



COUNCIL POLICY

Registration in the Provisional Family Practice-Limited, Assessment Candidate (Family Practice), and Provisional (Non-Practicing) Classes

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Preamble

This Policy relates to registration in the following classes:

- provisional (family practice-limited),
- assessment candidate (family practice), and
- provisional (non-practicing).

Specific provisions of the *CPSM General Regulation* that apply to each of the above classes of registration are reproduced in this Policy for ease of reference. The purpose of this Policy is to set out additional registration requirements that have been approved by Council.

This Policy addresses what is required for a certificate of registration. It does not deal with the requirements for certificates of practice, which are described at Part 4 of the *CPSM General Regulation*.¹

1. Provisional (family practice-limited) class

1.1. Purpose and overview

The provisional (family practice-limited) class allows for the registration of candidates who do not meet all Specific Requirements for full licensure (i.e., CCFP, successful completion of MPAP, CMQ certification, or registration under the CFTA). This applies to many internationally trained physicians, and Canadian trained physicians who have not obtained CCFP or CMQ certification.

Applicants for registration in the provisional (family practice-limited) class must satisfy the following requirements from the *CPSM General Regulation*:^{2, 3}

- the **Common Requirements** for all registrants of CPSM at s. 3.2,
- the **Non-Exemptible Requirements** for all Regulated Registrants at s. 3.7, and
- the **Specific Requirements** for this class at s. 3.19, including academic requirements.

Applicants must commit to work toward achieving the requirements for full licensure within five (5) years of initial registration in the provisional class.⁴ Additional requirements, including terms and conditions of registration and practice supervision, are imposed.

Unless exempt, applicants must have satisfactorily completed an Approved Assessment to be eligible for registration in the provisional (family practice-limited) class. Exemptions are described

¹ Part 4 of the *CPSM General Regulation* establishes the requirements for issuing a certificate of practice. Of note, s. 4.1 states, “A certificate of registration does not entitle a member to practise medicine. To do so, a member must also hold a certificate of practice. ...”

² RHPA at s. 32(1).

³ Subsection 3.2(1) of the *CPSM General Regulation* at point 8.

⁴ CCFP or successful completion of MPAP.

below. An Approved Assessment may be completed while registered in the assessment candidate (family practice) class (which is also described in this Policy).

1.2. Specific Requirements under the *CPSM General Regulation*

1.2.1. Specific Requirements for provisional (family practice-limited) class are set out at section 3.19 of the *CPSM General Regulation*:

3.19(1) An applicant for registration as a provisional (family practice-limited) member must

(a) establish that he or she holds

(i) a medical degree granted from a nationally approved faculty of medicine, or

(ii) a Doctor of Osteopathic Medicine degree from a school in the United States accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation;

(b) establish that he or she meets one of the following criteria:

(i) he or she holds CFPC certification or is confirmed by the CFPC to be eligible for certification by the CFPC,

(ii) he or she holds Member Board certification in family medicine or is confirmed by a Member Board to be eligible,

(iii) he or she holds certification in family medicine from the Collège des médecins du Québec,

(iv) he or she has satisfactorily completed two years of post-graduate clinical training in family medicine that

(A) took place in one or more facilities that provide health care and are recognized by a national post-graduate training authority,

(B) was accredited with a national post-graduate training authority at the time he or she took the training, and

(C) is approved by the registrar,

(v) he or she has satisfactorily completed at least one year of post-graduate clinical training in family medicine that meets the requirements of subclause (iv) and has had a total of at least three years practice experience in family medicine in the preceding five-year period;

(c) establish that he or she holds a certificate issued by the minister stating that the applicant is required to provide medical services in a specified geographical area or practice setting;

(d) if applicable, establish that he or she has engaged in the area of family practice that he or she intends to undertake in Manitoba within the approved time period;

(e) provide a description of the continuing professional development activities that the applicant was required to complete as a condition of authorization to practise family medicine in any jurisdiction in Canada in the three years immediately preceding the application and indicate how he or she met those requirements;

(f) establish that he or she has entered into a satisfactory arrangement with a practice supervisor; and

(g) subject to subsection (2), establish that he or she has

(i) satisfactorily completed an approved family practice assessment, and

(ii) entered into a satisfactory arrangement with a practice mentor;

(h) [repealed] M.R. 171/2022.

1.3. Satisfactory post-graduate clinical training in family medicine

1.3.1. Current policy under review.

1.4. Practice experience in family medicine (ss. 3.19(1)(b)(v))

1.4.1. Current policy under review.

1.5. Currency in practice requirement (ss. 3.16(d))

1.5.1. Applicants who do not meet the currency in practice requirement at subsection 3.19(d) of the *CPSM General Regulation* are not eligible for provisional (family practice-limited) class registration. They may be eligible for registration in the assessment candidate (re-entry to practice) class for the purpose of undergoing an assessment (see section 3.44 of the *CPSM General Regulation*).

1.5.1.1. The currency in practice requirement is further described in CPSM's Practice Direction for Professional Practice and Inactivity.⁵

1.5.1.2. This assessment candidate (re-entry to practice) class is further described in CPSM's Council Policy for the Assessment Candidate (Re-Entry to Practice) Class.⁶

⁵ <https://cpsm.mb.ca/assets/Policies/Professional%20Practice%20and%20Inactivity.pdf>

⁶ If an applicant does not meet both the currency in practice requirement (ss. 3.19(1)(d)) and the approved assessment requirement (ss. 3.19(1)(g)(i)), then assessment candidate registration under section 3.38 and 3.44 may be blended if all other applicable registration requirements are met.

1.6. Assessment requirement (ss. 3.19(1)(g)(i)) and exemptions

Approved Assessments

- 1.6.1. Subsection 3.19(1)(g)(i) of the *CPSM General Regulation* states that, subject to available exemptions (see below), applicants for registration in the provisional (family practice-limited) class are required to establish that they have satisfactorily completed an Approved Assessment in family medicine.
- 1.6.2. Assessments that have been approved by Council are as follows:⁷
 - 1.6.2.1. Western Alliance for Assessment of International Physicians.
 - 1.6.2.2. Practice Ready Assessment - Family Practice (PRA-FP), formerly known as the Assessment for Conditional Licensure for Family Medicine (“ACL”), excluding anaesthesia.
 - 1.6.2.3. Family practice including anaesthesia:
 1. PRA-FP; and
 2. the anaesthesia assessment **annexed as Schedule A**.
 - 1.6.2.4. The practice ready assessment for family medicine used by the College of Physicians and Surgeons of Alberta.
 - 1.6.2.5. An assessment conducted elsewhere in Canada certified by the Dean of the Manitoba Faculty as equivalent to the competencies for family medicine/practice ready assessment.
 - 1.6.2.6. Successful completion of the twelve (12) month Manitoba Licensure Program for International Medical Graduates (MLPIMG) will count as an approved assessment.

Exemptions to having to undergo an Approved Assessment

- 1.6.3. Subsection 3.19(2) provides exemptions to having to undergo and Approved Assessment:

3.19(2) An applicant is exempt from the requirement in clause (1)(g) (assessment and practice mentor) if the applicant establishes that one of the following criteria is met:

(a) he or she

(i) was not a member on the day he or she applies for registration in this class but

(A) was previously registered as a provisional (family practice-limited) or provisional (academic — s. 181 faculty) member in good standing, or

⁷ In approving assessments, the main issue is ensuring confirmation of competency. A secondary goal is ensuring equivalency for what is required to obtain CFPC certification eligibility.

(B) was previously conditionally registered in the area of family practice under the former Act or was previously registered in the area of family practice under section 64 of that Act,

(ii) has either satisfactorily completed an approved family practice assessment or was exempt under the former Act from such a requirement while he or she was previously registered under the former Act, and

(iii) has the training and experience necessary to competently engage in family practice;

(b) he or she holds CFPC certification or provides written confirmation from the CFPC that he or she is eligible for certification;

(c) he or she holds Member Board certification in family medicine and has satisfactorily completed a post-graduate training program accredited by the Accreditation Council for Graduate Medical Education (USA);

(d) he or she holds certification in family medicine from the Collège des médecins du Québec.

Candidates who have not completed an Approved Assessment

- 1.6.4. Candidates who do not establish that they have satisfactorily completed an Approved Assessment, or are not otherwise exempt from this requirement, are not eligible for provisional (family practice-limited) class registration. However, they may be eligible for registration in the assessment candidate (family practice) class for the purpose of undergoing an Approved Assessment (see section 3.41 of the *CPSM General Regulation*).
- 1.6.5. For registration in the assessment candidate (family practice) class, applicants must meet all other requirements for registration in the provisional (family practice-limited) class, but for subsection 3.19(1)(g), and must establish that they:
 - 1.6.5.1. have been accepted into an Approved Assessment, and
 - 1.6.5.2. have an employment offer to engage in their professional practice in a specific geographical area or practice setting that is approved by the minister.
- 1.6.6. The assessment candidate (family practice) class is further described below.

1.7. Terms and conditions

- 1.7.1. Provisional (family practice-limited) class registration is time limited and subject to restrictions imposed by the Minister's certificate. Section 3.20 of the *CPSM General Regulation* provides:

3.20(1) A person may be registered as a provisional (family practice-limited) member for a time period of not more than five years, which may be extended in accordance with sections 3.71 to 3.73.

3.20(2) A person may be registered as a provisional (family practice-limited) member to practise in a specific geographical area or practice setting as specified in the person's ministerial certificate.

- 1.7.2. Provisional (family practice-limited) class registrants must be supervised in respect to their professional practice and must work toward full registration:

3.21(1) As a condition of registration, a provisional (family practice-limited) member must be working towards meeting the requirements to be registered as a full (practising) member by either

- (a) obtaining registration in the Canadian Medical Register as a holder of the LMCC and CFPC certification; or*
- (b) obtaining the designation of "successful in the MPAP" in the area in which he or she is assessed.*

3.21(2) As a condition of registration, a provisional (family practice-limited) member must have a practice supervisor.

- 1.7.3. Practice supervision must accord with the requirements of the Council Policy for Supervision of Provisional Registrants.⁸

1.8. Extension of provisional registration

- 1.8.1. Under section 3.71 of the *CPSM General Regulation*, the Registrar may extend the usual maximum five (5) year period of registration for up to an additional twelve (12) months, subject to any conditions that the Registrar considers advisable. The registrant must apply in writing for an extension before their five (5) years expires and set out the reasons for the extension request.

⁸ <http://cpsm.mb.ca/>

- 1.8.2. In accordance with section 3.71 of the *CPSM General Regulation*, the extension may be granted if the Registrar determines that the registrant requires the extension due to an extended absence from professional practice due to a medical condition or for a statutory or approved leave. In any application for an extension, the onus is on the registrant to demonstrate that the extension should be granted, and the following conditions must be met:
- 1.8.2.1. The registrant must be eligible to receive a satisfactory certificate of good standing.
 - 1.8.2.2. In applicable, the registrant must undertake to attend the earliest dates of the examination sittings and to cease registration if the physician is unsuccessful in the examinations.
- 1.8.3. Sections 3.72 and 3.73 CPSM of the *CPSM General Regulation* require that the Registrar provide written reasons for their approval or refusal of the extension and, if the Registrar does not grant an extension, the applicant has a right of appeal.

1.9. Conversion to another class

- 1.9.1. Registration in the provisional (family practice-limited) class is limited to a five (5) year period, plus any extension granted by the Registrar. By the end of that period, to maintain registration, the registrant must convert to another class for which they are eligible, for example the provisional (MPAP) class or the full (practicing) class. Members in the provisional (family practice-limited) class may also be converted to the provisional (non-practicing) class in certain specified circumstances. Conversion is governed by sections 3.74, 3.75, and 3.76 of the *CPSM General Regulation*, which provide:

3.74(1) If

...(b) a provisional (family practice-limited) member in good standing;

...

ceases to have a practice supervisor, the registrar may change the member's registration to provisional (non-practising) membership for a period of not more than 30 days from the date the member ceases to have a practice supervisor.

3.74(2) If the member enters into a subsequent satisfactory arrangement with a practice supervisor before the 30-day period expires, the registrar may change the member's registration to the applicable class listed in subsection (1).

3.75 Upon receiving a designation of "successful in the MPAP" or otherwise completing the requirements for full (practising) membership under section 3.8, a member's registration in

...

(b) the provisional (family practice-limited) class;

...

may be changed by the registrar to the full (practising) class.

- 1.9.2. If the 30-day period contemplated under section 3.74 of the *CPSM General Regulation* expires without the member identifying a new supervisor, then the member's registration is cancelled as they no longer meet registration requirements.

1.10. Cancellation

- 1.10.1. Section 3.84 of the *CPSM General Regulation* provides as follows:

3.84(1) The registration of a ... provisional (family practice-limited) member ... is cancelled on the earliest occurrence of the following:

(a) the ministerial certificate is revoked or lapses;

(b) the member is no longer eligible for the Medical Council of Canada examination for cause;

(c) the member's certification by the Royal College, American Board of Medical Specialties, or CFPC, as the case may be, is revoked for cause;

(d) the specified or extended membership period ends;

(e) the member receives the designation of "unsuccessful in the MPAP";

(f) the member ceases to practise in Manitoba.

3.84(2) A person whose registration is cancelled under clause (1)(d) or (e) may apply for registration only as a regulated associate member in one of the following classes:

(a) educational (medical student);

(b) educational (physician assistant);

(c) educational (resident);

(d) clinical assistant (full)

3.84(3) To avoid doubt, a person whose registration is cancelled under clause (1)(d) or (e) is not permitted to apply for any class of regulated or regulated associate membership other than the ones listed in clauses (2)(a) to (d).

2. Assessment candidate (family practice) class

The assessment candidate (family practice) class is intended for candidates who do not meet all Specific Requirements for registration in the provisional (family practice-limited) class. It is to allow for the candidate to undergo an Approved Assessment.

To be considered for registration, applicants must establish they have accepted into an Approved Assessment and that they have an employment offer to engage in their professional practice in a specific geographical area or practice setting that is approved by the minister.

2.1. Specific requirements under the *CPSM General Regulation*

- 2.1.1. Specific requirements for the assessment candidate (family practice) class are set out at section 3.41 of the *CPSM General Regulation*:

3.41 The registrar may register an applicant in the assessment candidate (family practice) class if the applicant establishes that

(a) he or she meets the requirements for registration as a provisional (family practice-limited) member in subsection 3.19(1) other than the requirements to

(i) enter into a satisfactory arrangement with a practice supervisor under clause 3.19(1)(f), and

(ii) complete an approved family practice assessment and enter into a satisfactory arrangement with a practice mentor under clause 3.19(1)(g);

(b) he or she has been accepted into an approved family practice assessment; and

(c) he or she has an employment offer to engage in family practice in a specific geographical area, or practice setting, that is approved by the minister.

2.2. Accepted into an Approved Assessment

- 2.2.1. Council has approved the Practice Readiness Assessment - Family Practice ("PRA-FP") offered through the Manitoba Faculty's IMG Program.
- 2.2.2. CPSM will not accept an application for registration in the assessment candidate (family practice) class unless it is supported by a letter of eligibility for the PRA-FP from the IMG Program.

2.3. Employment offer

- 2.3.1. CPSM will not accept an application for registration in the assessment candidate (family practice) class unless it is supported by an employment

offer to engage professional practice in a specific geographical area or practice setting that is approved by the minister.

2.4. Time limited registration

- 2.4.1. Registration in this class is time limited. Section 3.42 of the *CPSM General Regulation* provides:

3.42(1) A person may be registered as an assessment candidate (family practice) member for a period of up to three months, which may be extended in accordance with sections 3.71 to 3.73.

3.42(2) The time period described in subsection (1) does not include the time period for the orientation program referred to in section 3.43.

- 2.4.2. Under section 3.71 of the *CPSM General Regulation*, the Registrar may extend the usual twelve (12) month period of registration for up to an additional twelve (12) months, subject to any conditions that the Registrar considers advisable. The registrant must apply in writing for an extension before their registration period expires and set out the reasons for the extension request.

- 2.4.3. In accordance with section 3.71 of the *CPSM General Regulation*, the extension may be granted if the Registrar determines that the member requires the extension due to an extended absence from professional practice due to a medical condition or for a statutory or approved leave. In any application for an extension, the onus is on the registrant to demonstrate that the extension should be granted, and the following conditions must be met:

2.4.3.1. The registrant must be eligible to receive a satisfactory certificate of good standing.

2.4.3.2. The registrant must undertake to complete the assessment promptly.

- 2.4.4. Sections 3.72 and 3.73 CPSM of the *CPSM General Regulation* require that the Registrar provide written reasons for their approval or refusal of the extension and, if the Registrar does not grant an extension, the applicant has a right of appeal.

2.5. Terms and conditions

- 2.5.1. Registration in this class is restricted to a specific practice setting and professional practice and may be subject to having to do orientation.⁹ Subsections 3.42(3) and 3.43 of the *CPSM General Regulation* provide:

3.42(3) A person may be registered as an assessment candidate (family practice) member to practise in a specific geographical area or practice setting.

Condition of registration

3.43 As a condition of registration, the registrar may require that an assessment candidate (family practice) member complete an orientation program within a time period approved in accordance with a national standard.

2.6. Conversion to provisional registration

- 2.6.1. Subsection 3.77(2) of the *CPSM General Regulation* provides:

3.77(2) Upon successful completion of the approved family practice assessment, the registration of an assessment candidate (family practice-limited) may be changed by the registrar to provisional (family practice-limited) membership.

2.7. Cancellation

- 2.7.1. Assessment candidate (family practice) registration is cancelled in the following circumstances:

3.91 The registration of an assessment candidate (specialty practice) member or assessment candidate (family practice) member is cancelled on the earliest occurrence of the following:

- (a) the specified or extended membership period ends;*
- (b) the member completes his or her assessment and the registrar receives the assessment results and changes his or her membership class as provided for in subsection 3.77(1) or (2);*
- (c) the member fails the assessment or fails to complete it.*

⁹ A candidate is not eligible for movement from the assessment class to registration in the family practice limited class until orientation, if required, has been completed.

3. Provisional (non-practising) class

- 3.1. The provisional (non-practising) class is intended for provisional registrants who take a leave of absence but intend to return to practice. For example, this may occur due to a gap in supervision, or a medical leave of absence.
- 3.2. To convert to the provisional (non-practising) class, the registrant must meet the specific requirements set out at subsection 3.34 of the *CPSM General Regulation*:

3.34(1) An applicant for registration as a provisional (non-practising) member must establish that he or she was registered in good standing in one of the following membership classes immediately before applying for non-practising membership:

- (a) provisional (academic — s. 181 faculty);*
- (b) provisional (specialty practice-limited);*
- (c) provisional (family practice-limited);*
- (d) provisional (public health officer).*

- 3.3. As an exception to the usual requirement for an application to convert between classes of registration, section 3.79 of the *CPSM General Regulation* provides:

3.79 If a member fails to renew or voluntarily surrenders his or her certificate of practice, the registrar may change the member's registration to the applicable non-practising class.

- 3.4. Conversion to the provisional (non-practising) class will be the usual default for registrants who no longer hold a valid certificate of practice (e.g., if it was not renewed or their Practice Supervisor resigns).
- 3.5. The maximum registration period for registrants who convert from provisional (family practice-limited) class to the provisional (non-practising) class is indicated at section 3.35 of the *CPSM General Regulation*:

The maximum time period for provisional (non-practising) membership for a member who was previously registered as a provisional (specialty practice-limited) member or provisional (family practice-limited) member is the remaining time period that he or she had under subsection 3.17(1) or 3.20(1), as the case may be, with any extensions approved before he or she was registered under this section.

Schedule A – Anesthesia Assessment

Low Risk Anesthesia Assessment Program Department of Anesthesia University of Manitoba

PREAMBLE

The College of Physicians and Surgeons of Manitoba (CPSM) recognizes two levels of Anesthesia practice.

- Unlimited practice requires Royal College certification.
- Low-risk anesthesia requires either completion of a College of Family Physicians of Canada Certificate of Added Competence program, or an equivalent.

Candidates with the latter, whether from a Canadian non-standard program or from an International program, require an assessment in low-risk anesthesia. This Low-Risk Anesthesia Assessment (LRA) will be conducted within the Department of Anesthesia, under the governance of the Division of Continuing Professional Development in the Manitoba Faculty.

GOALS AND OBJECTIVES

The overall goals and objectives of this program are to assess the skills, knowledge, and ethical behaviour of candidates for licensure. This is not a training program, and there is no intention to provide for remediation of any discovered deficiencies within the limits of this assessment program. The clinical standard against which candidates shall be assessed is the same as that for trainees within our own program. The full standard is the same as that for Family Practice Anesthesia residents. They will therefore need to demonstrate proficiency in Pediatric, Obstetrical and adult anesthesia. Specific goals and objectives for each of these components are attached. Thus, for each section the minimum standard shall be to fulfill the PGY2 goals and objectives.

PROGRAM ADMINISTRATION

A designated supervisor shall be appointed for each component. A committee consisting of all three supervisors, and the Anesthesia Program Administrator and the Associate Head for Education in Anesthesia shall be the governing body for the LRA. This committee shall formulate the specific outline and requirements of the program, as well as collaborate on each final evaluation report. The Chair shall report to the Anesthesia Department Head, and to the Faculty LRA Coordinator.

DURATION OF ASSESSMENT

The LRA in Anesthesia is organized into three rotations over two four-week periods. The minimum duration of the assessment will include one four-week period of adult anesthesia and a second four-week period comprising two weeks each of pediatric and obstetrical anesthesia. As outlined below, any individual rotation may be extended by 100 % if it is deemed that the candidate's performance is neither clearly acceptable nor unacceptable. This extension will not be used to remediate any deficiencies exposed during the first portion of the assessment.

EARLY TERMINATION OF ASSESSMENT

The LRA reserves the right to terminate an assessment after a period of one month if, in the opinion of the assessing department, the candidate is clearly unsuitable to continue the assessment period. The criteria for such unsuitability may include inadequate anesthesia skills or knowledge, the inability to work with colleagues, nursing and/or allied health professional staff, or any other pattern of behaviour that is felt to preclude competent practice. In the case of early termination, the LRA will have no further responsibility to the candidate or to the sponsoring institution.

FACULTY/SUPERVISION

For each component of the LRA within the department of anesthesia, there will be a supervisor assigned. This supervisor will have the responsibility of collecting the input from staff with whom the candidate works. This data will be used as the basis of the interim and final evaluations.

DAILY RESPONSIBILITIES

The candidate shall have a graduated increase in responsibility in each of the components of the program. On initial exposure, it will be necessary for the purposes of safety to regard the candidate as a PGY1 resident. It is anticipated that candidates qualifying for this program will in fact be functioning at a level above that. By the mid-rotation evaluation, they will be expected to function at the same level as a Family Practice Anesthetist. Candidates shall be assigned to daily slates in the same manner as FPA residents. In addition, they will be expected to do four calls per month, to allow assessment of emergency performance. These will be done according to the same rules established for residents on Scholarly activity, in the Anesthesia Postgraduate Program.

EVALUATIONS AND FORMS

There will be an evaluation at the midpoint and the end of each of the components. At the midpoint evaluation, if possible, an indication will be made of the potential for extension. There may be formative feedback given in the process of this interim assessment, but this implies no commitment by the department to provide any necessary remediation. The assessment at the

end of the component will serve as the final assessment for that component. The designated supervisor for the respective component shall perform these assessments. The evaluation forms used shall be the same as those used for the resident ITAR. Daily forms will not be required, as they are intended primarily for formative, as opposed to summative evaluation. The Anesthesia Associate Head for Education shall compile a summary of the individual component evaluations, which will then be discussed by the LRA committee to create an overall FITER for the LRA.

In addition to the clinical assessment, the LRA candidate shall complete the exam used by the department for family practice anesthesia. This is not required of full-program PGY2 residents because they will ultimately be assessed by the Royal College exam process. However, it is necessary in order to fulfill the first level of the assessment's goals, which is Family Practice Anesthesia equivalence.

REPORTING

Results of this assessment shall be reported to the Anesthesia Department Head and the LRA Coordinator for the Faculty of Medicine, as well as directly to the candidate. There will be no other report provided directly to any other party.

ACCESSING THE PROGRAM

The Faculty LRA Coordinator shall refer candidates to the Anesthesia LRA committee for consideration. Eligible candidates for the program must have:

- a provisional or assessment license from CPSM, and
- certification of non-specialist training from a program acceptable to the CPSM.