



Welcome to Medicine

A GUIDEBOOK



Doctors
Manitoba



mmsa | Manitoba Medical
Students Association

Welcome to Medicine

Congratulations on your acceptance to medical school in Manitoba!

Acceptance to medical school marks the beginning of a journey that will take you through medical school, residency, and into your career as a physician. On this journey, you will gain knowledge of medicine, hone your collaboration, communication, and advocacy skills, and strengthen your sense of professionalism. Through this experience, you will become a leader.

It will be a busy four years.

During your fourth year of medicine, you will be expected to apply for a residency position. This Guidebook is intended to help support you during your medical school studies and to prepare for the residency application process. It was designed to help you find good resources, develop the documents you will need, and gather knowledge about possible career choices

Good luck upon this new adventure! Enjoy it!

Acknowledgements

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This Guidebook would not be possible without the extensive work done by Doctors Manitoba and the medical students who participated with them in the College of Medicine Leadership Selective in early 2017. Thank you as well to the University of Manitoba Max Rady College of Medicine (Student Affairs) for their input and support.

Purpose

The intention of the Guidebook is to help prepare you adequately, provide you with resources that can help answer questions about career options, and open opportunities to you.

Our hope is that this Guidebook will support you at the various stages of your medical school career to ensure you have continuous engagement with the career selection and residency matching processes.



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Doctors Manitoba: Resources for Your Journey



As the representative body for the medical profession in Manitoba, Doctors Manitoba offers a multitude of resources in a variety of areas. Just some are included below but please check out doctorsmanitoba.ca/students for more information!

Student Services

- **Free membership in Doctors Manitoba, as well as Canadian Medical Association (CMA):** Doctors Manitoba gives you free membership and pays for your membership in the CMA! Through these memberships, you are provided access to all their resources including Up-To-Date, journals, and a variety of other member benefits.
- **Doctors Manitoba Mentorship Program:** Sign up to meet regularly with a practising physician and a resident in relaxed, stress-free, supportive way. Find out what it's really like to go through CaRMS, residency, work-life balance and the practice of medicine! Visit doctorsmanitoba.ca/mentorship
- **Med 4 interview prep:** Every year, Doctors Manitoba organizes workshops to help Med 4 students prepare for CaRMS by going over common types of interview questions with Residents who have recently gone through the interview process.

Financial Planning

- **Free access to MD Financial Services** for financial planning in medical school and beyond.
- **Student Bursary Program:** With a principal amount of over \$160,000, bursaries are awarded to selected students each year through UGME.

Physician & Family Support Program (includes MD Care and Physicians At Risk)

Counselling and mental health resources for medical students, physicians, and their families. Some of their services include:

Confidential counselling or psychiatric care: Assistance with concerns, as well as timely referrals to in person counselling and other resources for:

- Stress, anxiety and depression
- Relationship/marital conflicts
- Problems with children
- Job pressures
- Grief and loss
- Substance abuse

Financial information and resources: Speak by phone with Chartered Accountants and Certified Financial Planners on a range of financial issues, including:

- Getting out of debt
- Credit card or loan problems
- Saving for university/college
- Tax questions

Legal support and resources: Talk to lawyers by phone. If you require representation you will be referred to a qualified lawyer in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call about:

- Divorce and family law
- Debt and bankruptcy
- Landlord/tenant issues
- Real estate transactions
- Civil and criminal actions (other than medical practice-related matters)
- Contracts (business or personal; professional contract pertaining to your studies or practice can be reviewed by Doctors Manitoba staff)

Work-life solutions: Specialists in this area will do the research for you, provide qualified referrals and customized resources for:

- Child care
- Moving and relocation
- University/college assistance
- Elder care
- Adoption

Wellness: HealthyGuidance® helps you make positive lifestyle changes. You and your spouse or partner can get the tools and support you need to make smarter decisions about your health. This confidential program includes health coaching from certified health coaches by phone on:

- Nutrition
- Exercise
- Smoking cessation
- Free appointment with a health coach



**Call your Physician and Family Support Program
anytime for confidential assistance.**

Call: **844.4DOCSMB (436.2762)**
Go online: guidanceresources.com

 **877.373.4763**
Your company Web ID: **DOCSMB**

www.docsbwellness.org/resources/

Physician
Health & Wellness *The practice of healthy living*

A PROGRAM OF
Doctors
Manitoba

MDCARE
204.480.1310

Comprehensive psychiatric care to Manitoba
physicians and their dependents.



- **Town Halls:** Discussions based on issues of interest to medical students with free lunch included. These are a great way to learn about current topics affecting health care and the medical profession, right from the experts at Doctors Manitoba.
- **MMSA grant:** Doctors Manitoba is one of the biggest supporters of the MMSA and donates around \$7,000 annually to MMSA initiatives.
- **Student representation and conference support:** The VP External from the MMSA is a full voting member of the Board of Directors of Doctors Manitoba. Doctors Manitoba also funds students every year on an as-needed basis to go to national conferences relating to student leadership.
- **MMSA website:** Doctors Manitoba played a pivotal role in the creation of the MMSA website and continues to be involved in supporting it.



Med 1 and 2



Career Planning Checklist

..... Med 1 and 2

1. Get to Know Yourself

Objective: *Develop insight into your personality traits, interests, and career goals.*

- Complete a personality assessment (page 10)
- Meet with Student Affairs regarding career planning (pages 9,12)

2. Career and Specialty Exploration

Objective: *Explore the medical specialties and consider which may be a good fit for you.*

- See career exploration resources (page 13)
- Read about the University of Manitoba's residency training programs (page 12)
- Sign up for the Doctors Manitoba Mentorship program and discuss specialty options with your mentor
- Consider shadowing experiences of physicians in specialties that you are highly interested in

3. CV Development

Objective: *Think about what you need to do now to be competitive down the road for your specialty of choice; think constructively about how to build experience to put in your CV*

- Consider research, involvement in student groups, extracurricular activities (page 16)

4. Understanding the Future

Objective: *1. Build connections to enhance career opportunities and facilitate your future application to CaRMS*

2. Understand what the future work environment will look like

- Networking (see page 15)
- Get involved with student interest groups (See page 17)
- Attend Doctors Manitoba Career Planning Workshops

1. Get to Know Yourself

Step 1: At this point in your medical training, it is profoundly important to become self-aware and gain a greater understanding of your interests, values, strengths and weaknesses. This knowledge will enable you to better understand how your personality, temperament and interests can be utilized to discover which medical specialties you are well suited for. In the second half of the Med 1 academic year, arrange to complete the online AAMC Careers in Medicine Assessments.

Resources that can help you during this process:

AAMC's Careers in Medicine:

Individualized, password protected links to self-assessments. If you need help getting access to these assessments, the Student Affairs office is able to help. These include: Specialty Indecision Scale, Medical Specialty Preference Inventory, Physician Values in Practice Scale, and Skills Assessment



Careers in Medicine Assessments

Medical Specialty Preference Inventory (MSPi) Start New Assessment → <i>You have no completed or in-progress assessments at this time.</i> VIEW ALL PREVIOUS REPORTS (0)	Physician Values in Practice Scale (PVIPS) Start New Assessment → <i>You have no completed or in-progress assessments at this time.</i> VIEW ALL PREVIOUS REPORTS (0)	Physician Skills Inventory Start New Assessment → <i>You have no completed or in-progress assessments at this time.</i> VIEW ALL PREVIOUS REPORTS (0)
Personality Type Start New Assessment → <i>You have no completed or in-progress assessments at this time.</i>	Specialty Indecision Scale (SIS) Start New Assessment → <i>You have no completed or in-progress assessments at this time.</i>	Residency Preference Exercise Start / Continue Exercise → <small>Helps you assess your desired characteristics for a residency program, including educational opportunities, clinical experiences, coworkers, and work environment.</small>

Medical Pathway Evaluation Program:

Free online self-assessment from Duke University and GlaxoSmithKline

- Completing this self-assessment provides you with a comprehensive ranked list of how compatible you may be with several different medical specialties

PATHWAY EVALUATION PROGRAM
for Medical Professionals

To receive the most benefit from the information in these profiles, students should proceed through the material in the following order:

- STEP 1 Self-Assessment**
Develop a personal profile of your values and interests.
- STEP 2 Demographics**
Review demographic data of physician participants in the Pathway Survey.
- Specialty Profiles**
Review physician responses to the critical factors, by specialty.
- Critical Factor Profiles**
Compare responses by specialty to each critical factor.
- STEP 3 Specialty Compatibility**
Compare your personal profile with those of practicing physicians across all specialties.

© 2003 Pathway Evaluation Program, Duke University School of Medicine. In partnership with GlaxoSmithKline.

Specialty Profiles

Please review the Readers' Notes about interpreting the data prior to selecting a Specialty Profile.

- Allergy and Immunology
- Anesthesiology
- Cardiology
- Child and Adolescent Psychiatry
- Child Neurology
- Colon and Rectal Surgery
- Dermatology
- Emergency Medicine
- Endocrinology, Diabetes and Metabolism
- Family Practice
- Gastroenterology
- General Surgery
- Geriatric Medicine
- Hematology
- Infectious Diseases
- Internal Medicine
- Medical Genetics
- Medical Oncology
- Neonatal - Perinatal Medicine
- Nephrology
- Neurological Surgery
- Neurology
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Otolaryngology
- Pathology
- Pediatrics
- Pediatric Surgery
- Physical Medicine and Rehabilitation
- Plastic Surgery
- Preventive Medicine
- Psychiatry
- Pulmonary/Critical Care Medicine
- Radiation Oncology
- Radiology - Diagnostic
- Rheumatology
- Sports Medicine
- Thoracic Surgery
- Urology
- Vascular and Interventional Radiology
- Vascular Surgery

Keirsey Temperament Sorter:

A temperament and personality assessment that can enable you to better understand your work patterns and preferences

Keirsey.com

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Welcome to The Keirsey Temperament Sorter (KTS-II)

The Keirsey Temperament Sorter®-II (KTS®-II) is the most widely used personality instrument in the world. It is a powerful 79 question personality instrument that helps individuals discover their personality type. The KTS-II is based on Keirsey Temperament Theory™, published in the best selling books, *Please Understand Me®* and *Please Understand Me II*, by Dr. David Keirsey.

Instructions

It is important that you answer all the questions from the perspective of what feels real for you and not try to give answers that you think would sound like how you should behave in any particular situation. The objective is to understand yourself as you really are - not the way, for example, you must react in your job, or others expect you to behave. Effectiveness as an individual or leader is not based on any particular personality style. It is really about how well you know yourself and others.

There are two choices for each question. If both seem to apply, choose the one that feels most comfortable to you. There are no right or wrong answers - about half the population agrees with whatever choice you make.

When you have answered all the questions, click on the "Score It!" button to receive your free Keirsey Temperament Report. To take the KTS-II in a language other than English, please choose from the languages in the pull-down selection below.

We offer the KTS II in several languages. You may select the language in which you take the Sorter below. At this time, all temperament reports are delivered in English.

English

1. Are you more comfortable in making

- critical judgments
- value judgments

Keirsey.com

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Finding Your Passion or What Makes a Job Right for You?

Guardians - Finding Membership and Belonging

In this five-part series of articles, we're examining each personality type and job fit. While Guardians would probably not substitute the words "Finding Membership and Belonging" for the Baby Boomer phrase, "Finding Your Passion," these are driving forces behind a Guardian's need to find life satisfaction.

The Guardian type most driven to show some type of leadership is the **Supervisor (ESTJ)**. Many seek a career where they can either run their own business, or move up the ladder to positions of influence. Those who do not find this opportunity through work may show leadership in a volunteer position. Others are driven to give service to the community in such areas as government employee, military or police officer. Some are drawn to more technical positions such as engineer, or computer analyst. Still others find their sense of belonging in the professional community by becoming a dentist, judge, or physician. Says Gordon, "It took me a while to find the right place for me. After a bad car accident, I changed my focus and eventually became a building contractor where I could call more of my own shots."

The Guardian type most driven to perfectionism and detail is the **Inspector (ISTJ)**. They are attracted to fields where accuracy and precision is needed. They are often found in business and/or finance in positions such as accountant, insurance underwriter, office manager, or bank examiner. Like the Supervisors, they may find their niche in civil service as a detective or an IRS agent. Professional positions in teaching or medicine and legal and technical occupations are also attractive. Says Benita, "I found that I wanted to work in a position where I had the time to make things right. As an estate planner, I enjoy helping people work toward a safe and secure future."

The Guardian type known as the **Provider (ESFJ)** is sometimes known as the "Santa Claus" personality since they are generally well-liked and notice whenever situations become "naughty or nice." They provide for the welfare of many and usually show well-developed social skills. They are happiest in positions where they need to deal with people. It is not uncommon to find them in health care, as a physician, nurse, or respiratory therapist. They also can be attracted to the field of education, social service, or religion. In business they may be a retail owner, receptionist, real estate agent, or sales representative. The common theme is their service to

Temperament and Careers

Planning Process
Finding Your Passion
Guardians
Artisans
Idealists
Relatives

Your Current Situation
Who Am I?
What Are My Options?
Evaluating Options
Creating an Action Plan

Selection Process
Informational Interviewing
The Toughest Question
Evaluating an Offer
Salary Negotiations

Succeeding On The Job
Your Boss
Dress For Success
Successful Presentations
Working From Home
Dealing With Stress
In a Shrinking Job Market

Making Changes
When to Take Risks?
Taking a Job in a New City
Who Will Get Laid Off?
Is Your Job a Poor Fit?
Networking is Key

Where the Jobs Are
Healthcare: Many Opportunities

Step 2: So you've done some personality assessments, but you're not sure how you feel about the results - or you think they don't make much sense. Print out your AAMC results and book an appointment with the Student Affairs Office to discuss assessment findings. These contacts are familiar with these assessments and will help you explore what the results mean to you in a more comprehensive manner.

Undergraduate Medical Education (UGME)/Student Affairs:

Planning your medical career may seem overwhelming at times. However, there are MANY resources available through Student Affairs at the Max Rady College of Medicine to help at every step of the way. If you have questions, you can contact them for assistance at StudentAffairsMed@umanitoba.ca

- http://umanitoba.ca/faculties/health_sciences/medicine/student_affairs/index.html

The screenshot shows the website for the Max Rady College of Medicine Student Affairs. The header is orange and contains the University of Manitoba logo, the text 'MAX RADY COLLEGE OF MEDICINE STUDENT AFFAIRS Rady Faculty of Health Sciences', and navigation links: 'Make a GIFT | U of M Home | A-Z Index | Maps | JUMP | UM Learn | Webmail'. A search bar and 'U of M Website | People | Research Experts' are also present.

The main content area features a large banner with a photo of a woman in a red dress and a man in a blue shirt on a staircase. The banner text reads: 'STUDENT & CAREER PLANNING RESOURCES Strategies for academic, emotional and personal success.' Below the banner are four columns of resource links:

- Bursaries & Awards:** Student Loans, General Bursaries, Elective Travel, Conference Travel, Return of Service Grants.
- Career Resources:** Student Interest Groups, Career Planning, Specialties at the U of M, Residency Info Guide, Summer Early Exposure.
- Student Resources:** Wellness, U of M Students Union (UMSU), Health & Dental coverage (UGME), Medical Services, Find a Family Doctor.
- Special Circumstances:** Services for Students on Bannatyne, Disabilities/Pregnancy and Medical School, Exam Accommodations Through SAS, UGME Policies & Procedures, U of M Policies & Procedures.

Below these columns is a 'UM TODAY' section with an 'Op-ed: Invest in emergency care for chil...' and an 'Events' section with 'Understanding gut mi...'. A 'SPEAK UP' button is also visible.

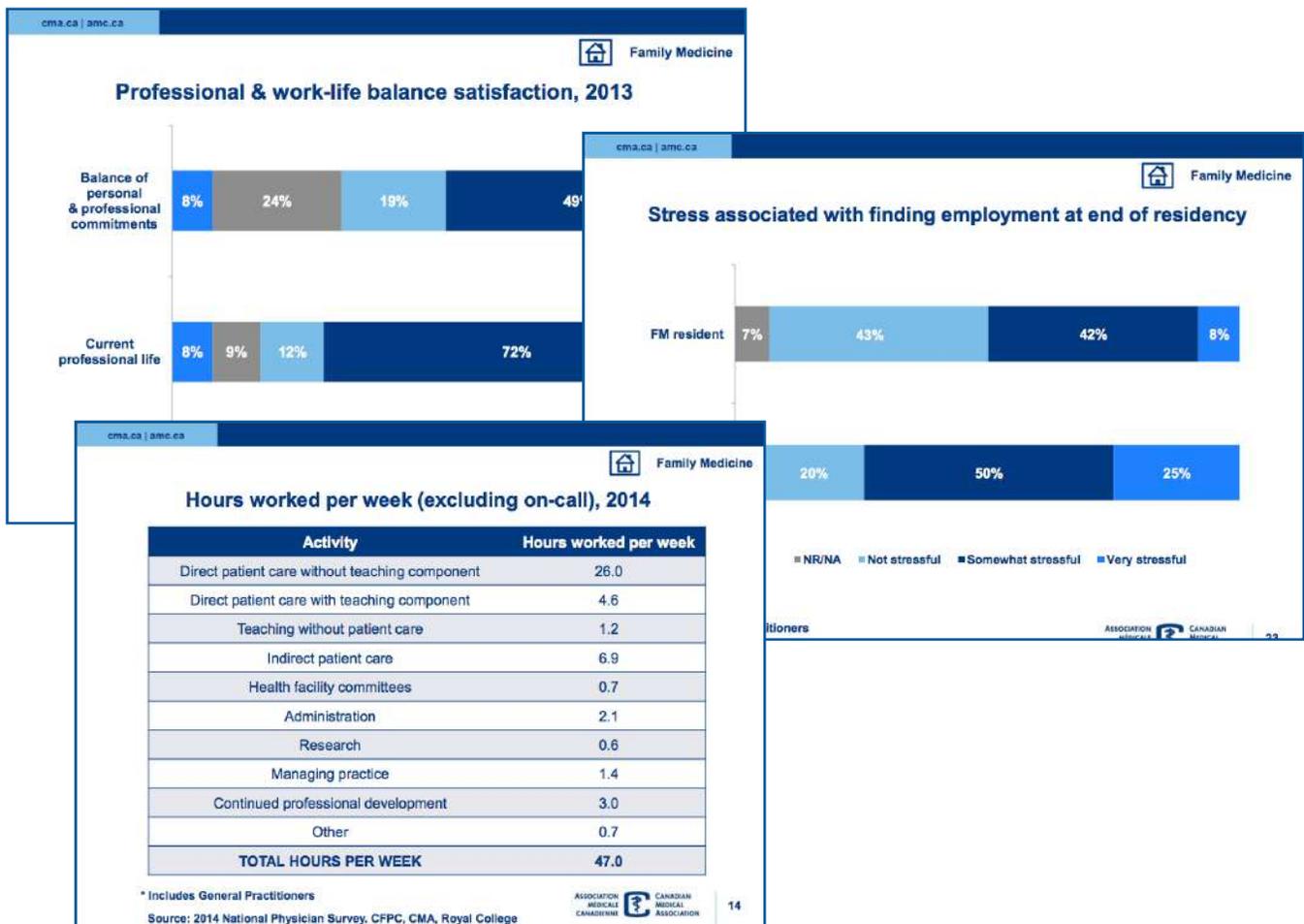
The footer contains contact information for Max Rady College of Medicine Student Affairs, copyright notice '© 2017 University of Manitoba', and social media icons for Facebook and Twitter.

2. Career and Specialty Exploration

Once you have a better understanding of yourself and your interests, it is time to explore your options for your medical career.

The Canadian Medical Association (CMA) has dozens of specialty profiles available to view for free.

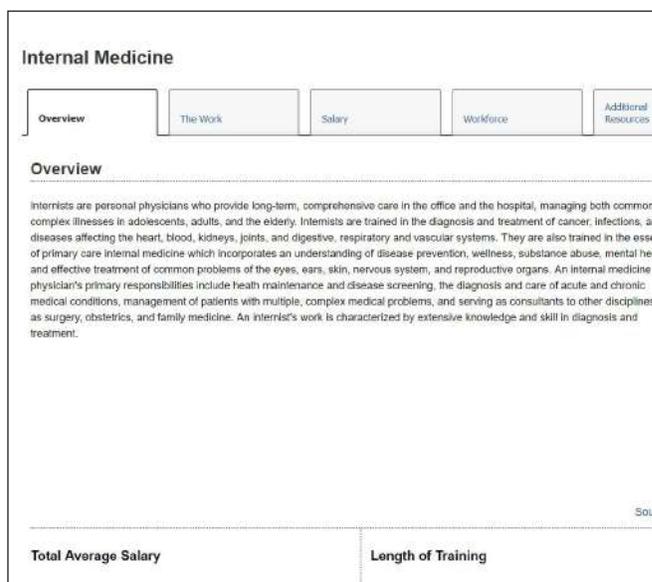
- Each profile includes information such as career overview, residency requirements, practice demographics, income, and job satisfaction levels.



AAMC's Careers in Medicine has specialty profiles available to view for free with a membership or password that you obtain through UGME. These profiles include specialty descriptions, length of training required, and general average hours worked per week in the USA.

- Major specialties are profiled using a membership (available to you as a U of M student) and include information such as:

- 1 Career overview
- 2 Personality types found in this specialty
- 3 Salary and lifestyle information
- 4 Access to Specialty Resources and Journals
- 5 Patient profiles



National Physician Survey

Provides free Canadian physician responses to career questions by specialty (nationalphysiciansurvey.ca)

Royal College of Physicians and Surgeons of Canada

Free specialty profiles available that provide detailed residency training objectives, accredited residency programs across the country and contact information

UGME Student Affairs

Posts a career lunch schedule through OPAL as programs book presentations for students throughout the academic year. Students can sign up in advance for these sessions (helpful in case a lunch is provided), but are welcome to attend with a bag lunch if they do not sign up in advance.

Shadowing opportunities

Reach out to physicians in your fields of interest and set up shadowing opportunities. These are a good way to get exposure to the specialty, the day in the life of a specific doctor, and familiarity with a clinical environment. This isn't mandatory at this stage, so feel free to explore your interests and do as much or as little shadowing as you feel comfortable.

Doctors Manitoba Mentorship Program

The Doctors Manitoba Mentorship Program is an excellent way to connect with Residents and Attendings in either your specialty of interest or with similar outside/personal interests. The program is intended for you to have a contact who you feel comfortable asking not only career related questions but guidance in general about life in medicine.

Visit

doctorsmanitoba.ca/mentorship/



3. CV Development

- It's never too early to start thinking about your CV!
- The U of M Career Services has a workbook to help you develop a CV (www.umanitoba.ca/student/careerservices/job-search/cv.html)
- The Careers in Medicine website offers helpful tips about the different headings to think about (www.aamc.org/cim/residency/application/applying)
- McGill university also offers some tips (www.mcgill.ca/medcareerplan/med-1)

Some high yield topics to think about that will help you build your CV through the next few years include:

Clinical Electives

These are exposures to the clinical setting, completed in your fourth year, in specialties and programs that interest you. You will be applying for Residency positions before they are all completed; therefore, the more information you acquire prior to fourth year will be helpful in selecting Clinical Electives.

Begin exploring specialties with early exposures! Doing so allows you to experience different specialties, and add to your CV and network.

Research

While you may have done research before, consider exploring research opportunities in areas that interest you.

There are various projects offered through the University of Manitoba BSc Medicine program. This is a project that spans two summer and includes culminating a project presentation with opportunities extending to present at various conferences.

Feel free to also seek out mentors who would be able to better direct you to other research opportunities. It's important to consider developing this portion of your portfolio in one way or another.

Publications and Presentations

If you decide to partake in research initiatives, some of these opportunities will present themselves. You can always find additional opportunities if you speak with your research mentor!

Extra-Curricular and Community Service Activities

There are many opportunities to get involved! Check out www.mmsa.online/groups/ to explore a number of student groups.

If you are a part of organizations outside of medicine, feel free to continue to engage with them! They are great assets to your CV development, as well as your personal wellness and growth as a medical learner.

Other Aspects of a CV:

- Awards & Accomplishments
- Professional Memberships
- Hobbies and Interests

Remember that there are many things you can be involved with that you can add to your CV, but ensure you maintain your well-being by keeping up with your personal interests. These are also great strengths that you can add to your CV as well!



4. Building to the Future

Within four short years, you will be graduating medical school and beginning residency. Two to five years following that, you will be a fully-fledged physician. As tremendous an accomplishment as beginning medical school is, it is important to begin thinking about what your future entails, and to begin working toward it. Medical school represents one of your greatest opportunities to form connections and networks with your peers and colleagues. Medical school is also an opportunity to research and learn more about what the working landscape will be when you graduate medical school and residency. Deciding on your specialty in 4th year is too late. Start gathering knowledge and experience early in order to make good decisions for residency and beyond.

First, look to your peers. Medical students are very good at arranging opportunities for other medical students. There are many student interest groups, student skills nights, and medical events arranged by other students. If you're interested in something (be that a field of medicine, a procedure, a topic, etc.), then sign up with the group to learn more! By doing this, you will learn more about that field or topic, and form connections with interested peers and mentors in that field. A list of student groups and an event calendar can be found on the Manitoba Medical Students' Association webpage at www.mmsa.online/groups/

Next, investigate the resources offered by Doctors Manitoba, and consider signing up for the Mentorship Program. By doing this, you will be paired with an attending doctor and/or a resident doctor who will be able to offer you guidance and support regarding your path as a medical student and your career in general. In addition to the Mentorship Program, Doctors Manitoba also offers career workshops, Town Halls regarding current hot topics in our field, and quizzes throughout the year that will test your knowledge on current health policy and career planning (with fantastic prizes for the top scorer). For more information on these events, look out for emails from your Vice-Stick External and CFMS Rep Jr.



Med 2 and 3



Career Planning Checklist

..... Med 2 and 3

1. Specialty Aptitude

Objective: Utilize decision making tools to focus in on top specialty choices

- National Physician Survey (page 14)
- Canadian Medical Association Specialty Profiles (pages 13)

2. Clerkship Planning

Objective: Consider how your track and electives choices can aid your quest for a particular specialty or most effectively support your decision-making process

- Consider meeting with Student Affairs
- Use your networks! Discuss with your Doctors Manitoba Mentor(s), as well as residents and physicians already in the field

3. CaRMS Reference Letters

Objective: Think about the individuals you will need to approach

- Reference letters are letters or evaluation forms that are provided by physicians, professors, or other individuals you have worked with extensively, recommending you for further training (page 22)
- Topic for further discussion with your Doctors Manitoba Mentor

4. CV Development

Objective: Start working on physically updating your CV

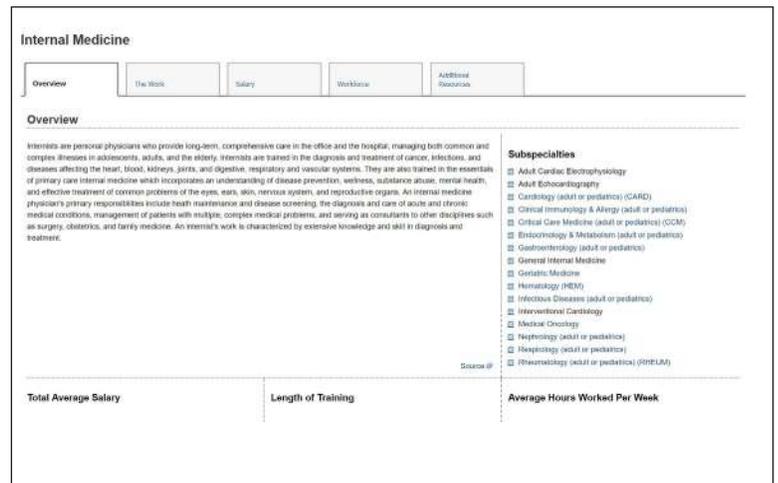
- Use the Resume Workbook and sample CaRMS CV (page 26) to update your resume to include medicine related activities, early exposures, etc.
- Contact Student Affairs to have someone go over your resume with you and identify areas for improvement

1. Specialty Aptitude

Medical Specialty Aptitude Test:

Free online questionnaire from the University of Virginia

- Results provide you with a list of specialties that may complement your personality and working style
- Note that this resource is not specific enough to clearly demonstrate which specialty you are more suited for compared to many others – so interpret results with a degree of caution!



2. Clerkship Planning

In the Spring of your Med 2 academic year, you will choose what your “track” preferences are for clerkship. There are 8 tracks which are distinguished by the order in which you go through core clerkship rotations (Internal Medicine, Emergency Medicine, Psychiatry, Family Medicine, Surgery, etc.). Depending on what fields you’re interested in or what your goals are from your clerkship experience, you may find some tracks to be more desirable than others. At this stage, students from the year ahead will usually share their experiences with you on the different approaches. Feel free to contact students, residents, or your mentors to discuss what might be suitable for you.

During your clerkship, in addition to being an engaged learner, there are some things you can do to assist in your applications in your Med 4 year.

- Consider starting a journal to reflect upon your interesting or difficult experiences. These will help you during your preparation of your personal letters when you prepare your CaRMS application.

3. CaRMS Reference Letters

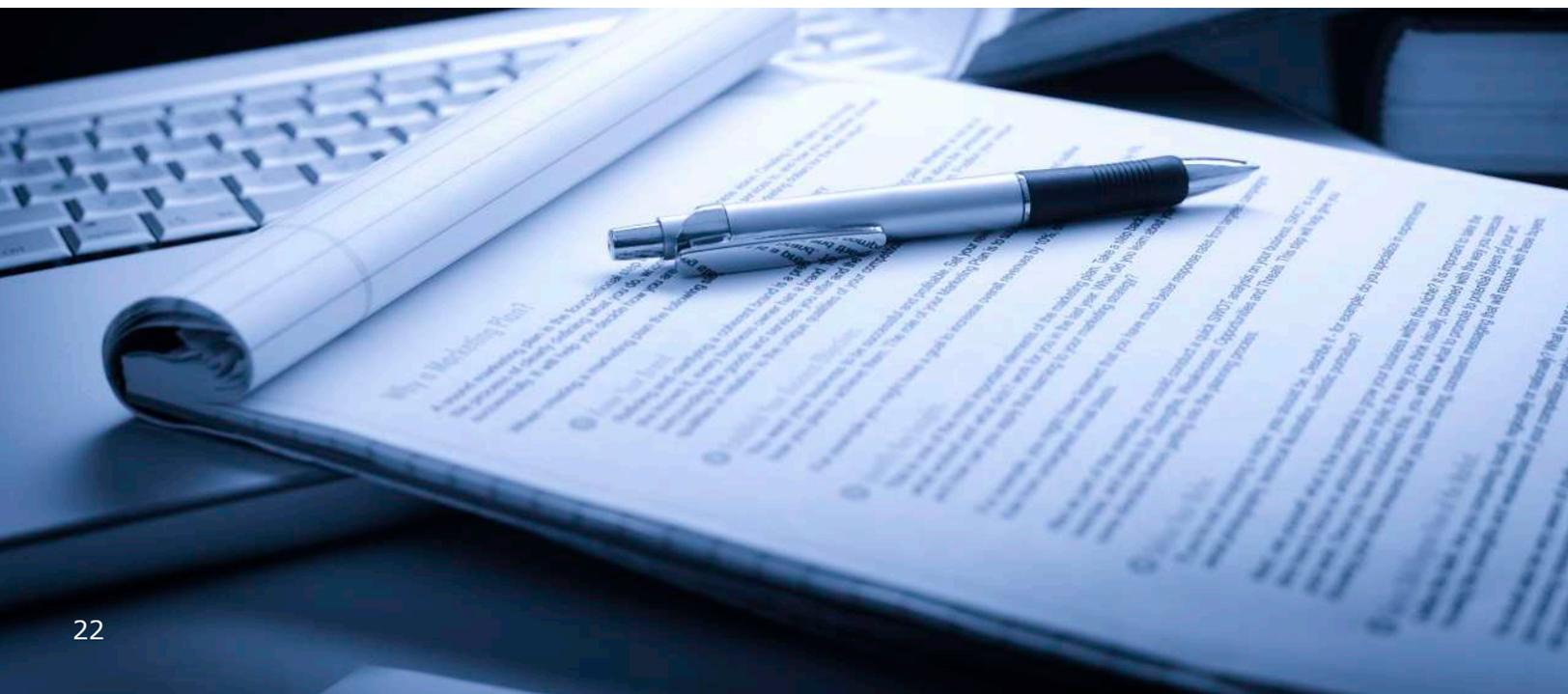
These are letters/evaluation forms provided by physicians, professors or non-clinical individuals (also known as referees) recommending CaRMS applicants for further medical training (i.e. residency!)

Note that these letters are NOT the same as rotation/elective evaluations

Similar to referees and reference letters submitted when you applied to medical school, letters of reference received at CaRMS are confidential. They are not shared with, nor are they returned to applicants or referees. Applicants cannot review references letters, and they also cannot ask for information regarding the content or tone of a letter.

In order to ensure residency programs and program directors receive the information they need to fully evaluate you as an applicant, letters of reference should include:

- A confidentiality statement indicating whether or not the applicant has seen or will receive a copy of the letter
- The date the letter was written
- The time and duration of the referee's contact with the applicant
- Assessment of the applicant's:
 - Cognitive skills and knowledge
 - Problem solving and patient management skills
 - Behaviour and attitudinal skills
 - Communication skills and working relationships
 - Motivation and punctuality
 - Sense of responsibility
 - Procedural skills specific to the discipline
 - Special qualities and unique contribution



There are several things to keep in mind when considering if someone may be a potential reference for CaRMS:

1. They really like you, and are able to provide strong support for your skills and abilities:

- While not impossible, it can be hard to develop a strong enough relationship with a physician to enable them to write you a strong objective letter after working a few shifts together.
- Stronger reference letters are more likely to come from physicians who have known you for an extended period, and have played a role in your development as a future physician.

2. Your reference is a skilled writer

- This area is difficult to assess as an applicant, since you will never see the final version of the letters.
- However, you want to ensure you use referees who are willing and able to put the time into writing a quality letter. A strong letter provides concise, specific details about you, and comments specifically and critically on the areas that the program and CaRMS specifically requests.
- If you are unsure what your potential referee may write about, communicate why you have chosen them and if there are specific areas you would like them to address.
- Some of the worst letters are those which are brief and demonstrate that the referee doesn't know you well.



3. Your reference is well respected in their field

- References tend to carry more weight when they come from people that are known, respected, and trusted.
- Keep in mind that if the important person you choose writes poor letters, doesn't know you well or doesn't think you're exceptional, asking for a reference letter probably isn't worth it.
- It is a common mistake for applicants to place too much emphasis on letters from high profile people, rather than those who know them best.



4. CV Development

During Med 2:

- Aim to have a draft of your CV completed during the summer after Med 2 with the Careers in Medicine website as your guide.
- The U of M Career Services has a workbook to help you develop a CV. (www.umanitoba.ca/student/careerservices/job-search/cv.html)
- (www.aamc.org/cim/residency/application/applying)
- There are sample CVs available also on the McGill UGME Career Planning Website (www.mcgill.ca/medcareerplan/med-2)
- See the attached sample CV at the end of this guidebook.

During Med 3 and Med 4:

- Continue to update your CV regularly.
- As you approach the CaRMS application deadline in the Fall of 4th year, start focusing on details like font, formatting, grammar etc.
- Some resources that are helpful with editing your CV:
 - Student Affairs
 - Career Consultants and Career Services

And you now have a stellar CV ready to go!



Sample CV

Here is a sample CV format below. Feel free to jot down things in the subcategories! Don't worry about what it looks like for now – just use this tool to help guide your thoughts and further aid in navigating your path!

Education

(Include degrees you obtained and the schools you attended prior to medical school)

Clinical Electives

(Include a list of electives you have completed in your fourth year. Some people choose to include their summer electives in this category as well)

Research Experience

(Include any research you conducted prior to medical school and while attending medical school in this portion)

Publications & Presentations

(List any publications, conferences, poster presentations in this portion. Remember that these can include oral, poster or abstract presentations!)

Awards & Accomplishments

Extracurricular & Community Service

(Include programs offered through UGME, other organizations, and the community. You can further detail your role in those various groups here)

Professional Memberships

(Include any organizations you have participated in and the role you may have held there)

Hobbies & Interests

(List interesting hobbies or activities you participate in. This is a great place to list something very individualized!)

Don't forget that this is just a guide to help you picture where your current portfolio falls, and where you think you need to add some things! There is a sample template below and multiple resources available online or through the university that can guide you through this process. Finally, don't hesitate to seek help from your mentors when deciding what to include in your CV.

NAME

1 Any Street Anytown, Anywhere Z1Z 2Z3
123.456.7890 • email address

EDUCATION

Doctor of Medicine Candidate, University of Manitoba 2014 – Present
Winnipeg, MB

Bachelor of Science – Medicine, University of Manitoba 2015 – Present
(Longitudinal research-based degree earned concomitantly with
the Doctor of Medicine)

Bachelor of Science, Chemistry, University Name, Anytown, Anywhere 2003 – 2007
Thesis Title: (if applicable)

CLINICAL ELECTIVES

Psychiatry – Child and Adolescent Psychiatry (4 weeks) Nov. 2015
University of Manitoba, Health Sciences Centre, Winnipeg, MB

Family Medicine (2 weeks) Oct. 2015
Dalhousie University, Halifax General Hospital, Halifax, NS

Pediatrics (2 weeks) Sept. – Oct. 2015
University of Manitoba, Children’s Hospital, Winnipeg, MB

EARLY EXPOSURES AND SHADOWING EXPERIENCES

Pediatrics Early Exposure (2 weeks) June 2016
Children’s Hospital, Winnipeg, MB

Internal Medicine Early Exposure (2 weeks) June 2015
Health Sciences Centre and Manitoba Clinic, Winnipeg, MB

AWARDS AND HONOURS

Manitoba Medical Service Foundation Award Dates

Bachelor of Science Dissertation Honour Dates

RESEARCH EXPERIENCE

Bachelor of Science in Medicine Dates

Department of: _____

Supervisor: _____

Project Title: _____

Project Description: (optional) _____

- Demonstration Statements (optional) _____

Summer Research Assistant Dates

Department of Biology, University of Manitoba

Supervisor: _____

Project Title: _____

Project Description (optional) _____

- Demonstration Statements (optional) _____

PUBLICATIONS

Authors, "*Cell Modulation Identifiers*" BioSciences Today, Year, v. 11, issue 12, pp. 30-39.

Authors, "*Name of the Article Published.*" Name of Publication, year, vol #, pp.

Authors, "*Name of the Article Published.*" Name of Publication, year, vol #, pp.

PRESENTATIONS

Chard, R., Anderson, B., Chan, D, Brar, H. Benoit, P. Sign-Over and Patient Care: Can We Do Better? Scholarship in Medicine Course, University of Manitoba, Winnipeg, MB, June 2015. Poster Presentation.

Sanders, K., **Chard, R.**, McKay, B., Empathetic Listening. Canadian Conference on Medical Education. April 2014; Ottawa, ON, Canada.

WORK EXPERIENCE

Recreation Leader Dates

City of Winnipeg, Parks and Recreation Department, Winnipeg, MB

Led activities for children enrolled in the summer Pre-school Playhouse program

- Created lesson plans in collaboration with other Recreation Leaders
- Developed a cookbook with children enrolled in a week long cooking program
- Ensured all safety regulations and procedures were followed at all times

CPR/First Aid Trainer Dates

Canadian Red Cross Society, Winnipeg, MB

Co-facilitated training programs with other trainer

- Organized and deliver first aid and CPR training programs to groups in Winnipeg and rural Manitoba
- Administered exams to certify individuals

EXTRA-CURRICULAR ACTIVITIES

Follow the same format as work experience

COMMUNITY INVOLVEMENT

Follow the same format as work experience

PROFESSIONAL MEMBERSHIPS

- American Medical Association
- Canadian Society for Mass Spectrometry
- International Society for the Study of Xenobiotics

CERTIFICATIONS

Canadian Red Cross CPR/ First Aid 2016 - Present

LANGUAGES (Only if multilingual)

Fluent in English and French

HOBBIES AND OUTSIDE INTERESTS (Optional)

- Traveling
- Hiking
- Yoga
- Drawing and Painting

Notes:

Quick Contacts/Links

MMSA

www.mmsa.online

Gurmeet Sohi, Senior Stick: sohig@myumanitoba.ca

Alyssa Archibald, Vice Stick Internal: umarchib@myumanitoba.ca

Christopher Briggs, Vice Stick External: briggsc4@myumanitoba.ca

Doctors Manitoba

doctorsmanitoba.ca/students

Physician & Family Support Program: 1-844-4DOCSMB (436-2762)

Mentorship Program: doctorsmanitoba.ca/mentorship

MD Care: 204-480-1310

PARIM

parim.org

Student Affairs

Jim McLaren or Kate Yee: studentaffairsmed@umanitoba.ca



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1-888-322-4242
F: 204-985-5844
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