

A Resource Guide for Internationally Educated Medical Graduates

Information to help you plan your career in Manitoba

Manitoba 



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Acknowledgements

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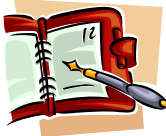
Presentation of this document and settlement services information adapted from *A Resource Guide for Internationally-Educated Engineers: Information to help you plan an engineering or engineering-related career in Manitoba*. M.R. Friesen, for Manitoba Labour Immigration, 2006.



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The purpose of this guide is to give newcomers a brief and general summary of helpful information, services and organizations. We have tried to include the most recent information that we could find. However, information, websites, services and fees often change. Please contact the organizations listed in this Resource Guide in order to get the full and latest details on their programs and services.

Introduction



This **Resource Guide** is for immigrants in Manitoba who have international medical doctorate qualifications, such as a medical degree, and work experience from outside of Canada. Since 2000, 164 physicians have immigrated to Manitoba. This number includes 31 in 2004 and 39 in 2005. There may be more International Medical Graduates (IMGs) who came to Manitoba from other provinces.

This resource guide will help you as an immigrant professional to:

- Understand the medical licensure process in Manitoba;
- Get complete and clear information on the medical profession and the medical licensure process in Manitoba; the organizations and stakeholders in the licensure process; other health-related career options, and the support services available to you.
- Use this information to set personal goals and make career plans for a medical or related career in Manitoba; and,
- Find the appropriate services that will help you to work as a professional, such as English language training and employment support.

This resource guide also gives the Government of Manitoba better tools to work with immigrants who have international medical credentials. Also, it helps the Government of Manitoba to understand immigrant professionals' needs and to create more support services or programs in the future.

Please take note!

Most of the information in this document is for Canadian Citizens and Permanent Residents/Landed Immigrants. Services and fees may be different for refugee claimants or visa holders. For up-to-date information, please contact the agencies and organizations described in this Resource Guide.

The information in this guide is for the medical profession in Manitoba only. Individual Canadian provinces or territories regulate the medical profession. The process for international medical graduates to get a medical license is different in each province.

Most immigrant professionals settle in Winnipeg, so many of the support services in this guide are for the area in or close to Winnipeg.



The Internet is an excellent way to find more detailed information on many of the programs and organizations in this guide. In Winnipeg, you can use **computers with Internet access** for no cost at:

- ❖ Public Libraries (20 locations)
- ❖ Province of Manitoba Employment Centres (1122 Henderson Hwy, 3338 Portage Ave., 1031 Autumnwood Drive, 391 York Ave.)
- ❖ University of Manitoba libraries (Bannatyne and Fort Garry campuses)
- ❖ University of Winnipeg library (515 Portage Avenue)

Career and employment counselling services at the following 3 agencies are available when you register as a client. See section 5.2 for full contact information for these agencies.

- ❖ Success Skills Centre (440-500 Portage Ave.)
- ❖ Employment Projects of Winnipeg (990-167 Lombard Ave.)
- ❖ International Centre of Winnipeg (406 Edmonton St.)



All **telephone numbers** in this guide are in Manitoba, unless otherwise noted. The area code to call long distance in Manitoba is 204.



Basic Settlement Services:

A good starting point to learn about services and programs for immigrants to Manitoba is the **Entry Program**. This program is strongly recommended for all newcomers and there is no charge to attend.

You will learn about...

Employment – working in Canada, where to get help to look for work, workplace regulations, workplace culture, income tax

Daily Life – services for immigrants, English language training, Newcomer Map, bus schedules, money, banking, shopping, library membership

Laws – family law, driving and alcohol laws, safety tips, police and legal services

Health – finding a family doctor, accessing health services, emergency and non-emergency services, staying healthy, cultural adjustment

English language training - you can receive an appointment for the Canadian Language Benchmarks (CLB) Assessment.

Register in person Monday to Thursday between 9 a.m. and 7 p.m. at:

Room 400 - 259 Portage Avenue

* Please take your immigration papers and medical card with you.

For more information call (204) 944-0133.

These non-profit organizations also give information and assist with basic settlement:

Welcome Place

Manitoba Interfaith Immigration Council

397 Carleton Street, Winnipeg, MB R3B 2K9

Phone: 977-1000 Fax: 956-7548

Website: www.miic.ca

Offers services for refugees.

International Centre

2nd Level, 406 Edmonton Street, Winnipeg, MB R3B 2M2

Phone: 943-9158 Fax: 949-0734

Website: www.international-centre.ca

Offers services for newcomers, including translation.

L'Accueil francophone

614, Rue Des Meurons, Winnipeg, MB R2H 2P9

Phone: 945-6220

Website: www.franco-manitobain.org/accueil

Offers services for French speaking newcomers.

Jewish Child & Family Service

C200-123 Doncaster Street, Winnipeg, MB R3N 2B2

Phone: 477-7430 Fax: 477-7450

Website: www.jewishwinnipeg.org

Offers services for Jewish and other newcomers.

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1.0 FIRST STEPS

1.1 Self-Assessment

The **licensure process** has many stages. It may be difficult for new immigrants to understand it. In the past 10 years, new ways to get medical licensure have been developed to help International Medical Graduates (IMGs) to practice as physicians in Manitoba. Read about **assessments** and **opportunities** in Section 3.

Before beginning the licensure process in Canada, you need to assess your own situation and think about these things:

- There is **no guarantee** that you will get a license to practice in Canada.
- **Years out of practice:** Based on the selection criteria for training or assessment opportunities in Manitoba, if you have not practiced for a period of **3 out of 5 years**, you should think about retraining in medicine (for example, Medical Licensure Program for IMGs or postgraduate training). If you have not practiced for **5 years or more**, you should ask for advice about getting a different career.
- **English language and Canadian medical communication skills:** To succeed in medical exams, assessments and job interviews, you must speak, listen, read, and write in English. Also, you must understand the culture in the language and in the situation you will practice medicine in. (See Section 1.1 for information on English language assessment.) As well, it is important to understand the **patient-centred approach in medical communication and the application of medical law and ethics** (see Section 4.0).

According to research, Canadian graduates do better than IMGs in the MCC exams in the legal, ethical and organizational aspects of practicing medicine and psychiatry. These areas are very cultural. You need knowledge and experience with the legal, ethical and organizational aspects of clinical care in Canada. Therefore, you must study the document called “*Considerations of the Cultural-Communication, Legal, Ethical and Organizational Aspects of Practicing Medicine*” (**C₂LEO**) and learn about resources that will help you succeed in medical assessments and practice (see Sections 4 and 5).

- **Life circumstances:** Pursuing licensure requires a large financial and personal commitment. This includes a series of exams, credentialing, interviews, assessments, training, return of service agreements, time away from your family, and postponement of your spouse’s career.

This list may stop some people from pursuing their career. However, many IMGs are successful because they work hard, and know how to study and network. Improved opportunities and supports also help IMGs to meet their goals.

This list will help you examine your personal situation so you can make **informed** and **realistic decisions** about how to proceed with your career in Manitoba.

1.2 English Language Assessment

If English is not your first language, you should take an English language test before you make decisions about a medical career in Canada. The test results can help you make an informed decision about a career path. It can also tell you if you need more English language training to meet your goals.

Language testing is free for all immigrants, through the Government of Manitoba. The test is called Canadian Language Benchmarks Placement Test (CLBPT). In Winnipeg, you can take the test at the **Winnipeg English Language Assessment and Referral Centre (WELARC)**.

Who can take the test: Permanent residents, Canadian citizens born outside Canada and refugee claimants. It does not matter how long you have lived in Canada.

The CLBPT assesses English language skills in 4 areas: listening, speaking, reading, and writing. Each skill is ranked from Benchmarks 1-12, but the CLBPT measures only up to Benchmark 8.

Benchmark levels are grouped into 3 stages:

Stage 1 (Basic Proficiency): Canadian Language Benchmarks 1-4

- A person at Benchmark 1 has little or no English.
- At Benchmark 4, a person can communicate in common and predictable situations, everyday activities, and familiar topics.

Stage 2 (Intermediate Proficiency): Canadian Language Benchmarks 5-8

- In this range, a person develops the abilities to function independently in most familiar situations (social, educational, work-related experiences), and in some less predictable situations.
- College or University Studies: A person at Benchmark 8 is usually ready to consider college or university studies. To enter a **residency program**, many departments require spoken and written fluency. As proof of this, you need a degree from an English-speaking university or a TOEFL score of at least 250 on the computer-based test or 600 on the written test. (This is approximately Benchmark 8.)
- Working in a Profession: There is no specific language requirement to enter **medical practice** in Manitoba. The Canadian English Language Benchmark Assessment for Nurses (CELBAN) is the first language assessment designed specifically for internationally-educated nurses. To work successfully as a nurse, a person should have Benchmarks 7 to 9. To work successfully in medicine, similar language skills are needed.

Stage 3 (Advanced Proficiency): Canadian Language Benchmarks 9-12

- In this range, a person develops the abilities to communicate accurately and fluently in most situations (predictable and unfamiliar), and in general and specific topics.
- An average native English speaker has English language abilities at about Benchmark 10.
- A person with Benchmark levels 11 and 12 has very advanced language skills.

IMPORTANT!

While you are improving your English, you may wish to begin the credentials recognition process. This process takes a long time. For example, it will take 6 months or more for the International Credentials Services (EICS) to verify your credentials. You can begin the process of source verification and assembling necessary documentation required by licensing and assessment bodies. (See Section 4 and Appendix C and D.)

English Language Recommendations

Your English language skills should be **Benchmark 8 or higher** in all 4 skill areas before you begin the process of medical assessments or re-training in allied fields. You need level 8 to successfully complete many of the requirements in the licensing process for physicians in Manitoba. You also need level 8 to be successful in related careers and in additional education and training.

If you have **Benchmarks levels 6 or 7** you should take ESP (English for Specific Purposes) training before you begin medical examinations (see Section 5).

If your **Benchmark levels are 1 to 5**, you should take basic EAL (English as an Additional Language) training before you begin medical examinations (see Section 5).

After the language assessment, the staff at WELARC can give you up-to-date information on free English classes that are available to you. This Resource Guide also has information on English classes (see Section 5.1).

Cost: There is no cost for the English language assessment.

Timeline: When you contact WELARC, it may take up to 6 weeks to schedule an appointment. The language assessment takes about 3 hours to complete.

Contact: Winnipeg English Language Assessment and Referral Centre (WELARC)
400-275 Portage Avenue
Winnipeg, Manitoba R3B 2B3
E-mail: info@welarc.net

Call 943-5387 for an appointment. They can answer questions about how long the assessment will take, and what documents you should bring with you.

If you want to move to Manitoba from another province, English Language assessments are available in other provinces. There may be a fee for this assessment. Please contact the appropriate government agency responsible for language training in your province.

1.3 Register with the Credentials Recognition Program

Before you make decisions or take steps toward a medical career in Canada, you should register with the Credentials Recognition Program (CRP). The Credentials Recognition Program is a program through the Government of Manitoba, Labour & Immigration.

The Credentials Recognition Program gives financial help to immigrant professionals, to help you with the cost of licensing, upgrading courses, books, and other fees that you may need to pay to get your professional license in Manitoba.

As you make decisions and pursue your goals of a medical career in Canada, you will need to pay fees for assessments and examinations. If you register with the Credentials Recognition Program, you may get some money back.

The Credentials Recognition Program will pay 50% of all eligible costs, up to a maximum of \$2250. To get this financial help, you must register with the Credentials Recognition Program **before** you pay any fees.

The Credentials Recognition Program also offers assistance (wage subsidies) to employers who hire immigrant professionals for jobs that match their professional background. The Credentials Recognition Program can give you a letter which explains the wage subsidy program. You can use this letter when you apply for jobs, to tell employers about the wage subsidy program.

Cost: There is no cost to register with the Credentials Recognition Program.

Timeline: Once you have contacted the Credentials Recognition Program, it usually takes about one month to get an appointment with the program coordinator to register with the program. Then, after you have paid your fees and sent your receipts for reimbursement, it usually takes 4 to 6 weeks to receive the reimbursement cheque.

To register, contact: **Coordinator, Credentials Recognition Program**

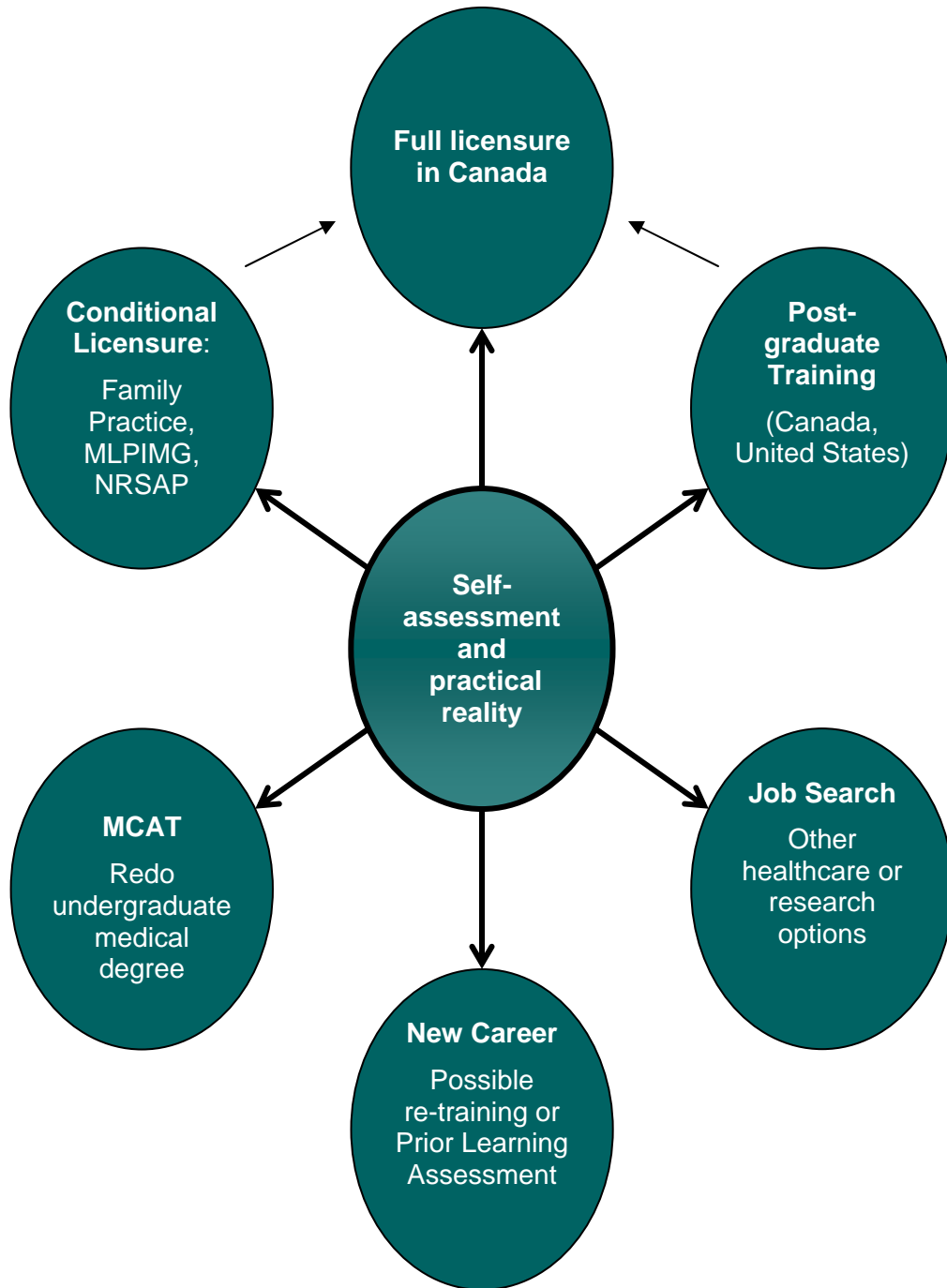
Manitoba Labour & Immigration
5th Floor, 213 Notre Dame Ave.
Winnipeg, MB R3B 1N3

Call **945-7305** for an appointment

E-mail: immigratemanitoba@gov.mb.ca

Website: <http://www.immigratemanitoba.com>

Flowchart 1: Overview of Options



2.0 Key Organizations and Stakeholders in Medical Training, Licensure and Practice in Manitoba

2.1 General Overview of Licensing Process and Key Organizations

The medical profession is a regulated profession. The Canadian Information Centre for International Credentials states¹:

A "regulated" occupation is one that is controlled by provincial and territorial (and sometimes federal) law and governed by a professional organization or regulatory body. The regulatory body governing the profession/trade has the authority to set entry requirements and standards of practice, to assess applicants' qualifications and credentials, to certify, register, or license qualified applicants, and to discipline members of the profession/trade.

In the profession of medicine, the regulatory body, or the **licensing authority**, is the **College of Physicians and Surgeons of Manitoba** (referred to as "**CPSM**" or "**the College**").

Am I an IMG?

The Canadian Information Centre for International Medical Graduates defines an IMG as "a physician who received a medical degree outside of an [accredited] Canadian medical school, or outside of an [accredited] United States medical school."

In Canada, the term IMG refers to the place of medical education:

Canadian citizens or landed immigrants with a medical degree outside of Canada or the United States = **IMG**

Canadian citizens or landed immigrants who graduated in medicine from Canadian schools = **Canadian medical graduate**.

How can I work in Canada?

To work as a physician in Canada, you must register with and obtain a medical licence from the regulatory authority in the province where you want to practice. In Manitoba, you can get information on the requirements for a medical licence from the **College of Physicians and Surgeons of Manitoba**. Also, practicing physicians in Manitoba must be members of the **Manitoba Medical Association**. As well, they must have appropriate insurance coverage. The main insurance provider for physicians practicing in Manitoba is the **Canadian Medical Protective Association**.

Where do I start?

Many organizations are involved in the licensing process. Each organization has its own role in postgraduate medical training (residency), medical licensure, and/or other areas, such as immigration. Each organization's role is briefly described in the next section. The organizations, grouped according to their role in the licensure process, are outlined in the following table:

¹ Go to the **Canadian Information Centre for International Credentials (CICIC)** at <http://www.cicic.ca/en/page.aspx?sortcode=2.17.17> for a "Guide to Terminology Usage in the Field of Credentials Recognition and Mobility". This guide defines terms such as registration, licensure, certification, assessment, etc.

Key Organizations and Stakeholders in the Licensing Process

Education & Training	ACCREDITATION	<ul style="list-style-type: none"> Royal College of Physicians and Surgeons of Canada (RCPSC) College of Family Physicians of Canada (CFPC)
	DELIVERY	<ul style="list-style-type: none"> University of Manitoba, Faculty Of Medicine
	TRAINING COORDINATION	<ul style="list-style-type: none"> Canadian Resident Matching Service (CaRMS)

Licensure	EXAMINING BODY	<ul style="list-style-type: none"> Medical Council Of Canada (MCC)
	CERTIFICATION	<ul style="list-style-type: none"> College of Physicians and Surgeons of Manitoba (CPSM)
	APPROVED TRAINING LISTINGS	<ul style="list-style-type: none"> WHO World Directory of Medical Schools FAIMER International Medical Education Directory (IMED)
	SOURCE VERIFICATION	<ul style="list-style-type: none"> Educational Commission for Foreign Medical Graduates International Credentials Services (EICS)

Practice	GOVERNMENT DEPARTMENTS	<ul style="list-style-type: none"> Manitoba Health Health Canada Citizenship and Immigration Canada (CIC) Human Resources and Social Development Canada (HRSDC) Manitoba Labour and Immigration (LIM)
	RECRUITMENT SERVICES COORDINATION	<ul style="list-style-type: none"> Physician Resource Coordination Office (PRCO) Regional Health Authorities of Manitoba (RHAM)
	OTHER	<ul style="list-style-type: none"> Manitoba Medical Association (MMA) Canadian Medical Association (CMA) Federation of Medical Licensing Authorities of Canada

See Sections 2.2 – 2.4 for a brief description of each organization.
See Appendix A for contact information.

2.2 Training and Education

Before you can apply for **registration** and **licensure** to practice medicine in Manitoba, you must successfully complete:

- an acceptable undergraduate Medical Doctor (MD) degree;
- a postgraduate medical training program (which must be affiliated with an approved faculty of medicine); and
- required assessments and examinations.

The **University of Manitoba, Faculty of Medicine** (accredited by the RCPSC and CFPC) provides undergraduate and postgraduate medical training and continuing medical education in Manitoba.

The **Royal College of Physicians and Surgeons of Canada (RCPSC)** and the **College of Family Physicians of Canada (CFPC)** accredit residency programs at Canadian universities. Residency can take 2 to 6 years.

Note about US training: According to the College of Physicians and Surgeons of Manitoba, an "approved university teaching program" also includes a program with a major university affiliation listed in the American Medical Association Directory of Graduate Medical Education Programs or in the Directory of the Council of Teaching Hospitals. **If you were trained in the United States, you should contact RCPSC and CFPC to make sure your US training is acceptable. You may need additional training.**

The **Canadian Resident Matching Service (CaRMS)** matches recent medical graduates with residency programs. It does not provide education. There are 2 possible matches or "iterations". In Manitoba, eligible IMGs may compete with Canadian graduates in the first iteration. The second iteration is for positions and applicants who were not matched in the first iteration. The second iteration also includes applicants who have already had North American postgraduate training and want to apply for a residency position in Canada.

2.3 Licensure

In Manitoba, the **College of Physicians and Surgeons of Manitoba** licenses physicians to practice medicine in Manitoba.

The **Medical Council of Canada (MCC)** is an **examining body only**. It does not license physicians to practice medicine. You must complete the 3 MCC examinations to receive the **Licentiate of the Medical Council of Canada (LMCC)**. When you receive the **LMCC**, you may enrol in the **Canadian Medical Register**. This shows you have met the MCC standards.

The provincial and territorial medical regulatory authorities in Canada control medical licensure. **The College of Physicians and Surgeons of Manitoba** (the College) sets registration and licensure requirements to make sure that all physicians and clinical assistants are competent to practice medicine in Manitoba.

You must meet the academic and clinical requirements of the College to apply for registration and licensure as a physician:

- The Licentiate of the Medical Council of Canada (granted after successfully completing all the MCC exams);
- Postgraduate medical training in an approved faculty of medicine;
- Specialist certificate from the Royal College of Physicians and Surgeons of Canada, for practice in a specialty (obtained by examination);
- Certification by the College of Family Physicians of Canada, for practice in Family Medicine (obtained by examination);
- Submission of copies of the following documents to the **Educational Commission for Foreign Medical Graduates (ECFMG)** International Credentials Services (EICS) for verification:
 - ✓ Medical school diploma
 - ✓ Medical school transcript
 - ✓ Medical licensure/registration certificates from other jurisdictions
 - ✓ Postgraduate training certificates

If you meet all of the requirements of the College, you may apply to be registered with the College and issued a license to practice medicine in Manitoba.

Please note: Conditional Registration can be a step to achieve full Registration (see Section 3).

2.4 Practice and Other

Manitoba Health oversees the health care system in Manitoba. Manitoba is divided into 11 **Regional Health Authorities (RHAs)**. These deliver health care services to meet the needs of the local residents. The coordinating organization is **Regional Health Authorities of Manitoba (RHAM)**.

The Physician Resource Coordination Office (PRCO) works with the Province of Manitoba and the **Regional Health Authorities** to support the employers and physicians through the recruitment, immigration, and licensure process. This office was established in 2005.

The provincial departments of **Health** and **Advanced Education and Literacy** pay for the **Faculty of Medicine, University of Manitoba** to provide physician education and training.

Citizenship and Immigration Canada (CIC) may be your first contact with the immigration process. **Human Resources and Social Development Canada (HRSDC)** offers programs to help IMGs. These two federal government departments work with Manitoba Health to grant work permits (employment authorizations) to internationally-trained doctors. However, these permits are **only** granted when:

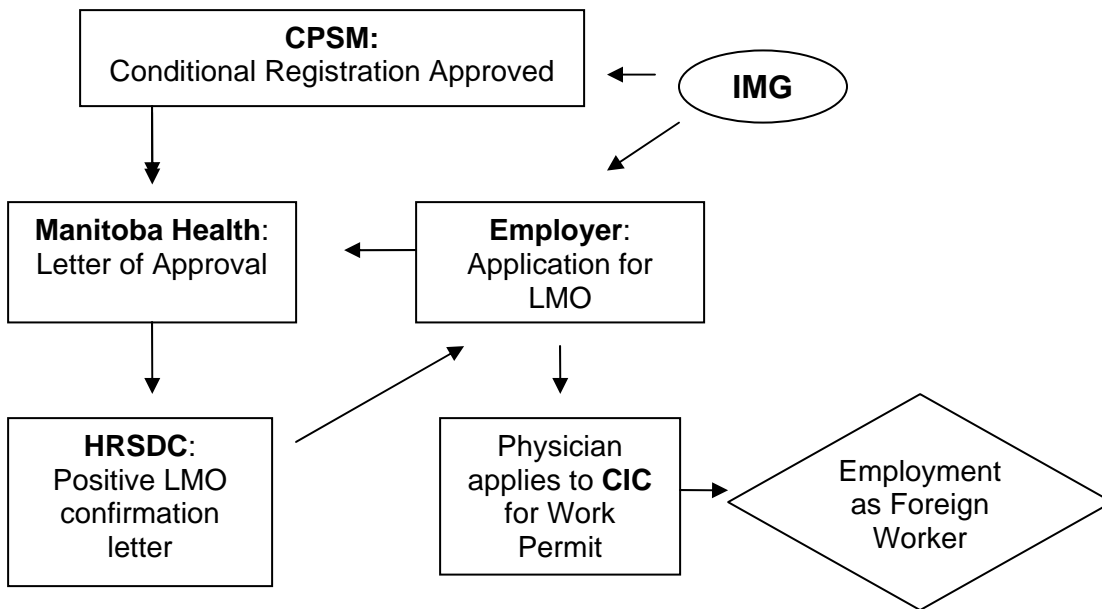
- there are no qualified doctors in Canada to fill a particular vacancy, and no doctors who could be trained to become qualified;
- an employer (e.g. health authority or medical clinic) requests a specific IMG to work in their medical facility; and
- the physician is eligible for Conditional Registration with the College of Physicians and Surgeons of Manitoba (see Section 3).

HRSDC gets proof of a physician's licensure through:

- a Labour Market Opinion (LMO) application form. The employer completes this form and sends it to Manitoba Health. An LMO is completed before a "foreign worker application" is processed (see below).
- a letter of approval or support from Manitoba Health to HRSDC.

After receiving these documents, HRSDC sends a positive LMO Confirmation letter directly to the employer. The physician receives a copy of this letter. After that, the physician applies directly to CIC for a Work Permit (Foreign Worker Application).

As soon as CPSM determines eligibility and the Minister approves registration, the letter of approval is sent to HRSDC. The rest of the process takes about 1 to 2 weeks from the date Manitoba Health sends the information to HRSDC. This process is as follows:



**See section 3.3 for details on the
New Assessment Process for Conditional Registration**

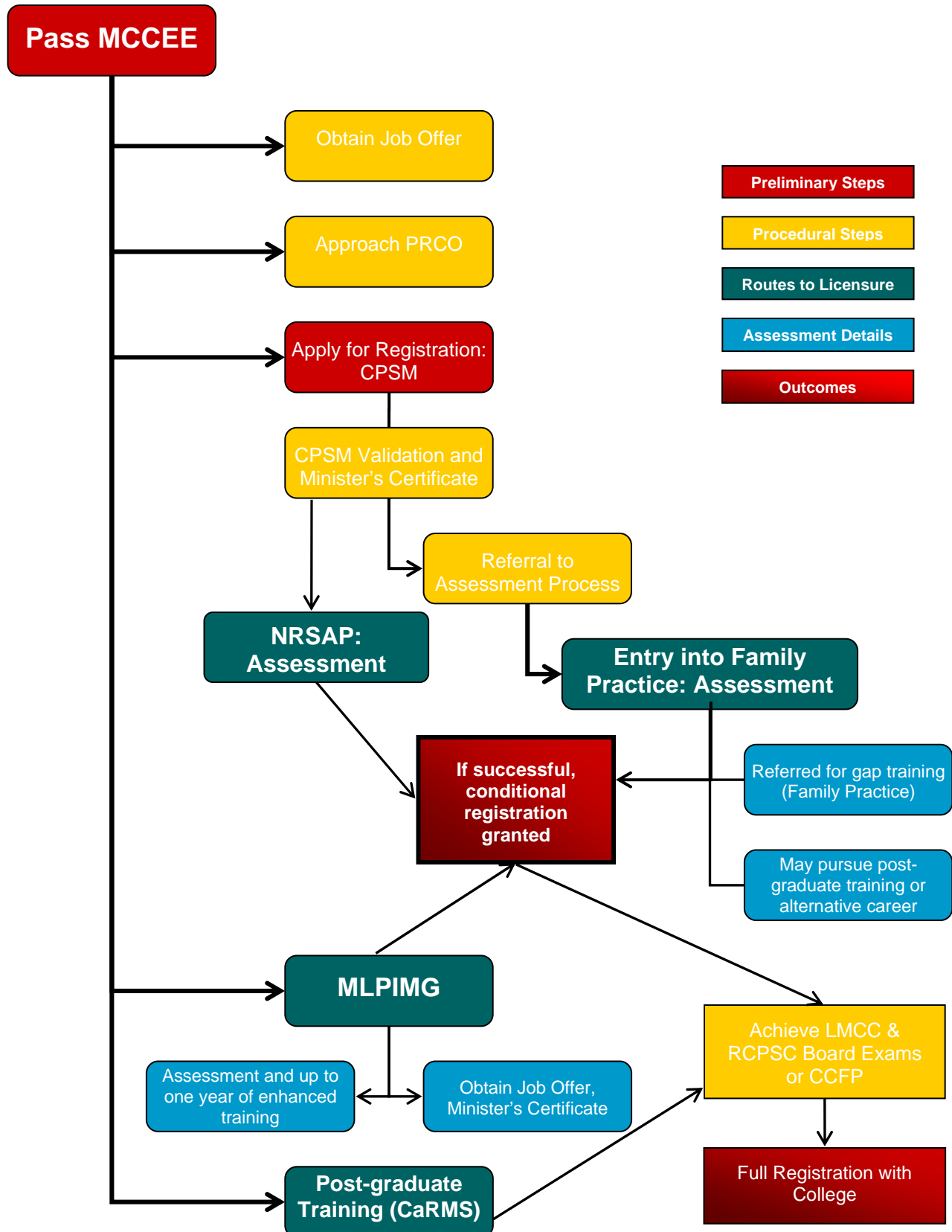
Manitoba Labour and Immigration (Immigration and Multiculturalism Division) offers basic settlement services for immigrants to Manitoba, including language assessments and training (see Section 1.0). The **Credentials Recognition Program** helps internationally trained professionals who meet the program criteria. They may be eligible for wage assistance, paid to their employer. They may also be able to receive money to pay for some of the costs of assessment fees, course tuition, and materials for courses and examination preparation.

The **Federation of Medical Licensing Authorities of Canada** is the Canadian association of provincial and territorial medical licensing authorities. It is the national structure in which Canadian medical regulatory authorities present and pursue matters of common concern and interest, and share, consider and develop positions on regulatory matters.

The **Canadian Medical Association (CMA)** and its local branch, the **Manitoba Medical Association (MMA)**, represent the larger medical community. They represent licensed physicians at federal and provincial levels. You must be a member of MMA to practice medicine in Manitoba. The CMA is a voluntary organization. You must be a member of the MMA to join the CMA.

3.0 Paths to Licensure: Assessment and Training Opportunities for International Medical Graduates in Manitoba

Flowchart 2: Assessment and Training Opportunities



3.1 Preliminary Steps towards Registration

An **International Medical Graduate (IMG)** is someone who has graduated from medical school outside of Canada or the United States.

To work in Canada, physicians must be approved for registration and obtain a medical licence from the regulatory authority in the province where they practise.

Preliminary Steps:

There are several paths to registration for an IMG. A brief overview of the different paths is outlined below. (See Section 3.3 for more details.)

Full Registration: (see *Section 2.3*)

(3.3) Conditional Registration:

3.3-1 Entry into Family Practice (rural Manitoba)

3.3-2 Non-Registered Specialist Assessment Program (**NRSAP**)

3.3-3 Medical Licensure Program for International Medical Graduates (**MLPIMG**)

3.3-4 Registered Clinical Assistant (Non-Certified) (**RCA**)

(3.4) Postgraduate Residency Training (CaRMS)

(3.5) Undergraduate Medical Degree

3.2 Begin the Registration Process

After you complete your language assessment and consider your personal situation, such as time out of practice, you may decide to proceed with the licensure process. Regardless of which path you choose to become licensed, you must fulfil the following requirements:

1. Write the **Medical Council of Canada Evaluating Exam (MCCEE)**. For more information about applying for the MCC exams, see section 4.0.
2. Contact the **Physicians Resource Coordination Office (PRCO)** and register on-line at the PRCO web-site at www.healthemployment.ca
3. Contact the **College of Physicians and Surgeons of Manitoba (CPSM) to assess eligibility for Registration**. You must have approval for registration and a Minister's Certificate before you can obtain a license to practice.

Time out of practice begins from the date of the initial application. You should contact the College as soon as possible, even if your documents are not completely assembled. Your application may be renewed which does not affect the original date of application. This is important if you are considering the Conditional Registration option, as you must have practiced 3 out of the last 5 years.

Note: If the application takes a long time and the physician has been out of practice more than 3 years by the time of the assessment, the University is usually informed of this fact.

Apply for most suitable **path to licensure** option as outlined in the next section.

3.3 Paths to Licensure

Conditional Registration

The following is a **summary** of the requirements for Conditional Registration, as outlined on the CPSM website. For full details, visit:

www.cpsm.mb.ca/core_functions/registration/categories/conditional

Important Reminder!

The following information may change.

The terms of the Legislation governing the requirements for registration prevail.

APPLICANTS FOR CONDITIONAL REGISTRATION MUST:

- (a) Be a **graduate from an approved** Faculty of Medicine,
- (b) Have satisfactorily **completed an assessment process** acceptable to the College (see Sections 3.31 – 3.33 in this guide for assessment opportunities),
- (c) Hold an **unexpired pass standing in the Medical Council of Canada Evaluating Examination**, or Part I or Part II, or both (LMCC) of the Medical Council of Canada Qualifying Examination,
- (d) Have satisfactorily completed **one** of the following postgraduate clinical training requirements:
 - (i) 2 years postgraduate clinical training acceptable to the College,
 - (ii) one year postgraduate clinical training acceptable to the College, and have practiced for at least 3 out of the past 5 years and complete an orientation program acceptable to the College (see sections 3.31-3.33),
 - (iii) specialty field: same length of training that is required by the Royal College of Physicians & Surgeons of Canada, which would entitle the physician to obtain a licence limited to the specialty training field,
 - (iv) 2 years of postgraduate clinical training acceptable to the College, plus a postgraduate training program acceptable to the College which would entitle the physician to obtain a licence limited to the specialty training field,
- (e) Minister of Manitoba Health issues Certificate

NOTE: go to the College website (CPSM Appendix in *Requirements for Conditional Registration*) to see if your post-graduate training meets College requirements.

In addition to meeting the other requirements, you must provide a:

- (a) Certificate of standing of recent date from any and all jurisdictions in which you have been registered or licensed.
- (b) Medical Identification Number for Canada (MINC) number. **MINC#NIMC** will assign a number to you before registration, if you do not have one. See: <http://www.minc-nimc.ca/WhatIsMINC.htm> for more information. (MINC numbers will be issued to all individuals at the time of first (even temporary) entry to any aspect of the Canadian medical education or practice systems, including undergraduate students, postgraduate trainees, applicants to MCC examinations, and physicians of any registration status.)
- (c) Criminal record check satisfactory to the College. Make sure the check contains a Vulnerable Sector Search. You may obtain this at a local RCMP detachment or your local law enforcement agency.
- (d) Educational Commission for Foreign Medical Graduates (ECFMG) International Credentials Service (EICS) verification.

DOCUMENTS AND FEES REQUIRED:

1. Completed application form.
2. Graduation diploma (with translation in English, if applicable).
3. Documentation of all approved training experiences and medical qualifications listed in the application.
4. Proof of identity (e.g. birth certificate, passport/visa, work permit, landed status, Canadian citizenship.)
5. You must send a non-refundable documentation fee of CAN \$275 (subject to change) with your application. After you have obtained a position in Manitoba, and before your registration is issued, you must appear for a personal interview. You must submit registration and licence fees, a recent passport-type photograph and proof of identity before you begin practice.

Note: All documents must be originals or original notarized copies, and must be sent with the application. It is your responsibility to make sure your documents are complete.

IMPORTANT!

**Make sure you inform the College of all the variations of your name.
Your file may remain incomplete if your documents
are submitted under more than one name!**

FOR YOUR INFORMATION

Point 1:

Physicians do not need an offer of employment to submit an application for conditional registration to the College.

Point 2:

The selection criteria, length of time, and funding sources for the different assessments are different in each program. However, **before** you can begin to work as a physician, you must have the following:

- approval by the CPSM for eligibility for Conditional Registration
- a job offer
- a Minister's Certificate and be successful in the 3-month assessment process

Point 3

You can get a job offer by:

- Recruitment from an RHA or a hiring institution
- Contacting prospective employers directly from the **Health Employment website** at www.healthemployment.ca.
- Having your name on the **Opportunities List**. Approved physicians will be added to this list as being eligible for a job offer if they are successful in the pre-screening interview. This list is distributed to regions and employers on the Health Employment website.

3.3-1 Assessment for Entry into Family Practice (rural and northern Manitoba)

As of November 2006, Manitoba established a new assessment process for entry into Family Practice. The applicant must meet the requirements for Conditional Registration (see section 3.3).

*Please note that this information may change, without notice.
Be in contact with the PRCO to make sure you have up-to-date information.*

Access to program:

- You must have a **valid pass standing** in the MCCEE.
- You may enter through one of the following 3 portals:
 - **Prospective employer** (RHA or private),
 - Referral to **PRCO**, or
 - Formal application to **CPSM**.
- The **PRCO** recommends the following procedure:
 - 1) Send a **Curriculum Vitae (CV)** to the **PRCO** for a cursory review of credentials by registering on the PRCO website at <http://www.healthemployment.ca/>.
 - 2) You must then successfully complete the following:
 - a. A **formal application** with the CPSM. You should do this as early as possible in the process. You must be successful in the previous steps before referral for the **Minister's Certificate**.
 - b. A pre-screening interview to determine your suitability for rural or northern practice as a primary care provider. The PRCO will arrange this.
 - c. Obtain a job offer if you don't already have one. See page 33, Point 3.

A well planned CV is imperative to reflect your skills and experience. For CV or resume guidance, see **Appendix D**.

If you are successful in the **interview**, have met the requirements for **conditional registration**, have a **job offer**, and a **Minister's Certificate** has been issued to you (see point 3, page 31), you will be referred to the following assessment process:

An **Orientation** to health care in Manitoba and other information you should know before seeing patients (2.5 days);

Family Practice Assessment (FPA), including multiple choice questions, short-answer therapeutics assessment, a structured oral interview, and simulated patient encounters (3 days);

Clinical Field Assessment (CFA), including both clinical and acute care components (3 months).

The University of Manitoba will contact you directly regarding a mutually agreeable date and location of your assessment. The region/employer will be notified. You will be prioritized for an assessment based upon principles agreed to by the regions and will be scheduled for the process on that basis.

After the assessment process, you will be provided with a **mentor** in the region of your job offer. The mentor is not involved as an assessor in any way, but will support and provide guidance to you after the assessment.

Potential Outcomes

- Conditional Registration granted to practice in designated location.
- Gap training may be required before granted conditional registration.
- Recommendation of full residency, or alternate career.

Additional Information

Numbers: The Manitoba government will fund up to 40 assessments per year for IMGs in rural and northern Manitoba.

Costs: The RHA and/or the hiring institution and Manitoba Health cover the costs of assessment. You are responsible for any travel costs pertaining to the pre-screening interview, as well as costs of accommodations, meals, travel and other costs during the period of assessment

3.3-2 Non-Registered Specialist Assessment Program (NRSAP)

The following is a summary of the **NRSAP** information package.
For more details, visit:

http://www.cpsm.mb.ca/core_functions/registration/categories/conditional/NRSAPInformationPackage.

The goals of the NRSAP are to:

- Organize and facilitate clinical assessments of physicians whose registration will be limited to a **specialty field of training**.
- Ensure candidates meet CPSM requirements for Registration.
- Standardize these assessments for each specialty and make sure they are carried out in a fair and unbiased manner.

Like the Assessment for Entry into Family Practice, the NRSAP is an **assessment** program. After finishing the program, many candidates say it helped them to see how things are done here and how the system works.

Access to program:

- You must meet the requirements for Conditional Registration (see section 3.3).
- You must obtain a job offer (see page 33, Point 3).
- The RHA or similar bodies will contact the NRSAP coordinator when they are assured of your credentials and licensability. The NRSAP coordinator will set up an assessment period appropriate for the specific specialty.

Some very small programs may not be able to do NRSAP assessments. The Faculty of Medicine may be unable to provide or to facilitate an assessment service for some specialties. Some departments, depending on resources, may be able to carry out assessments some years and not others.

Assessment period:

- A minimum 3-month (13-week) period of assessment to a maximum of 12 months.
- The assessment period is standardized within each specialty but may vary in length between specialties. This is determined by the individual department.
- Most departments require a 3 to 6-month period.

Evaluation forms and final report

The format of the evaluation forms and final report are different in various departments and programs. However, within each program, the format is standardized. The format includes evaluations by nursing and relevant allied health professionals.

It includes evaluation of clinical knowledge, skills, and attitudes, as well as evaluation of the multiple roles of a specialist consistent with the Royal College of Physicians and Surgeons of Canada (RCPSC) **CanMeds 2000 model**.

You can find more information about CanMeds on the Royal College website at www.rcpsc.medical.org. The 7 CanMeds roles are: medical expert, communicator, collaborator, scholar, health advocate, manager, and professional.

Costs: The Regional Health Authority or the institution that wants to hire you cover the costs of the assessment. Costs include program costs, your salary, and your CMPA fees. You must find a place to stay while you are in Winnipeg or another location of assessment. You should discuss this with the organization that is hiring you. The NRSAP does not make housing arrangements.

Your salary and benefits during the assessment period will be negotiated between you and the hiring RHA or institution. However, your salary during the assessment period cannot be less than that of a PGY-5 resident (a postgraduate trainee in the 5th year of training) based on the current WRHA-PARIM agreement.

For more information, contact the NRSAP coordinator at bourgeoi@cc.umanitoba.ca

3.3-3 Medical Licensure Program for International Medical Graduates (MLPIMG)

The following is a summary of the **MLPIMG** information package. This information may change. For more details, visit:

MLPIMG homepage

Application Information Package and Important Dates:

<http://www.gov.mb.ca/health/mlpimg/index.html>

The Medical Licensure Program for International Medical Graduates (MLPIMG) assists internationally trained physicians to obtain licensure so they can practise as primary care physicians in Manitoba. The Faculty of Medicine, University of Manitoba, offers this program. It is supported by The University of Manitoba, the CPSM, and Manitoba Health.

Access to Program:

Candidates applying for the assessment must meet all of the following criteria:

- Be a Canadian Citizen or Permanent Resident
- Be a resident of Manitoba for at least 6 consecutive months before the CAPE assessment date
- As of 2008, be out of practice no longer than 5 years before the application deadline
- Have a minimum of one year of postgraduate medical training acceptable to the CPSM
- Have practiced mostly in general practice (primary care, family medicine)
- Have a valid pass standing on the MCCEE. Preferred consideration may be given to candidates who have also completed MCCQE Part I and/or MCCQE Part II.

IMPORTANT: Candidates are ranked according to the number of exams completed and the scores received.

When you meet all the selection criteria and are selected for the program, you will be referred to the following assessment and training process:

1. Preparation and Pre-assessment

An orientation to the CAPE assessment, including simulated patient encounters (3 days)

2. Assessment and Enhanced Training

Clinician’s Assessment and Professional Enhancement (CAPE), including multiple choice questions, short-answer therapeutics assessment, a structured oral interview, and simulated patient encounters (3 days)

If necessary, candidates are given up to one year of **Enhanced Training**.

3. Licensure

Potential Outcomes:

When you have completed the assessment and training, and have met all other requirements for conditional registration, you may apply to the CPSM for Conditional Registration. You will have up to 5 years to complete the MCC exams and 7 years to obtain the Certificate of the College of Family Physicians of Canada (CCFP). During that period, you will practise in rural Manitoba (an underserved area of the province, as declared by the Minister of Health, Manitoba).

Additional Information:

Numbers: The Manitoba Government is currently funding up to 15 positions annually. (This number has increased from 10 funded positions in previous years).

Cost: Manitoba Health covers the cost of the CAPE evaluation and enhanced training. The employer covers the candidate’s salary during the training period.

Important Dates: Check the MLPIMG website <http://www.gov.mb.ca/health/mlpimg/index.html> for exact dates.

The program is offered annually.
The following dates are typical of previous years, and are a guideline only:

March 30	IMG application deadline
Mid May	IMGs are advised of acceptance for CAPE
Mid June	CAPE Preparation Course
Late September	CAPE assessment
Mid October	CAPE results sent to IMG Program Director
November	IMGs are advised of CAPE results and next steps
January	Eligible IMGs begin enhanced training. (Medical practice begins upon satisfactory completion of enhanced training.)

3.3-4 Registered Clinical Assistant (NON-CERTIFIED)

A position as clinical assistant is a closely related option to medical licensure.

Applicants for the Clinical Assistant Register (Non-Certified) Part 2 must:

- Have a degree in medicine from a faculty of medicine acceptable to the Council; or
- Be licensed or registered to provide health care under an Act of the Manitoba Legislature; or
- Be certified as an Emergency Medical Attendant - Level III; and
- Have satisfactorily completed an assessment, under an assessment process approved by the council, of their experience and competence.

See the CPSM website for details of the application process:

http://www.cpsm.mb.ca/core_functions/registration/categories/ClinAsst2NC

Postgraduate Residency Training (CaRMS)

The Canadian Residency Matching Service (CaRMS) is the national organization that matches medical students with available positions in residency training programs.

CaRMS runs two matches to place medical students. These matches are called **iterations**. The first iteration includes all graduating students and graduates from Canada, the US, and abroad who meet the CaRMS criteria. The second iteration is open to any unmatched candidates from the first iteration. It also includes applicants with previous North American postgraduate training who wish to apply for a PGY1 position in Canada.

IMPORTANT NOTE: As of 2007, IMGs apply to the same positions as Canadian graduates in all disciplines. The first iteration of the 2007 Match will be open for International Medical Graduates who meet national eligibility. There are two kinds of positions in Canada, **parallel** or **competitive**. In a parallel stream, IMGs apply to a separate stream of positions than Canadian graduates in one or more disciplines. In Manitoba, there is a competitive stream in which IMGs compete for the same positions as Canadian graduates in all disciplines. As such, there is no Return of Service requirement.

In Manitoba, these are the basic requirements for participation in the CaRMS match:

- 1) Canadian residency status
- 2) Have a pass mark on MCCEE or be registered for the upcoming MCCEE exam. (The results must be available by the Rank Order List deadline.) Also, you must provide CaRMS with the MCC candidate code.
- 3) English language proficiency based on TOEFL score of 250 computer-based, or 600 written. (Contact your program of interest for specific language requirements.)
- 4) Graduation from a medical school listed on the FAIMER web page at www.faimer.org

Individual programs list criteria and preferences for applicants in their program descriptions.

Apply for CaRMS on-line by filling out the **Request for Registration**. You must pay a **\$75 verification fee** (plus applicable taxes) before you begin the application.

If you have already participated in a previous CaRMS match, starting from the 2003-2004 Match, CaRMS can bring your file forward. The verification fee will be credited to your account.

For more information about CaRMS and participating medical schools, go to www.carms.ca.

Undergraduate Medical Degree

The University of Manitoba offers a 4-year after degree program (Doctor of Medicine). For admission requirements, go to:

<http://www.umanitoba.ca/student/admissions/requirements/manitoba/>

Or contact:

Faculty of Medicine

Bannatyne Campus
Room 260 - 2nd Floor Brodie Centre
727 McDermot Avenue
Winnipeg, MB
R3E 3P5
Telephone: (204) 789-3557
Email: medium@umanitoba.ca

4.0 Medical Council of Canada Examinations and Study Resources

4.1 Medical Council of Canada Examinations

This section is a summary of the exam requirements and application process from the MCC website. The information may change. You must read the MCC examination information pamphlets to get all the details.

The exam process has many details to consider. Your circumstances will determine which information is relevant. **Please read the information pamphlets** for full details about the MCC exams. (Contact the MCC office or MCC website: www.mcc.ca.)

You can write the exams in French or English.

The MCC has no citizenship or language test requirement for admission to the examination or registration in the Canadian Medical Register.

If you have special needs you must submit a special request in order to be accommodated. These needs include a permanent or temporary disability or other special need.

Some details to consider:

- For all the examinations, your application must be complete. It is your responsibility to make sure your application is complete before you submit it.
- Your application and payment can take up to 6 weeks to process.
- A current application form must be submitted in **black ink**.
- Applications are accepted on a first come, first served availability basis. Spaces may not be available at all centers and may be limited at other centres. You can note if you would accept assignment to a different centre than the one you chose.

Application Data

This checklist is a general guide. (See information pamphlets for specific details.)

- 1) Current Application Form
- 2) Current Declaration Form
- 3) Current Registration & Payment Form
- 4) Diploma
- 5) Translation and certification of documents
- 6) Photographs
- 7) Fees in Canadian dollars (certified cheque, bank draft, money order, Visa or Mastercard)
- 8) Source Verification (see below)

There is a \$30.00 administration fee for incomplete applications. You will be assigned to a centre **after** your application is complete. Carefully review the checklist in the MCC pamphlet.

Make sure your legal name is the same on all your documents. If not, you will need to include documents that prove the name change.

To take the MCC examinations, you must be a graduate from a medical school on the **WHO World Directory of Medical Schools** or **FAIMER International Medical Education Directory (IMED)** lists. The IMED lists medical schools that are recognized by the appropriate agencies in their respective countries.

The **MCC** uses the **Educational Commission for Foreign Medical Graduates International Credentials Services (EICS)** to do source verification of IMG credentials. Source verification must be completed for issuance of the **LMCC**. Soon, all Canadian licensing authorities will require any graduate other than someone from the USA and Canada to use **EICS** or a similarly recognized service.

4.2 MCCEE (Evaluating Examination)

MCCEE (Evaluating Exam) is a test of general medical knowledge. It is a full-day, paper-based exam, consisting of 300 multiple-choice questions.

This exam is for graduates and students of international medical schools. The World Health Organization (WHO) and the International Medical Education Directory (IMED) publish the lists of acceptable schools each year.

Recent Policy Change: Effective November 2005, there is no expiry date for a pass standing on the MCCEE.

You must pass the MCCEE to take the **Qualifying Examinations**.

General Information about the MCCEE

- 1) Application deadlines are usually 4 months before the exams.
- 2) It is offered 3 times each year, (usually in January, May, and November) in Canada and overseas.
- 3) In Canada, it is offered in Vancouver, Saskatoon, Toronto, Montreal, and Halifax. For Manitoba residents, Saskatoon is the closest exam centre.
- 4) Applicants must pay their examination fees, and their own travel, accommodation and meal expenses. The Credentials Recognition Program may reimburse some of these fees. However, you must register with the Credentials Recognition program **before** you pay these fees.
- 5) See information pamphlet for detailed and current application documentation information
- 6) Costs:

Credentialing fee:	200.00 CAN (non-refundable)
Examination Fee:	+ 850.00 CAN
Total:	1,050.00

The credentialing fee is for first-time MCCEE applicants and previous MCCEE applicants whose file has been inactive or incomplete for 5 years or more.

- 7) Exemption from the MCCEE: You may not have to take the MCCEE if you have an acceptable medical degree and are a specialist certified by a member board of the American Board of Medical Specialties (ABMS) and/or by the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC). In this case you may be able to apply directly to the MCCQE Part I. (This possibility for exemption came into effect in 2005.)
- 8) See www.mcc.ca for more information, current deadlines and application information.

Note: You can try to pass the MCCEE as many times as you want. However, if you fail 2 or more times, you should examine your study habits. According to statistics, it becomes more and more difficult to pass with each new attempt.

MCCEE Study Resources

The Self Administered Evaluating Examination (SAEE) is a practice examination. It has multiple-choice questions and it will help you to see if you are prepared for the MCCEE.

The SAEE does not cover all of the material in the MCCEE. Also, it does not replace the MCCEE. It contains samples of the type and style of multiple-choice questions that are in the MCCEE. It is only a study aid to help you prepare for the MCCEE.

4.3 MCCQE Part I (Qualifying Examination, Part I)

The **MCCQE Part I** tests data gathering, clinical reasoning, and principles of management skills. It is a one-day, computer-based test. It consists of multiple-choice, short-menu, and short-answer questions.

Everyone with a medical degree must write the MCCQE Part I. It assesses competence for entry into a postgraduate training program.

To be eligible for the MCCQE Part I, you must:

- Be a graduate from a medical school listed in the WHO World Directory of Medical Schools or IMED.
- Hold a pass standing on the MCCEE or have been granted exemption based on your American or Canadian Board Certification.
- Have **source verification** of the medical diploma in progress or completed. (This rule came into effect in 2006.)

Both the MCCEE and the MCCQE Part I test basic medical knowledge and use multiple-choice questions.

Some differences are:

- The MCCQE Part I includes Canadian content, such as Canadian legal issues in the practice of medicine.
- The MCCQE Part I includes a half-day section on clinical reasoning and decision making.
- The MCCQE Part I is only administered in Canada.

General Information

- 1) Application deadlines are usually 4 months before the exams. Exams are usually offered 2 times each year (in the spring and fall).
- 2) The MCCQE Part I is offered in Canada only. You can write it in French and English in centres across Canada. In Winnipeg, you can write in English only.
- 3) See the information pamphlet for detailed and current information about application documentation.
- 4) Costs:

Credentialing fee: \$100.00 CAN
(for candidates who passed the MCCEE before 2004)

Base examination fee: \$ 680.00 CAN
Late applications: \$1,020.00 CAN

Note: If you do not pass the MCCQE Part I, you may apply for the next exam without penalty. (This is because the exam results are not available before the application deadline of the following exam.) You may **prepare** your MCCQE Part I application, but you must wait for the results of your previous MCC examination **before submitting** your application and the appropriate payment. See the MCCQE Part I information pamphlet for specific details.

MCC Study Resources

The MCC offers an on-line demonstration of the multiple-choice questions and clinical reasoning skills components of the examination on its website:

www.mcc.ca/english/examinations/qualifying_e1_practice.html

The Objectives for the Qualifying Examination (3rd Edition) are available:

On-line: http://www.mcc.ca/Objectives_online/

Print version: http://www.mcc.ca/pdf/Complete_Objectives-e.pdf

The Considerations of the Legal, Ethical, and Organizations Aspects of the Practice of Medicine (CLEO) is incorporated in the 3rd edition of the Examination Objectives.

C₂LEO is a revised version of CLEO: *Considerations of the Cultural-Communication, Legal, Ethical and Organizational Aspects of the Practice of Medicine*. The content of **C₂LEO** will be incorporated in MCC exams as of 2008.

4.4 MCCQE Part II (Qualifying Examination, Part II)

The MCC Qualifying Examination (MCCQE Part II) is an Objective-Structured Clinical Examination (OSCE) that tests the competence of candidates. This includes the knowledge, skills and attitudes essential for medical licensure in Canada. This examination follows a minimum period of 12 months supervised postgraduate clinical medical training or postgraduate osteopathic clinical training (effective 2005).

The exam is approximately 3 hours. It includes problems in Medicine, Pediatrics, Obstetrics and Gynecology, Preventive Medicine and Community Health, Psychiatry and Surgery. It also covers information about allied disciplines considered essential for competence in general medicine and health care. (See MCC Objectives for Qualifying Examination at www.mcc.ca)

To take the MCCQE II, you must:

- Be a graduate from a medical school listed in the WHO World Directory of Medical Schools or the IMED.
- Hold a pass standing on the MCCEE or be exempted based on your American or Canadian Board Certification.
- Have successfully completed the MCCQE Part I. (Conditional applications for the MCCQE II are not accepted.)
- Prove that you have satisfactorily completed at least 12 months' postgraduate clinical medical training or postgraduate osteopathic clinical training. (See MCC information pamphlet.)

Note: rotating internships before a medical diploma is granted (instead of postgraduate training) *may* qualify for the MCCQE II. In this case, candidates must submit a full transcript in the original language, as well as a translation, if required.

- Complete source verification process of diploma.

General Information

- 1) Application deadlines are usually 4 months before the exams. Exams are offered 2 times a year (in the spring and the fall).
- 2) The MCCQE Part II is offered in Canada only. It is offered in French and English in centres across Canada.
- 3) See information pamphlet for detailed and current information on application documentation.
- 4) Costs:

Base examination fee:	\$1,450.00 CAN
Late applications:	\$2,175.00 CAN

Application deadlines are **extended** only for:

Unsuccessful candidates from the previously scheduled MCCQE Part II exam, and;

Successful candidates from the most recent MCCQE Part I (plus \$100 administration fee)

4.5 Study Resources

There are study resources noted in Sections 4.2 and 4.3 of this guide.

- The MCC website also has a list of reference books to help you prepare for the MCC exams.

Go to: http://www.mcc.ca/pdf/ListofSuggestedReferenceBooks_e.pdf

- Interaction Rating Scales: Make sure you review this resource to understand how the MCCQE II measures beyond your medical knowledge.

Go to: http://www.mcc.ca/pdf/RatingScaleQEII_e.pdf

- The following are not MCC resources, but they can be useful study tools. (See the “Frequently Asked Questions” section of the MCC website for a discussion of the limitations of these resources.)

- MCCQE Review Notes (Toronto Notes)

- USMLE 2 and 3

- CANMEDS (a model for physician competence):

<http://rcpsc.medical.org/canmeds/index.php>

Recommended reading on Ethics (a selected list):

Hebert, PC. ***Doing Right: A Practical Guide to Ethics for Medical Trainees and Physicians***. Toronto: Oxford University Press, 1996. This text is short, case-based and Canadian in focus. It is available at the University of Manitoba bookstore.

Buckman R. ***How to Break Bad News: A Guide for Health Care Professionals***. Toronto: University of Toronto Press, 1993. This is a very useful text that will help you improve your communications skills.

Canadian Medical Association. ***1996 Code of Ethics***. Available at <http://www.cma.ca>.

"***Bioethics for Clinicians***" series. This is a series of articles on medical ethics published in the *CMAJ* 1996-98. It is available on the CMA website.

Professional Ethics theme website: <http://dante.med.utoronto.ca/ethics>

5.0 Support Services and Resources

5.1 Improving English Language Skills

No matter what decision you make about your professional future in Canada and the path you choose toward your career goals, you may need to improve your English language skills to be successful at courses, medical assessments, or job competitions. Employers of IMGs say that the most important factor that determines employment is the ability to communicate in English. The employers say that English language skills are the most important skill area for immigrant professionals to address.

There are different types of English as an Additional Language (EAL) classes that you can choose from. You can study English as a full-time activity. Or, you can study part-time while you are working on other steps in your career plan. Some classes last several weeks and some last several months.

1. First you should assess your current English language skills. A free English language assessment is available to you at the Winnipeg English Language Assessment and Referral Centre (WELARC). The details on this assessment can be found in section 1.1.
2. When you have completed the language assessment, the assessors at WELARC can refer you to appropriate English classes. These classes include both Basic English as an Additional Language (Basic EAL) as well as Advanced English as an Additional Language (Advanced EAL). Advanced EAL is also sometimes called English for Specific Purposes (ESP) or Enhanced Language Training (ELT).

The list on the next page includes some of Basic EAL and Advanced EAL, ESP, and ELT options in Winnipeg. These programs are free for immigrants. The details may change over time. If you are using these services for the first time, you should contact WELARC for an appropriate referral.

In addition to these free programs, there are a number of organizations and educational institutions in Winnipeg that offer courses for a fee. These are not included in this document.

Cost: EAL programs funded by the Province of Manitoba, Department of Labour & Immigration are free.

Timeline: The times and lengths of programs vary. Some information is included below. Contact WELARC or the service provider for up-to-date information.

Contact Information:

Winnipeg English Language Assessment and Referral Centre (WELARC)
400-275 Portage Avenue
Winnipeg, Manitoba R3B 2B3
E-mail: info@welarc.net
Tel: 943-5387

Summary of free EAL options for adult immigrants

The Government of Manitoba has developed many different types of EAL classes and programs to suit many different people's needs. Here is a list of some of these. You can find a more complete list at <http://www.gov.mb.ca/labour/immigrate/eal/learners/programswpg.html>. This website will also give you links to some of the EAL programs listed below.

Basic and Intermediate EAL:

- The **Winnipeg School Division** offers part-time classes in the mornings, afternoons and evenings at several different locations. Some of these classes focus on helping people to find work.
- Depending on where you live or work, there are other part-time classes around Winnipeg and also in some locations outside of Winnipeg.
- There are part-time classes for mothers with pre-school aged children in the **Community-Based Language Programs**. These programs offer childcare while the mothers are in class.
- **Red River College** and the **Winnipeg Technical College** offer full-time classes.

Advanced EAL:

- **Red River College** offers advanced EAL classes, including English for specific purposes. These include EAL classes for business, professional and academic purposes. They also include EAL for health care aides, allied health professionals, nurses and physicians. These classes focus on language and information for settlement and employment in Manitoba.
- There are many other programs at different locations that offer language and communication classes for people in various other professions. Some of these include: teachers, engineers, accountants, and customer service representatives. WELARC can tell you about the current programs.
- The **English Skills Centre** offers classes to help you improve specific skill areas: speaking, listening, reading and writing. These classes are for professional immigrants.

You can find the contact information for these and other EAL programs on the Manitoba Labour and Immigration website:

<http://www.gov.mb.ca/labour/immigrate/eal/learners/programswpg.html>

Note: Before you register in any EAL program, you will need a CLB assessment. (See section 1.1.) If you contact programs directly, they will ask you to contact WELARC. Call 943-5387 for an appointment.

5.2 Employment Supports

No matter what decision you make about your professional future in Canada and the path you choose toward your career goals, you may need some support and guidance in your job searches. There are several organizations that help newcomers to Manitoba.

1. The table on the next page is a summary of some of the services and organizations that help you integrate and find employment. Many of these services are especially for immigrants and newcomers to Canada. They are free of charge. You can access them at any time while you are working on the other steps in your career plan. The details of the specific services may change over time, so you should contact each organization for details.
2. This section also contains a list of useful websites that can help with job searches, including employment agencies.
3. The RHA and the hiring institutions supply the job offers for physicians. See the Health Employment website at www.healthemployment.ca to contact prospective employers. Candidates will also be added to an Opportunities List if they are eligible for a job offer. Regions and employers on the Health Employment website receive this list.
4. Finally, there are employment supports for employers that you should know about. They are summarized in the next pages.

Cost: There is no cost for the support programs for immigrants funded by the Province of Manitoba, Department of Labour & Immigration.

There is no cost for services offered through Employment Centres of the Government of Canada and the Government of Manitoba.

Programs or services offered through employment agencies may have a cost.

Timeline: The times and lengths of programs and services vary. Contact the organization for up-to-date information.

Employment Support Organizations for Immigrants

ORGANIZATION	AREAS OF SERVICE	ADDITIONAL INFORMATION
<p>Employment Manitoba (Province of Manitoba)</p> <p>In Winnipeg: 1122 Henderson Hwy 3338 Portage Ave. 1031 Autumnwood Drive 391 York Ave.</p> <p>http://www.manitoba.ca/employment/jobs_careers.html</p>	<ul style="list-style-type: none"> • Career counselling • Job vacancy listings • Labour market information and job search assistance • Information/referral to other employment and training services and programs • Access to computers for resume writing and job search • Access to fax machine 	<p>Employment Manitoba is a government service. It also offers specialized services to persons receiving Employment Insurance benefits, job-threatened persons, persons on Income Assistance, and low-income families with children.</p>
<p>Success Skills Centre</p> <p>440-500 Portage Ave. Winnipeg, MB R3C 3X1 Tel: 975-5111 Fax 975-5108 email: ssc@successskills.mb.ca www.successskills.mb.ca</p>	<ul style="list-style-type: none"> • Resume & cover letter writing • Interview skills • Job search techniques & self-marketing • Labour market information • Assistance with the credentials recognition process • Opportunities for 6-week unpaid work experience placements • Counselling & workshops • Workspace and computers with Internet access. 	<p>Success Skills Centre works primarily with professional and highly-skilled immigrants, who have their education and professional experience from outside of Canada.</p> <p>Clients need CLB 5 +</p> <p>First-time users will attend a 2-hour orientation session on the first Thursday of each month. Call to register.</p>
<p>Employment Projects of Winnipeg, Inc.</p> <p>990-167 Lombard Ave. Winnipeg, MB R3B 0V3 Tel: 949-5300 or 949-5323 Fax 944-9918 www.epw.ca</p>	<ul style="list-style-type: none"> • Individual assessment & employment counselling • Training & development workshops • Resume & cover letter writing • Interview skills • Career planning & job search techniques • Labour market information • Assistance with volunteer and permanent job placements • Workspace and computers with Internet access 	<p>Employment Projects of Winnipeg offers employment preparation and job search programs for newcomers.</p> <p>Clients need CLB 5 +</p> <p>Orientations are held on the 3rd Thursday of each month. Call to register.</p> <p>Services are offered in 13 languages.</p>
<p>International Centre of Winnipeg</p> <p>406 Edmonton St. Winnipeg, MB R3B 2M2 Tel: 943-9158 Fax: 949-0734 Email: info@international-centre.ca www.international-centre.ca</p>	<ul style="list-style-type: none"> • Employment orientation & labour market information • Pre-employment counselling and career planning • Job search skills • Workplace expectations • Workspace and computers with Internet access • Focus on entry-level transition jobs 	<p>The International Centre offers settlement orientation and support for immigrants.</p> <p>Clients need to CLB 3 to 4</p> <p>They also offer employment services, vocational and educational counselling.</p>

Job Search Websites and other Information

- Service Canada Job Bank: This is a very large and comprehensive database of available positions from employers in private industry all across Canada.

www.jobbank.gc.ca

- Manitoba Health does not provide job placement services, but you can search for jobs in the health care field in Manitoba: web3.gov.mb.ca/healthcareers.

- Manitoba Health will also put IMGs eligible for conditional registration on an Opportunities List (see 5.2 Employment Supports).

Regional Health Authorities Recruiters List:

www.healthemployment.ca/practitioners.html

- Most companies or institutions also have internet websites which you can use to learn more about the company, and search career postings within the company.
- Job postings in government:
 - Government of Canada: <http://jobs.gc.ca>
 - Province of Manitoba: www.gov.mb.ca/csc/employment/jobs.html
 - City of Winnipeg: www.winnipeg.ca/hr

If you do not have Internet access, you can use these computers at no cost at the following Winnipeg locations:

- Employment Manitoba Centres: 391 York Ave., 1122 Henderson Hwy, 1031 Autumnwood Drive, or 3338 Portage Ave.
- Millennium Library, 251 Donald Street
- Osborne Village Resource Centre, 445-B River Ave.
- Kildonan Place Shopping Centre, 1555 Regent Ave. W.
- Winnipeg Technical College, 130 Henlow Bay or 1551 Pembina Hwy
- Garden City Shopping Centre, 2305 McPhillips St.
- Employment Projects of Winnipeg, 990-167 Lombard Ave.
- Success Skills Centre, 440 – 500 Portage Ave.
- University of Manitoba, various locations
- University of Winnipeg, various locations
- Job Works, 1175 Pembina Hwy.

Assistance for Employers

SPONSOR	ASSISTANCE AVAILABLE	ELIGIBILITY
<p>Manitoba Labour & Immigration</p> <p>Employers should contact: Credentials Recognition Program 5th Floor, 213 Notre Dame Ave. Winnipeg, MB R3B 1N3 Tel: 945-7305 Fax: 948-2148 Email: ssimpson@gov.mb.ca</p>	<p>A wage subsidy is available for employers who provide employment experience related to your education background. The assistance paid to the employer is 40% of the employee's wage, to a maximum of \$4500. Some employers may not be aware of this potential wage subsidy. Manitoba Labour & Immigration can give you a letter that explains the program. It can be helpful for presenting to employers when applying for jobs.</p>	<p>To be eligible:</p> <p>Employee: landed immigrants or recently naturalized Canadians; minimum 2-year post-secondary education from outside of Canada; credentials that are not formally recognized in Canada.</p> <p>Employer: must create a new, permanent, full-time position.</p>
<p>Employment Manitoba</p> <p>Employers should contact: Verna Kurcher, 945-5038 (North East Winnipeg) Kris Goodmanson, 945-5398 (Winnipeg Centre) Owen Thompson, 945-1418 (South West Winnipeg)</p>	<p>Employers can get a wage subsidy to help unemployed people get on-the-job training and work experience. The assistance paid to the employer is negotiated based on individual client training needs.</p>	<p>To be eligible:</p> <p>Employee: must be legally able to work in Canada; unemployed and receiving or have received Employment Insurance benefits; job-threatened; receiving or eligible for Income Assistance; a low-income parent.</p> <p>Employer: provide a permanent job of at least 30 hours a week</p>

5.3 Ongoing Training and Professional Development

As you make career decisions and pursue your professional goals, you may want to get additional or new training. There are several options for ongoing education available in Winnipeg, with varying levels of time commitment and costs. The options range from short courses or workshops (one or 2 days), to longer courses (several months), to programs of one year or more.

The table below gives a summary of reputable organizations and educational institutions in the Winnipeg area.

ORGANIZATION	TYPES OF COURSES	ADDITIONAL INFORMATION
<p>University of Manitoba Faculty of Medicine www.umanitoba.ca/medicine 260 Brodie Centre, 727 McDermot Avenue Winnipeg, MB R3E 3P5 Tel: 789-3557 Fax: 789-3928 Email: medium@umanitoba.ca</p>	<p>Within the Faculty of Medicine, each department holds regular 'grand rounds'. Some are open to the public, while others may require permission to attend.</p>	<p>Consult the on-line U of M (and/or department of interest) calendar for current events. You may also contact a department for permission to attend weekly rounds.</p>
<p>University of Manitoba Continuing Medical Education www.umanitoba.ca/faculties/medicine/education/continuing_med_ed S203 - 750 Bannatyne Avenue Winnipeg, MB R3E0W3 Tel 204 789-3660 Fax 204 789-3911 Email: cme@umanitoba.ca</p>	<p>University of Manitoba, Faculty of Medicine offers Continuing Medical Education (CME) sessions. Unlicensed physicians do not receive credit for these CME sessions. However, these sessions are important sources for networking, learning and professional development.</p>	<p>Consult the CME department or website for current events. Note: CME Dept. offers MCCQE Part II refresher course. Registration begins May or June. (It fills quickly.)</p>
<p>University of Manitoba Extended Education www.umanitoba.ca/coned/ 188 CE Complex Tel: 474-9921 Fax 474-7661 Email: extended@umanitoba.ca</p>	<p>The Division of Extended Education offers a variety of short courses, degree credit courses, and programs (certificates & diplomas). These include the area of health and social services. Some options are also available through Distance Learning.</p>	<p>Consult Extended Education for course lengths, costs, dates, and times.</p>
<p>Red River College www.rrc.mb.ca 2055 Notre Dame Ave. Winnipeg, MB R3H 0J9 Tel: 632-2311</p>	<p>Red River College offers a variety of individual courses and programs for education in applied health sciences. These include research and diagnostic services. See the course catalogue for descriptions at http://me.rrc.mb.ca/Catalogue/</p>	<p>See the website or contact Red River College for course eligibility, costs, dates and times.</p>
<p>Criti Care EMS Paramedic Academy www.criticareems.com 11th Floor – 220 Portage Ave. Winnipeg, MB R3C 0A5 Tel: (204) 989-3671 Fax: (204) 989-3678</p>	<p>Criti Care EMS Paramedic Academy provides ambulance service, EMS management and internationally recognized certification courses in First Aid, CPR, Emergency Medical Responder and Paramedic Care.</p>	<p>Offers Advanced Cardiac Life Support (ACLS) certification programs, Advanced Pre-Hospital Trauma Life Support Certification Course (ATLS). See website or contact Criti Care for costs, dates, and times.</p>
<p>Winnipeg Technical College www.wtc.mb.ca 130 Henlow Bay Winnipeg, MB R3Y 1G4 Tel: 989-6500</p>	<p>Offers market-driven programs, including Health Care Aide, Pharmacy Technician.</p>	<p>Contact Winnipeg Technical College for costs, dates, and times.</p>

If you are employed, your employer may have a professional development policy. Many employers will pay part or all of the cost of workshops, courses or programs related to your job.

Employment Manitoba may be able pay part of the cost of training courses and programs, or time spent preparing for accreditation. Employment Manitoba reviews your request for assistance in relation to your skills, current circumstances, the needs of the labour market and Employment Manitoba service priorities. You may fit into one of the following categories:

- Unemployed (working less than an average of 20 hours per week) and a current or previous Employment Insurance recipient
- Unemployed and receiving or eligible for income assistance benefits
- Low income parent(s) with dependent child(ren)
- An individual about to lose your job
- Immigrants with professional qualifications

Contact:

Employment Manitoba

Locations in Winnipeg:

1122 Henderson Hwy
3338 Portage Ave.
1031 Autumnwood Drive
391 York Ave.

Website: http://www.manitoba.ca/employment/jobs_careers.html

5.4 Networking

An important and difficult challenge in integrating into the medical profession in Manitoba is to develop contacts with other physicians. This is called **networking**. Networking can help you get to know other medical professionals and IMGs in your field of specialty.

The Association of Foreign Medical Graduates of Manitoba (**AFMGM**) is an advocacy organization that tries to improve opportunities and provide support to IMGs as they seek licensure. It offers a library (located at Success Skills Centre), and an opportunity to network and have study groups.

Contact: Association of Foreign Medical Graduates of Manitoba (AFMGM)
Email: most51@hotmail.com *Tel:* (204) 284-8509 *Location:* Winnipeg, Manitoba

A small group of IMGs in Manitoba have suggested the following ideas as helpful ways to network and support you during a potentially long journey:

- Talk to friends. Fellow IMGs are important emotional supports and study partners.
- Use the supports available to you, for example: AFMGM, Employment Projects of Winnipeg, Success Skills Centre, CCPTA, the HSC Library (Brodie Centre, Faculty of Medicine, University of Manitoba).
- Try to find an **observership**, which will allow you to see a Canadian medical practice in action. First, find a physician who will allow you to observe his/her practice. Second, contact the WRHA, credentials coordinator, at (204) 926 7142 for further requirements.
CPSM has a document explaining the role of an observership to physicians:
<http://www.cpsm-secure.com/statements/138.php>.
- Introduce yourself to the program directors of a residency program. It may be possible to join in on rounds. This is where you will deal with real hospital cases and be exposed to the system.
- Participate in professional development opportunities organized in specific departments in the Faculty of Medicine, University of Manitoba, including CME sessions (see section 5.3). These are often one-hour breakfast or lunch meetings and presentations on specific topics in health care.

Check the **Events Calendar** on the Faculty of Medicine, University of Manitoba website. For less public events, check the department of interest for events as well. They may not be listed on the general events calendar. Fees for these events vary, and some are free.

**THE JOURNEY CAN BE FRUSTRATING AT TIMES.
PERSEVERE, BE PATIENT, AND TRY TO STAY POSITIVE.**

6.0 Other Training and Career Options in Allied Health

6.1 Alternative Careers in Allied Health

After you consider your personal circumstances (such as time out of practice, financial situation, etc.) and the requirements for licensure, you may decide that pursuing medical licensure is not practical for you at this time. There are many other options available in the allied health field.

For some options, you may not need intensive retraining. There are many directions your medical training can take you. The following list does not include all those possibilities. Some of the options be transitional careers while you prepare for licensure. Talk to your friends and fellow IMGs, and contact an employment support service for help in your job search and your networking.

Red River College offers the following programs in applied health and sciences:

Many career options may allow for a prior learning and experience assessment and recognition (PLEA or PLAR). In this case, you may receive academic credit towards your new diploma or certificate. Contact the institution or training program to see if PLEA or PLAR are available.

Red River College uses PLAR. The nature of PLAR (e.g. portfolio, exam, assignment) is determined by the program faculty. There is a fee for PLAR. See www.rrc.ca for more information.

TYPES OF PROGRAM	LENGTH OF PROGRAM	ADDITIONAL INFORMATION
Cardiology Technician	36 weeks	<p>See the course catalogue for descriptions: http://me.rrc.mb.ca/Catalogue/</p> <p>Due to high demand, many of these programs are open to Manitoba residents only.</p> <p>Contact Red River College for course eligibility, costs, dates and times.</p> <p>Remember to ask about PLAR: it may save you time and money!</p>
Medical Laboratory Sciences	2 year diploma	
Medical Radiologic Technology	2 year diploma	
Radiation Therapy	28 month diploma	
Health Information Technologist	2 year diploma	
Health Care Aide	20 weeks certificate	
Health Unit Clerk	4 months certificate (part-time or full time)	
MRI and Spectroscopy	Advanced diploma	
Quality Systems in Research in: Proteomics; Genomics	1 year advanced diploma	
Applied Counselling	Part time or full time (6 months)	

These are some other training or career options in Manitoba:

TYPES OF PROGRAM	ADDITIONAL INFORMATION
Health Sciences Centre: Ultrasound Training Program Medical Sonographer	For an application form, contact the program office: (204) 787-7846
Winnipeg Technical College Offers market driven programs, including Health Care Aide, Pharmacy Technician.	Contact Winnipeg Technical College for costs, dates, and times. See Table 5.3 for contact information.
The College of Midwives of Manitoba http://www.midwives.mb.ca/ 235-500 Portage Ave. Winnipeg, MB Canada, R3C 3X1 Tel: 204-783-4520 Fax: 204-779-1490 admin@midwives.mb.ca	Offers PLEA. Obstetricians may be eligible for this assessment. Contact the College of Midwives of Manitoba for more information.
Assiniboine Community College http://public.assiniboine.net/ Practical Nursing Program 1430 Victoria Avenue East Brandon, Manitoba R7A 2A9 Tel: 725-8700 Ext. 6881 PracticalNursing@assiniboine.net	ACC also offers Comprehensive Health Care Aide and Practical Nursing Refresher programs. Contact Assiniboine for Community College for eligibility, costs and dates and times. Note: A Licensed Practical Nurse (LPN) differs from a Registered Nurse (RN), which requires a Bachelor's of Nursing degree. (The RN program is offered at the University of Manitoba and Red River College.)

If you are interested in the **Medical Laboratory Science Diploma Program** or **Medical Radiologic Technology Diploma Program** at Red River College, you may be able to receive financial assistance through Diagnostic Services of Manitoba's (DSM) Education Sponsorship and Return of Service Program for Rural/Northern Manitoba. See contact information in the table below.

PROFESSIONAL ASSOCIATIONS AND IMPORTANT CONTACTS ACROSS CANADA	
<p>Diagnostic Services of Manitoba Inc. (DSM Inc.) http://www.dsmanitoba.ca/ 1502 - 155 Carlton St. Winnipeg, MB R3C 3H8</p>	<p>Tel: (204) 926-8005 or 1-866-320-8796 (Toll-free in Manitoba only) Fax: (204) 940-1761 Email: contact@dsmanitoba.ca</p>
<p>The Manitoba Society of Medical Laboratory Technologists (MSMLT) http://www.msmlt.mb.ca/Main/main.htm</p>	<p>Email: msmlt@mts.net</p>
<p>The Canadian Society for Medical Laboratory Science (CSMLS) http://www.csmls.org/ P. O. Box 2830, LCD1 Hamilton, Ontario, L8N 3N8</p>	<p>Tel: (905) 528-8642 Fax: (905) 528-4968 Email: Alison@csmls.org</p>
<p>The Canadian Society of Medical Radiation Technologists (CAMRT) http://www.camrt.ca/ 10th Floor, 85 Albert Street, Ottawa, ON, K1P 6A4</p>	<p>Tel: (613) 234-0012 or 1-800-463-9729 (toll free in Canada) Fax: (613) 234-1097</p>
<p>Canadian Association of Registered Diagnostic Ultrasound Professionals www.cardup.org PO Box 119 Kemptville, ON K0G-1J0</p>	<p>Tel: 1-877-488-0788 toll free Fax: 1-613-258-0899 Email: cardup@magma.ca</p>
<p>Canadian Society of Diagnostic Medical Sonographers www.csdms.com PO Box 1220 Kemptville, ON K0G 1J0</p>	<p>Tel: 1-888-273-6746 toll free 1-613-258-0855 outside of Canada Fax: 1-888-743-2952 toll free 1-613-258-0899 Email: csdms@bellnet.ca</p>
<p>The Manitoba Society of Medical Radiation Technologists (MAMRT) http://www.mamrt.ca/?content=employment Unit E - 819 Sargent Ave. Winnipeg, MB, R3E 0B9</p>	<p>Tel: 774-5346 Fax: 774-5346 Email: mamrt@mts.net</p>
<p>The Canadian Society of Clinical Chemists http://www.csc.ca/</p>	
<p>The Canadian Association of Pathologists http://www.cap.medical.org/</p>	

APPENDICES

- Appendix A: Contact Information
- Appendix B: Regional Health Authorities in Manitoba
- Appendix C: Translation Services
- Appendix D: Curriculum Vitae and Resume Guidance
- Appendix E: Glossary of Acronyms

APPENDIX A: CONTACT INFORMATION

As Outlined in Section 2, Table 1:

Education and Training

Royal College of Physicians and Surgeons of Canada

<https://www.medical.org/>

contacts: http://rcpsc.medical.org/contact/whom_e.php

774 Echo Drive

Ottawa ON K1S 5N8

Tel: (613) 730-8177 or 1-800-668-3740 Toll free

The College of Family Physicians of Canada

<http://www.cfpc.ca>

2630 Skymark Avenue

Mississauga, ONL 4W 5A4

Tel: (905) 629-0900 or 1-800-387-6197 Toll free

Fax: (905) 629-0893

University of Manitoba

[Faculty of Medicine](#)

Bannatyne Campus

Room 260 - 2nd Floor Brodie Centre

727 McDermot Avenue

Winnipeg, MB R3E 3P5

Tel: (204) 789-3557

Email: medium@umanitoba.ca

Canadian Residency Matching Service (CaRMS)

<http://www.carms.ca/>

171 Nepean Street, Suite 300

Ottawa, ON K2P 0B4 (see [map](#))

Tel: (613) 237-0075 or (877) CARMS-42 Toll free

Fax: (613) 563-2860

Email: help@carms.ca

Licensure

Medical Council of Canada

<http://www.mcc.ca/>

Mailing Address:
PO Box 8234 Stn T
Ottawa ON K1G 3H7

Courier address:
Medical Council of Canada
100 - 2283 St. Laurent Blvd
Ottawa ON K1G 5A2

Fax: (613) 521-9417

The College of Physicians & Surgeons of Manitoba

<http://www.cpsm.mb.ca/>

1000 - 1661 Portage Ave
Winnipeg MB R3J 3T7

Tel: (204) 774-4344 or (877) 774-4344 Toll Free in Manitoba
Fax: (204) 774-0750
Email: cpsm@cpsm.mb.ca

International Medical Education Directory (IMED)

<http://imed.ecfmq.org/main.asp>

c/o FAIMER
3624 Market St., 4th Floor
Philadelphia, PA 19104 USA

Fax: 215.386.9767
Email: imed@faimer.org

Education Commission for Foreign Medical Graduates International Credentials Services (EICS)

<http://www.ecfmq.org/eics/>

Mailing Address:
EICS
PO Box 13795
Philadelphia PA 19101-3795 USA

Courier Address:
EICS - ECFMG
3624 Market St, 4th Floor
Philadelphia PA 19104 USA

Tel: (215) 823-2274 Fax: (215) 966-3129
(Telephone assistance is available between 9:00 a.m. and 4:00 p.m., Eastern Time,
Monday through Friday.)
Email: ecfmqics@ecfmq.org

Practice

Manitoba Health

<http://www.gov.mb.ca/health/>

Regional Health Authorities:

<http://www.gov.mb.ca/health/rha/>

Contacts: <http://www.gov.mb.ca/health/rha/contact>

Regional Health Authorities of Manitoba

<http://www.rham.mb.ca/>

155 - Carlton Street, Suite 1800
Winnipeg MB R3C 4Y1

Tel: (204) 926-7012

Fax: (204) 943-8014

Health Canada

<http://www.hc-sc.gc.ca/>

Citizenship and Immigration

<http://www.cic.gc.ca/>

Human Resources and Skills Development Canada

<http://www.hrsdc.gc.ca/en/home.shtml>

Manitoba Labour and Immigration

<http://www.gov.mb.ca/labour/>

Provincial Nominee Information

<http://www.gov.mb.ca/labour/immigrate/immigration/>

Email: immigratemanitoba@gov.mb.ca

Physician Recruitment Coordination Office (PRCO)

<http://www.healthemployment.ca/index.html>

1048-300 Carlton Street
Winnipeg, MB R3B 3M9

Tel: (204) 788-6624 or Toll Free: 1-866-239-4329

Manitoba Medical Association

125 Sherbrook Street
Winnipeg MB R3C 2B5

Tel: (204) 985-5888 Fax: (204) 985-5844
Email: general@mma.mb.ca

Canadian Medical Association

www.cma.ca

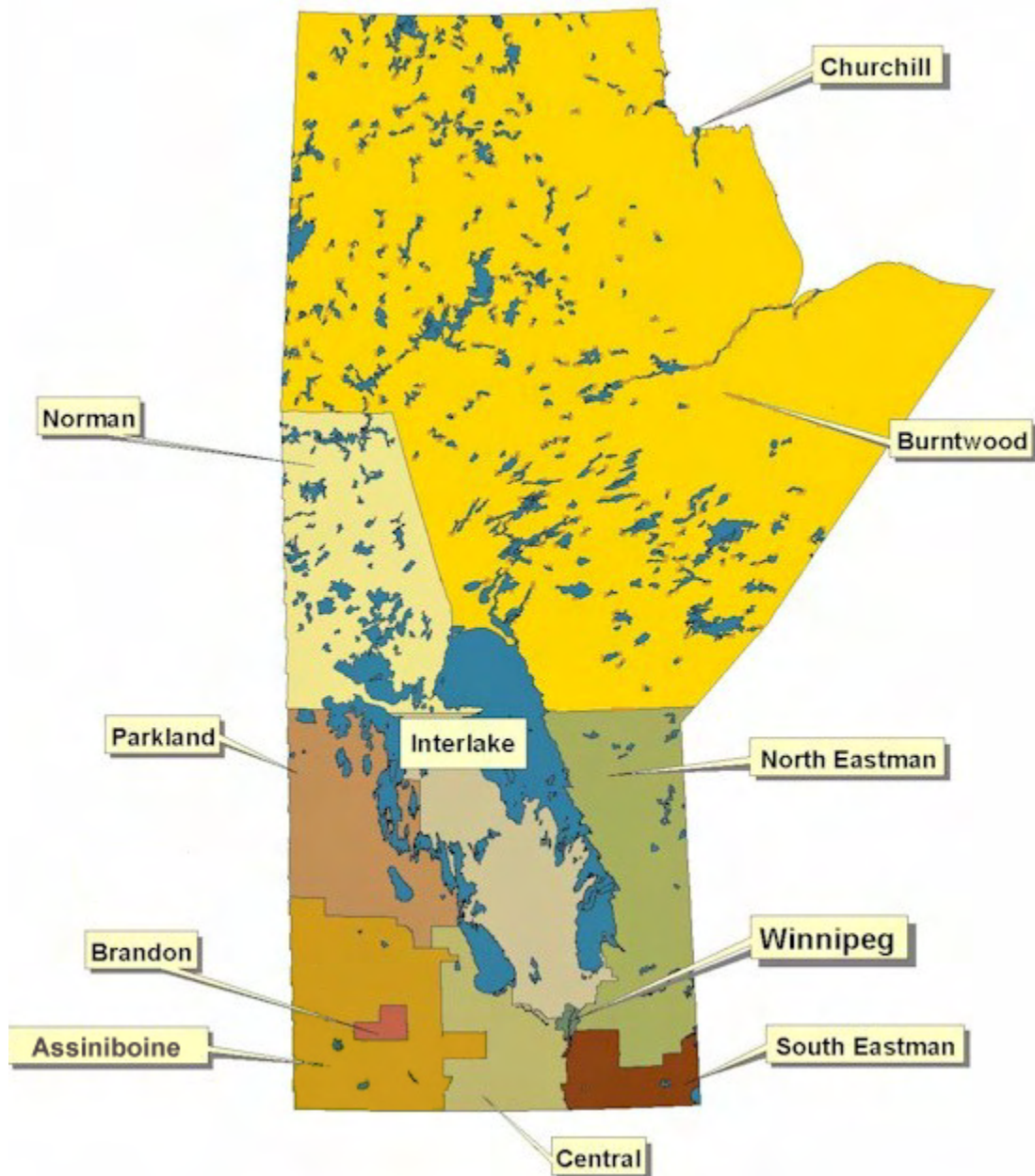
The Federation of Medical Regulatory Authorities of Canada

<http://www.fmrac.ca/>

2283 St. Laurent Boulevard, Suite 103
Ottawa, ON K1G 5A2

Tel: (613) 738-0372 Fax: (613) 738-9169
Email: info@fmrac.ca

APPENDIX B: REGIONAL HEALTH AUTHORITIES OF MANITOBA



Regional Health Authorities - Contact Information

Assiniboine Regional Health Authority

192-1st Avenue West
Box 579
Souris MB R0K 2C0
Tel. (204) 483-5000
Toll-free: 1-888-682-2253
Fax: (204) 483-5005
Website: www.assiniboine-rha.ca

Brandon Regional Health Authority

150A - 7th St.
Brandon MB R7A 7M2
Tel. (204) 571-8400
Fax: (204) 726-8505
Website: www.brandonrha.mb.ca

Burntwood Regional Health Authority

867 Thompson Drive S.
Thompson MB R8N 1Z4
ph: (204) 677-5355
Fax: (204) 677-5366
Website: <http://www.thompson.ca/dbs/brha/>

Churchill RHA Inc.

Churchill Health Centre
Churchill MB R0B 0E0
Tel: (204) 675-8318
Fax: (204) 675-2243
Website: www.churchillrha.mb.ca

Interlake Regional Health Authority

589 3rd Ave. S.
Stonewall MB R0C 2Z0
Tel: (204) 467-4742
Toll-free: (888) 488-2299
Fax: (204) 467-4750
Website: www.irha.mb.ca

NOR-MAN Regional Health Authority

PO Box 130
84 Church Street
Flin Flon MB R8A 1M7
Tel: (204) 687-1300
Fax: (204) 687-6405
Website: www.norman-rha.mb.ca

North Eastman Health Authority

Box 339
24 Aberdeen Avenue
Pinawa MB R0E 1L0
Tel: (204) 753-3101
Toll-free: 1-877-753-2012
Fax: (204) 753-2015
Website: www.neha.mb.ca

Parkland Regional Health Authority

Rm 112
27 2nd Avenue S.W.
Dauphin MB R7N 3E5
Tel: (204) 622-6222
Toll-free: (800) 259-7541
Fax: (204) 622-6232
Website: www.prha.mb.ca

Regional Health Authority - Central Manitoba Inc.

Box 243
Southport MB R0H 1N0
Tel: (204) 428-2000
Toll-free: 1-800-742-6509
Fax: (204) 428-2020
Website: www.rha-central.mb.ca

South Eastman Health/Santé Sud-Est Inc.

Box 470
La Broquerie MB R0A 0W0
Tel: (204) 424-5880
Toll-free: 1-866-716-5633
Fax: (204) 424-5888
Website: www.sehealth.mb.ca

Winnipeg Regional Health Authority

1800 - 155 Carlton Street
Winnipeg MB R3C 4Y1
Tel: (204) 926-7000
Fax: (204) 926-7007
Website: www.wrha.mb.ca

APPENDIX C: TRANSLATION REQUIREMENTS AND SERVICES

Before you can apply for Registration to the College of Physicians and Surgeons of Manitoba, you must have an unexpired pass standing in the MCCEE. The Medical Council of Canada and the College have different requirements for documents requiring translation. MCC is the first step in the path to licensure. The following is only a summary of their translation requirements.

Consult the complete document at:

http://www.mcc.ca/pdf/TranslationProceduresEE_e.pdf

MEDICAL COUNCIL OF CANADA

Translation Procedures and Acceptable Translators

DOCUMENTS REQUIRING TRANSLATION

You must include an English or French translation of **all** documents that are required on the MCC application.

Important!

If your language is not on the MCC list, try another term. (For example, instead of *Farsi*, try *Persian*).

ACCEPTABLE TRANSLATORS

An independent qualified translation service must do the translations. Acceptable translators include:

- a certified member of one of the member associations of the Canadian Translators, Terminologists and Interpreters Council
Consult: http://www.cttic.org/e_member.htm.
In Manitoba: ATIM - <http://atim.mb.ca/english/frameset.html>
- a faculty member of the Modern Languages or Linguistics Department of a Canadian, American or E.U. country university
- a certified member of a professional translators and interpreters association outside Canada and the U.S. Consult: <http://fit-ift.org/en/news-en.php>
- a member or employee of a professional translation service that has been approved by the MCC.
- official translators with government departments (e.g. Ministry of Justice)
- official translations prepared and issued by the university of graduation. However, they must be accompanied by the original language document, and must be certified.

Note: MCC does **not** accept translations prepared by people familiar with the language of origin, including relatives, friends, acquaintances or other volunteer agencies.

You are responsible for the costs of any translation services. This service can cost as much as \$0.25 per translated word.

TRANSLATION PROCEDURES

You must take the original documents or certified true copies of the documents to the translator. Please refer to the original MCC document for specific translation procedures.

THE COLLEGE OF PHYSICIANS AND SURGEONS

Translation Requirements for Source Verification

The MCC examinations are the first step in the path to licensure. Therefore, your documents will already be translated when you contact The College of Physicians and Surgeons of Manitoba (CPSM). CPSM requires you to submit copies of certain documents to the Educational Commission for Foreign Medical Graduates (ECFMG) International Credentials Services (EICS) for source verification.

MCC and CPSM have similar translation requirements. Nonetheless, the CPSM requirements for documents needing translation are as follows:

Any document not in English **must** be accompanied by an official English or French language translation. These translations must be prepared and certified to be correct by a recognized translator or professional translation service. The translation must identify the translator and bear the signature of the translator and, if appropriate, the official or representative of the translation service. **Documents that are not translated will not be sent for verification.**

Verification and notarization services are available through the Language Bank at the **International Centre of Winnipeg**.

406 Edmonton St.
Winnipeg, MB R3B 2M2

Phone 943-9158 Fax 949-0734

Website: www.international-centre.ca

E-mail: info@international-centre.ca

1. A Notary Public at the International Centre will notarize (certify) translations, Statutory Declarations, signatures on applications, photocopies of original documents, and photographs.
2. Costs: This service is free for landed immigrants/permanent residents who have been in Canada 3 years or less. The cost is \$5 per page of translation verification plus a \$30 administration fee, for visa holders and those who have been in Canada 3 years or longer. The cost is \$20 for a Statutory Declaration for visa holders and those who have been in Canada 3 years or longer.

APPENDIX D: COVER LETTER, RESUME AND CURRICULUM VITAE

When you contact an employer or the PRCO, **remember to include a cover letter**. When you first contact a practice representative, you should include either a [resume](#) or [curriculum vitae](#) (CV) with your cover letter. Since the cover letter will be your first contact with the practice, keep it focused, accurate, and interesting. Find out more information about the job opportunity and adapt the contents of the letter to the specific job. Do not use a form letter, because it will appear as if you are not interested in the job. In the cover letter, tell your potential employer what you find interesting about the position and what you can offer. Emphasize your best qualities. Keep the letter to **one page maximum**.

A resume, as compared to a CV, is a shorter document, usually no more than 2 pages. A resume will present your education and accomplishments strongly, but briefly. The employer can review it quickly.

A CV is a more complete document. It lists all academic and professional accomplishments in detail. A CV may be several pages long. However, it is usually the same length as a resume at the beginning of a career.

Source: Adapted from Patrick C. Alguire, MD, FACP, Director, Education and Career Development, ACP, <http://www.acponline.org/counseling/letrescv.htm>

To help you find a job you are interested in, see www.HealthEmployment.ca. Register with the PRCO and attach a copy of your CV to your registration. The PRCO will send you a formal reply indicating the steps in the conditional licensure process in Manitoba.

IMPORTANT

When you prepare your cover letter, resume or CV, use the following checklist to make sure your documents create the appropriate professional impression:

Content

- 1) **Adapt** your cover letter and CV or resume for the job you are seeking.
- 2) Include only the categories (shown below) that are relevant to your career and to the job you are looking for.
- 3) Some categories can be omitted, blended, or broken down further, depending on the employment opportunity, or your experience.
- 4) Try not to leave any time gaps. If you have any, be prepared to address them in the education or training sequence.

Appearance

- 1) Make sure your format is consistent (e.g. font style and size, spacing after categories).
- 2) Make it look attractive. Keep the text balanced on the pages. Use bolds, italics, full caps, etc. only when appropriate. Make it look neat and tidy. Leave some white space so it doesn't look too crowded.

Final Touches

- Proofread and double proofread all documents. Then ask someone with good English skills to proofread it again. Spelling or grammatical errors will create a poor first impression.
- Print the cover letter, resume and CV on matching quality bond paper. Use a matching envelope.
- Print with a laser quality printer or have it professionally type set.
- Sign the cover letter **legibly**, with blue or black ink.
- Use the proper postage. Have the package weighed at the post office if necessary.
- Submit reference names or reference letters **only if requested**.
- Even if you are a good physician, only a strong CV will open doors.

Suggested Books on CVs and Resumes

175 High Impact Résumés, Richard Beatty, John Wiley and Sons, 3rd Edition, 2002.

Résumés, Taunee Besson, Perri Capell, John Wiley and Sons, 3rd Edition, 1999.

Résumés and Personal Statements for Health Professionals, Galen Press, Ltd. 2nd Edition, 2001.

Résumés for Better Jobs, Lawrence Brennan, Stanley Strand, Edward C. Gruber, IDG Books

The Perfect Résumé, Tom Jackson, Ellen Jackson, Main Street Books, 1996.

The Résumé Makeover, Jeffrey Allen, John Wiley and Sons, 2001

Source:

<http://www.aafp.org/online/en/home/publications/otherpubs/strolling/prep/cvbooks.html>

Sample CV

The following pages contain a sample CV. This CV will give you some ideas for information you can use in your own CV. You can adapt it for your own use. The employment support organizations for immigrants (described in section 5 of this guide) can help you to prepare a professional CV.

Name, MD

123 Home St.
City, Province, Postal Code

Tel: (204) 123-4567
Email: xxx@yahoo.ca

PROFILE (or SUMMARY)

List **3 to 5** points that highlight your experience. **Adapt these to the position you are seeking.** For example:

- Ten years of clinical experience in primary care (or list speciality and subspecialty)
- Two years of experience managing diabetic patients in diabetic outpatient management clinic
- Other notable points in your career or training
- Achieved Licenciate of Medical Council of Canada

EDUCATION (or MEDICAL EDUCATION) (Include degrees and dates)

IMPORTANT: The CPSM requires dates to be in the following format: **dd-mm-yyyy** (see below) from the time of graduation to the present. If possible, do not leave any time gaps in dates (or be ready to explain them).

Medical Degree in General Medicine

Name of University, Country 1998

Medical Residency or Internship (list location, titles and dates of rotations):

- Urology 07-09-1998 – 22-09-1998
- Orthopedics 23-08-1998 – 06-09-1998
- Etc.

Name of Hospital, Country

Fellowship:

Other:

Canadian Communication for Physicians Trained Abroad 01-06-2006

Red River College, Winnipeg, Canada

Canadian English Language Benchmark Assessment for Nurses 2006

Other training programs and language assessments

CERTIFICATION AND EXAMINATIONS

List title of exam or certification. Format the date as required by entity. Indicate if results are pending.

Medical Council of Canada Evaluating Examination (MCCEE) 2005

HONORS AND AWARDS

OPTION: you could combine **EDUCATION AND CERTIFICATION** categories under the title **QUALIFICATIONS.**

PROFESSIONAL EMPLOYMENT (or PROFESSIONAL POSITIONS or PROFESSIONAL EXPERIENCE)

- List your positions in reverse chronological order (begin with the most recent position). Check to see if the hiring institution or licensing body requires a particular format regarding dates.
- Include your main responsibilities and accomplishments, or outline below in 'clinical practice and research category'

RELATED PROFESSIONAL EXPERIENCE

Research (subtitle if more than 1 position)

Education and Teaching (subtitle, if more than 1 position)

Other, such as allied health

MEMBERSHIPS, CONFERENCES AND OTHER ACTIVITIES**PROFESSIONAL SOCIETY MEMBERSHIPS**

List dates, offices held, and committee responsibilities, if applicable.

PRESENTATIONS

List dates, meeting names, places, and topics presented.

RESEARCH GRANTS AWARDED

Include grant number and title, time period and category.
Depending on relevance and space, the category is optional.

EXTRACURRICULAR ACTIVITIES

Include both medically and non-medically related activities. Include the following:

- Volunteer positions (include title, organization and dates, if applicable)
- Membership (non-medically related)
- Special qualifications and development (such as workshops, courses and certificates (CCPTA, CPR, etc), languages and language certification)
- Observerships
- Outside interest

BIBLIOGRAPHY

When you are applying for a clinical position, you can include your publications on separate page(s), if they are extensive. Or, you can state “publications available upon request”.

Publications—Journals (list in order shown below)

Published articles—List in reverse chronological order (with most recent listed first)

“In Press” for those articles accepted but not printed

“Submitted” for those submitted but not yet accepted or rejected

“In Preparation” for those written but not submitted

List those you are working on but have not yet written

“Research Interests”; include co-authors.

Publications—Abstracts, Editorials, Book Chapters

Following the title, identify in parentheses what each one is: abstract, editorial, or book chapter. Put all abstracts in a separate grouping.

REFERENCES AVAILABLE UPON REQUEST

APPENDIX E: GLOSSARY OF ACRONYMS

AFMGM:	Association of Foreign Medical Graduates of Manitoba
CAPE:	Clinician's Assessment and Professional Enhancement
CaRMS:	Canadian Resident Matching Service
CCFP:	Certificate of College of Family Physicians of Canada
CFA:	Clinical Field Assessment
CFPC:	College of Family Physicians of Canada
CIC:	Citizenship and Immigration Canada
CICIC:	Canadian Information Centre for International Credentials
CLB:	Canadian Language Benchmarks
CLEO:	Considerations of the Legal, Ethical, and Organizational Aspects of Practicing Medicine
C₂LEO:	Considerations of the Cultural Communication, Legal, Ethical, and Organizational Aspects of Practicing Medicine
CMA:	Canadian Medical Association
CPSM:	College of Physicians and Surgeons of Manitoba
CRP:	Credentials Recognition Program
EAL:	English as an Additional Language
ECFMG:	Educational Commission for Foreign Medical Graduates
EICS:	Educational Commission for Foreign Medical Graduates International Credentials Services
FMLAC:	Federation of Medical Licensing Authorities of Canada
FPA:	Family Practice Assessment
HRSDC:	Human Resources and Social Development Canada
IMED:	FAIMER International Medical Education Directory
IMG:	International Medical Graduates
LIM:	Manitoba Labour and Immigration
LMCC:	Licentiate of Medical Council of Canada
MLPIMG:	Medical Licensure Program for International Medical Graduates
MCC:	Medical Council of Canada
MMA:	Manitoba Medical Association

NRSAP: Non-Registered Specialist Assessment Program

PRCO: Physician Resource Coordination Office

PLAR: Prior Learning Assessment and Recognition

PLEA: Prior Learning and Experience Assessment

RCPSC: Royal College of Physicians and Surgeons of Canada

RCA: Registered Clinical Assistant

RHAM: Regional Health Authorities of Manitoba

WELARC: Winnipeg English Language Assessment and Referral Centre