# Supplemental Information for New Trainee Enrollment

**DEADLINE:** May 1st, 2018 or unless indicated otherwise

(Mandatory requirements apply during a leave of absence; with the exception of CMPA, Immunization, VSS, and e-Learning modules)

Please note that the items indicated below are PGME mandatory requirements and that individual hospital sites may have additional steps to follow. You are responsible for ensuring that you have also completed all hospital requirements.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>WHERE TO GET FORMS/HOW TO APPLY</th>
<th>WHERE TO SUBMIT/GET INFORMATION</th>
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<tbody>
<tr>
<td>1. Vulnerable Sector Search (VSS)</td>
<td>The Medical Trainee Compliance Officer will be contacting you directly regarding your VSS requirement, including timeline.</td>
<td>1 Nicholas St, Suite 1216 Ottawa, Ontario, K1N 7B7 <a href="mailto:PGmed_immunise@uottawa.ca">PGmed_immunise@uottawa.ca</a> Tel.: 613-562-5800 Ext. 3391 Fax: 613-241-1527</td>
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Note that a criminal record check and a VSS is NOT one in the same, but you can apply for both at the same time if you are currently in Canada. A criminal record check is required as part of your CPSO application, but is not sufficient to begin training at uOttawa.

**Canadian Criminal Record Check:** This is a mandatory document (copy acceptable) when applying for a license from the College of Physicians and Surgeons of Ontario (CPSO). It is different from the VSS and requires completion of a separate form, but can be done at the same time as the VSS.

To avoid delays in processing, results can be scanned and sent by email directly from you. Note that photographs of results are not accepted.

**Visa trainees applying at the Ottawa Police Station:**
- must request #2 “Criminal Records and Judicial Matters Check” in person at 2670 Queensview Drive.

Some jurisdictions within Canada require a letter from the institution. Please review the requirement on the police station website before going to the police station.
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<table>
<thead>
<tr>
<th>TRAINEES LIVING OUTSIDE CANADA</th>
<th>must contact the Medical Trainee Compliance Officer for a uOttawa letter to provide to their local police department in order to complete a police check with the vulnerable sector. <strong>The VSS must be obtained before leaving your country, for all countries you resided in for the past five years.</strong> A notarized translation of the police check document is required if the document is not already in English or French. <strong>Please bring original copies with you to Ottawa.</strong></th>
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<tr>
<td><strong>2. Electronic Letter of Appointment (eLOA)</strong></td>
<td>Verify all details; if all information is correct, submit electronically. You will receive a message of “Successful submission”; in the absence of this message, or if you submit in error, notify PGME. If the eLOA is inaccurate, DO NOT submit; contact PGME. You will receive an email providing submission instructions. <strong>Starting after July 1st (off-cycle)?</strong>  - The eLOA covers the period July 1st to June 30th. If you are starting after July 1st e.g. January 1st, the remainder of your training will be reflected on your eLOA for the following academic year. <strong>PGME will forward your eLOA to CPSO on your behalf; CPSO will not accept it unless it comes from PGME.</strong></td>
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<tr>
<td><strong>3. Enrollment Form (uOttawa)</strong></td>
<td>The Enrollment form must be submitted online. Update, complete all fields and then submit.</td>
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<tr>
<td><strong>4. Declaration of Professionalism</strong></td>
<td>Read and submit Declaration online.</td>
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PGME office: pgmeenrol@uottawa.ca

Trainee Checklist on Enrollment Website

PGME office: pgmeenrol@uottawa.ca
### Supplemental Information for New Trainee Enrollment

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<tr>
<th>Note that residents will be required to recite an abridged version at the Orientation session on June 29, 2018.</th>
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<tr>
<td><strong>5. CPSO</strong></td>
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<tr>
<td>Please <strong>allow 3 to 4 months processing time</strong>. You do not need to wait until CPSO receives your eLOA to start the application process. Many documents apart from payment of fees, need to be submitted in order to complete the application including:</td>
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<tr>
<td>• Application form (includes MINC consent form)</td>
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<td>• Photocopy of medical degree</td>
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<td>• Photocopy of Canadian Citizenship, Permanent Resident card, or valid Canadian work permit</td>
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<td>• Criminal record check—Refer to “1. Vulnerable Sector Search” above</td>
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<tr>
<td>• CV</td>
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<tr>
<td>Depending on your situation, other documents may be required. A number of other supporting documents must be sent to CPSO directly by the Source Organization, including: medical school transcript, eLOA, evidence of standing, verification of non-clinical or non-medical employment.</td>
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<td><strong>Important:</strong></td>
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<td>1. CaRMS R-1 matched applicants: CPSO will contact you in March/April 2018 with application instructions.</td>
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<td>2. When to apply: To avoid additional costs, please <strong>do not apply more than 6 months prior to your start date</strong>, as third-party documents may only be valid for 6 months.</td>
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<td>3. Ontario training appointment contact information: Please provide your program’s address. <strong>DO NOT</strong> provide any contact information of the PGME office.</td>
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4. **Proof of CPSO:** You **do not need to send proof to PGME**, as CPSO provides PGME electronic reporting.

A copy of your eLOA, once electronically signed, will be sent to the CPSO by the PGME office.

*CLINICAL FELLOWS:* Any resident completing a residency program and being subsequently appointed as a Clinical Fellow must either renew his/her Postgraduate Education license or apply for an Independent Certificate of Enrollment if intending to bill OHIP for services while pursuing the Fellowship. **No trainee will be permitted to bill OHIP with an Educational license.**

6. **CMPA**

You can apply by accessing the online application form or obtain a pdf version at any time. **Please allow 2 to 4 weeks of processing time.** Note that in general, you cannot get CMPA coverage until you have your CPSO license, so it is imperative that you submit all required information to obtain your CPSO license as soon as possible. **You are responsible for providing your CPSO license number and effective date to the CMPA as soon as it is available.**

CMPA may ask you to provide your MINC number. Note that you can obtain this number from CPSO, as they will be applying for your MINC number on your behalf.

Members of the Canadian Forces may be exempt from obtaining CMPA.

Applying for CMPA requires completion of the application form, as well as the Pre-Authorized Debit (PAD) Agreement and CPSO license number, if available. However, **you do not need to wait for your CPSO license to apply for CMPA coverage.**

**Questionnaire:**
If you answer “yes” to any question, please provide full details.
Supplemental Information for New Trainee Enrollment

### Payment:
Please provide **complete** payment information.

### Work codes:
Please **clearly identify** codes; i.e. 12 for residents and fellows, and 14 for resident and fellows with Independent Practice License (IPL), who plan on moonlighting for a maximum of 14 consecutive days per month.

### Training site:
If changing site within Ontario, kindly ensure to **change your profile** and consult this link: [https://www.cmpa-acpm.ca/member-self-service](https://www.cmpa-acpm.ca/member-self-service)

### Important:
- Cheques no longer accepted; the only methods of payment are **pre-authorized debit** (PAD) or **on-line fee payment** through your financial institution
- Proof of CMPA: **You do not need to send proof to PGME**, as the CMPA provides reports to us directly.

### Services:
- Online receipts
- Statement of account
- Re-issuance of passwords by applicant

### 7. Immunization

**The Medical Trainee Compliance Officer will be contacting you directly regarding your immunization requirements, including timeline.**

Trainees will be required to complete a **Hspnet consent form** for the purpose of storing information on our database.

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1 Nicholas St, Suite 1216 Ottawa, Ontario, K1N 7B7

[PGmed_immunise@uottawa.ca](mailto:PGmed_immunise@uottawa.ca)

Tel.: 613-562-5800 Ext. 2439
Fax: 613-241-1527
## 8. uOttawa student and TOH I.D. badge

In order to complete your enrollment as a student at the University of Ottawa, you must obtain your uOttawa student I.D. badge. The student I.D. badge is required to access hospital facilities, as well as uOttawa services (e.g. library).

Your photo will also serve to obtain your TOH badge and will also be uploaded to your One45 account.

Apply for your student card online.

When completing the online form, you must choose your campus: Ottawa-PGME Resident or Ottawa- PGME Fellow

Read instructions carefully. If failed to submit online, you will have to do your student card in person.

Do **not** pick up your card, it will be distributed during Orientation.

**uOttawa MD students**: a new card will be printed using the same photo as your current one. If you would like to change the photo, please email the PGME office.

For **Visa trainees**, your personalized uOttawa student I.D. badge will be provided **during your in-person enrollment session** presented by the Fellowships and Visa Programs Coordinator.

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<tr>
<th>9. Orientation June 29, 2018 (Residents Only)</th>
<th>FOR RESIDENTS ONLY</th>
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<tr>
<td>Orientation Session: June 29, 2018 (BBQ to follow) Amphitheatre A, Roger Guindon Hall 451 Smyth Road</td>
<td>You will pick up your uOttawa student I.D. and uO swag at this event.</td>
</tr>
</tbody>
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PGME office: pgmeenrol@uottawa.ca

Online application

**Visa trainees only:**

Fellowships and Visa Programs Coordinator: pgmefor@uottawa.ca

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Trainee Checklist on Enrollment Website
**Hospital specific sessions may be scheduled on a different day. More information will come from your program administrator.**

**Note:** You will receive time off in lieu (equal to the amount of time you spent at the Orientation session) to be used within 90 days of your start date.

### 10. e-Learning Modules:

**Use of PC highly recommended to complete 9 modules below**

At the end of each module (and in order to receive credit) you must submit the statement of completion by completing the survey.

- **Module 1:** WHMIS (renewed annually)
- **Module 2:** Violence and Harassment
- **Module 3:** Privacy and Information Security (renewed annually)
- **Module 4:** Emergency codes (renewed annually)
- **Module 5:** Preventing Mistreatment of Students
- **Module 6:** Tuberculosis Management (renewed annually)
- **Module 7:** Teaching Medical Students

For modules 8 & 9, you will receive a certificate upon completion. In order to receive credit, you must forward the certificates to: pgmeenrol@uottawa.ca.

- **Module 8:** Worker Health and Safety Awareness in 4 steps
- **Module 9:** Working Together: The Code and the AODA

**Login:** Credentials will be sent from Medtech (IT) along with your uOttawa email.

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**Medtech (IT)**

[Trainee Checklist on Enrollment Website](#)
## 11. UGME teaching role

Part of your role is teaching medical students especially while they are in clerkship. One of the accreditation standards for UGME is to ensure that you are familiar with the UGME specific and overall objectives as well as the required clinical encounters.

You are able to access the objectives as well as clinical encounters documents via links to the UGME website in your One45 “Handouts & Links”, under “Postgrad”.

Please confirm that you have familiarized yourself with these documents by completing the task in your “To Dos”.

Access: uOttawa email/username

## 12. Registration Fee (uOttawa): due May 25th, 2018

**Do not wait for an invoice from the University to pay the Registration fee.** You can pay the fee once you have received your New Trainee Enrollment notice, which will contain your University of Ottawa student/account number – this is all you need to pay the fee. Please note that you cannot start training until your fees have been completely paid.

**Cost:** $735 annual fee payable to the University of Ottawa

**Visa Trainees:** You are advised to make your payment and open a Canadian bank account only upon arrival to Canada. Please be advised that you cannot start training until your fees have been completely paid. Note that if you are sponsored by the Saudi Arabian Cultural Bureau, your registration fees will be paid directly by the sponsor.

Registration fees can be paid using any of these methods:

- online, in-person or by phone through your financial institution (recommended); **Company is University of Ottawa, account is your student number.**
- debit card at InfoService.
- cheque, bank draft or money order (at InfoService Express Payment drop box or by mail).

You CANNOT pay with credit card or cash. Visit Financial Resources for details.
## Supplemental Information for New Trainee Enrollment

| Registration fee refund (uOttawa) | If applicable: due no later than 30 calendar days after final day of training.  
Registration fee refunds apply to trainees who are completing their training off-cycle, other than June 30th. Forms submitted after the deadline will not be accepted.  
Refunds will be issued by means of a cheque mailed to the trainee’s home address; please allow approximately 8 weeks for processing. | Registration Fee Refund Request form |
|----------------------------------|---------------------------------------------------------------------------------|----------------------------------|
| uOttawa email account            | **It is imperative to open a uOttawa email account** in order to receive important communication from the PGME office as well as your program. | Medtech (IT): (Username and password))  
• Activating your @uottawa.ca email:  
• Configuring your e-mail on a mobile device:  
• Forwarding your @uOttawa.ca e-mail: (scroll down to the question “Can I forward my @uOttawa.ca Gmail messages to another account?”) |
| For VISA trainees                | Additional requirements exist, including a valid employment authorization (work permit) and health insurance coverage.  
If you haven’t yet received the documents required for your work permit application from our office, please contact the Fellowships and Visa Programs Coordinator immediately.  
In-person enrollment is required; details to follow. | Fellowships and Visa Programs Coordinator: pgmefor@uottawa.ca |
### Supplemental Information for New Trainee Enrollment

| Leave of Absence (e.g. Maternity Leave, Sick Leave, etc.) | **Mandatory requirements apply during a leave of absence;** i.e. eLOA, enrollment form, registration fee payment, renewal of CPSO, etc. with the exception of CMPA, Immunization, VSS, and e-Learning modules.  

It is your responsibility to ensure that you are fully compliant upon your return. If you plan on taking vacation at the end of your leave, please inform the PGME office. | PGME office: [pgmeenrol@uottawa.ca](mailto:pgmeenrol@uottawa.ca) |
|---|---|---|
| **uoZone** | The University of Ottawa’s online student services can be found on the uoZone student portal. Access it for financial statements, tax forms (T2202), etc.  

**Username:** uoAccess ID is the short name before your @uOttawa.ca e-mail address (ex: jsmit000). | [uoZone](mailto:uoZone) |
| **Emergency Preparedness** | In the event of an emergency, a notification will automatically be sent to your uOttawa email. The Emergency Notification System (ENS) ensures you can be reached efficiently and effectively through a variety of methods. If you wish to be notified through your smart phone or tablet, you will need to sign up via Protection Services. | Protection Services |