

Continuing Professional Development  
**2015/2016**  
CALENDAR

[WWW.SCHULICH.UWO.CA/CPD](http://WWW.SCHULICH.UWO.CA/CPD)

**NEW THIS EDITION**

Master Class on Writing for  
Research Publication

Advanced Methods of Small Group  
Teaching: Short Course Series

Scholarly Publishing: What You  
Need to Know



**Schulich**  
MEDICINE & DENTISTRY

**Western**





# DR. RICHARD CHERRY

Associate Dean,  
Continuing Professional Development



## MESSAGE FROM THE ASSOCIATE DEAN

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We are pleased to provide the Continuing Professional Development (CPD) Calendar for programs offered throughout the 2015/2016 academic year, which lists the substantial education offerings available through CPD at the Schulich School of Medicine & Dentistry. For the most current and detailed descriptions of these offerings, as well as enrolment options, we encourage you to visit [www.schulich.uwo.ca/cpd](http://www.schulich.uwo.ca/cpd).

We are particularly excited to be delivering fresh, innovative courses like the *Master Class on Writing Research for Publication*, facilitated by the exceptional faculty from the Centre for Education Research & Innovation, as well as a new short course series on *Advanced Methods of Small Group Teaching*. We are equally pleased to be returning the *IDEAS Introductory Quality Improvement Program*.

Our Teaching Certificate continues to attract enthusiastic participants, including Melanie Katsivo, PhD, Department of Pathology and Laboratory Medicine, who is featured on our cover. Melanie is one of 12 faculty members who recently completed the Teaching Certificate. Many more are pursuing this enriching program and translating that experience into their own teaching environment.

We are also pleased to support the professional development needs of staff by offering perennially-popular workshops such as *Assert Yourself*, *Emotional Intelligence*, *Speak So Others Listen* and *Protecting Your Digital Self*. In addition, workshops such as *Writing Standard Operating Procedures*, *Excel: Data Management* and *Access: Creating a Relational Database from Scratch* enable staff to enhance their knowledge or acquire new technical skills.

Supporting the educational needs of Schulich Medicine & Dentistry health care providers, faculty and staff is our mandate. Please take the opportunity to browse through this catalogue and enrol in courses this coming year.

Richard Cherry, MD, FRCPC  
Associate Dean  
Continuing Professional Development

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*Courses listed in this calendar will be offered during the 2015/2016 (July 1, 2015 through June 30, 2016) academic year subject to the availability of facilitators, suitable function space and/or minimum enrolment.*

## STUDY CREDITS

### For Members of The Royal College of Physicians and Surgeons of Canada (RCPSC)

Workshops listed in this calendar are accredited by Continuing Professional Development under Section 1 of the Maintenance of Certification framework of The Royal College of Physicians and Surgeons of Canada. A Certificate of Attendance is provided to participants at each workshop which indicates the number of eligible hours.

### For Members of The College of Family Physicians of Canada (CFPC)

Workshops listed in this calendar are accredited by Continuing Professional Development under the M1 category of the Maintenance of Proficiency Program. A Certificate of Attendance is provided to participants at each workshop which indicates the number of eligible credits.

### For Members of The Royal College of Dental Surgeons of Ontario (RCDSO)

Workshops are eligible for credit points under the "non-dental topic" category. A Certificate of Attendance is provided to participants at each workshop which indicates the number of eligible credit points.

### Continuing Medical Education (CME) and Continuing Dental Education (CDE) programs

Accreditation for programs varies depending on the intended target audience. Please contact CPD for more information with respect to credits for CME or CDE programs.

CPD offers faculty and staff the advantage of learning at times and locations convenient to them. We are equipped to organize existing workshops to fit a group or department's schedule, or to design workshops to meet your educational needs.

Please call 519.661.2111 ext. 86204 or email [ellen.brown@schulich.uwo.ca](mailto:ellen.brown@schulich.uwo.ca) to discuss your faculty and staff development requirements.



## FACULTY DEVELOPMENT TEACHING CERTIFICATE

The Faculty Development Teaching Certificate was designed as a forum for Schulich Medicine & Dentistry educators to increase or enhance their skills, effectiveness and enjoyment of teaching. Faculty members choose from a variety of workshops, allowing them to complete courses based on their availability, interests and professional development goals.

For new faculty educators who may have minimal teaching experience, the Certificate provides a professional development opportunity, assisting them in anticipating and preparing for real-life challenges before facing them in the classroom.

For senior faculty and experienced educators, the Certificate offers workshops geared toward developing skills for using innovative technology platforms, as well as exploring emerging issues.

- GROUP A:** **Teaching Foundations** workshops support new faculty in the development of learning objectives and course design, as well as the implementation of teaching methodologies. The development of teachers and facilitators will also be examined.
- GROUP B:** **Evaluation & Feedback** workshops explore the characteristics of feedback learners consider credible and useful. Potential pitfalls and barriers to creating credible evaluations and feedback are also discussed along with strategies to overcome these barriers.
- GROUP C:** **Mentorship** workshops help participants develop effective relationships between the mentor and the peer.
- GROUP D:** **Scholarship** workshops aid participants in understanding scholarship in education, as well as the development of scholarly projects in education.
- GROUP E:** **Technology & Education** workshops explore the benefits of incorporating e-learning into education and help facilitators develop skills and confidence in using technology in the classroom and other learning environments.

*Please note that the Teaching Certificate continues to develop. Area groups and course offerings may be updated.*

*For more details about Teaching Certificate Core and Elective workshops, and registration, visit: [www.schulich.uwo.ca/cpd/fsd-workshops](http://www.schulich.uwo.ca/cpd/fsd-workshops)*

### Symbols



A B C D E








Teaching Certificate Core Workshops

Teaching Certificate Elective Workshops

Workshops offered live in Windsor, or by video conference from London to Windsor

# FACULTY DEVELOPMENT TEACHING CERTIFICATE

To attain the Faculty Development Teaching Certificate, faculty must complete each of the following five Core Workshops:

Core Workshops	Designing Your Teaching Road Map  <b>A W</b>
	Evaluation & Feedback  <b>B W</b>
	Mentoring the Difficult Learner  <b>C W</b>
	Education Research and Scholarship: Tips for Clinicians and Teachers  <b>D W</b>
	E-Portfolio  <b>E W</b>

One Elective Workshop from each of the following groups:

Teaching Foundations	A Workshop for Small Group Facilitators <b>A W</b>
	Approaches to Flipping Your Classroom <b>A W</b>
	Professionalism: Encouraging Exemplary Behaviour and Remediating Lapses * <b>A W</b>
	Teaching in a Clinical Setting: A Workshop for Residents <b>A</b>
Evaluation & Feedback	Professionalism: Encouraging Exemplary Behaviour and Remediating Lapses * <b>B W</b>
Mentorship	Emotional Intelligence <b>C</b>
	Mentoring Graduate Students <b>C W</b>
	Mentoring Postdoctoral Scholars <b>C W</b>
	Peer Mentoring by Faculty in a Distributed Medical Education Setting <b>C W</b>
	Principles and Practices of Being a Mentor <b>C W</b>
	Running Effective Mentorship Meetings <b>C W</b>
Scholarship	Digital Copyright Made Easy <b>D</b>
	Evidence-Based Medicine and Beyond <b>D W</b>
	Health Data and Statistics: Tools to Support Research and Instruction <b>D</b>
Technology & Education	Introduction to Blackboard Collaborate <b>E</b>
	Advanced Blackboard Collaborate <b>E</b>
	Introduction to OWL <b>E W</b>
	Advanced OWL <b>E W</b>
	Introduction to GIS for Health Care: Re-creating John Snow's 1854 Cholera Map <b>E</b>
	Videoconferencing Orientation for Your Teaching <b>E W</b>

*\*If this workshop is taken as a **Group B** Elective, a different workshop must be taken to fulfil the **Group A** Elective requirement.*

If you are interested in completing the Faculty Development Teaching Certificate, contact CPD at [cpd@schulich.uwo.ca](mailto:cpd@schulich.uwo.ca) or 519.661.2111 ext. 86204.

# FACULTY & STAFF DEVELOPMENT WORKSHOPS

## TEACHING

Whether your goal is to bring information and skills back to your team, or to further your own personal knowledge to increase productivity, this section has a lot to offer. The workshops are aimed at helping teachers and individuals increase their expertise in their current positions or advance their careers.

**Advanced Methods of Small Group Teaching: Short Course Series** **W**

**A Workshop for Small Group Facilitators** **A W**

**Approaches to Flipping Your Classroom** **A W**

**Designing Your Teaching Road Map** **A W**

**Digital Copyright Made Easy** **D**

**E-Portfolio** **E W**

**Evaluation & Feedback** **B W**

**Professionalism: Encouraging Exemplary Behaviour and Remediating Lapses** **A B W**

**Teaching in a Clinical Setting: A Workshop for Residents** **A**

## LEADERSHIP & MANAGEMENT

Nothing affects the fate of a project or program more than the decisions made by its leaders. Leadership is a diverse role, and effective leadership requires strategic thinking, vision, motivation and team engagement. These workshops offer faculty and staff opportunities to develop leadership skills and push their own personal boundaries.

**Conflict Resolution: Skills and Processes**

**Emotional Intelligence** **C**

**Principled Negotiation**

**Writing Standard Operating Procedures**

## MENTORSHIP

Mentorship at Schulich Medicine & Dentistry is a formal process, whereby faculty members have the assistance and support of leaders and peers to help them with their professional goals. The following workshops are designed to help faculty develop and grow their mentorship skills.

**Mentoring Graduate Students** **C W**

**Mentoring Postdoctoral Scholars** **C W**

**Mentoring the Difficult Learner** **C W**

**Peer Mentoring by Faculty in a Distributed Medical Education Setting** **C W**

**Principles and Practices of Being a Mentor** **C W**

**Running Effective Mentorship Meetings** **C W**



## Symbols



Teaching Certificate Core Workshops

Teaching Certificate Elective Workshops

Workshops offered live in Windsor, or by video conference from London to Windsor

## CAREER DEVELOPMENT

Schulich Medicine & Dentistry is committed to the success of its faculty by providing guidance through the University's requirements for promotion, tenure and the granting of appointments, and through partnership with London hospitals to support leadership skill development for clinical academics.

**How to Get Promoted: A Workshop for Basic Science Faculty**

**How to Get Promoted: A Workshop for Clinical Academics**

**How to Hold an Effective Career Development Planning Meeting (for Clinical Academics)**

## COMMUNICATIONS

Effective communication skills are invaluable assets within the professional environment and all aspects of life. These workshops help participants develop clear and direct speaking and listening skills to become more effective communicators.

**Assert Yourself**

**Speak So Others Listen**

## RESEARCH

Research excellence comes from expanding knowledge and driving discovery, not just in the lab but with real-world applications. CPD offers workshops aimed at advancing research skills and fostering research excellence throughout the School.

**Biotech Entrepreneur Boot Camp**

**Budgeting for Research Proposals** *(By Request)*

**Education Research and Scholarship: Tips for Clinicians and Teachers**

**Evidence-Based Medicine and Beyond**

**Grantsmanship - Tips for Success** *(By Request)*

**Introduction to Research at Western** *(By Request)*

**Research Ethics: The Do's and Don'ts of Preparing a Submission**

**Using Access for Research**

## RESEARCH ON-LINE ADMINISTRATION TRAINING (ROLA)

Western's Research Development & Services offers Research On-Line Administration (ROLA) training.

Training can be focused on individual principle investigator needs or those of administrative support personnel. Customized sessions can also be scheduled for specific departments, small groups, or one-on-one training.

For more information or to schedule a training session, contact the ROLA Help Desk by email at [rolahelp@uwo.ca](mailto:rolahelp@uwo.ca) or call 519.661.3136.

## Symbols



**A B C D E**  
**W**

Teaching Certificate Core Workshops

Teaching Certificate Elective Workshops

Workshops offered live in Windsor, or by video conference from London to Windsor

## LIBRARY SKILLS

The Internet has made the production and dissemination of information extremely easy. However, the bewildering array of sources and formats for this information can leave researchers at a loss for where to start. With guidance from the Taylor Library and Map and Data Centre colleagues, CPD is pleased to offer training and workshops to help you make sense of and use online information and resources.

**Grey Literature: Untapped Information Resources** *(By Request)*

**Harnessing the Power of PubMed**

**Health Data and Statistics: Tools to Support Research and Instruction** **D**

**Information Gathering for Literature Reviews** *(By Request)*

**Introduction to GIS for Health Care: Re-creating John Snow's 1854 Cholera Map Using GIS** **E**

**Introduction to Reference Management Using Mendeley**

**Introduction to Western Library Resources** *(By Request)*

**Introduction to Zotero for Citation Management**

**Literature Discovery for Systematic Reviews** *(By Request)*

**Literature Searching Using EMBASE**

**Research Metrics** *(By Request)*

**Scholarly Publishing: What You Need to Know** *(NEW)*

**Web of Knowledge**

## COMPUTER & TECHNOLOGY

As technology surrounds us, so can complexity. The computer and technology courses offered can empower you with the technical skills and knowledge necessary to navigate our ever-changing technology landscape. Harness those skills to better plan, implement and complete work in a more timely and efficient manner.

**Access: Creating a Relational Database from Scratch**

**Access: Advanced Forms, Queries & Reports**

**Excel: Data Management**

**Excel: Data Presentation**

**Excel: Basic Formulas**

**Excel: Advanced Formulas**

**Introduction to Blackboard Collaborate** **E W**

**Advanced Blackboard Collaborate** **E W**

**Introduction to OWL** *(By Request)* **E W**

**Advanced OWL** *(By Request)* **E W**

**Protecting Your Digital Self**

**Videoconferencing Orientation for Your Teaching** *(By Request)* **E**

### Acuity STAR for Clinical Faculty Development Workshop

This one-hour training session will familiarize participants with the Acuity STAR interface, efficient data entry, report generation, and how Acuity STAR data supports the promotion process and departmental reporting.

#### To Register:

View the OnlineCalendar  
([www.schulich.uwo.ca/star/training](http://www.schulich.uwo.ca/star/training)) for  
STAR Training sessions, select a date and  
course name, and email:  
[STAR.OnlineCalendar@schulich.uwo.ca](mailto:STAR.OnlineCalendar@schulich.uwo.ca)





Dr. Michael J. Strong, Dean, Schulich School of Medicine & Dentistry, and Dr. Margaret Steele, Vice Dean, Hospital & Interfaculty Relations, cordially invite you to attend the New Faculty Orientation.

## NEW FACULTY ORIENTATION

Faculty members including medical, dental, clinical academics and basic scientists, appointed between September 2014 and August 2015, are invited to attend this information and orientation session. During the orientation new faculty will be introduced to key people, programs and resources within the Schulich School of Medicine & Dentistry.

Presentation topics include overviews of the structure and governance of the faculty, the annual review and promotion process, the mentorship program, faculty and learner equity and wellness, and services available from information services, research and libraries.

**Wednesday, August 19, 2015**

**1:30 to 4:30 p.m.**

**Room 148, Medical Sciences Building**

**Schulich Medicine & Dentistry, Western University**

**Videoconferenced to Room 2100, Dr. Murray O'Neil Medical Education Centre, University of Windsor**

Please choose the location most convenient for you. For more information and to register to attend, visit:

[www.schulich.uwo.ca/cpd](http://www.schulich.uwo.ca/cpd) ► [Faculty/Staff Development](#) ► [New Faculty Orientation](#)

## COURSE CANCELLATION POLICY

CPD reserves the right to cancel any workshop due to insufficient registrations or circumstances beyond its control. Registrants will be notified at the earliest possible date in the event of a cancellation. CPD will not be liable for any loss, damages or other expenses that such cancellations may cause.

## ACCESSIBILITY

Western University is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. To view Western's policies, please visit [accessibility.uwo.ca/aoda](http://accessibility.uwo.ca/aoda) or contact 519.661.2111 ext. 85562.

# CONTINUING MEDICAL & DENTAL EDUCATION PROGRAMS



## Continuing Dental Education

**Continuing Dental Education (CDE)** is an important resource for dental health care professionals looking to refresh or upgrade their clinical skills and knowledge. CDE is a provider of accredited dental programs approved by the Royal College of Dental Surgeons of Ontario and the American Dental Association.

For information about CDE programs and registration or Partnership in Education opportunities, call **1.888.281.1428** or **519.661.3345**, email [cde@schulich.uwo.ca](mailto:cde@schulich.uwo.ca), or visit [www.schulich.uwo.ca/dentistry/cde](http://www.schulich.uwo.ca/dentistry/cde).

## Continuing Medical Education

**Continuing Medical Education (CME)** programs are made available through the accreditation services provided by Continuing Professional Development.

For information about CME programs and registration, visit [www.schulich.uwo.ca/cpd/upcoming-cme](http://www.schulich.uwo.ca/cpd/upcoming-cme).

# FELLOWSHIPS & GRANTS

## Faculty Development Mini Fellowships

Mini Fellowships are career development grants that allow faculty members to take advantage of professional development opportunities to enhance knowledge and acquire new skills. A limited number of competitive fellowships (maximum value \$5,000 each) are available semi-annually. Fellowships can be of two types:

1. Those with additional funds provided by the candidate's department, division or other acceptable funding source, including research grants. These additional funds need not equal the amount of funds requested, and at the department's discretion, may cover direct or indirect costs.
2. Those that have a faculty wide benefit, rather than department/division specific, for which the Dean's Office may provide the additional funds.

## Instructional Innovation and Development Fund (IIDF)

IIDFs are a source of funding for both students and faculty who wish to develop innovative teaching materials, tools, or approaches which will enhance or improve the educational programs at Schulich Medicine & Dentistry.

The objective of the IIDF is to foster and encourage development of technologically innovative methods for teaching which fulfill a current perceived need, and which can be immediately implemented. This fund is not meant to support routine course costs, salary enhancement, or pure research in education.

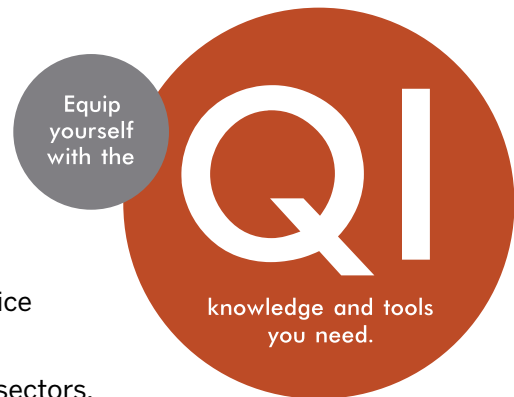
For **Mini Fellowship** and **IIDF** guidelines and submission deadlines, visit: [www.schulich.uwo.ca/cpd-fellowships](http://www.schulich.uwo.ca/cpd-fellowships).



Improving & Driving Excellence Across Sectors

**IDEAS Two-Day Introductory Quality Improvement (QI) Program**

- Provides introductory knowledge and skills in QI principles, methods and tools
- Features online and in-person interactive learning using exercises, case examples and hands-on practice
- Is an accredited 12-hour program
- Participants are drawn from across disciplines and sectors, creating a rich atmosphere for collaborative learning and networking



**Program cost:** Free for individuals accepted into the program.

**Who should attend:** Individuals from across our health system who are participating, or would like to participate in, QI projects related to Ontario's health system priorities:

- Physicians
- Nurses, nurse practice leaders, nurse practitioners
- Pharmacists, physiotherapists and other health professionals
- Clinical and non-clinical managers

**Fall 2015 program dates:**

London	Owen Sound	Windsor
Friday, September 18 & Friday, October 2	Friday, October 30 & Friday, November 13	Friday, November 20 & Friday, December 11

Enrolment is limited, please register early.  
To register visit: [www.schulich.uwo.ca/cpd/ideas](http://www.schulich.uwo.ca/cpd/ideas)

Improving & Driving Excellence Across Sectors (IDEAS) is a province-wide initiative to enhance Ontario's health system performance by increasing QI, leadership and change management capacity across all health care sectors.

Funded by the Ministry of Health and Long-Term Care, IDEAS is a partnership among seven Ontario universities, Health Quality Ontario, Institute for Clinical Evaluative Sciences and Institute of Health Policy, Management and Evaluation.

For more information about the IDEAS initiative visit: [www.ideasontario.ca](http://www.ideasontario.ca)



# MASTER CLASS ON WRITING RESEARCH FOR PUBLICATION

April 11 - 14, 2016

Montreal, Quebec, Canada



Enhance your scholarly writing by attending this intensive four-day course led by **Dr. Lorelei Lingard**, expert academic writer, rhetorician and writing instructor.

FOR PROGRAM DETAILS AND REGISTRATION VISIT:

[www.schulich.uwo.ca/cpd](http://www.schulich.uwo.ca/cpd) ► Faculty/Staff Development ► 2016 Master Class on Writing Research for Publication

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