UNIVERSITY OF SASKATCHEWAN
College of Medicine
POSTGRADUATE MEDICAL EDUCATION
MEDICINE.USASK.CA

St Andrew's College
1121 College Drive
Saskatoon SK S7N 0W3 Canada
Telephone: **(306) 966-8555**
Facsimile: **(306) 966-5224**

TO: Residents Completing Training/Leaving the U of S

RE: Items to Address Prior to Completing Your Residency Training/Leaving the U of S

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1. **Forwarding Address**

    In order to facilitate your timely receipt of T4's, etc, please be sure that your forwarding address has been changed on the U of S website in the PAWS system - see https://paws.usask.ca/cp/home/displaylogin. Early each year, the University of Saskatchewan forwards T4's to the last reported address on file (you can also print it from PAWS). We would strongly encourage you to keep our office informed of any updated addresses as well - please see form below.

    If you have done call in the past two months and are still owed on-call stipends, please ensure your banking information is updated through PAWS for the next two or three months.

    USASK e-mail: As alumni you are eligible to keep your usask e-mail address. To keep your e-mail address and see other alumni benefits, see http://www.alumni.usask.ca/benefits/index.php.

2. **Responsibilities Prior to Leaving Your Training Program**

    ❖ **Pagers:**
      ➢ **Saskatoon:** Pagers must be returned directly to Switchboard Department (in the basement) at Royal University Hospital. Questions may be directed to the Operations Supervisor at Switchboard at 655-1003. Residents who do not return their pagers will be required to reimburse the PGME office for the missing pager. The cost is approx. $200.00. Even if you remain as an employee of the University or Saskatoon Health Region following completion of your training program, you <u>MUST return your pager</u> and arrange for an alternate one.
      ➢ **Regina:** Pagers must be returned directly to the College of Medicine Office.
      ➢ **Elsewhere:** N/A

    <u>The pager you currently have was assigned to you only in your capacity as a resident.</u>

    ❖ **Parking and ID Badges:**
      ➢ **Saskatoon:** Please report to Support Services at Royal University Hospital to cancel your parking access. This will ensure that no charges accumulate on your account. Even if you remain as an employee of the University or Saskatoon Health Region following completion of your training program, you <u>must report </u>to Support Services. They will make the necessary adjustments for parking requirements at that time but will need at least one week's notice. If you are leaving Saskatoon, please also return your ID badge to Support Services.
      ➢ **Regina:** Parking swipe card must be returned to the College of Medicine Office.
      ➢ **Prince Albert:** Please return your parking pass to your Program Administrative Assistant.
      ➢ **Elsewhere:** N/A

    <u>The parking access you currently have was assigned to you only in your capacity as a resident.</u> This process is mandatory to ensure enough parking for new residents to postgraduate training programs at your institution.

❖ **Monies owing the University must be paid prior to leaving the program.** This includes any outstanding library fees/fines (can be paid at any campus library), transcript fees, etc.

❖ **You must contact the College of Physicians and Surgeons (CPSS) in order to commence your license as a qualified medical practitioner.** The University will not pay for your license when you are no longer a resident; you will be responsible for continued payment and informing them of any changes/updates regarding your license. See attached CPSS documentation.

❖ **You must contact the Canadian Medical Protection Agency (CMPA) in order to start your medical liability protection as a practicing physician.** The University does not pay for your coverage once you are no longer a resident; you will be responsible for continued payment and to inform them of any changes/updates regarding your coverage.

❖ **You must contact the health region you will be working under in order to be credentialed.** If you will be working within the Saskatoon Health Region, please contact Natalie or Ashley at natalie.haugan@saskatoonhealthregion and Ashley at ashley.mann@saskatoonhealthregion.ca.

❖ **Keys:**

Saskatoon, Regina, & Swift Current: You must return all keys, etc.

Prince Albert: You must return your Resident's Lounge key to your Program Administrative Assistant

❖ **E-Health Access:** If you have access to eHealth, you will be receiving an email from eHealth Saskatchewan confirming your deactivation on the PGME eHR viewer. Please be aware that it is standard procedure for the PGME organization to discontinue access of the eHR viewer when you complete your residency training. If you need reactivation as a practicing physician you need to sign up under a different organization. If you have any questions, please do not hesitate to contact the PGME office.

❖ **From Human Resources re: Benefits:** If you are a member in the Extended Health Care and Dental Plan, coverage ceases on your termination date. Sun Life Financial, however, does have a "My Health CHOICE" to which you have the option of converting health coverage as well as dental within 60 days of your termination and you will not be required to complete a medical questionnaire for health and prescription drug benefits. Please visit the Sun Life Financial website at www.sunlife.ca or contact Sun Life Financial at 1-877-786-5433 for more information.

Please ensure you have completed the above prior to the completion of your residency training at the U of S or prior to beginning your practice.

Thank you, and all the best in your future endeavors!

Please return this completed section to:

Reola Mathieu
Postgraduate Medical Education Office
University of Saskatchewan
Room 413 St. Andrew's College
1121 College Drive
Saskatoon, SK S7N 0W3
Fax: (306) 966-5557

or e-mail the information to reola.mathieu@usask.ca

FORWARDING INFORMATION AFTER COMPLETION OF TRAINING

Name: _____

Street: _____

City/Town: _____

Postal Code: _____

E-mail Address: _____

Phone Number: _____