their Program Office for information on scheduling their mandatory out of province rotation. When the rotation has ended the resident will submit an expense report through the U of S online [Concur travel and expense system](#). Residents should contact their Program Administrative Assistant, or Finance Manager, if they need assistance in submitting the Concur expense report.

Tuition Fee

There is currently no tuition fee assessed for ministry funded residents.

Uniforms

Residents should contact their program office to determine the type of uniform required. Residents are responsible for purchasing their own lab coat.

Waiver of Training Policy After a Leave of Absence from Residency

The Postgraduate Medical Education Office may consider granting a waiver of training after an approved leave of absence for residents in accordance with the policies of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

Granting a waiver of training is considered to be the exception rather than the standard procedure. A decision to waive training after an approved leave of absence can only be made in the final year of training and it cannot be granted after the resident has taken the certification examinations. Programs and residents must not assume that a waiver will be approved and should plan the final year of training and graduation date accordingly. A decision not to grant a waiver of training cannot be appealed.

Click [here](#) to review the policy and download the application form.