



April 24, 2018

Dear Doctor:

Congratulations on matching to a University of British Columbia Faculty of Medicine International Medical Graduate-stream residency position.

Further to my email of April 13, 2018 please find enclosed the Return of Service Contract for your review and execution. We recommend you obtain independent legal advice prior to signing the enclosed agreement. If you have any questions of what is required, please contact me.

Seven items are included in this e-package: (1) this cover letter, (2) Return of Service Contract, (3) Return of Service Program Policy, (4) Recruiter Contact Sheet, (5) last year's short list of ROS communities from which final year residents choose a ROS community, (6) Suggested Timeline for ROS, and (7) College of Physicians and Surgeons of BC Practice Standards: Leaving Practice. Please note: the ROS community list document is updated each year and may not reflect the same community options available for your cohort.

You will notice the Return of Service Contract has three parts: (1) the main Contract provides the terms and conditions of funding for your postgraduate medical education in exchange for services to be returned after completing your residency; (2) Schedule 1 is a brief overview of the ROS matching process; (3) the Addendum specifies the service deliverables with a Health Authority.

The ROS Contract (pages 1-14) is the only part of concern to you right now. Please print out the entire Return of Service Contract. Separate the main Contract from the other sections; retain Schedule 1 and the Addendum in your personal files for later - you will sign the Addendum with a Health Authority in your **final year** of residency.

Please take the *main Contract* (pages 1-14), **initial page 4, sign and date page 14, scan and email the entire section (pages 1-14) back to: returnofservice@gov.bc.ca** for final administration and Provincial signatures. Your fully signed ROS Contract will be scanned back to you for your files.

Your signed and dated Return of Service Contract must be received by **June 11, 2018**, as your residency position is contingent on the Ministry of Health receiving your signed Contract prior to the start of residency.

The Return of Service program policy is to return service on a full time basis. The *family practice* ROS placement of positions from the St. Paul's Site will be distributed among the Health Authorities (NHA 3 positions, IHA 3 positions, VCHA 5 positions, VIHA 2 positions). You will be invited to a *Return of Service Information Night* at St. Paul's Hospital regarding the logistics of the ROS placements. The *Return of Service Information Night* is held every year. Family Practice IMGs who match in CaRMS to site-specific programs (i.e. South Fraser, Vancouver Fraser,

Victoria, Vancouver Island-Strathcona, Coastal, Prince George, Kootenay Boundary, Kamloops and Kelowna) will fulfill their ROS in the Health Authority associated with the distributed site. A separate ROS Information Night will be held at each distributed site for IMGs at those locations, on dates yet to be determined, in July and August.

Specialty residents will return service in designated rural/semi-rural communities; placements are not distributed per Health Authority due to the limited number of specialty placements per year. Each year Health Authority recruiters will identify potential options for each specialty ROS.

Each year, usually around July, the Health Authority representatives identify a "short list" of high priority communities of need where your return of service might be possible. Last year's "short-list" is included, as an example only, to show the volume of rural communities that need physicians.

The Health Authority recruiters are the most important contacts for you as each Health Authority has identified specific community options for Return of Service participants. During your residency you should take every opportunity to explore BC, visit some rural communities of interest, and make yourself known to the Health Authority recruiters identified in the attached contact sheet. When you contact the recruiters, it is important to identify yourself as a resident with a ROS, your residency year, and specialty and they will help identify rural community practice vacancies and inform you of the next steps.

Residents who work closely with Health Authority recruiters throughout their residency will experience more support from the recruiters and will likely find an appropriate ROS community earlier than residents who leave it to the last minute.

Please keep all of the attached information for future reference.

Please contact me if you have any questions regarding your return of service.

Sincerely,

Bev MacLean-Alley

Manager, Return of Service
BC Ministry of Health
t: 250-952-2524
e: beverly.macleanalley@gov.bc.ca

Program description



University of British Columbia - Dermatology - Vancouver 2019 R-1 Main Residency Match - first iteration CMG RoS Stream for CMG

Last approved on September 7, 2018

Approximate Quota:

1

Accreditation status : Accredited

Provincial Criteria

[Print copy link](#)

Program Director Dr. Aaron Wong
Address Dermatology and Skin Science
835 West 10th Avenue
Vancouver , British Columbia, V5Z 4E8
604-875-4747
604-873-9919

Websites of Interest Department of Dermatology and Skin Science

Program Contacts

<https://www.carms.ca/match/r-1-main-residency-match/program-descriptions/>

Name: Leanne Li
Title: Program Administrator
Email: leanne.li@ubc.ca
Phone: 604-875-4111 (ext. 68742)

Name: Dr. Aaron Wong
Title: Residency Program Director
Phone: 604-875-4747

Return of Service

One Canadian Medical Graduate (CMG) return of service (RoS) residency position for dermatology was mandated by the BC Ministry of Health. The successfully matched applicant is required to sign a Return-of-Service (ROS) contract with the Ministry of Health as a condition of accepting this medical residency position. A draft of the contract can be reviewed here: <https://postgrad.med.ubc.ca/return-of-service-contract-dermatology-cmg/>

The one CMG position with RoS will be considered apart from the 2 positions without RoS in CaRMS. Applicants interested in the RoS position must apply to this stream separately.

<https://www.carms.ca/match/r-1-main-residency-match/program-descriptions/>



University of British Columbia - Family Medicine - Vancouver Coastal-Northern Health

**2018 R-1 Main Residency Match - first iteration
IMG Stream for IMG**

Last approved on December 4, 2017

Approximate Quota:

2

Provincial Criteria

[Print copy link](#)

Program Director Dr. Mark Mackenzie
Address Lions Gate Hospital or St. Paul's Hospital
Vancouver, British Columbia
Websites of Interest [UBC CaRMS Website](#)

Program Contacts

Name: Shirley Tam
Title: Program Manager
Email: residency@familymed.ubc.ca
Phone: 604-822-5450

Name: Kitty Dich
Title: Education Coordinator
Email: residency@familymed.ubc.ca
Phone: 604-827-4125

Important Information

Positions at the site are tentative. Confirmation of allocation of these position(s) is subject to the suitability of the applicants and the program's ability to train them.

UBC Faculty of Medicine policies for IMG applicants in the 2018 R-1 match

NEW FOR 2018 Match: Participation in the UBC Clinical Assessment Program, CAP, (previously BC IMG Assessment Program) is mandatory for all IMG's applying through CaRMS for first-year residency positions in the 2018 match. Please see the IMG-BC webpage for information about the program and how to apply: <http://imgbc.med.ubc.ca/resource/clinical-assessment/>.

1st Iteration

The 1st iteration of the CaRMS match will include two parallel streams; Canadian Medical Graduate (CMG) Stream and International Medical Graduate (IMG) Stream, each having designated positions. There will be no cross-over or transfer between the two streams.

A Return-of-service (RoS) condition is attached to these positions. IMG graduates are expected to provide a 2 year RoS within the Health Authority in which their training is located. SPH-IMG graduates have the option to practice in a Health Authority outside of Vancouver. A draft of the contract can be found on the UBC Family Practice website: <http://carms.familymed.ubc.ca/training-sites/img-training-sites/>

Overview of IMG Training in UBC Family Medicine Program:

UBC Family Medicine is a fully accredited program with 19 different training sites distributed in 15 communities across BC. Eleven of these sites have designated IMG positions. Each site has strong support from dedicated faculty with responsibilities in the areas of curriculum, assessment, faculty development, scholarship and behavioral medicine. Lead Program Faculty provide vital cross connections between sites, creating a strong system of educational support to Site Directors, Site Faculty, and residents.

UBC IMG Program is distributed in the following communities:

- St. Paul's IMG Site -- training primarily located in Vancouver (13 positions)
- Vancouver Fraser Site - training distributed in Lower Mainland and Fraser Valley (4 positions)
- Surrey/South Fraser Site -- training based in Langley and Surrey (6 positions)
- Victoria Site -- training primarily located in Victoria (6 positions)
- Coastal Site -- training based in North Vancouver, but distributed in Coastal communities (4 positions)
- Prince George Site -- training located in Prince George (4 positions)
- Strathcona -- training located in small communities (Comox/Courtenay/Campbell River) on Vancouver Island -- (4 positions)
- Rural Okanagan -- first year based in Kelowna and second year in smaller rural communities (4 positions)
- Kamloops Site -- training located in Kamloops (4 positions)
- Kootenay Boundary Site -- rural training in communities located in West Kootenay Boundary Region of South Eastern B.C (2 positions)
- Vancouver Coastal - Northern Health - training based in North Vancouver or St. Paul's hospital (2 positions)

The sites are part of the overall family medicine program at UBC and as such, follow common policy, curriculum and overall governance as do all the family medicine training sites.

We recognize the maturity of our residents and the rich diversity of experience which they bring to Canada. We encourage IMG residents to speak about and share their medical experience from their country of origin so that Canadian trained residents can learn from and about differing medical systems in the world. We believe that such diversity enriches the training for all our residents.

Information about the UBC program and the distributed sites are available on the UBC Family Medicine program "virtual Open House" at <http://carms.familymed.ubc.ca/>

***Please note that all IMG residents are required to attend a mandatory two week orientation prior to the start of the program.**

Return of Service

IMG Stream medical residency positions offered are funded by the Ministry of Health and are subject to a return of service. Successfully matched applicants are required to sign a Return of Service (ROS) contract with the Ministry of Health as a condition of accepting an IMG medical residency position. A draft of the contract can be reviewed on the UBC IMG website here: <http://imgbc.med.ubc.ca/path-to-residency/orientation/>

General Instructions

Program application language: English

Supporting Documentation

Reference documents

Required

Letter of reference Number requested: 3

Three references are required.

At least one **MUST** be from a family physician who knows you well and can share details about your personal qualities and motivation. Ask the physician to include his or her phone number. Please ask that the letter be as complete as possible. Follow the CaRMS guidelines for references, and describe your personal characteristics and the qualities that would make you a good Family Doctor.

The remaining two letters can be from anyone of your choice and should describe your personal traits, commitment to patient care/people, integrity, communication skills, and general characteristics that would make you a good family physician.

Please ensure that your references send these letters to CaRMS well before the deadline. We will review only three reference letters.

Required

Canadian Citizenship [Document must be notarized/certified]

Submit one of the following documents to verify your citizenship.

- Canadian Birth Certificate or Act of Birth
- Certificate of Canadian Citizenship
- Passport page showing Canadian Citizenship
- Canadian Permanent Resident Card (both sides of card)

Legal Status

Candidates must be Canadian Citizens or Permanent Residents and must provide proof by submitting one of the following verifications to CaRMS by the Rank Order List deadline. No allowances for late submission. No other forms of verification are acceptable:

- Photocopy of Birth Certificate issued by an authority in Canada with any photo ID, or
- Photocopy of Canadian Passport, or
- Photocopy of Canadian citizenship certificate, Records of Landing; or
- Photocopy of Permanent Resident Card/Canadian Citizen Card – copies of both sides of card must be provided.

Language Proficiency

Submit one of the following documents to verify your language proficiency.

- IELTS
- TOEFL - iBT

English Language Proficiency Requirements

IMGs

Graduates of International Medical schools must fulfill the English Language Proficiency requirements of the College of Physicians and Surgeons of BC through one of the following, and results must be submitted to CaRMS by the Rank Order List deadline:

1. TOEFL iBT, with a total score of 96 with 24 in each of the four sections. TOEFL iBT score is valid for 2 years from the date taken ; or,
2. Academic IELTS with a minimum score of 7 in each component with an overall band score of no less than 7. IELTS scores will be considered valid for 2 years from date taken.

Effective July 1 2018, the College of Physicians and Surgeons of BC will only accept the IELTS examination with a minimum score of 7 in each component.

Applicants are considered to have met the English Language proficiency requirements if:

1. The primary language of medical education was English, and
2. The primary language of patient care was English.

Complete details of the English Language Proficiency requirements can be found on the College of Physicians and Surgeons of BC website: <https://cpsbc.ca/files/pdf/REG-ELP.pdf>

English Language Proficiency Requirements for graduates of Quebec Medical Schools or the University of Ottawa:

Please note that candidates who attended medical school in Quebec or the University of Ottawa where the language of instruction or the primary language of patient care was not English, must fulfill the English Language Proficiency requirements of the College of Physicians and Surgeons of BC through one of the following, and results must be submitted to CaRMS by Rank Order List deadline:

1. TOEFL iBT, with a total score of 96 with 24 in each of the four sections. TOEFL iBT score is valid for 2 years from the date taken ; or,
2. Academic IELTS with a minimum score of 7 in each component with an overall band score of no less than 7. IELTS scores will be considered valid for 2 years from date taken.



Ministry of Health

**Return of Service Program
POLICY**

Clinical Integration, Regulation and Education Division

April 2018

PREAMBLE:

International Medical Graduates (IMGs) are an important component of BC's health human resource plan. In 2005, BC expanded opportunities for IMGs, when the Province announced a tripling of the number of IMG-stream residency positions from 6 to 18 positions per year at the University of British Columbia's Faculty of Medicine: 12 for family medicine; 6 for general specialties. From 2011 to 2016, the Province implemented a stepped expansion of 40 new entry-level family practice residency positions over five years. The expansion delivers a total of 58 entry-level IMG-stream residency positions per year. These residency positions are distributed to multiple training sites in BC health authorities.

Participants compete for designated UBC IMG-stream residency positions in the annual Canadian Resident Matching Service (CaRMS) match. Once a CaRMS Participant matches to a designated UBC IMG-stream residency position they become a residency Participant with a Return of Service attached to their position.

Ministries of Health and Faculties of Medicine across Canada work together to ensure there are enough Postgraduate Medical Education (PGME) positions for each of the Canadian medical students graduating from Undergraduate Medical Education (UGME) programs across Canada. The convention in medical education is to fund PGME at the 1 to 1.2 ratio (1:1.2); one Canadian medical graduate (CMG) to 1.2 positions in PGME.

The 1:1 ratio reflects CMGs moving from UGME to PGME. The additional .2 (1:1.2) or additional 20% is for other training positions, including IMG training. Most of these training positions above the 1:1 are linked to Return of Service Contracts to address physician distribution and access to services issues in BC.

In order to ensure there are a sufficient number and the right mix of physicians now and in the future for a sustainable, affordable, publicly-funded health system, the Province of British Columbia (the Province) agrees to fund UBC IMG-stream PGME positions in exchange for services to the BC health system for a time and in a community where needed. The Return of Service Contract aligns with Provincial priorities and Health Authority service delivery plans. The expected commitment is one year of service for each year of postgraduate medical education, to a maximum of three years.

It is a contractual obligation to return service under the terms of the Return of Service Contract.

The Return of Service Contract

The Contract between the Participant and the Province is clearly laid out in the Return of Service (ROS) Contract. The Return of Service Addendum is the last part of the Contract and it is the agreement between the Participant and the Health Authority that lays out the service deliverables for the Return of Service in an identified community in need of physician services. The Province respects the Health Authority's role in determining and describing service deliverables.

Included in the ROS Contract is a dispute resolution procedure. Should a disagreement occur between the Participant, the Province, and/or the Health Authority, the dispute resolution procedure will be used to help resolve the dispute. The procedure promotes a balancing of the Participants' expectations with the Health Authorities and the Province, and ensures the objectives of the Return of Service Program are reasonably attained.

Health Match BC

After the Participant matches to a UBC IMG-stream residency position they receive their ROS Contract from the Province (Ministry of Health). The ROS Contract must be signed by the Participant and returned to the Ministry's Return of Service Program administrator prior to the start of the residency. The Participant is also asked to open a user account with Health Match BC to ensure a smooth transition after the return of service.

Communities of Need

Health Authority recruitment representatives provide the Return of Service Program with a list of ROS communities that are in most urgent need of physician services. The list is updated on a yearly basis and sent electronically to all Participants with a ROS. The communities most in need of physician services are located in various communities throughout BC and will vary from year to year.

Participants will provide Health Authority recruiters with their contact information to enable two-way communication required for matching a Participant with a Return of Service opportunity in an identified community of need on the ROS list.

Health Authority recruiters will provide the Return of Service Participants with information regarding practice vacancies in their respective health authorities and the appropriate contact information for physician practices and interviews. This is particularly important in the final year of residency. Health Authority recruiters facilitate the signing of the Return of Service Addendum between the Participant and the Senior Medical Director for that Health Authority for either a two or three-year Return of Service obligation, depending on the specialty.

The Return of Service Program provides the Participant with an opportunity to train and qualify as a practicing physician in British Columbia.



Chapter:	1	Return of Service Program	Page:	1
Section:	1	Contract	Issued:	April 2018

1. The Return of Service Contract is a Contract between the Province and the Participant. The Contract contains a main part, schedule 1, and the Addendum.
2. The Participant and the Province sign the Return of Service Contract which provides the terms and conditions of the exchange – postgraduate medical education funding is provided in exchange for the Participant's return of service after completing residency. The Participant and the Health Authority sign the Addendum to the Contract, specifying service deliverables and the location for the return of services. The Province provides final sign off.
3. Postgraduate medical education funding is provided for the program identified in the Return of Service Contract only; sub-specialization or a change in programs is not supported.
4. If the Participant accepts a position with the practice offering a Return of Service opportunity, the Participant must within 14 days of communicating such acceptance execute the Return of Service Addendum and deliver it to the designated Health Authority recruiter, committing to that Return of Service opportunity.
5. The Province approves the Addendum because it forms part of the Return of Service Contract, but the agreement defining the location and nature of the services to be provided is for the Participant and the Health Authority to agree upon.