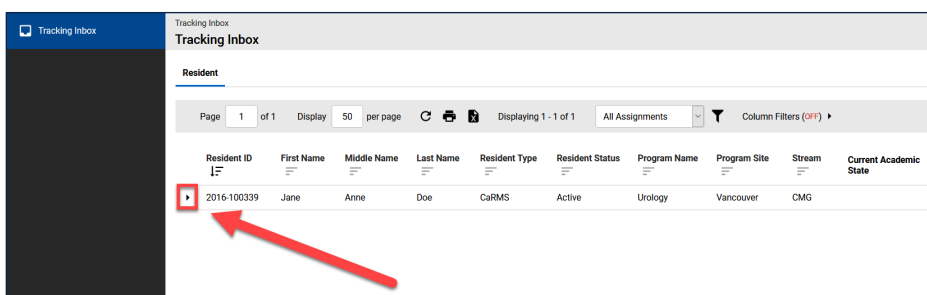


RMS Quick Reference (Resident) Access Letter of Offer

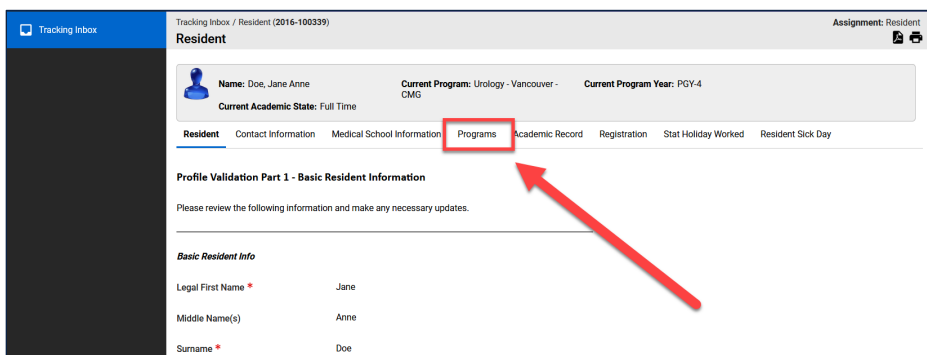
All Letters of Offer are issued and signed electronically through the Resident Management System (RMS) during the registration period. Letters of Offer are term-based, and are only issued at the start of a UBC residency training program.

Please Note: *Safari is NOT fully supported by RMS. Please use another browser such as Google Chrome or Firefox to submit your sick day.*

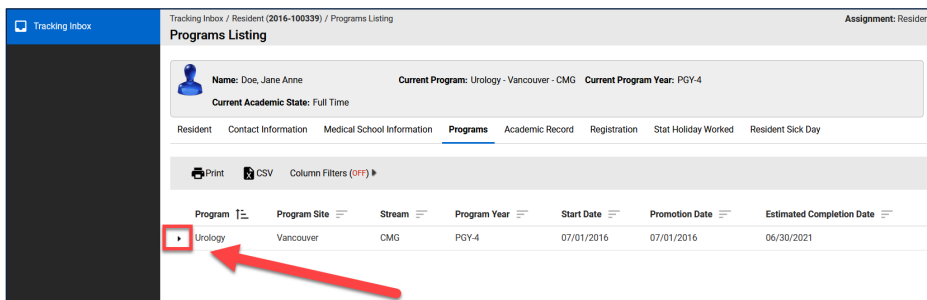
- ▶▶ Log in to the [RMS](#) with your CWL.
- ▶▶ **Home Page** → Click on **Tracking Inbox** and the arrow to the left of your name to access your **Resident Profile**.



- ▶▶ **Resident Profile** → Click on **Programs** tab to open **Programs Listing**.



- ▶▶ In the **Programs Listing**, click on the arrow to the left of the program name to open **Programs** page.





▶▶ In the **Programs** page, click on the **Letter of Offer** tab to open **Letter of Offer Listing**.

Tracking Inbox / Resident (2014-100339) / Programs Listing / Programs

Assignment: Resident

Name: Doe, Jane Anne Current Program: Urology - Vancouver - CMG Current Program Year: PGY-4
Current Academic State: Full Time

Programs **Letter of Offer**

Program Summary

Program Summary

Program Name *	Urology
Program Site	Vancouver
IMG / CMG Stream	CMG
Estimated Completion Date	06/30/2021

▶▶ In **Letter of Offer Listing**, click on the “paperclip” to download your **Letter of Offer**.


Tracking Inbox / Resident (2014-100339) / Programs Listing / Programs / Letter of Offer Listing

Assignment: Resident

Name: Doe, Jane Anne Current Program: Urology - Vancouver - CMG Current Program Year: PGY-4
Current Academic State: Full Time

Programs **Letter of Offer**

Print CSV Column Filters (CFF) ▶

Letter of Offer File	Letter of Offer Text	Resident Signature	Letter of Offer Reject Reason	On Hold Reason	Letter of Offer On-Hold
 DoeUrologyPGY-1Contract.rtf					

04/19/2016, Jane Doe #200-555 West 12th Ave, Vancouver British Columbia Canada V5Z 3K7 MRES number: 12345678 Dear Dr. Doe, The University of British Columbia is pleased to offer you a position in the Postgraduate Medical Education Program as a Resident pursuant to the following terms and conditions: You will be a PGY-1 in Urology Vancouver CMG stream commencing 07/01/2016. Your expected completion date is 06/30/2021 and will be adjusted as necessary to account for leaves, training revisions, etc. You will be notified of any adjustment to your completion date. Promotion to the next level within your Program cannot occur until the Office of the Associate Dean of Postgraduate Medical Education has been notified that you have satisfactorily completed each training year of your Program. 1. While you are a Resident in the Program you will be employed by one of the Health Authorities with which UBC is affiliated. Your salary rate and terms and conditions of employment are governed by the collective agreement between the Health Authorities and PMA/EC. 2. You are required to familiarize yourself with and abide

If you require further help with RMS, please contact [RMS Support](#).