



INTAKE CHECKLIST FOR INCOMING RESIDENT PHYSICIANS

PGME Requirements for All Residents (Prior to Start Date)

These requirements are set by PGME and relate specifically to the educational components of your residency at the University of Alberta, apply to all incoming residents, and must be completed prior to the start of residency training. *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: pgres@ualberta.ca
- ☐ **Disclosure of Personal Information Consent Form** completed, signed, and returned
Submit to: pgres@ualberta.ca
- ☐ **U of A Registration** completed
Important Note: once you receive an automated email from the UofA with your CCID, activate the account and update beartracks with your current/new address, preferred name, and emergency contact
Questions: email pgres@ualberta.ca
- ☐ **PGME Orientation** completed/attended, which includes both an in-person component and virtual sessions
Attendance: mandatory for all incoming PGY1s and re-entry residents and strongly recommended for incoming subspecialty and transfer residents who are new to the U of A
Attendance exemption: incoming PGY1s enrolled in a Family Medicine rural residency program
Questions: email pgmecom@ualberta.ca
- ☐ **AHS ID Badge Photo Submission Form** completed
Important Note: PGME supports AHS in the coordination of the ID Badge photo collection, as resident photos are also utilized for PGME records and assessment databases
Questions: email pglearn@ualberta.ca
- ☐ **Advanced Life Support** training requirements completed and proof of completion submitted
Important Note: Advanced life support course requirements are program-specific; residents should contact their program to determine what the expectations are
Submit to: your Program Administrator (PA), unless otherwise requested by PGME



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

- ☐ Work Permit Application completed

Important Notes:

- Start this process *immediately following receipt of documentation* from pgres@ualberta.ca
- Do not submit your application until you receive the work permit documentation from pgres@ualberta.ca (this includes the formal letter of employment). 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: pgres@ualberta.ca

Deadline: as soon as you have it (but must be received prior to the residency start date)

PGME Requirements for PGY1s Only (Prior to Start Date or During Residency)

These requirements (and corresponding deadlines) are set by PGME and apply only to incoming PGY1 residents.

- ☐ Digital Citizenship module completed

Deadline: within the first two (2) months of the PGY1 academic year

Accommodation Requests (Prior to Start Date or During Residency)

If you require training accommodation you must notify PGME as soon as possible. Because of the nature of residency, 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 residency with the University of Alberta as it relates specifically to your employment as a resident physician. This list applies to all resident physicians 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 questions, 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)

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

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

- ☐ **AHS Login** details received and login was successful to both AHS Email and 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 residency 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** confirmation of receipt of Employee ID and AHS welcome email

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



AHS Requirements (During Residency)

These requirements (and corresponding deadlines) are set by AHS and relate specifically to your ability to continue your residency as it relates specifically to your employment as a resident physician. These requirements may be annual or within a specified time period after starting your residency. 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)
 - **My Learning Link (MLL)** **IExpense** training completed
 - Life support course reimbursement submitted via IExpense
- ☐ **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

**Please note that programs are not expected to provide any time during Academic Half Day (AHD) to complete any AHS employment requirements (e.g. ROL modules).*

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