

2020 – 2021 ACADEMIC YEAR



NEW FOREIGN MEDICAL TRAINEE

INFORMATION BOOKLET



uOttawa

Faculté de médecine
Études médicales
postdoctorales

Faculty of Medicine
Postgraduate Medical
Education

Faculty of Medicine

Postgraduate Medical Education

Tel: 613-562-5460 | Email: pgmefor@uOttawa.ca

med.uOttawa.ca/postgraduate

 @uOttawaPGME

A WORD FROM THE VICE-DEAN

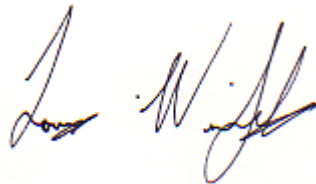
On behalf of the Faculty of Medicine at the University of Ottawa, I wish to offer you a warm welcome to our Postgraduate Medical Education (PGME) program.

Our faculty is dedicated to providing you with information and services to help maximize your education and contribute to your personal well-being. This booklet has been prepared to help you adapt to the Canadian culture and also to provide you with helpful resources within our city. I encourage you to read it thoroughly.

We are thankful that you have chosen our school to pursue your academic goals. I hope that your stay in Canada will be enjoyable and will provide you with an educational experience that will serve you well in years to come.

Feel free to let us know of your comments or suggestions, as we strive to make this as helpful as possible for you and your colleagues.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Lorne Wiesenfeld". The signature is fluid and cursive, with a prominent initial "L" and "W".

Lorne Wiesenfeld, MDCM, FRCPC
Vice-Dean, Postgraduate Medical Education
Faculty of Medicine, University of Ottawa

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IMPORTANT CONTACTS

Postgraduate Medical Education Office (PGME)

Postgraduate Medical Education
Faculty of Medicine, University of Ottawa
Roger Guindon Hall
451 Smyth Road, Room 2014
Ottawa, ON K1H 8M5
pgme@uottawa.ca
Tel.: 613-562-5413

Hours of Operation:

- September to May – Monday to Friday,
8:30 a.m. to 4:30 p.m.
- June to August – Monday to Friday,
8:45 a.m. to 4:00 p.m.

Dr. Lorne Wiesenfeld

Vice-Dean
pgmecom@uottawa.ca
Tel.: 613-562-5800 x2114

Dr. Alan Chaput

Assistant Dean
pgmecom@uottawa.ca
Tel.: 613-562-5800 x2114

Heather Summers

Operations Manager
pgmemanager@uottawa.ca
Tel.: 613-562-5800 x8124

Lynn Prud'homme

Fellowships and Visa Programs Coordinator
pgmefor@uottawa.ca
Tel.: 613-562-5460

Diane Létourneau

Registration Coordinator
pgmereg@uottawa.ca
Tel.: 613-562-5800 x8623

Mazzarine Ouaton

Interim Administrative Assistant
pgme@uottawa.ca
Tel.: 613-562-5800 x7613

Peter Hall

Financial Analyst
pgmefin@uottawa.ca

Rasha Shahrouri

Project Coordinator
pgmeproj@uottawa.ca

Vacant

CBD Coordinator
pgmecbd@uottawa.ca

Laura Zywicki

Interim Executive Assistant and
Administration Supervisor
pgmecom@uottawa.ca

OTHER IMPORTANT CONTACTS

Denise Laplante

**Manager, Clinical Placement
Office of Risk Management**
University of Ottawa
1 Nicholas St., Room 1216
Ottawa, ON K1N 7B7
Tel.: 613-562-5800 ext. 2378
pgmed_immunise@uottawa.ca

Dr. Elizabeth Muggah

Director, Faculty Wellness Program
University of Ottawa - Faculty of Medicine
Roger Guindon Hall
451 Smyth Rd., Room 3030
Ottawa, ON K1H 8M5
Tel.: 613-562-5800 ext. 8507
wellness@uottawa.ca

Anke Rosenfeld-Moncion

Information Officer
International Office, University of Ottawa
Tabaret Hall
M386-550 Cumberland Street
Ottawa, ON K1N 6N5
arosenfe@uottawa.ca
Tel.: 613-562-5847



THE POSTGRADUATE MEDICAL EDUCATION PROGRAM

Academic Year

In Canada, the Postgraduate Medical Education (PGME) academic year runs from July 1st to June 30th. Upon successful completion of each year of training, you will be provided with a Letter of Appointment (LOA) and will be asked to re-enroll for the following year. You will **not** be automatically enrolled for the duration of your PGME training program. Please note that an LOA will never go beyond June 30 even if you are off-cycle (e.g. start date of January).

Rotation Schedules

Each academic year consists of 13 rotation blocks, each of which is four weeks in duration. All **residents** at all levels change to a new rotation on the same day. Your Program Director or Hospital Representative makes all arrangements regarding your rotations.

Please refer to the following website to obtain rotation schedule dates:

<http://med.uottawa.ca/postgraduate/current-trainees/rotation-schedules>.

Privileges with The Ottawa Hospital

If you are appointed as a Clinical or Research Fellow at The Ottawa Hospital (TOH), your program is required to apply for your hospital privileges with the medical affairs office. Please verify with your Program Administrator (PA) that all is in order prior to beginning your training. <https://med.uottawa.ca/postgraduate/programs/specialty-programs>

Pre-Entry Assessment Program

To obtain an unrestricted postgraduate medical education certificate of registration (educational license) from the College of Physicians and Surgeons of Ontario (CPSO), International Medical Graduates (IMGs), who did not enter through CaRMS, are required to undergo a Pre-Entry Assessment Program (PEAP). The PEAP is an assessment to determine the trainee's level of clinical competences and English language skills. Successful completion will allow you to obtain an educational license from the CPSO prior to full acceptance into an Ontario residency or clinical fellowship program. For further information regarding PEAP, you may consult the CPSO website: <http://www.cpso.on.ca/>.

Evaluation

All trainees will receive formative and summative assessments through objective tests as well as performance assessments through In-Training Evaluations Reports (ITERs).

Postgraduate medical trainees registered with the Faculty of Medicine at the University of Ottawa have the right to appeal when their performance has been judged unsatisfactory. Trainees may appeal a non-reappointment, dismissal, non-promotion, suspension, rotation failure, or recommendations for remediation and probation. The *Appeal Mechanism* can be found on our website at: <https://www.uottawa.ca/administration-and-governance/senate/committees/senate-appeals-committee/procedure-for-an-appeal-to-the-senate-appeals-committee>.

Completion of Training Certificate

Your PA will be responsible to submit the required paperwork to the PGME Office confirming your end date closer to completion of your training. We will then

provide your PA with a bilingual certificate, presented in English and French, to confirm successful completion of the educational objectives, two to four weeks before the end of training. The certificate will be signed by the Program Director/Fellowship Director as well as the Vice-Dean of the PGME office.

Competency-Based Medical Education

uOttawa is already well on the way to implementing Competency-Based Medical Education (CBME) **resident** education.

CBME is an outcomes-based approach that involves identifying the abilities required of physicians and then designing the curriculum to support the achievement and assessment of these predefined competencies. This paradigm defies the assumption that competence is achieved based on time spent on rotations and instead requires residents to demonstrate their competence (Stodel et al., 2015).

More information can be found at the following website.

<https://med.uottawa.ca/postgraduate/tools-and-resources/cbme>

Code of Ethics

Members of the Faculty of Medicine have a commitment to uphold the highest standards of ethical and professional behaviour consistent with the values of the University of Ottawa and with the values of the medical profession as exemplified in the Code of Ethics of the Canadian Medical Association (CMA). The *Standards of Ethical and Professional Behaviour* can be found on our website at:

<https://med.uottawa.ca/postgraduate/governance/policies>.

Mandatory Academic Symposiums

The PGME Office offers an Academic Symposia Series and attendance is **mandatory** for specialty residents. Fellows are welcome to attend upon registration. Symposia topics include the following: Intimidation & Harassment, Physicians Health & Wellness, Predatory Journals, Residents as Teachers, etc.

<https://uottawacpd.eventsair.com/pgme/>

Optional Symposia Series

Optional sessions, such as the ACLS, Mindfulness Based Stress Reduction, Influencer and Pain Management are also available free of charge. If you wish to enroll, please register on-line:

<https://uottawacpd.eventsair.com/pgme/>.

Note that space is limited; therefore, registration will be accepted on a first-come, first-served basis.

Remuneration/Pay Scale

In Ontario, the Professional Association of Residents of Ontario/Council of Academic Hospitals of Ontario (PARO/CAHO) Agreement stipulates that, “all **residents** whose source of funding is a foreign government, shall be paid in accordance with the terms and provisions of this agreement”. The agreement can be found on the PARO website at <http://www.myparo.ca/your-contract/>.

The Scale of Remuneration can be found at the following page:

<http://www.myparo.ca/starting-residency/#salary-and-benefits>.

Note that Fellows do NOT have a union and the information above does not apply. Please contact your sponsor, or if paid by a hospital here in Ottawa, your program administrator, for salary arrangements.

Policy for Religious Holidays

The PGME Office holds a strict policy for taking time off for religious holidays. As a resident or fellow, you may only take religious holidays that correspond to your particular faith. For example, you are not permitted to take both Christmas holidays and Eid holidays.

Trainees must request in writing, time off for religious holidays at least 4 weeks prior to the absence. This will be accommodated whenever possible, provided that staffing levels permit and patient care responsibilities are being met.

For further information, contact your program or the PGME Office.

Equity, Diversity and Gender

In Canada, both men and women are treated equally with respect and dignity. Both genders are well represented in all occupations and have equal rights.

The Office of Gender and Equity Issues has established policies to ensure equity within the Faculty. In particular to promote the integration of women into the Faculty and to promote women's health in medical and graduate education, research and clinical service.

You may wish to visit their website for more details:

<https://med.uottawa.ca/professional-affairs/office-equity-diversity-and-inclusion>

Please direct any personal inquiries to:

Dr. Catherine Tsilfidis
Assistant Dean, Office of Equity, Diversity
and Inclusion
University of Ottawa
edgissues@uOttawa.ca
Tel.: 613-562-5800 ext.8507

Canadian Beliefs

Canadians are diverse in their beliefs representing all religious beliefs and cultural practices.

Listed below are prayer rooms located at our teaching hospitals:

- Civic Campus: Main floor, Lobby C, next to the Cafeteria
- General Campus: Ground floor, close to Human Resources
- CHEO: 3rd floor, beside Surgery waiting room
- Rehabilitation Centre: 2nd Floor, near cafeteria
- Riverside Campus: Main floor, close to the Human Resources.

Extending the End Date of the Work Permit (Employment Authorization)

The expiry date of your work permit will be indicated on your passport and/or an additional document attached to your passport. **You must apply for an extension before the expiry of your work permit, if required.**



All extensions must be authorized by the Fellowships and Visa Programs Coordinator, Mrs. Lynn Prud'homme. In order to apply for an extension or

renewal, your Program Administrator must submit a request to the PGME Office. The University will then obtain and send to you by email the documents required to apply for extension (College of Physicians and Surgeons of Ontario-Letter of Eligibility and Labour Market Impact Assessment (LMIA) Exemption number).

*Should you require additional information or an application package, visit the website for the Department of Immigration, Refugees and Citizenship Canada (IRCC) at: <http://www.cic.gc.ca/english/information/applications/extend-worker.asp>.

You may also contact their Call Centre at 1-888-242-2100 (toll free call anywhere in Canada).

Please be advised that effective September 1, 2010, the LMIA is no longer required to apply for a temporary foreign medical resident, clinical fellow or medical research fellow. However, you will still require a work permit from IRCC in order to train in Canada. Visit website below for more information.
<http://www.cic.gc.ca/English/resources/annuals/bulletins/2010/ob230.asp>

Canadian Social Insurance Number (SIN)

You will also be required to apply for a Canadian **Social Insurance Number (SIN)**, at the client Service Centre located at the City Hall in Ottawa (if you don't already have one). The SIN is a nine-digit number required to work in Canada and to have access to government programs and benefits such as the Ontario Health Insurance Plan (OHIP). There is no fee to apply for a SIN.

Hours of Operation:
Monday to Friday, 8:30 a.m. to 5 p.m.

Address:
City Hall, Main level
110 Laurier Avenue West
Ottawa, ON K1P 1J1

For further details on the City of Ottawa – Client Service Centre, please visit:
<https://ottawa.ca/en/client-services>

ENROLLMENT

University Enrollment at the Faculty of Medicine

You are required to enroll on-line with the University of Ottawa on an annual basis and pay the registration fee, currently set at \$805 (effective July 1, 2020). Note that this fee should be paid only once you arrive in Canada, before starting your training. Please ensure to pay all fees upon enrollment. DO NOT wait for an invoice.

If you begin your program off-cycle (i.e. other than July 1), you will be required to pay the enrollment fee before the beginning of your training and then for every academic year (July 1) thereafter, until completion of training.

As well, in order to maintain your university appointment, an enrollment fee is charged to trainees who are (or will be) on a leave of absence. If you complete your training off-cycle (e.g. August 31, December 31), you can apply for a refund for the months not enrolled.

<https://med.uottawa.ca/postgraduate/current-trainees/registration/registration-fee-refund-request>

**If sponsored by the Saudi Arabian Cultural Bureau, the fee will be paid directly by your sponsor. Please ignore any invoices received.*



Immunization Requirements

Your complete immunization record is required before you start your program of study. Please ensure that they are submitted / updated and sent to the Risk Management Office on a yearly basis. **IMPORTANT! You will not be able to start your training until your immunization record is submitted and declared up-to-**

date by the Medical Trainee Compliance Nurse.

The policy and forms can be accessed via our website at:

<http://med.uottawa.ca/postgraduate/current-trainees/registration/immunization-requirements>.

Vulnerable Sector Screening (VSS)

A Vulnerable Sector Police Record Check is mandatory for all new trainees. This must be completed before leaving your country to avoid complications. If a letter is required by your local police department in order to complete the check, please request from the Risk Management Office by email at CPRM@uottawa.ca. Note that an official notarized translation is required if the original document is not in English or French. You will be required to submit the original(s) once you arrive. DO NOT mail. Details can be found at:

<http://www.uottawa.ca/services/ehss/CPRM-PoliceChecks.html>.

Student Identification Card

Student identification cards (with photo) are the property of the University of Ottawa and are required to borrow books from the University libraries, to gain access to sports facilities and to make use of a variety of student services.

The card may be requested during examination sessions and while on University of Ottawa Teaching Hospital sites.

The student card will be provided during the in-person enrollment session at the University of Ottawa, PGME Office. Lost student cards must be reported immediately to the PGME Office (see page 5 for complete address). There is a charge of \$25 to replace a card.

Cards are automatically renewed with each subsequent registration. You must keep your card for the duration of your studies at the University of Ottawa.

College of Physicians and Surgeons of Ontario (CPSO) - Certificate of Registration

This is the organization that issues licenses to practice medicine. All doctors in Ontario must be members of the College in order to complete **clinical** duties. It is your responsibility to apply for an **Educational Certificate of Registration** (license) to train with the University of Ottawa. The license will be required to start your PEAP or begin your training program. Do not delay and apply immediately as it can take six months to process.

Please use your PA's (program's) mailing address as your work address when filling out the application.

You will be required to update your work address with CPSO as soon as you have this information. Please note that your work address is available to the public on the CPSO website and is commonly used by patients, health care professionals and patients' insurance companies.

Ensure to check the status of your CPSO application online regularly to ensure that your file is complete. Please note that your educational certificate of registration must be renewed annually and must always be active during clinical training with the Postgraduate Medical Education Office at the University of Ottawa.

Note that the CPSO requires source verification of your medical degree with the Medical Council of Canada (MCC). You should begin verification request immediately. <https://physiciansapply.ca/>

Hours of Operation:
Monday to Friday, 8 a.m. to 5 p.m.

Direct inquiries to:
Email: inquiries@cpso.on.ca
Tel.: 416-967-2617 ext. 617 or 1-800-268-7096 (Toll free within Ontario only)

For further details and to download the application, visit the CPSO website:
<http://www.cpso.on.ca>.

Address:
80 College Street
Toronto, Ontario M5G 2E2

Canadian Medical Protective Association (CMPA)

CMPA coverage (medical liability protection) is MANDATORY for all Ontario postgraduate residents and clinical fellows. You will not be able to start your PEAP or begin training unless you have coverage. Contact the CMPA or visit their website for a membership application.

Hours of Operation:
Monday to Friday, 8:30 am to 4:30 pm

Direct inquiries to:
Email: inquiries@cmpa.org
Tel.: 613-725-2000 or 1-800-267-6522
Fax: 613-725-1300 or 1-877-763-1300

For further details visit the CMPA website:
<https://www.cmpa-acpm.ca/>.

Mailing address:
Canadian Medical Protective Association
P.O. Box 8225
Station "T"
Ottawa, ON K1G 3H7

Courier/street address:
875 Carling Avenue
Ottawa, ON K1S 5P1

HEALTH CARE

The University of Ottawa requires that you have personal health coverage for the entire duration of your education.

Ontario Health Insurance Plan (OHIP)

As a resident or fellow (paid-learner), you are eligible for free health insurance for you and your spouse/children under the Ontario Health Insurance Plan (OHIP). OHIP states that you qualify for their health insurance if,

'you are a foreign worker who holds a work permit valid for at least six months which permits you to work in Canada, and you are working under a formal agreement in place to work full-time for an employer situated in Ontario which sets out the employer's name, your occupation, and states that you will be working for no less than six consecutive months.'

Upon request, the PGME Office can provide you with a letter for OHIP attesting to the length of your stay and confirming your Ontario mailing address.

Hours of Operation:

Monday to Friday, 8:30 a.m. to 5:00 p.m.
Direct OHIP inquiries to:
Tel.: 1-800-268-1154

For further details, visit the OHIP website:
<http://www.health.gov.on.ca/en/public/programs/ohip/>

Address:
Ottawa City Hall
110 Laurier Avenue West
Ottawa, ON K1P 1J1

Please apply directly for this insurance. OHIP coverage normally becomes effective three months after the date you establish residency in Ontario. **During this waiting period, it is mandatory that you obtain coverage through the University Health**

Insurance Plan (UHIP), or equivalent, for yourself and your immediate family (see below).

University Health Insurance Plan (UHIP)

As an international student, it is compulsory for you to obtain the University Health Insurance Plan (UHIP) unless you show proof that you are covered under another UHIP approved / equivalent health plan. Please note that you must be registered in an acceptable health plan in order to maintain your enrollment at the University of Ottawa. See details below taken from the [International Office Web site](#).

*UHIP is a **compulsory** insurance plan for international students, exchange students, visiting students, guest professors/researchers, Canadians returning from abroad, and new Canadian residents who have not yet obtained coverage from the Ontario Health Insurance Plan (or their province of residence). UHIP covers medical and hospital expenses during your stay in Canada and standard medical visits. It also helps you obtain certain medical devices, as needed, such as wheelchairs, hearing aids, etc.*

N.B. This health insurance plan does not cover dental care nor prescriptions.

Table of UHIP premiums (September 1, 2019 to August 31, 2020) – See Appendix I.

IMPORTANT:

Outside the periods of UHIP insurance coverage, you are ENTIRELY RESPONSIBLE for obtaining appropriate health insurance, for your own protection and that of your dependents. Hospital or medical expenses can be onerous. For example, in the case of an uninsured accident, a foreign student would have to pay \$3,100 (CDN) per day of hospitalization for the bed alone. Expenses for medical care, including treatment, surgical procedures, and scans (minimum \$1,100) or

MRIs (approximately \$1,650) and all related expenses would be additional. The cost of an uninsured hospitalization can very quickly top \$10,000 (rates provided by the Ottawa Hospital as of February 1, 2010).

We strongly advise that you obtain a secondary insurance policy to cover the dates that you are not covered by UHIP.

The [Studentguard](http://www.studentguard.ca/) company (<http://www.studentguard.ca/>) offers temporary coverage at \$1.45/person/day. The [Travelguard](http://www.travelguard.ca/) company (www.travelguard.ca) offers temporary coverage at \$2.70/person/day.

Enrollment for UHIP must be done in person at the University of Ottawa Human Resources. An appointment will be scheduled for you during the in-person enrollment session with Mrs. Lynn Prud'homme. If your training program is for 6 months +, note that you are only required to pay UHIP fees for the first 3 months as you will be covered by OHIP afterwards. Same rules apply to your dependents.

For further details, please visit:

<https://international.uottawa.ca/en/study-at-uottawa/uhip> and <http://www.uhip.ca>.

Important Advice for Health Coverage

We suggest that you first attend the in-person enrollment session with the PGME Office. The PGME Office will then direct you to the City Hall to apply for OHIP coverage. Upon completion of your application, they will give you a confirmation sheet on which the effective date of your OHIP coverage will be indicated. Take this confirmation with you to the University of Ottawa Human Resources along with your student ID card to apply for UHIP. With this confirmation, the University will be able to cease the UHIP fees the day prior to the start date of your OHIP coverage. UHIP fees will be reactivated the day after your OHIP expires. To avoid an interruption of your OHIP plan, you should renew it on time.

OHIP cards are valid for the duration of one's work permit. If your work permit expires before the completion of your training and you need to remain in Ottawa to complete it, you need to apply for the renewal of your work permit. Once you receive your renewed work permit, you will need to re-apply for OHIP. **Upon receipt of your new OHIP card, you must provide the International Office or the PGME Office with a copy of your OHIP card and your dependants. Otherwise, you will automatically be billed for UHIP coverage until proof of OHIP is provided.**

Note: Foreign fellows are not eligible for PARO benefits and therefore may not receive the supplemental health insurance, nor the life and disability insurance that residents receive.

Below are forms of insurance available to foreign fellows, at an additional cost:

1) Extended Health and Dental Insurance Benefits can be purchased through a group benefit plan. Fellows can contact our advisor Rob Kimball directly (see his contact information below) to discuss the options and purchase coverage available.

Rob Kimball, Senior Financial Advisor
Selectpath Benefits & Financial
Tel: 519-675-1177 or 1-888-327-5777 x112
Email: rob@selectpath.ca
www.selectpath.ca

2) Life Insurance is also available through a group plan. The contact for this is also Rob Kimball.

3) Disability Insurance can be purchased through a group plan available from the Ontario Medical Association (OMA). This may be particularly relevant for those trainees doing procedures at risk for blood born pathogen contamination. More information is available at:
<http://www.omainsurance.com/Products/pages/Disability-Insurance.aspx>.

- Trainees must become members of OMA to qualify.
- On application must indicate enrolled in a postgraduate program (fellowship); intend to change country of residence upon completion and indicate which country.

Travel Medical Insurance

If you travel outside of Ontario or outside of Canada, it is possible to obtain a Travel Medical Insurance. You may consult the Travel Medical Insurance list suggested to you below:

UHIP
<https://uhip.ca/Enrollment/PlanDetails#toc6>

Manulife:
<http://www.coverme.com/products/travel-insurance.jsp>
Sun Life Financial
https://www.sunlife.ca/ca/Insurance/Travel+insurance?vgnLocale=en_CA

Travel Guard
<https://www.travelguard.ca/travel-insurance>

Blue Cross Canada
<http://www.bluecross.ca/en/products/travel-coverage.html>

Guard.Me International Insurance
<https://www.guard.me/>

Well-Being Program for Physicians in Training

This program is designed specifically to assist you as a resident or fellow in preventing and managing personal, medical or academic problems if and when they may arise. Confidentiality and discretion is guaranteed. Questions may be directed to:

Dr. Elizabeth Muggah
Director, Wellness Program
University of Ottawa - Faculty of Medicine
wellness@uottawa.ca
Tel.: 613-562-5800, extension 8507

For further details, visit the Faculty Wellness Program website:

<http://www.med.uottawa.ca/wellness/eng/index.html>.

You may also address any important issues to the Fellowships and Visa Programs Coordinator, Mrs. Lynn Prud'homme at the PGME Office (for contact information see page 4).

Find a Family Doctor

A family doctor is also called **general practitioner (GP)**. Family doctors are usually the first doctors to diagnose and treat most medical problems. If you need to see a specialist doctor, usually, you need a family doctor to refer you. Family doctors also order laboratory and other tests. If you would like to have a family doctor during your stay here in Ottawa, you can contact the Faculty Wellness Office and they will help you find one. This is more common for trainees training beyond two years or with young children. You will need to bring your health card (UHIP/OHIP) with you to appointments.

Details are on their website.

<https://med.uottawa.ca/professional-affairs/faculty-wellness-program/code-99>

Walk-In Clinic

Another option would be to go to a walk-in clinic. You don't need an appointment. Most clinics are open in the evening and on weekends.

You need to take your health card (UHIP/OHIP) with you. The down-fall is that you may not be able to see the same doctor every time you go to a clinic. You may also have to wait to see a doctor or nurse, if there are other patients ahead of you (first-come first-serve basis).

The largest regional provider is Appletree Medical Clinic with offices all over the city. Please visit their website for current wait times, locations and more information.

<https://www.appletreemedicalgroup.com>

The University of Ottawa also has a health clinic, located on the main campus, which provides routine medical care and family medicine. Both appointments and walk-ins are accepted.

University of Ottawa Health Services (UOHS)
300-100 Marie Curie Pvt
Ottawa, ON
K1N 6N5
Tel.: 613-564-3950
<http://www.uottawa.ca/health/>

Monday to Friday, 8 a.m. to 8 p.m.
Saturday and Sunday: 10 a.m. to 2 p.m.

In case of emergency, always dial 911.

GENERAL INFORMATION

Accommodation

For information on accommodations, we invite you to visit the following Web pages.

University of Ottawa.
<http://www.uottawa.ca/housing/>

High-rise apartment located right beside the General Hospital and the Children's Hospital of Eastern Ontario (CHEO).
<http://www.lavantagesuites.ca>

Short-term accommodations provided by the Ottawa Hospital, Civic Campus.
<http://www.hopitalottawa.on.ca/wps/portal/Base/TheHospital/PatientsAndVisitors/PlanningYourStay/WhereToStay/InternsResidence>

Other sites.

<http://www.Medshousing.com>

<http://www.kijiji.ca/b-real-estate/ottawa/c3411700185>

http://www.prop2go.com/SearchApartmentResults.aspx?type=Apartments_for_Rent&city=Ottawa

Computer Services

As a full-time University of Ottawa student, you have free access to the computers located in the Health Sciences Library at Roger Guindon Hall (RGN).

For details on hours of operation or contact information, please see Appendix III.

uoZone is the portal to access on-line student services including the following: your free email account, obtaining a financial statement of your student account, printing tax forms, and many other services. Your credentials to access the uoZone/InfoWeb service will be sent to you by the Faculty of Medicine – Medtech Team. <https://uozone2.uottawa.ca/>

Because the University of Ottawa PGME Office and your program have important information to relay to you, it is mandatory to activate and monitor your uOttawa email address. **If you prefer to have mail sent to a different email address, simply go to your University e-mail account and have your university mail forwarded to another e-mail account** (<https://support.google.com/mail/answer/10957?hl=en>).

Should you encounter difficulties accessing uoZone or your e-mail account, please contact the Faculty of Medicine's Information Technology Services by completing a service request form on-line. <https://med.uottawa.ca/information-management/help-form>

Address:
451 Smyth Road, Room 3028
Ottawa, Ontario K1H 8M5.

You may wish to visit their website for more details:
<https://med.uottawa.ca/information-management/>.

Ottawa and the Canadian Culture

If you are interested in finding out about Ottawa and the Canadian culture, here are a few websites that may be of an interest to you.

City of Ottawa:
<http://www.ottawa.ca/>

Ottawa Climate:
<https://www.theweathernetwork.com/ca/weather/ontario/ottawa>

Ottawa Start:
<http://www.ottawastart.com>

Government of Canada:
<https://www.canada.ca/en.html>

Transportation

Public Transit (Bus):
<http://www.octranspo.com>

Driving Directions:
<http://maps.google.ca/> or
<http://classic.mapquest.com/directions>

Uber:
“Uber is a technology platform. [This] smartphone application connect[s] driver-partners and riders. [...] When a nearby driver-partner accepts your request, your app displays an estimated time of arrival for the driver-partner heading to your pickup location. Your app notifies you when the driver-partner is about to arrive [and] provides information about the driver with whom you will ride, including name, vehicle type and license plate number.” (Uber, 2019). *Similar to taxis but more affordable.

For more information on the Uber application and to sign up, you may consult the following website:

<https://help.uber.com/h/738d1ff7-5fe0-4383-b34c-4a2480efd71e>.

Taxis:

Blue Line – 613-238-1111

Capital – 613-744-3333

West Way – 613-727-0101

Free Shuttles:

-The Ottawa Hospital Shuttle runs every 20 minutes between the General, Riverside and Civic campuses. You will receive the schedule in person.

-The University of Ottawa Shuttle runs between the uOttawa's downtown campus, Saint Paul University, Roger Guindon Hall and Peter Morand.

<http://www.protection.uottawa.ca/en/shuttle.html>

Driver's Licence

In order to drive a car in the province of Ontario, you must either hold an International Driving License or an Ontario Driving License. It is illegal to operate a motorized vehicle without a license. You are required to apply for an Ontario driver's licence within 60 days of residing in Ontario, if applicable. Visit the Ontario Ministry of Transportation website for more details: <http://www.mto.gov.on.ca/english/>.

To schedule a driving test, visit the following Ministry of Transportation of Ontario website at <http://www.drivetest.ca> or call 1-888-570-6110 or 647-776-0331 for an automated phone booking line.

Daycare and Schooling

If you are travelling to Ottawa with children, you may find the daycare and schooling information noted below to be useful.

Daycare

There are two types of daycare in Ottawa: licensed (can be home-based or centre-based), and non-licensed (or private).

All of the information about licensed daycare is centralized, as is the waiting list for a spot. Please visit this website:

<http://ottawa.ca/en/residents/social-services/childrens-services/apply-child-care>

to register, and they will be able to specify which areas of the city, and even specific daycares for which you may wish to be waitlisted (the one on University of Ottawa main campus is called Bernadette Child Care Centre and the one near the General and CHEO hospital is Oasis Child Care Centre).

Another good website to visit is:

<http://www.afchildcare.on.ca/>.

Private childcare arrangements are made between the parents and a caregiver. Note that they are neither licensed nor inspected. Non-licensed daycares might be found at the following websites:

- <http://www.daycarebear.ca/>
- <http://www.ccprn.com/>
- <https://www.kijiji.ca/b-childcare-jobs/ottawa/c4711700185>.

Study Permit for Children

“The study permit is a document that allows foreign nationals to study at designated learning institutions (DLI) in Canada. Note that minor children don't need a study permit if they are in kindergarten, are refugees or refugee claimants, have parents who are refugees or refugee claimants or want to go to pre-school, primary or secondary school, and are already in Canada with a parent who is allowed to work or study in Canada.” (Government of Canada, 2017)

Please visit the Immigration, Refugees and Citizenship Canada website to see which category represents you best:

<https://www.canada.ca/en/services/immigrati-on-citizenship.html>.

School

Before looking for schools for your child/children, you must find a place to live.

A school will then be assigned depending on the geographic location of your home.

For all school boards, you must provide a proof of your status in Canada (work permit), proof of full-time studies at the University of Ottawa (ask the PGME Office), and child/children's immigration papers.

French School Boards

- **Public Schools**
French Public School Board:
<http://www.cepeo.on.ca/>
613-742-8960
- **Catholic Schools**
French Catholic School Board:
<http://www.csdceo.ca/>
613-744-2555

English School Boards

- **Public Schools**
English Public School Board:
<http://www.ocdsb.ca>
613-721-1820
- **Catholic Schools**
English Catholic School Board:
<http://www.ocsb.ca/>
613-224-2222

English/French Second Language Courses

“Courses in English as a Second Language (ESL) and French as a Second Language (FLS, *Français langue seconde*) are meant to help you improve your language skills. The courses are offered from a beginner level to an advanced level. Some of our FLS and ESL courses are offered in the blended format. To learn what blended courses are all about and how they can help you in your studies, visit our “Blended Language Courses web page” at <https://olbi.uottawa.ca/blended-courses>.

For more information on ESL/FLS courses, please visit the Official Languages and

Bilingualism Institute website:
<https://olbi.uottawa.ca/ESL-FLS>.

Affordable Shopping

Walmart: Every Day Low Prices. Offers a selection of everything from fashion to automotive and housewares to electronics. Includes a pharmacy and groceries.

Giant Tiger: Affordable, on-trend home and family fashions, groceries and everyday necessities at low prices.

Costco: A membership-only warehouse club that provides a wide selection of merchandise. Focuses on selling products at low prices, often at very high volume. These goods are usually bulk-packaged and marketed primarily to large families and businesses.

Dollarama: Offers a broad assortment of everyday consumer products, general merchandise and seasonal items. Products are \$4.00 or less.

Kijiji: Classifieds to buy, sell, or trade almost anything! Used cars, pets, jobs, services, electronics, homes, boats for sale and more. Usually **used items**.

Clothing

Winners: Selections vary by store with rack-after-rack of brand name and designer label fashions & footwear for women, men and children along with home accents and housewares at 20% to 60% less than department & specialty store.

Furniture

IKEA: Modern style ready-to-assemble furniture and home accessories. Include storage options, lighting, decor products, kitchen appliances and beds.

Lower Priced Grocery Stores

Food Basics; No Frills

APPENDIX I

UHIP Premiums for the 2019/2020 Academic Year

Table of UHIP Premium Rates Effective September 1, 2019 to August 31, 2020

Number of months Coverage	Member Only	Addition of one Dependant	Member plus one Dependant	Addition of Two or more Dependents	Member plus Two or More Dependents
1	\$53.00	\$53.00	\$106.00	\$106.00	\$159.00
2	\$106.00	\$106.00	\$212.00	\$212.00	\$318.00
3	\$159.00	\$159.00	\$318.00	\$318.00	\$477.00
4	\$212.00	\$212.00	\$424.00	\$424.00	\$636.00
5	\$265.00	\$265.00	\$530.00	\$530.00	\$795.00
6	\$318.00	\$318.00	\$636.00	\$636.00	\$954.00
7	\$371.00	\$371.00	\$742.00	\$742.00	\$1,113.00
8	\$424.00	\$424.00	\$848.00	\$848.00	\$1,272.00
9	\$477.00	\$477.00	\$954.00	\$954.00	\$1,431.00
10	\$530.00	\$530.00	\$1,060.00	\$1,060.00	\$1,590.00
11	\$583.00	\$583.00	\$1,166.00	\$1,166.00	\$1,749.00
12	\$636.00	\$636.00	\$1,272.00	\$1,272.00	\$1,908.00

<http://uhip.ca/all-about-uhip.aspx>

APPENDIX II

University of Ottawa – Affiliated Teaching Hospitals

Children's Hospital of Eastern Ontario (CHEO)

401 Smyth Road
Ottawa, Ontario K1H 8L1
Tel.: 613-737-7600
<http://www.cheo.on.ca>

The Royal Ottawa Mental Health Centre

1145 Carling Avenue
Ottawa, Ontario K1Z 7K4
Tel.: 613-722-6521
<http://www.theroyal.ca>

Bruyère Continuing Care

43 Bruyère Street
Ottawa, Ontario K1N 5C8
Tel.: 613-562-6262
<http://www.bruyere.org>

Hôpital Monfort

713 Montreal Road
Ottawa, Ontario K1K 0T2
Tel.: 613-746-4621
<http://www.hopitalmontfort.com/>

The Ottawa Hospital (TOH) **(4 campuses)**

Civic Campus

1053 Carling Avenue
Ottawa, Ontario K1Y 4E9
Tel. 613-798-5555
<http://www.ottawahospital.on.ca>

General Campus

501 Smyth Road
Ottawa, Ontario K1H 8L6
Tel.: 613-737-8899
<http://www.ottawahospital.on.ca>

Riverside Campus

1967 Riverside Drive
Ottawa, Ontario K1H 7W9
Tel.: 613-738-7100 or 613-722-7000
<http://www.ottawahospital.on.ca>

The Rehabilitation Centre

505 Smyth Road
Ottawa, Ontario K1H 8M2
Tel.: 613-737-7350 or 613-722-7000
<http://www.ottawahospital.on.ca>



APPENDIX III

Bookstore and Library Services

**University of
Ottawa Bookstore** Monday to Friday
Jock Turcot Hall 8:00 a.m. to 6 p.m.
85 University Saturday
(Main Campus) 10 a.m. to 4 p.m.
Tel.: 613-562-5353

Morisset Library Monday to Friday
Morrisset Hall 7 a.m. to 2 a.m.
65 University Saturday and
(Main Campus) Sunday
Tel.: 613-562-5213 10 a.m. to 2 a.m.

**Health Sciences
Library**
Roger Guindon Monday to Thursday
Hall 8 a.m. to 10:30 p.m.
451 Smyth Road, Friday:
Room 1020 8 a.m. to 8 p.m.
Ottawa, Ontario Saturday and Sunday
K1H 8M5 9 a.m. to 7 p.m.
Tel.: 613-562-5407

**The Ottawa
Hospital – General
Campus Library,
Eye Institute
Building** Monday to Friday
501 Smyth Road, 8:00 a.m. to 4:00
room 1404 p.m.
Tel.: 613-737-8899,
extension 78530

**Ottawa Hospital -
Civic Campus
Library, Main
Building** Monday to Friday
1053 Carling Ave, 8:30 a.m. to 4:30 p.m.
Room D104
Tel.: 613-798-5555,
extension 14450

**CHEO Conway
Library** Monday to Friday
401 Smyth Road, 8 a.m. to 4:00 p.m.
first floor (with CHEO
(basement) employee badge, 24
Tel.: 613-737-7600, hour access)
extension 2206

**The Royal Ottawa -
Mental Health Centre** Monday to Friday
1145 Carling Ave, 9 a.m. to 4:30 p.m.
Room 2100 and
Tel.: 613-722-6521, 6 p.m. to 9 p.m.
extension 6899 Saturday and
Sunday
10 a.m. to 2 p.m.



Revised: December 2019