



UNIVERSITY OF SASKATCHEWAN

College of Medicine

POSTGRADUATE MEDICAL EDUCATION
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Postgraduate Medical Education Resident Handbook

(Revised June 2024)



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.

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Bootcamp inquiries: pgme.bootcamp@usask.ca

CBD inquiries: pgme.cbd@usask.ca

Elective inquiries: pgme.electives@usask.ca

General PGME inquiries: postgrad.med@usask.ca

RAPID inquiries: pgme.rapid@usask.ca

TIPS inquiries: pgme.tips@usask.ca

Transfer inquiries: medicine.pgmetransfers@usask.ca

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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 in-person Advanced Cardiac Life Support (ACLS) Provider course endorsed by the Heart and Stroke Foundation of Canada or the American Heart Association. ACLS certification obtained through an on-line course will not be accepted. Proof of current certification must be provided to the PGME office prior to commencement of the training program. Trainees are responsible for all costs associated with obtaining ACLS certification.

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)

All residents working within Saskatchewan must be covered by CMPA for liability insurance and cannot commence training without [CMPA](#) membership. Residents are responsible for ensuring that contact information with CMPA is always up to date and 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.

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 paying for their CMPA membership. Under the terms of the RDoS collective agreement Type A residents will be fully reimbursed for this cost after they begin residency. It is understood that the type of coverage provided under this benefit will not include work performed outside the resident's training program, aka 'moonlighting'.

Residents have three options to pay their CMPA dues yearly – annual fee payment, monthly pre-authorized debit and annual pre-authorized debit. The PGME office will reimburse residents on a monthly basis (the pro-rated monthly amount). For this reason, residents are encouraged to set up monthly pre-authorized debit with the CMPA.

Prior to the 15th of each month, residents will submit their CMPA receipt to Chastin Miller in the PGME office at chastin.miller@usask.ca. The reimbursement will be processed by the end of the following month. Should a resident miss the deadline, the reimbursement will be processed the next month.

If residents wish to pay their dues annually, they will submit their annual receipt; however, they will be reimbursed a pro-rated amount on a monthly basis over the course of the year.

If a resident goes on a leave of absence, they must notify CMPA. If this leave of absence should lead to a resident receiving a refund from CMPA for any months already reimbursed by the PGME office, the resident must contact Chastin immediately to discuss repayment options.

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 Authority

All residents must be eligible for and maintain privileges with the Saskatchewan Health Authority (SHA). New residents will be required to submit a current criminal record check as part of their credentialing application. Credentialing privileges for residents with criminal records will be considered on a case by case basis by the COM in consultation with the SHA.

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Ashley Mann	Saskatoon	ashley.mann@saskhealthauthority.ca	306-655-0193
Deborah Wick (North-East)	Prince Albert Parkland (Prince Albert); Mamawetan Churchill River (La Ronge); Rosthern	deborah.wick@saskhealthauthority.ca	306-765-6403
Angela Bodnar (North-West)	Prairie North (North Battleford)	angela.bodnar@saskhealthauthority.ca	306-820-6194
Teesha Klochko-Ries (South-East)	Sun Country (Weyburn); Sunrise (Yorkton); Humbolt; Kelvington; Estevan; Fort Qu'Appelle; Moosomin	teesha.klochko-ries@saskhealthauthority.ca PSA-SouthEast@saskhealthauthority.ca	306-516-7306
Tina Dolan (South-West)	Cypress (Swift Current); Five Hills (Moose Jaw); Rosetown	tina.dolan@saskhealthauthority.ca PSA-SouthWest@saskhealthauthority.ca	306-882-4111 Ext. 236
Shelley Hiebert & Charleen Kolodinsky	Kelsey Trail (Tisdale)	shelley.hiebert@saskhealthauthority.ca charlene.kolodinsky@saskhealthauthority.ca	306-873-6600
Dr. Stephen Britton	Keewatin Yatthe (Buffalo Narrows)	sbritton@sasktel.net	306-833-2044
Bryan MacLean & Pat Novakovski	Northern Medical Services	maclean.nms@usask.ca pnovak.nms@usask.ca	306-665-2898

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. 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. Residents are responsible for maintaining their U of S issued email accounts.

Housing Guidelines for Rotations Away from Home Site

Temporary housing will be offered by the College of Medicine, or partner organizations, at no expense to residents who leave their home site to complete short term mandatory rotations at distributed sites in Saskatchewan. Where temporary housing is not available, or the resident does not commit to accessing offered housing by the required deadline when contacted by PGME for housing, residents will be required to secure their own housing and apply for reimbursement from the PGME office. Residents who require housing for less than one week (stays of six nights or less) are required to secure their own housing and apply for reimbursement.

Housing is not provided to residents completing electives away from their home site, or clinical fellows completing training away from their home site.

At locations where housing is offered, residents will be placed in private fully furnished suites. Family friendly housing may be available in Regina and Saskatoon but is not guaranteed.

Temporary housing is assigned at random based on availability and requests are not accepted for specific suites or condo buildings.

For detailed information including resident responsibilities, housing contacts (including pet-friendly landlords), and the housing reimbursement process, please review the [PGME housing guidelines](#) on the PGME website.

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.

Immunizations & Vaccination (COVID)

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 Saskatchewan Health Authority in which they will be working prior to the commencement of their training program.

If you have questions, refer to the Credentialing Contact list (page 8) for the appropriate contact.

Information Technology & Information Management Policies

Residents must use professional conduct when accessing the internet or using computers which are the property of the University of Saskatchewan or Saskatchewan Health Authority. [Click here](#) to view U of S IT and Information Management policies for U of S employees.

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 Associate Dean, Postgraduate Medical Education.

Residents should complete a Leave of Absence 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 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 CPSS. The College of Medicine will re-register those residents being reappointed to residency training with CPSS.

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 Independent Clinical Practice

Click [here](#) for information on policies, procedures and required forms for moonlighting and independent clinical practice, or to download application forms.

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

Residents at all training sites are eligible, through the RDoS collective agreement, for parking passes at reduced rates.

Saskatoon: parking@saskatoonhealthregion.ca

Regina: ann.finch@saskhealthauthority.ca

All other sites: contact your Program Administrator.

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 \(CPSS\)](#)

Post-Call Academic Activity Guidelines

[Click here](#) to review the post-call academic activity guidelines.

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 Regulatory Bylaws for Medical Practice in Saskatchewan. [Click here](#) to access the bylaws. Please note clause 17.1 (i): *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 end of month 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 R-1 match must attend a mandatory three-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, hands-on practice sessions and networking opportunities. Stipends are provided to trainees.

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 policies and procedures](#) 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) 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.

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.

Resignation of Residents

The Postgraduate Medical Education Office must be notified immediately if residents resign from their training program. Please refer to the Resident Resignation [guidelines](#) for more information on the process, collective agreement requirements and required documentation to provide to the program and PGME office.

It is the responsibility of the resident to inform their Program Director and the Postgraduate Medical Education Office if they decide to resign from their training program. When the resignation has been processed, the PGME Office will notify the appropriate stakeholders of the resignation of the resident.

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 completing short term mandatory rotations away from their home site.

Mandatory Out-of-Province Travel Fund

This fund was established to subsidize 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:

- **Rental housing:** Short term rental housing will be reimbursed up to a maximum of \$3,500.00/month. (Note: This rate applies to single and family housing.)

Damage/Damage Deposits: Residents are responsible for paying for damage deposits. Residents who incur damage or additional cleaning charges during their stay must reimburse the landlord directly for these costs.

- **Temporary housing provided by family/friends:** If residents stay with family members or friends, they can claim \$35 per day for accommodations without a receipt, as per University 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 a receipt for each expense being claimed.

Only the expenses listed above are eligible for reimbursement. Residents are not reimbursed for any other living costs including: parking, food, taxis, rental cars or miscellaneous 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 Concur travel and expense system which is administered through [ConnectionPoint](#). Residents should contact their Program Administrative Assistant, or Finance Manager, if they need assistance in submitting the Concur expense report.

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. Programs should do their best to utilize resources such as videoconferencing to help residents participate in program activities while away.

Reimbursement Process

When the rotation has ended the resident will submit an expense report for mileage reimbursement through the U of S U of S Concur travel and expense system which is administered through [ConnectionPoint](#). 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.

Verification of Training

Current or former U of S medical residents should refer to the PGME [website](#) for information on the verification process. Residents needing only Employment/Salary verification should use the [PAWS](#) Employment Verification Letter via the Pay and Time Reporting channel. For confirmation of enrolment for federal and provincial student loans the contact is [Student Central](#).

Waiver of Training Policy After a Leave of Absence from Residency

The University of Saskatchewan Postgraduate Medical Education Office may grant 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). The Associate Dean, Postgraduate Medical Education may approve a waiver of training following the recommendation of the resident's Program Director in collaboration with the residency program committee or Progress Committee, in accordance with the policies of the RCPSC or CFPC provided the criteria outlined in the waiver policy is met.

There are differences in the process for time-based programs and Royal College programs that have transitioned to Competence by Design (CBD). Click [here](#) to review the relevant policies and download the application form.

Work Permit Application Process

Residents who are not Canadian Citizens, Landed Immigrants or Permanent Residents require a work permit to train in Saskatchewan. The PGME office will work with the Director, Academic Recruitment and Immigration to provide the required documentation to residents so they can commence the application process to obtain a work permit from Immigration, Refugees and Citizenship Canada (IRCC). The resident must present a valid work permit 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 IRCC regarding re-entry regulations and documentation required should they need to travel outside of Canada for any reason (e.g. electives, vacation, conferences) during the course of their training period to ensure they have the required immigration documents allowing them to re-enter Canada. Any delay in returning to Canada may require an extension of the resident's training period and/or prorating monthly stipends to account for any missed training time.