

Residency Trainee Registration and Onboarding Requirements

| Task | | | Incoming Resident - R1 and All New to UofC | UofC Resident - Starting a New Program | UofC Resident - Continuing in the Same Program |
|--|-------------|--|--|---|--|
| To be completed prior to July 1st or your specific training start date (if different). | PGME / UofC | Complete and submit the UofC online web registration, which includes payment of the annual administration fee (if applicable). | Non-sponsored residents only | Non-sponsored residents only | Not Required |
| | | Once notified by PGME , set up your UCalgary email address. This can not be completed until the day after PGME processes your registration. | | Not Required | Not Required |
| | | Provide your UCalgary email to the PGME office, so they can issue your Letter of Engagement (LOE). | | Not Required | Not Required |
| | | Complete the annual registration for returning trainees via the My UCalgary Portal, which includes payment of the annual administration fee (if applicable). | Not Required | Not Required | |
| | | Return your signed LOE to your Program Administrator. Both pages need to be returned, not just the signature page. | | | |
| | | Register for and complete PPE Simulation training session, if required by your program. Consult your program administrator to determine if you need to complete PPE SIM. | Registration via PGME Hub, once UC registration is complete and processed. | Not Required | Not Required |
| | | Submit your request online to receive your UNICARD. Instructions will be sent to your UCalgary email. | Must have completed UC web registration. Previous UC students who already have a UNICARD do not need to get a new one. | Not Required | Not Required |
| | CPSA | Register with the College of Physicians and Surgeons of Alberta (CPSA) for your practice permit using the link emailed to you. | | Not Required | Not Required |
| | | Renew your CPSA Practice Permit. | Not Required | | |
| | | Provide a copy of your CPSA Practice Permit to your Program Administrator and the Alberta Health Services Medical Education Office (AHS MEO) (CAL.MedicalEducationOffice@ahs.ca). | | Submit to AHS MEO for inspection if there is a gap in training over 30 days | Submit to AHS MEO for inspection only if requested |
| | CMPA | Register with the Canadian Medical Protective Association (CMPA) for malpractice Insurance. | Department of National Defense residents to submit proof of malpractice insurance provided by sponsor. | Not Required | Not Required |
| | | Confirm/Renew your CMPA Membership. | | | |
| | | Provide a copy of your CMPA Statement of Protection to the AHS MEO (CAL.MedicalEducationOffice@ahs.ca). | | Not Required | Not Required |
| | AHS | If requested, provide your Social Insurance Number (SIN) to the AHS MEO. This information is required to process your hire. If you did not submit your SIN to CARMS you will need to provide it. | New Residents on AHS Payroll Only | Not Required | Not Required |
| | | Complete your Criminal Record and Vulnerable Sector Search. Send the original record check document to the CPSA and a copy to the AHS MEO (CAL.MedicalEducationOffice@ahs.ca). | | Submit to AHS MEO for inspection if there is a gap in training over 30 days | Not Required |
| | | Complete the AHS Communicable Disease Assessment and provide a copy of your immunization records to AHS Workplace Health & Safety as directed in the AHS MEO Next Steps email once received. | | Not Required | Not Required |
| | | Activate your AHS network account. | New Residents from Alberta's medical schools will retain existing accounts | Not Required | Not Required |
| | | Complete the On Our Best Behaviour Module within My Learning Link. | Required every three years (does not need to be repeated if done during clerkship) | Required every three years | Required every three years |
| | | Complete AHS clinical system training requirements applicable for your site (e.g.: Connect Care, etc.). | | Additional End User Proficiency Assessments (EUPA) are required if changing disciplines or to reactivate access | Not Required |
| | PGME / AHS | Provide a copy of your Work Permit to the PGME office and the AHS MEO (CAL.MedicalEducationOffice@ahs.ca). | International trainees only | International trainees only if/when permit renewal required | International trainees only if/when permit renewal required |
| | | Provide a copy of your Permanent Residency card (both sides) to the PGME office and the AHS MEO. | Permanent Residents of Canada only | If citizenship status changes within Canada | If citizenship status changes within Canada |
| | | Attend PGME/AHS in-person Orientation | Is mandatory for R1 residents . Subspecialty residents encouraged to attend if service requirements allow. | Not Required | Not Required |
| | | Access and review online PGME Hub orientation information, and complete the attestation. | Must have completed UC registration. Will receive notice when access has been granted | Not Required | Not Required |
| To be completed after the start of the academic year (July 1) or training start date | PGME / UofC | | | | |
| | | Pay your University of Calgary tuition prior to the tuition deadline. Tuition deadlines can be found in the UofC calendar. | | | |
| | | Update your contact information (Home, Phone and email addresses) in the My UCalgary Portal. | As needed | As needed | As needed |
| | | Check your UCalgary email address for your verification of enrollment letter. | Must have completed UC registration | Must have completed UC registration | Must have completed UC registration |
| | | If applicable, submit government student loan forms (e.g.: Form B) to the Registrar's Office through a service request via the My UCalgary Portal. | Must have completed UC registration | Must have completed UC registration | Must have completed UC registration |
| | | Check your UCalgary email on an ongoing basis, as this email will be used by the PGME office for important communications. If desired, you can set up email forwarding to your AHS email. | | | |
| | | Complete orientation/training requirements for PGME's CBD platform, Medsis. CBD team will contact you with instructions. | Residents in Competency by Design track programs only. | Not Required | Not Required |
| | AHS | Update banking information within ePeople. | | As needed | As needed |
| | | Complete your flexible benefits enrollment within ePeople. | | Current residents will receive a flexible benefits allocation notice in May to complete during the June window | Current residents will receive a flexible benefits allocation notice in May to complete during the June window |