

Postgraduate Medical Education (PGME) | Academic Medicine, Alberta Health Services (AHS)

INTAKE CHECKLIST FOR INCOMING AFC TRAINEES & FELLOWS

PGME Requirements for All Fellows (Prior to Start Date)

These requirements are set by PGME and relate specifically to the educational components of your fellowship at the University of Alberta, apply to all incoming fellows, and must be completed prior to the fellowship start date.

Please note that additional detailed information and relevant deadlines are provided via email from PGME.

- ☐ **Letter of Engagement (LOE)** received, signed, and returned
Submit to: pgfellow@ualberta.ca
- ☐ **Disclosure of Personal Information Consent Form** completed, signed, and returned
Submit to: pgfellow@ualberta.ca
- ☐ **UAlberta Registration** completed
Important Note: once you receive an automated email from the U of A containing your CCID, activate your account and update Bear Tracks with your current/new address, preferred name, and emergency contact
Questions/assistance: pgfellow@ualberta.ca
- ☐ **PGME Orientation** completed/attended, which may include in-person and virtual components; the in-person orientation occurs annually near the end of June (date will be emailed to you if you have a July start date) and includes the distribution of pagers, AHS ID access badges, etc.
Attendance: recommended for all incoming fellows who are new to the U of A that can make the date
Questions/assistance: pgmecom@ualberta.ca
- ☐ **AHS ID Badge Photo Submission Form** completed (for July start dates only)
 - *July 1 start date: Refer to the PGME email for instructions on submitting the form*
 - *Start date after July 1: Visit the PGME Office to receive your AHS ID badge (no form is required)*Questions/assistance: pglearn@ualberta.ca

PGME Requirements for Fellows who require Work Permitting (Prior to Start Date)

- ☐ **Work Permit Application** completed
Important Notes:
 - **NEW update: To avoid significant delays with your work permit, you will need to complete the CPSA application and have CPSA proof of license before applying for your work permit.** Once you receive your license, you can then proceed with your work permit. Immigration will NOT issue you a work permit without your CPSA proof of license. *Start this process immediately following receipt of documentation from pgfellow@ualberta.ca*
 - *Do not submit your application until you receive the work permit documentation from pgfellow@ualberta.ca; this includes the formal letter of employment which has the FVCA (Foreign Visitor Category Assessment) on the letter. You are responsible for submitting all IRCC application requirements. Once you have done this, **it can take up to six (6) months to finalize/approve the application.** Once the IRCC has reviewed/approved your application, you will receive an email confirming that you are able to travel to Canada.*
- ☐ **Copy of Work Permit** submitted
Submit to: pgfellow@ualberta.ca
Deadline: as soon as you receive it (but this must be received prior to the fellowship start date)

Accommodation Requests (Prior to Start Date or During Training)

If you require training accommodation you must notify PGME as soon as possible. Because of the nature of training, it may take time to ensure that arrangements for accommodation are in place. For more information, please [visit our website](#).

AHS Requirements (Prior to Start Date)

These requirements (and corresponding deadlines) are set by AHS and relate specifically to your ability to start your fellowship with the U of A as it relates specifically to your *employment* as a fellow. This list applies to all AFC trainees and fellows *regardless* of funding source. Please note that completion deadlines and submission instructions are included in your welcome emails from AHS Academic Medicine, Medical Affairs. For further assistance, please email Edm.AcademicMedicine@ahs.ca.

- ☐ **Criminal Records Check (CRC) with Vulnerable Sector Search (VSS)** completed and submitted

Important Notes:

- Start this process immediately following receipt of your Letter of Engagement as CRC/VSS can sometimes take 8+ weeks to process
- For on-cycle start dates (starting July 1), the CRC/VSS cannot be dated earlier than January 1 of the year you start your fellowship program
- For electives and off-cycle start dates, the CRC/VSS cannot be dated any earlier than 90 days prior to the start date
- The VSS is not required for CPSA licensing, however, it is required for AHS employment

- ☐ **CPSA Application or Renewal** completed (includes submission of practice permit)

Important Note: Start this process immediately following confirmation receipt of Letter of Engagement (can sometimes take 6+ months, especially if your program requires billing as part of the remuneration process); if you require a work permit, you will need to demonstrate CPSA proof of licensure.

Exemption: research fellows (not required, as there is no patient contact)

- ☐ **CMPA Application or Renewal** completed (includes submission of statement of protection)

Important Note: A Canadian bank account is required to apply

Exemption: research fellows (not required, as there is no patient contact)

- ☐ **Pager Agreement** completed, signed, and returned

Exemption: research fellows (not required, as there is no patient contact)

- ☐ **AHS Login** details received and login was successful to the following:

- AHS Email
- AHS Remote Access

- ☐ **AHS Employee Modules** completed

- On Our Best Behaviour (OOBB) privacy training completed
- Connect Care End User Proficiency Access (EUPA) training completed

Important Notes:

- This is only possible once AHS login/email/remote access has been provided
- Use of Connect Care is prohibited until CRC, VSS, CPSA, CMPA, and OOBB have been completed

- Workplace Harassment and Violence Prevention training completed

- ☐ **Netcare** access details received and login was successful

Important Note: use of Netcare is prohibited until CRC, VSS, CPSA, CMPA, and OOBB have been completed

- ☐ **Basic Life Support (BLS)** completed and certificate of completion submitted

Important Note: no earlier than four (4) months prior to your start date

- ☐ **Communicable Disease Assessment (CDA) Form** completed and submitted

Important Note: If the CDA form is not submitted, you will be considered unimmunized and in the event of an exposure or outbreak it may impact your ability to work

- ☐ **HR/Payroll** information submitted:

- Canadian mailing address and phone number
- Work permit (if applicable)
- Social Insurance Number (SIN)
- Confirmation of receipt of Employee ID and AHS welcome email

- ☐ **Parking Application** completed (if applicable; see AHS welcome email)

AHS Requirements (During Training)

These requirements (and corresponding deadlines) are set by AHS and relate specifically to your ability to continue your fellowship as it relates specifically to your employment as a fellow. These requirements may be annual or within a specified time period after starting your fellowship. For questions, please email

Edm.AcademicMedicine@ahs.ca.

- ☐ **HR/Payroll** setup completed
 - Successfully logged into your **ePeople Account** (On/After your start date)
 - Setup **Direct Deposit** and **AB Blue Cross Benefit Options** (Single/Family)

- ☐ **N95 Respirator Fit Testing** completed

- ☐ **AHS Required Organizational Learning (ROL)** modules completed within first 6-12 months of employment, which include:
 - Patient Relations
 - Infection, Prevention, and Control
 - Ethics and Compliance
 - Indigenous Education - Indigenous Peoples in Alberta: Introduction

- ☐ **CPSA Renewal** completed (includes submission of practice permit)

- ☐ **CMPA Renewal** completed (includes submission of statement of protection)