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**Subject:** 2019-20 Scheduling timelines for programs  
**Date:** Friday, December 14, 2018 10:58:00 AM

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Good morning Program Directors and Administrators

**Re: Scheduling timelines**

Please use PGME Scheduling Timelines below to ensure all schedules are available to trainees by the **June 1st** deadline.

**Confirmation of Rotation Capacities and Allocations:**

Programs are required to review their rotation allocations including the Junior and Senior allocation training spots for each PARENT Rotation(Home Rotation). The allocation is based on the total capacity of trainees the service (rotation) can accommodate.

The intake numbers is fairly stable every year however, if a Program is unable to accommodate the numbers of trainees coming to them in 2019-2020 year and/or if there are any changes to the current allocations, Programs are required to inform the PGME Office at [pgme@umanitoba.ca](mailto:pgme@umanitoba.ca).

**\*\* IMPORTANT\*\***

- The PGME Office has released the 2019-2020 Academic Year Schedule to Programs for rotational scheduling in VENTIS therefore Programs are able to start building their rotational schedules. The ENTRADA team will be working on building the scheduling tool in ENTRADA between Feb 2019-April 2019 and will provide updates as information becomes available.
- **Programs are required to inform the Off-Service program(s) their number of trainees in all PGY**

**Levels (including PGY1, carry over and sponsor trainees) who will potentially come to the Off-Service programs for off-service rotations**

- It is the program's responsibility to notify their trainees (both new and returning) of the deadlines for time-off requests (i.e. vacation, conference, etc.) and rotation requests (if applicable to your program).
  - \* Please note that trainees may request changes for time-off request shall be decided normally in advance of commencement of the Resident's post-graduate training year but in no case later than eleven (11) weeks after the commencement of the Resident's post-graduate training year as per the [PARIM Agreement](#).
- Deadline for Programs to submit off-service rotation requests to Off-Service Programs is **May 15, 2019**
- All Off-Service rotation must be confirmed by **May 31, 2019**
- Schedules must be released to trainees by **June 1, 2019**

Please feel free to contact our office with any questions.

Happy Holidays!

*The CPGME Team*

Postgraduate Medical Education

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