

REQUIREMENTS FOR CONDITIONAL REGISTRATION

I. INTRODUCTION

The following information is designed to assist interested persons in understanding the requirements for Conditional Registration and licensure to practise medicine in the province of Manitoba. This information cannot cover all circumstances and a definite answer with respect to registrability can only be given upon the completion of a formal application with supporting documents and the required documentation fee.

In any disagreement between this information and the wording of The Medical Act of Manitoba and Regulations thereunder, or any other legislation governing these matters, the terms of the legislation will prevail.

Physicians do not require an offer of employment to submit a formal application for conditional registration to the College. Applicants for general (family) practice must also submit a separate application to the Office of Continuing Medical Education, International Medical Graduates Assessment for Conditional Licensure (IMGACL). Information is available on the University of Manitoba website:

www.umanitoba.ca/faculties/medicine/education/imgp/index.html.

Prospective applicants for general (family) practice are encouraged to contact the Physician Resource Coordination Office (PRCO) [PRCO, Manitoba Health Workforce Policy & Planning, Room 1043-300 Carlton Street, Winnipeg R3B 3M9 (204 788 6668)] with respect to item II.(e) and register on the PRCO website at www.healthemployment.ca.

II. 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,
- (c) hold an unexpired pass standing in the Medical Council of Canada Evaluating Examination¹, 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:

For general practice:

- (i) two years postgraduate clinical training acceptable to the College which meets the requirements as outlined in Appendix A,
- (ii) one year postgraduate clinical training acceptable to the College which meets the requirements as outlined in Appendix A and have had a total of at least three years practice experience in the preceding five year period and complete an orientation program acceptable to the College,

For practice in a specialty field:

- (iii) the highest qualification in a specialty field where the length of training is of equal duration to that 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) two years of postgraduate clinical training acceptable to the College which meets the requirements as outlined in Appendix A and a postgraduate training program acceptable to the College which would entitle the physician to obtain a licence limited to the specialty training field,
- (e) be issued a certificate from the Minister of Health stating that the physician is required to provide medical services in a specified community or practice setting.

Physicians who at the time of application meet the following criteria are exempted from the requirements listed in (b), (c) and (d) above:

1. Is eligible for examination in a specialty of the Royal College of Physicians and Surgeons of Canada. Applicants are eligible for a licence limited to the specialty training field and must obtain Royal College certification within the time frame set by the Royal College.
2. Is eligible for examination by, or is a certificant of, the College of Family Physicians of Canada. Applicants are eligible for a licence in primary care and must obtain a valid pass standing in the Medical Council Qualifying Examination, Part II within five years of the date of conditional registration, and those who are examination eligible must obtain certification within the time frame set by the College of Family Physicians.
3. Is eligible for examination by one of the American Specialty Boards based on satisfactory completion of training, or is a Diplomate of an American Board of Medical Specialty. Applicants are eligible for a licence limited to the specialty training field and must obtain a valid pass in the Medical Council Qualifying Examination, Part II within five years of the date of conditional registration.

¹ Graduates from a Canadian or U.S. medical school are exempt this requirement.
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III. WRITTEN UNDERTAKING

Physicians will be required to sign a written undertaking to the College with respect to the terms and conditions of the conditional registration which will include an individualized monitoring program which may include:

- (a) self-audit using the problem oriented medical record
- (b) a weekly daybook review
- (c) external chart audit
- (d) on-site review
- (e) a record of all CME activities

Costs of the monitoring program will be the responsibility of the registrant.

IV. ASSESSMENT. Physicians will be required to satisfactorily complete an assessment:

(a) For those seeking registration in primary care (general practice), the general (family) practice assessment conducted under the auspices of the Office of Continuing Medical Education, University of Manitoba (refer to CME website: www.umanitoba.ca/faculties/medicine/education/imgp/index.html.) Candidates will be required to participate in the assessment process in effect at the time the candidate is referred for assessment.

(b) For those seeking registration in a specialty field of practice who are not examination eligible by the Royal College of Physicians and Surgeons of Canada, or a member Board of the American Board of Medical Specialties acceptable to the College, a clinical assessment conducted under the auspices of the Office of Continuing Medical Education, University of Manitoba (see information package and application for NRSAP). The purpose is to permit an opportunity to assess the candidate's technical skills and judgement, and to permit the candidate an opportunity to become more familiar with Canadian practices. The length of the assessment varies within the specific specialty areas but is presently a minimum of three months, and a maximum of one year.

The Office of Continuing Medical Education will only accept applicants who have been referred from the College and who have an offer of employment from a prospective employer in Manitoba. Neither the College nor the University is responsible for the costs of the assessment. Costs should be discussed with the prospective employer.

V. In addition to meeting the other requirements, a person seeking registration must provide:

(a) a certificate of standing of *recent date* in any and all jurisdictions in which the applicant has been registered or licensed (see Notice to Applicants). **Do not return the certificate with the application.** Evidence of standing must be sent directly to the College offices from the respective organization.

(b) a Medical Identification Number for Canada (MINC) number. If you do not have a MINC number, one will be assigned to you prior to registration.

(c) a criminal record check satisfactory to the College (A Criminal Record Check must be provided to the College of Physicians and Surgeons of Manitoba. You may attend at a local RCMP detachment or your local law enforcement agency. **You must ensure that the Check contains a Vulnerable Sector Search.** Once the check has been completed, you must send the original to the College offices.)

VI. DOCUMENTATION AND FEES REQUIRED. ALL DOCUMENTS MUST BE ORIGINALS OR ORIGINAL NOTARIZED COPIES, AND MUST ACCOMPANY THE APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE DOCUMENTATION IS COMPLETE.

1. Application form, completed.
2. Graduation diploma (with translation in English, if applicable).
3. Documentation of **all approved** training experiences and medical qualifications listed in the application.
4. Evidence of identity (e.g. birth certificate, passport and one of the following: work permit, permanent resident status, Canadian citizenship.)
5. All applications must be accompanied by the **non-refundable documentation fee of \$275 in Canadian currency.**

Once a position has been obtained in Manitoba, and before registration is issued, the applicant will be required to appear for a personal interview. Registration and licence fees and a recent passport-type photograph and evidence of identity are due prior to commencing practice.

VII. PHYSICIAN CREDENTIALS REGISTRY OF CANADA (PCRC) VERIFICATION. Physicians who are seeking registration in Manitoba and who completed their medical education outside Canada and the United States must submit copies of certain medical credential and identity documents to PCRC, a division of the Medical Council of Canada. PCRC will obtain primary source verification of the authenticity of the credential documents from the entity that issued them. The College of Physicians & Surgeons of Manitoba requires applicants to submit copies of the following documents to PCRC for source verification:

- Medical school diploma
- Medical school transcript
- Medical licensure/registration certificates in other jurisdictions
- Postgraduate training certificates

Note: The College reserves the right to request additional documentation source verification after a review of the application.

You will need to register and submit a source verification request with PCRC at www.pcrc.org (refer to the PCRC Online User Guide for instructions). If you are already registered with PCRC, ensure that you update the Document Sharing section to enable our College to view your profile (refer to "Document Sharing" in the PCRC Online User Guide for instructions).

If you are a graduate of a medical school in Canada or the United States, PCRC verification is not required. However, you must submit the form Certification of Medical School of Graduation to the university of graduation.

VIII. PROFESSIONAL LIABILITY INSURANCE

All licensed physicians must be a member of the Canadian Medical Protective Association, or carry a policy of professional liability insurance of at least \$10,000,000.00 issued by a company licensed to carry on business in the province of Manitoba.

IX. Regulation 25/2003 governing the requirements for registration in Manitoba contains several requirements to maintain conditional registration. These depend on the basis under which conditional registration was granted, and include, but are not limited to, obtaining (a) the Licentiate of the Medical Council of Canada [LMCC] within five years of the date of conditional registration (b) for those applying under II(d)(i) and (ii) certification from the College of Family Physicians of Canada within seven years of the date of conditional registration.

X. WARNING NOTICES

The College cannot be responsible for delays in registering persons who have not submitted their application and documents well in advance of arrival in Manitoba. The College cannot be responsible for delays due to incomplete documentation.

Applicants are cautioned that they must not engage in practice in this province until such time as registration and licensure are completed.

It is contrary to The Medical Act for any medical practitioner to employ an assistant who is not duly qualified and licensed.

In completing an application, candidates should:

- (a) provide full mailing addresses of referees to avoid undue delays in processing the application.
- (b) advise referees that their name has been used, and that the application cannot be completed without responses. Therefore, prompt replies to our inquiries would be appreciated.

To avoid delays in processing your application, please ensure the documentation is complete.

ACRONYMS

LMCC Licentiate of the Medical Council of Canada
NRSAP Non-Registered Specialist Assessment Program

**PLEASE CONTACT THE COLLEGE DIRECTLY IF YOU REQUIRE CLARIFICATION ON ANY OF THE ITEMS OR
IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS**

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