



Postgraduate Medical Education

Resident Handbook

(Revised June 2011)

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. Appended to this document are links to the forms you will be using throughout your residency training program.

We suggest that you take some time to familiarize yourself with the information in the handbook and with your Professional Association of Interns and Residents of Saskatchewan ([PAIRS](#)) [Collective Agreement](#). It is important to be aware of PGME policies and procedures as they relate to your training experience and to review your collective agreement to ensure that you do not miss out on your benefit entitlements.

The resident handbook is available online only and is updated as new information becomes available. Residents will be informed of changes via e-mail.

Some sections of this handbook are based on information contained in the PAIRS Collective Agreement. If there is a discrepancy between information contained in this document and the PAIRS Collective Agreement, the PAIRS Collective Agreement shall be deemed correct.

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
Room A204, Health Sciences Building
107 Wiggins Road
Saskatoon SK S7N 5E5 Canada

Phone: (306) 966-8555
Fax: (306) 966-2601

Dr. Anurag Saxena
Associate Dean, Postgraduate Medical Education

Phone: (306) 966-8555
anurag.saxena@usask.ca

Janine Corbett
Administrative Support, St. Paul's Hospital

Phone: (306) 655-5004
Fax: (306) 655-5794
janine.corbett@usask.ca

Shelley Johnson
Operations Manager, Postgraduate Medical Education

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

Audrey Kincaid
Administrative Support

Phone: (306) 966-1864
audrey.kincaid@usask.ca

Reola Mathieu
Administrative Support

Phone: (306) 966-8555
reola.mathieu@usask.ca

Debbie Spence
Project Manager, Planning and Policies

Phone: (306) 966-6145
debbie.spence@usask.ca

Della Toews
Administrative Coordinator

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

College of Medicine

Dr. William Albritton
Dean of Medicine

Phone: (306) 966-6149
william.albritton@usask.ca

Dr. Gary Linassi
Assistant Dean, Undergraduate Medical Education

Phone: (306) 966-8556
gary.linassi@usask.ca

Dr. Lou Qualtiere
Associate Dean, Research

Phone: (306) 966-4342
lou.qualtiere@usask.ca

Tracey Wray
Manager, Human Resources

Phone: (306) 966-2392
tracey.wray@usask.ca

College of Medicine, Regina Site

Dr. Gill White
Associate Dean, Regina

Phone: (306) 766-3872
gill.white@rqhealth.ca

Pam Acoose (Internal Medicine, PM&R)
Administrative Support

Phone: (306) 766-3287
pamela.acoose@rqhealth.ca

Yvonne Bloos (Psychiatry)
Administrative Support

Phone: (306) 766-4282
yvonne.bloos@rqhealth.ca

Ann Finch (Emergency Medicine, Pathology)
Administrative Support

Phone: (306) 766-3336
ann.finch@rqhealth.ca

College of Medicine, Regina Site

Andrea Holtkamp (Surgery)
Administrative Support

Phone: (306) 766-4282
andrea.holtkamp@rqhealth.ca

Tracey Murray (Diagnostic Radiology)
Administrative Support

Phone: (306) 766-3873
tracey.murray@rqhealth.ca

Kris Schoenhofen
Administrative Coordinator

Phone: (306) 766-4890
kris.schoenhofen@rqhealth.ca

Darlene Stadnyk (Anesthesia, O&G, Pediatrics)
Administrative Support

Phone: (306) 766-4313
darlene.stadnyk@rqhealth.ca

Jason Vogelsang
Manager, Administration & Finance

Phone: (306) 766-3763
jason.vogelsang@rqhealth.ca

Table of Contents

ACCOMMODATIONS AT DISTRIBUTED SITES	1
PRINCE ALBERT	1
REGINA	1
SASKATOON.....	1
ACLS	1
ADMINISTRATIVE RESIDENTS	1
DUTIES OF THE ADMINISTRATIVE RESIDENT	2
THE ADMINISTRATIVE RESIDENT STIPEND	2
APPOINTMENTS/REAPPOINTMENTS	2
ASSESSMENT GUIDELINES.....	2
BENEFITS: DENTAL PLAN	3
BENEFITS: DISABILITY AND LIFE INSURANCE	3
GROUP DISABILITY INSURANCE PLAN	3
GROUP LIFE ASSURANCE PLAN	4
BENEFITS: EMPLOYEE ASSISTANCE PROGRAM	4
BENEFITS: EXTENDED HEALTH PLAN	4
CANADIAN MEDICAL ASSOCIATION - CODE OF ETHICS.....	4
CANADIAN MEDICAL PROTECTIVE ASSOCIATION (CMPA)	4
COLLEGE OF MEDICINE – GENERAL INFORMATION	5
COMPLETION OF TRAINING	6
CREDENTIALING – SASKATCHEWAN HEALTH REGIONS	6
DISCRIMINATION AND HARASSMENT PREVENTION	6
ELECTIVE GUIDELINES	6
E-MAIL POLICY.....	6
EXTERNALLY FUNDED (SUPERNUMERARY) RESIDENTS.....	6
IDENTIFICATION BADGES	7
IMMIGRATION.....	7
IMMUNIZATIONS.....	7
SASKATOON REGIONAL HEALTH AUTHORITY	7
REGINA QU’APPELLE REGIONAL HEALTH AUTHORITY	7
PRINCE ALBERT PARKLAND REGIONAL HEALTH AUTHORITY	8
CYPRESS REGIONAL HEALTH AUTHORITY.....	8
INTERNET POLICY	8
LEAVES	8
VACATION (ARTICLE 12.0)	8
SICK LEAVE (ARTICLE 13.1)	9
COMPASSIONATE LEAVE (ARTICLE 13.2)	9
MATERNITY/PATERNITY LEAVE (ARTICLE 13.3).....	9
EDUCATION/CONFERENCE LEAVE (ARTICLE 13.4)	10
EXAMINATION LEAVE (ARTICLE 13.5)	10
DAY OFF FOR MOVING (ARTICLE 13.7)	11
FAMILY OR PERSONAL RESPONSIBILITY LEAVE (ARTICLE 13.8)	11
OTHER LEAVES.....	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	15
RESIGNATION OF RESIDENTS	15
RESIDENT FILES	16
RESIDENT ROLE IN TEACHING UNDERGRADUATE MEDICAL STUDENTS	16
RESIDENT SUPERVISION	19
RESIDENT SAFETY POLICY	19
RESIDENT TRANSFER POLICY AND PROCEDURES	19
TIME AWAY FROM PROGRAM (NON-EDUCATIONAL)	19
TRAVEL FUNDS – ADMINISTERED BY PGME OFFICE	20
MANDATORY OUT-OF-PROVINCE TRAVEL FUND.....	20
<i>Application & Reimbursement Process</i>	20
MILEAGE REIMBURSEMENT FOR DISTRIBUTED EDUCATION.....	20
TRAVEL FUNDS - ADMINISTERED BY INDIVIDUAL PROGRAM OFFICES	21
EDUCATION/CONFERENCE TRAVEL FUND.....	21
<i>Application Process</i>	21
<i>Claims Process</i>	21
SUPPLEMENTAL FUND – CONFERENCE RESEARCH PRESENTATIONS	22
<i>Application Process</i>	22
<i>Claims Process</i>	22
TUITION FEE	22
UNIFORMS	22
UNIVERSITY OF SASKATCHEWAN - MISSION STATEMENT	23
WORK-RELATED INJURIES	23
APPENDIX: FORMS	24
PGME OFFICE FORMS.....	24
Leave Request, Authorization and Notification	24
Middle Day of a Long Weekend	24
Moonlighting Application	24
Personal Information Change Form - University of Saskatchewan	24
Request for Payment – Excess In-House Call Duty	24
Request for Payment – Statutory Holidays	24
TRAVEL EXPENSE CLAIMS FORMS.....	24
Authority to Travel.....	24
Travel Expense Claim.....	24
EMPLOYEE BENEFIT FORMS	24
Blue Cross Extended Health Benefits Claim	24

Accommodations at Distributed Sites

Accommodations are provided at no cost to residents who are undertaking mandatory rotations at distributed sites in Saskatchewan. Please review the following information to learn more about reserving accommodations in advance of your rotation.

Prince Albert

The Prince Albert Parkland Health Region provides accommodations for residents undertaking rotations in Prince Albert. If you require accommodations 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 Saskatoon-based 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. [Click here](#) for an information sheet and maps or take a [virtual tour](#) of an apartment.

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

Each program provides the PGME office with a list of residents who are undertaking mandatory rotations in Regina for the academic year. The PGME office contacts residents approximately four weeks before their rotation commences to confirm if accommodations are required and if the resident has any special accommodation needs (e.g. family accommodations.) The PGME office will then arrange accommodations for residents as needed.

Please note that residents who choose to arrange their own accommodations in Regina will not be reimbursed for accommodation costs.

Saskatoon

The PGME office will arrange accommodations for Regina-based residents who undertake mandatory rotations in Saskatoon. Accommodations are arranged on an individual basis and it is important for residents and/or programs to inform the PGME office of any required accommodations several months before the rotation commences in Saskatoon so suitable accommodations can be reserved.

ACLS

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

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.

The process and calculations are referred to in [Article 8.2](#) of the Collective Agreement.

If you should have any questions with respect to the Administrative Resident Stipend please contact the Postgraduate Office at 966-1864.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Appointments/Reappointments

Appointments and reappointments to the various 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](#) for 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.

Benefits: Dental Plan

Note: There is a three-month waiting period before residents are eligible for dental benefits.

The University of Saskatchewan provides dental coverage for residents (excluding Type B) and their eligible dependents. Residents will be reimbursed for the following (subject to certain limits):

- 100% of basic dental services
- 50% of major dental services to a combined maximum of \$1,500 per person per calendar year, and
- 50% of orthodontic services for children under age 19 to a lifetime maximum of \$2,000 per child.

There is a maximum of \$1,500 per person per calendar year for Basic and Major Services combined, and a lifetime maximum of \$2,000 per child for Orthodontic Services. The Plan has no deductible.

For more detailed information on coverage provided, refer to the [U of S Dental Plan booklet](#).

Standard Group Dental Claim forms are available from your dental office. Please note that residents are covered under Blue Cross Policy No. 50111-014. For questions regarding a particular claim or expense, call Blue Cross at (306) 244-1192 or 1-800-667-6853.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Benefits: Disability and Life Insurance

Group Disability Insurance Plan

Disability insurance is available to members of the Professional Association of Internes and Residents of Saskatchewan who are members of the Saskatchewan Medical Association and are on the Educational Register of the College of Physicians & Surgeons of Saskatchewan.

Basic Disability Insurance will be available to all residents who qualify and whom regular remuneration is paid by the College. The College of Medicine shall pay the premium cost of each individual enrolled in the plan to the max of their monthly salary.

Coverage Available

Minimum - \$500/month

Maximum - 100 percent of monthly earnings

Guaranteed amount - \$2,500 per month

Coverage available is subject to the requirement that total coverage including all other disability insurance cannot exceed 100 percent of monthly income.

Coverage is effective on the earliest of the 1st or 16th day of the month following Maritime Life's approval of the application (and medical evidence if applicable) provided the member is actively engaged in medical practice at that date.

Own Occupation Riders and Retirement Protection Riders are also available and may be added at the resident's expense.

This is not automatic coverage. This benefit is available only upon application. Application forms and brochures are available from the PGME office, the PAIRS Office or [online](#). These forms must be completed & returned directly to the PAIRS office.

For more information, contact the PAIRS office by phone (306) 655-2134 or [e-mail](#) or contact the SMA Office by phone (306) 244-2196 / 1-800-667-3781 or [e-mail](#).

Group Life Assurance Plan

Life insurance is available to members of the Professional Association of Internes and Residents of Saskatchewan who are members of the Saskatchewan Medical Association and are on the Educational Register of the College of Physicians & Surgeons of Saskatchewan.

For residents who enroll in the SMA Group Life Insurance Plan, the College of Medicine, University of Saskatchewan shall contribute to the cost of the first \$70,000 coverage (non-smoker) or \$60,000 (smoker) to a maximum of \$67.50 per year.

Coverage is effective on the day following the Standard Life Assurance Company's approval of the application (and medical evidence if applicable) provided the member is actively engaged in medical practice at that date.

Accidental Death & Dismemberment coverage is also available and may be added at the resident's expense.

This is not automatic coverage. This benefit is available only upon application. Application forms and brochures are available from the PGME office, the PAIRS Office or [online](#). Application forms must be completed & returned directly to the PAIRS office.

For more information, contact the PAIRS office by phone (306) 655-2134 or [e-mail](#) or contact the SMA Office by phone (306) 244-2196 / 1-800-667-3781 or [e-mail](#).

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Note: Residents on a Leave of Absence are responsible for payment of the disability & life insurance premiums.

Benefits: Employee Assistance Program

As employees of the University of Saskatchewan, all residents are eligible to utilize the services provided by the University's [Employee Assistance Program](#). Please contact the EAP Office at 1-800-663-1142 for information on the services they provide.

Benefits: Extended Health Plan

The University of Saskatchewan provides Extended Health Care Plan coverage for residents (excluding Type B residents) and their eligible dependents. For detailed information on coverage provided, refer to the [U of S Extended Health Care Plan booklet](#).

Extended Health Benefit Claim forms are available [online](#). Please note that residents are covered under Blue Cross Policy No. 50111-014. Completed forms should be submitted directly to Blue Cross by the resident. For questions regarding a particular claim or expense, call Blue Cross at (306) 244-1192 or 1-800-667-6853.

Residents on unpaid leaves of absences may maintain this coverage provided they pay the premiums.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

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 for by the employer. **Note:** Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them

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 the program will be renewed each year by the Postgraduate Office.

You must be registered with the College of Physicians & Surgeons of Saskatchewan in order to be eligible for CMPA coverage. The College of Physicians and Surgeons will provide you with the required license number.

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

College of Medicine – General Information

The [College of Medicine](#) was established at the University of Saskatchewan in 1953. It is the only medical college in Saskatchewan and delivers its programs in Saskatchewan hospitals and physicians' offices throughout the province, with a concentration in Saskatoon and Regina.

Saskatchewan is noted as the pioneer in the development of new health delivery systems. Health services and drug programs are funded by a government-financed system and payment of physicians is by a government-supported comprehensive Medicare program. With a strong emphasis on health care in the community, the College of Medicine has much to offer future medical practitioners.

A large proportion of the research activity at the University of Saskatchewan is conducted by College of Medicine basic and clinical scientists. Most College of Medicine departments have regular Master's and Doctoral Graduate programs of study and research opportunities.

The College of Medicine, University of Saskatchewan, provides Postgraduate Medical Education for both ministry and externally funded residents. Some items do not apply to externally funded (supernumerary) residents. Please refer to the [Externally Funded \(Supernumerary\) Residents](#) section for details on the eligibility of supernumerary residents for items in the handbook.

Mission Statement

The College of Medicine is a non-direct entry health sciences college with the following defined mission, vision, values and goals.

Mission

Saskatchewan's College of Medicine improves health through excellence in education, research and clinical care.

Vision

The College of Medicine will be an integrated environment of scholarly inquiry where students, faculty, staff and the public take pride in the College as a Centre of Excellence dedicated to serving the people of Saskatchewan, Canada and beyond.

Values

Integrity, excellence, inquiry, diversity, people.

Goals

Improve educational quality, improve research intensiveness, improve clinical care, design effective partnerships, accountability and responsiveness, assure long term financial stability and secure the resources to attain sustainable growth consistent with our vision.

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 ensure restitution.

Credentialing – Saskatchewan Health Regions

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

Discrimination and Harassment Prevention

To review the University of Saskatchewan policy on discrimination and harassment prevention, [click here](#). To access Discrimination & Harassment Prevention Services, [click here](#).

Elective Guidelines

To review the guidelines for setting up electives [click here](#).

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.

Individuals wishing to continue to use non-U of S accounts such as Hotmail™, may elect to forward their email, but are reminded that it is the responsibility of the account holder to ensure regular contact is maintained with their U of S issued email. Click [here](#) for information on NSIDs (network services ID) or email accounts including email forwarding. For technical assistance including account information, accessing university email or other computer related issues, users can contact the Help Desk at 966-4817 during regular business hours.

Externally Funded (Supernumerary) Residents

The College of Medicine may provide, on a case-by-case basis, postgraduate medical training to candidates funded by acceptable external sources. Externally funded residents are recognized as Type A or Type B residents.

Externally funded residents in the Type A category include those funded by: i) health boards, hospitals, corporations; ii) the Ministry of Health for Saskatchewan (International Medical Graduate Training Program; Re-entry Program), and iii) Saskatchewan Medical Association (Re-entry Program).

Externally funded residents in the Type B category include those funded by: i) training agreements with international countries; and, ii) Saskatchewan Medical Association (Rural and Regional Physician Enhancement Training).

For more information on Type A and Type B residents refer to the [PAIRS collective agreement](#).

Externally funded residents may not be eligible for travel subsidization through ministry supported resident travel funds (education/conference or mandatory out-of-province). Contact your Program Office for information regarding access to eligible funds.

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.

Residents must go to Security Services at the Royal University Hospital to get photo ID when they commence training. Regina-based residents should contact the Regina College of Medicine office at Regina General Hospital for procedures in Regina hospitals.

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.

The prospective resident is responsible for applying for a work permit from Citizenship and Immigration Canada (CIC). [Click here](#) for more information on how and where to apply for a work permit. 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

For more information on the required immunizations, contact Rochelle Otto or Michelle Coakwell at the Registrar's Office, Medical Affairs.

Rochelle Otto

Phone: (306) 655-0194 Email: Rochelle.otto@saskatoonhealthregion.ca

Michelle Coakwell

Phone: (306) 655-0193 Email: michelle.coakwell@saskatoonhealthregion.ca.

Regina Qu'Appelle Regional Health Authority

For more information on the required immunizations, contact Cheryl Isted; Medical Staff Registrar at (306) 766-2125 or cheryl.isted@rqhealth.ca.

Prince Albert Parkland Regional Health Authority

For more information on the required immunizations, contact Deborah Wick at (306) 765-6403 or dwick@paphr.sk.ca.

Cypress Regional Health Authority

For more information on the required immunizations, contact Grant Browne, Medical Affairs Coordinator at (306) 778-9463 or grant.browne@cypressrha.ca.

Internet Policy

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

Saskatoon Health Region ITS monitors use of internet activity on its computers. Click [here](#) to view the SHR Internet Policy.

Leaves

Residents should complete a [Leave Request Authorization and Notification](#) form for any type of leave. Leave requests should be submitted **prior** to the leave to ensure approval by the appropriate authorities. Of course, there are those circumstances where a resident must leave immediately. In those cases, ensure the Program Director is notified immediately and upon your return complete the leave request form.

The following leaves have been negotiated with PAIRS. You will find the article identified by each leave outlined below. The following information is a combination of the negotiated leave as well as the administrative process.

Vacation ([Article 12.0](#))

All residents are entitled to four calendar weeks of vacation with pay (20 regular working days off) during each year of residency training. All vacation requests must be approved in advance by the Program Director.

Vacation time is provided for rest and relaxation away from the workplace for all employees of the university. (It is legislated by way of the Labour Standards Act for all persons in employment situations in the Province.) The university requires that departments will: (1) allow employees to schedule the full vacation time to which they are entitled within the vacation year; and (2) ensure that employees take their full vacation within the vacation year. The vacation period will be July 1 to June 15 with exceptions at the discretion of the program director. In view of the foregoing, please ensure that all vacation days are taken prior to June 15th each year.

If a consecutive appointment is being made, however, and unusual circumstances dictate that a resident is unable to use a portion of their allotted vacation, unused vacation leave to a maximum of two weeks (10 days) may be carried over on the recommendation of the Program Director. Due to administrative timelines and to ensure that residents are not paid out for unused vacation credits that are to be carried over, carryover recommendations must be received by the Postgraduate Medical Education office by June 30 of each year. All vacation days **MUST** be used by the resident prior to completion of their training program.

Vacation is earned at the rate of 1 2/3 days per calendar month. If a resident uses more vacation time than they have earned during the year, their payroll will be altered to reimburse the College of Medicine for the negative balance.

The resident should complete a [Leave Request Authorization and Notification](#) form and obtain approval from their clinical supervisor, the call schedule coordinator of the program who is responsible

for the rotation during which vacation is requested, and the parent Program Director. The resident should submit the completed form to their program office.

Please note that Administrative Residents do not have the authority to authorize or sign vacation and/or leave request forms.

Residents are entitled to six (6) consecutive days off without loss of pay between December 20 and January 5 ([Article 11.7](#)). There will be no additional payment or time off for residents who have worked on any statutory holiday between December 20 and January 5, provided they have received their six (6) day block. These six consecutive days are exclusive of the 20 days' vacation allotment.

Sick Leave ([Article 13.1](#))

All Postgraduate residents are credited with 15 days of sick leave upon commencement of their training program. In the second and subsequent years, sick leave is earned and credited at the rate of 1¼ days per month to a maximum of 75 days for the entire training program. Sick days can be used up to the number that have been accrued. Adjustments in payroll will be made when sick time exceeds that which is accrued at that point in time.

All sick leaves must be reported immediately to the home Program Director and the director/supervisor who is responsible for the rotation during which sick leave occurs. In addition, residents must immediately follow up upon their return by completing a [Leave Request Authorization and Notification](#) form, obtaining the required signatures and submitting the form to their program office.

If a resident is sick for more than two days, a doctor's note is to accompany the Leave Request, Authorization and Notification form.

If a resident should have a negative balance of sick leave credits upon completion of the training program or upon early termination, the resident is required to reimburse the College of Medicine for the unearned days used. The final pay cheque will be adjusted accordingly.

Compassionate Leave ([Article 13.2](#))

Compassionate leave with pay to a maximum of three days will be granted to residents to make arrangements upon the death or serious illness where death is imminent of: a spouse, common law partner, fiancé/fiancée, father, mother, child, brother, sister, mother- or father-in-law, grandparent, legal guardian or legal ward.

An additional two days with pay may be granted at the discretion of the Program Director for travel purposes. Any additional days must be recorded as vacation days or the appropriate number of days' pay deducted from the resident's monthly salary.

The Postgraduate Medical Education Office will make the appropriate payroll adjustments if the leave extends beyond the allotted time.

Maternity/Paternity Leave ([Article 13.3](#))

Maternity Leave

Maternity leave without pay shall be granted in accordance with the Labour Standards Act. Written notice must be provided to the Postgraduate Medical Education Office as soon as possible and at least 4 weeks before the anticipated starting date of the leave and must include a medical certificate with the estimated date of birth. Once received, the Postgraduate Medical Education Office will meet with the resident to discuss leave options and requirements and will process the necessary documentation to ensure the resident is entitled to, and receives if eligible, maternity leave benefits in a timely manner. The resident must also notify the Program Director of the leave.

Paternity Leave

Eligibility for statutory paternity leave shall be in accordance with the parental/adoption leave provisions in The Labour Standards Act of the Province of Saskatchewan. The first five days of this

leave will be with pay, provided they are taken in consecutive weekdays within thirty days of the birth or adoption of the child. Residents who are not eligible for statutory paternity leave shall be granted five days of leave with pay, provided they are taken in consecutive weekdays within thirty days of the birth or adoption of the child. Written notice of paternity leave will be provided to the Resident's Program Director at least four weeks before the anticipated starting date of the leave.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Supplementary Employment Insurance Benefit Plan

The University of Saskatchewan offers a Supplementary Employment Insurance Benefit Plan to postgraduate students. Residents will receive the difference between Employment Insurance Benefits received from Human Resources Canada and 90% of the Resident's salary while on maternity leave for a maximum of the time the resident receives maternity employment insurance benefits, providing the member's total earnings (from employment insurance, earnings and any other source) do not exceed 95% of pre-maternity leave earnings.

Payment under the SEB plan will not extend beyond the period of contracted employment if the Resident has completed training requirements. The Resident's accumulated sick leave and vacation leave at the time she commences leave shall be retained to her credit, but she shall not accumulate additional credit during her leave. Dental and Extended Health Care coverage may be maintained provided the resident pays the premiums. Group Life Insurance and Group Disability Insurance shall be continued on the same basis as before the leave began, subject to any terms or conditions set by the underwriters.

Education/Conference Leave [\(Article 13.4\)](#)

Residents are entitled to paid leave to attend educational events recommended by the Program Director and approved by the Assistant Dean of Postgraduate Medical Education. The resident is entitled to a minimum of seven (7) and a maximum of twelve (12) calendar days per year, inclusive of days necessary for travel, without loss of pay to attend educational events relevant to the training program. Please note that this time does not accumulate from year to year. The resident must complete the appropriate section of the [Leave Request Authorization and Notification](#) form and submit it to their program office for the appropriate signatures and approval.

Educational leave may **not** be used by residents for purposes of interviews or other reasons not considered being educational in nature.

Please note that regardless of the location and the source of funding for attendance at conferences, educational leave or elective rotations, an [Authority to Travel](#) form must be completed in order for the resident to be covered by the University of Saskatchewan insurance policies for malpractice and travel.

For information on the availability of subsidized travel refer to the [Travel Funds](#) sections.

Examination Leave [\(Article 13.5\)](#)

Residents shall receive paid leave to sit the following examinations:

- LMCC (II)
- College of Family Physicians of Canada certification
- Royal College of Canada certification

The period of paid leave shall comprise the following: the day prior to outbound travel, the day of outbound travel, one (1) or two (2) days as required to attend the actual examination, and one (1) day for return travel.

Leave of absence for any other certification examinations will be granted at the discretion of the Program Director and consistent with the above considerations as to duration.

The resident should complete the appropriate section of the [Leave Request Authorization and Notification](#) form and submit it to their program for the appropriate signatures and approval. An [Authority to Travel](#) form must be completed, approved by the Program Director and submitted to the resident's program office well in advance of the trip.

Day off for Moving [\(Article 13.7\)](#)

Residents are entitled to a minimum of thirty-six (36) consecutive hours leave with pay in order to move from one location to another when involved in training provided through the College of Medicine.

The resident should complete the appropriate section of the [Leave Request Authorization and Notification](#) form and submit it for appropriate signatures.

Family or Personal Responsibility Leave [\(Article 13.8\)](#)

Family or Personal Responsibility Leave is to provide for the necessary time away from work for a Resident to attend to the needs of an individual for whom the Resident has a duty of care, or to care for a personal **emergent** situation which requires the immediate attention of the resident. Upon request a resident may be granted leave with pay for up to 2 days in any calendar year for Family or Personal Responsibility Leave. The resident is required to provide notification of leave requests under this article as soon as the need becomes apparent.

There is no carryover of unused leave in accordance with this article from one year to another.

It is expected that the resident will make alternate arrangements to cover situations other than those that are urgent and require the Resident's immediate attention, e.g., continuing illness of family member other than the day in which the situation arose; making repairs or arranging for services required to fix a household emergency.

Residents should complete the [Leave Request Authorization and Notification](#) form immediately upon their return with a brief description of the nature of the emergency, submit for the appropriate signatures and approval. If the resident or the program is uncertain whether the situation is eligible for this type of leave they should contact the Human Resources Manager in the College of Medicine.

If the situation does not meet the eligibility criteria, time away may need to be covered by alternate strategies including vacation or an unpaid leave of absence. Note that unpaid leave is not generally appropriate for absences of short duration, and could result in the need to make up time in fulfillment of training requirements. Please refer to the [guidelines](#) for administering Family or Personal Reasonability leave.

Other Leaves

Leaves of absences **MUST** be approved by the Assistant Dean, Postgraduate Medical Education.

The Postgraduate Medical Education Office **MUST** be notified immediately of any leaves. A member of the Postgraduate Medical Education Office will meet with the resident to review leave options, requirements and expectations. Leaves other than those previously listed are leaves of absence and are UNPAID leaves; therefore, the appropriate payroll adjustments must 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. New residents must obtain this licensure by attending a personal interview with the College of Physicians and Surgeons and provide required documentation.

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

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

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

The middle day of a long weekend is the day adjacent to the statutory holiday day when the statutory holiday day occurs on a long weekend. When a resident works on the middle day(s) of a long weekend, he/she is entitled to a paid day off. The on-call period on the middle day is defined as 0800 to 0800. When the middle day overlaps the statutory holiday from 2400 to 0800 hrs, the resident is entitled to claim the greater of the two benefits. The resident can only claim one (1) benefit in a 24-hour period.

The paid day off **MUST** be taken in advance of the occasion or within 30 days after the occasion. If the day is taken in advance of the occasion and the resident is then unable to work the scheduled day, the day off must be recorded as a vacation day or the Postgraduate Medical Education Office can arrange for one day's pay to be deducted from the resident's next pay cheque.

Paid days off must be taken before the expiry of the current contract year (June 30th of every year). No additional payment will be made with respect to this paid day off under any circumstances. Christmas Day, Boxing Day and New Year's Day will not be considered when granting any paid day off.

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 program for all new residents based in Saskatoon is held each year and is usually held on the first working day following the July 1 holiday, based on the University of Saskatchewan's day off in lieu of the holiday. Attendance at the orientation is mandatory, as pertinent hospital procedures are discussed at this time. Please check with the College of Medicine Office in Regina with respect to Regina orientation.

Parking

Saskatoon

Residents based in Saskatoon should contact Parking Services (Phone: 655-2535 or email: parking@saskatoonhealthregion.ca) for information on parking. Residents who plan to be away from their Saskatoon training site for any length of time can temporarily cancel their parking pass in Saskatoon so that they are not billed for parking during their absence. Residents are responsible for notifying Parking Services prior to departing Saskatoon if they want to temporarily cancel their parking. Monthly parking fees are not pro-rated so Parking Services must be notified prior to the beginning of the month if the parking pass and charges are to be cancelled for that month.

Regina

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

Payroll

TD-1 and TD1SK and bank direct deposit forms are sent to new residents in their appointment packages and are also available from the Postgraduate Office. They must be completed using a local address and bank account number. The completed forms must be submitted within the first week of training to the Postgraduate Office. Failure to do so may result in the delay of the first month's pay.

Personal Information Change

Updated contact information ensures that communication by the Postgraduate Medical Education Office reaches residents in timely manner. Residents who have changes to their contact information (e.g. name, address) must make these changes on [PAWS](#) in a timely manner. Any 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.

[Canadian Medical Protective Association \(CMPA\)](#): 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 the Province of Saskatchewan.

[College of Family Physicians of Canada \(CFPC\)](#): Residents are responsible for ensuring that contact information with CFPC is always up to date. Residents must communicate changes regarding contact information directly with CFPC.

[College of Physicians and Surgeons of Saskatchewan \(SPSS\)](#): 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.

[Royal College of Physicians and Surgeons of Canada \(RCPSC\)](#): Residents are responsible for ensuring that contact information with RCPSC is always up to date. Residents must communicate changes regarding contact information directly with RCPSC.

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

All postgraduate students of the College of Medicine are considered full-time students 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. The Postgraduate Office registers each resident as a student of the University of Saskatchewan. Registration also 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

In the event that a resident does **in-house** on-call duty in excess of one in four (1 in 4) period, he/she is entitled to an additional payment of \$175 for periods from 1700 to 0800 on weekdays and \$225 for periods from 0800 to 0800 on weekends. Partial periods of in-house on-call duty or extended hours which result from remaining on duty at the end of a working day because of a critical medical situation or to complete training or service requirements will not be considered.

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.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them

Request for Payment: On-Call Stipend

Residents are paid an on-call stipend for all program mandated in-house or home call. This payment is made as part of the monthly payroll. Effective June 1, 2011, the rates are:

- In-house call stipend \$150.00
- Tier 1 (Home heavy) call stipend \$100.00
- Tier 2 (Home light) call stipend \$65.00

There will be no conversion from home call to in-house call or from home light to home heavy call.

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

Residents who are scheduled to, and do work (for in-house or out-of-house call), on a statutory holiday or any portion thereof, are entitled to either: i) 1½ (one and a half) day's pay, or ii) ½ (half) day's pay and 1 (one) day off in addition to their regular pay.

Statutory holidays include: New Years Day*, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day*, Boxing Day*

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.

*All residents are entitled to take six consecutive days off between December 20 and January 5, inclusive of statutory holidays, regular days off and any vacation leave taken at that time. Therefore, no additional payment will be made to residents who work on the Christmas, Boxing Day or New Year's statutory holiday who have received six consecutive days off at some point during the Christmas/New Year's period.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Resignation of Residents

The Postgraduate Medical Education Office must be notified immediately if residents resign from their training program. Residents are required to give the Program Director one month's notice of resignation in writing. 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. Please note these regulations are appended to but do not form part of the Collective Agreement.

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 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 TIPS Course in the first year of their training program. This course is offered through the College of Medicine, Office of Educational Support and Development (Phone: 966-6769).

TIPS will be offered on the following dates in 2011 and 2012:

2011

- July 8th & 15
- August 8th & 15th
- Family Med Only: Aug 18th & 25th
- Regina Only: July 28th & 29th and August 10th & 11th
- Swift Current Only: August 31st & September 7th
- Prince Albert Only: September 9th & 16th
- October 20th & 27th
- November 17th & 24th

2012

- Thursdays, February 9th & 16th
- Thursdays, March 15th & 22nd
- Fridays, April 27th & May 4th
- Fridays, July 6th & 13th
- Fridays, August 17th & 24th
- Thursdays, October 18th & 25th
- Thursdays, November 15th & 22nd

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, venepuncture).

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.

Address patient 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 the patient's welfare against a 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 them appropriately to enhance individual and community well being.

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 and ensure that 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 Safety Policy

The Postgraduate Medical Education office is committed to the promotion of the health, safety and wellbeing of all residents. To learn more about the Resident Safety 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 Resident Transfer Policy and Procedures [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 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.

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 this College of Medicine. Residents who must undertake these rotations are covered for basic accommodations, licensing fees and specific travel costs at reasonable rates.

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.

In May of each year, the Postgraduate Medical Education (PGME) office contacts programs with mandatory out of province rotations and asks them to provide the names of residents scheduled for mandatory rotations and the rotation dates.

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

- Provincial licensing fees
- Reasonable accommodation (furnished apartment/suite) with basic utilities. Please contact the PGME office for approved reimbursement rates for accommodations since rates vary based on the location of the rotation.
- Economy airfare (one round trip) OR mileage for one round trip from Saskatoon to location of mandatory rotation (as per [current University mileage rate](#))

NOTE: ONLY the above noted expenses are eligible for reimbursement.

Application Process

Residents should contact their Program Office for information on scheduling their mandatory out of province rotation. An [Authority to Travel](#) form must be completed as part of the application process.

Reimbursement Process

When the rotation has ended residents must complete a [Travel Expense Claim](#) form, attach the Authority to Travel form and any relevant supporting documentation / receipts, and submit to the PGME office for review and payment processing.

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 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.

Process for Reimbursement

Prior to departing for a rotation, or prior to returning to their home base for a program mandated activity, the resident must complete an [Authority to Travel](#) form and have it signed off by the Program Director (**Note:** The CFOAPAL code and CFOAPAL approval will be completed by the PGME office.) The completed form must include the purpose of the travel (i.e. rotation or program mandated activity). The Program Director's signature on the form will certify the program mandated activity.

Upon completion of the rotation, which may include a program mandated activity, the resident must complete a [Travel Expense Claim](#) form and have it signed by the Program Director. One expense claim form should be used to claim both the mileage reimbursement for the rotation and the program mandated activity (if applicable). University of Saskatchewan mileage rates will apply. The current mileage rate for personal travel is \$0.3799/km.

Location	Round trip kilometres	Total (total km x \$0.3799)
S'toon to Regina	518 km	\$196.79
S'toon to Swift Current	538 km	\$204.39
Saskatoon to Prince Albert	282 km	\$107.13
Saskatoon to North Battleford	276 km	\$104.85

To obtain the distance between distributed site locations not listed above, residents should use the following website: [Expedia.ca](#) (Note: When searching for distances for Canadian locations, you must use the "Search for a place" option. The route option of "Quickest" should be used.)

Staple the completed Authority to Travel form(s) and Travel Expense claim form together and submit to the PGME office for final approval and processing.

Note: Forms may only be submitted after the rotation is completed. Forms sent in before the rotation is completed, or incomplete forms, will be returned to residents.

Travel Funds - Administered by Individual Program Offices

Several travel funds have been established that are administered by individual program offices to provide subsidization of travel expenses for residents. Please contact your program office for more information.

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 program of study undertaken. 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 training program offices.

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

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Application Process

Contact your Program Office for information on applying for funding. You will be required to submit an [Authority to Travel](#) form as part of the application process.

Claims Process

Contact your Program Office for information on submitting a claim for reimbursement of expenses.

Note: Approval for such 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 criteria are other than those as stipulated, vacation leave must be applied.

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.

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Application Process

Contact your Program Office for information on applying for funding. You will be required to submit an [Authority to Travel](#) form as part of the application process.

Claims Process

Contact your Program Office for information on submitting a claim for reimbursement of expenses.

Note: Approval for such 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 criteria are other than those as stipulated, vacation leave must be applied.

Tuition Fee

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

Note: Supernumerary residents should refer to the [Externally Funded \(Supernumerary\) Residents](#) section to see how this applies to them.

Uniforms

Postgraduate medical students should contact their program office to determine the type of uniform that is required. It is the responsibility of the medical resident to purchase their own lab coat. The Linen Services Department offers a lab coat laundry service for an annual fee. For specific information regarding uniforms, contact Linen Services at 655-1486.

Please check with the Regina College of Medicine office at Regina General Hospital for procedures at Regina teaching hospitals.

University of Saskatchewan - Mission Statement

Click [here](#) for the University of Saskatchewan Mission Statement.

Work-Related Injuries

Click [here](#) to review procedures and download forms for reporting work-related injuries.

Appendix: Forms

PGME Office Forms

[Leave Request, Authorization and Notification](#)

When filling out the form, check off the reason for the leave on the first page and provide additional information and documentation on the second page. Completed forms should be forwarded to your program office.

[Middle Day of a Long Weekend](#)

The Middle Day of a Long Weekend form must be submitted to the PGME office with a copy of the call schedule attached. Please note that the on-call day will be verified. (NOTE: The paid day off must be taken in advance of, or within, 30 days of the Middle Day.)

[Moonlighting Application](#)

Click [here](#) for information on policies and procedures related to moonlighting and locums.

[Personal Information Change Form - University of Saskatchewan](#)

[Request for Payment – Excess In-House Call Duty](#)

Attach a copy of the valid call schedule when submitting the form to the PGME office. Please note that there must be clearly defined reasons and justification, certified by the Program Director, that the excess in-house call was an absolute requirement. [Click here](#) for more information.

[Request for Payment – Statutory Holidays](#)

The PGME office must receive the form within 30 days of the statutory holiday. Attach a copy of the valid call schedule when submitting the Statutory Holidays form. If the form is incomplete, or the appropriate signatures of approval are missing, the form will be returned to the resident. [Click here](#) for more information.

Travel Expense Claims Forms

[Authority to Travel](#)

[Travel Expense Claim](#)

Employee Benefit Forms

[Blue Cross Extended Health Benefits Claim](#)

Standard Group Dental Claim Form - available from your dental office