

Information for Incoming IM1 Residents

Welcome to your Internal Medicine training at Western! This document will provide information in advance of your training. Please review and let us know if you have any questions.

We look forward to meeting you in July!



Important Dates for PGY1s

2023

Saturday, July 1	First day of the academic year. Please check with your respective services to clarify expectations for the holiday weekend. For those scheduled on CTU in London, only those scheduled for call are expected to come in for July 1 st
Wednesday, July 5	PGY1 Program Orientation at Victoria Hospital followed by a social event
Wednesdays July 12 – Sept 6	T2R 2023 Summer Series provided by PGME will be hosted virtual format
Wednesday, July 19	PGY1 Welcome Dinner – Location TBA
August 30 or September 6	IM1 Vascular Access Course
Wednesday, September 13	NEJM Exam #1
October 25 or November 1	IM1 Ultrasound Procedure Course
Wednesday, December 20	Holiday Rounds
December 22 – 26	Holiday Period 1
December 27	Holiday – Change Over Day
December 28 – January 1	Holiday Period 2

2024

January 22-24	PGY1 CaRMS Interviews
Wednesday, March 6	NEJM Exam #2
April 5 or April 13	IM1-IM3 OSCE
May (date TBA)	Transition Day
Friday, May 24	Resident Research Day

How do we Communicate with You?

Email:

The majority of our communication with you will be by email. Please monitor your Western and LHSC email accounts regularly.

You can forward your UWO email to another account. However, you should continue to check your UWO account periodically so that your Western account does not exceed storage account. You are also responsible for monitoring your LHSC account.

Pager/Cell:	<p>We will contact you by pager when it's urgent. Pagers must be on at all times and disabled when you're unavailable. Please familiarize yourself with BEEP.</p> <p>We may also text you if we need to get in touch with you quickly or if we have an urgent question.</p>
Facebook:	<p>We often post reminders and requests for call coverage on Facebook.</p> <p>Please join our Facebook group! Western University Internal Medicine</p>

Resources

NEJM	
NEJM	<p>You will receive an email to your Western email account with your login information sometime in June.</p> <p>Throughout the year you are required to complete NEJM modules and 2 exams. Exam dates are listed above. Your exam performance and the amount of time you've spent on the modules will be considered during your meeting with the Program Director and by the Competency Committee.</p>
UpToDate	<p>UpToDate is a resource favored by our residents.</p> <p>The Department will provide funding for one-year membership in the amount of \$219 USD. Please note that this expense will be reimbursed by the Department and will not affect your Education Allowance amount.</p> <p>UpToDate Online</p>

Academic Half Day Information (AHD)
<p>Academic Half Day will take place on every Wednesday afternoon for IM1 residents. This year AHD sessions will have a hybrid format (online asynchronous and in person). Please refer to the one45 schedule so that you know where the sessions will take place each week.</p> <p>There is an AHD Curriculum which follows the Competencies of Internal Medicine.</p>

AHD is protected time and you should be able to leave your service to attend.

Attendance at AHD is a program requirement. Please ensure you mark your attendance at AHD on one45. If you are unable to attend AHD, please select a reason in one45 to tell us why you were unable to attend (e.g. sick, post-call, vacation, etc.). AHD attendance is tracked and reviewed by the Program Directors and Competency Committee.

Documents online

You can find important documentation on our internal website. To access, log into <https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx> - Menu - Residents – Documents for Residents

* Internal Medicine Residents only

Website

Additional resources are available on our Program Website.
[Education - Medicine - Western University \(uwo.ca\)](http://www.uwo.ca/education/medicine)

Finance Information

Education/Travel Allowance

Every resident is given an educational travel allowance to use throughout training. Please review the policy in the link below and email domeducation@lhsc.on.ca if you have questions about expense eligibility.

- Each Trainee (PGY1-3) is eligible for an annual \$600 allowance not to exceed \$1,800 over the three years. Any unused balance carries over until the end of your PGY3 year.

Journal Club

Each resident level has a Journal Club and meetings are held throughout the year over dinner

- Groups meet regularly
- Budget: \$4,000 for each group – used to pay for food only (no alcohol)
- PGY1 Coordinator(s) – an email will request volunteers and the class will vote to choose

Websites of Interest	
DoM Website	https://www.schulich.uwo.ca/deptmedicine
DoM Intranet	https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx
Important Links	https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/important_links.html
one45	https://one45.schulich.uwo.ca/webeval/index.php
Elentra	https://elentra.schulich.uwo.ca/
Distributed Medical Education	Distributed Education - Western University (uwo.ca)

Vacations – FAQs	
How do I request vacations, days off, etc.?	Please submit your request on the DoM website - https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx
When do my requests need to be entered?	Submit requests as early as you can. All requests must be entered no later than the first day of the previous block (e.g. if you want to request a day off or block 4, please submit it no later than the first day of block 3)
What is an Away from Call Request?	<p>Away from call requests are used to indicate a preference not to be scheduled for call duties on a particular day(s). We do our best to accommodate these requests when possible.</p> <p>However, these requests are not approved in advance and are not guaranteed time off. If it's important for you to have a day off, please submit a vacation request.</p>

<p>Does DoM review all of my requests?</p>	<p>No. The Program staff only reviews requests for CTU, EDC, Out of Town electives, Research electives and In-town electives. All other requests are reviewed by the respective rotation coordinators. A list of rotation coordinators is available on the Program website.</p>
<p>Vacation guidelines</p>	<p>Please refer to the PARO document for detailed information regarding your leave eligibility. PARO – Inspired by our love of medicine (myparo.ca)</p>

Call Schedule Highlights

- The call schedule will be released 2 weeks prior to the start of a block
- On many rotations you will be scheduled for 2 weekends (Friday/Sunday and a Saturday or two Saturday calls)
- The most recent call schedule will be on the DoM Intranet (same website used for vacations)
- You can view a personalized schedule by logging into <https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx> and then clicking Menu – Resident – Personal Schedules – Personal Schedule – Select Academic Year and Block
- Windsor call schedules are sent via email from medicine.schulich@wrh.on.ca
- If you are on a cross-covering service, please review the schedule carefully to ensure you have not been assigned cross-covering call on one of the CTU teams or Cardiology. Cross-Covering services include: Allergy, Clinical Pharmacology, Dermatology, Endocrinology, Geriatrics, Medical Oncology, Rheumatology, In-Town Elective and occasionally Infectious Diseases
- Medical Affairs will pick up your shifts from the hospital schedule and will pay your stipends accordingly. If you are working on a community rotation or out-of-town you will need to send your call details to callschedules@lhsc.on.ca

Questions you may have....

<p>Where do I park?</p>	<p>You can see hospital maps at the following link: http://www.lhsc.on.ca/About_Us/LHSC/Maps_Directions/index.htm . You can get your parking pass at the Parking Office – located at the lower level of the parking garage at both UH and Vic</p>
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<p>How do I manage my pager?</p>	<p>Please visit the pager management website (known as BEEP) - (LHSC login required) Sign In (lhsc.on.ca)</p>
<p>Where do I go on my first day?</p>	<p><u>Cardiology Ward at UH:</u> Report at 8:00 AM to the Cardiology Ward Communication Desk (zone A5, between 100 wing and 300 wing).</p> <p><u>CTU July 1st and all weekends – 7:55 am</u> <u>UH CTU – CTU1:</u> A4-312, <u>CTU2:</u> A4-113, <u>CTU3:</u> A4-028 <u>Vic CTU – Blue:</u> C6-021, <u>Gold:</u> D7-017 (door code 8326*), <u>ACE:</u> D6-013 (door code 6013*)</p> <p><u>CTU July 2nd and all weekdays - 7:55 am</u> <u>UH CTU – Morning Report -</u> A4-211 <u>Vic CTU – Morning Report</u> will be in C6-021</p> <p><u>Windsor CTU</u> Windsor CTU – Orientation: 8:00am in the Emeryville Room – Windsor Regional Hospital – Ouellette Campus</p> <p><u>All Other Rotations</u> All others – please check one45 under “Orientation” for information. You may also wish to connect with your service or a senior on your team or service to clarify expectation</p>
<p>What time do my shifts start?</p>	<p>If you have call on a weeknight (Monday – Friday), call will start at 5pm. If you have call on a weekend or Statutory Holiday, call begins at 8am</p>
<p>If I am cross-covering, what time should I plan to go to the service?</p>	<p>If you are cross-covering on a weekday, please page the senior on your team at 4:30 pm so that you can plan for where to meet for hand-over. If you are cross-covering on a weekend, please make plans with the senior in advance.</p>
<p>Where are Noon Rounds held?</p>	<p>UH - Noon Rounds are held at 12:00pm in Auditorium C. On Thursdays there are Grand Rounds, held in Auditorium B Vic - Noon Rounds are held in E6-012. On Fridays there are Grand Rounds in B2-119</p> <p>Please visit http://www.schulich.uwo.ca/deptmedicine/about_us/medicine_rounds.html for the most up-to-date Rounds information</p>
<p>Do I need to bring my lunch?</p>	<p>If you are attending noon rounds, lunch will be provided</p>

Who can I talk to if I have questions or concerns?	Please contact us at domeducation@lhsc.on.ca with any questions you may have. There are numerous resources available to you so please let us know how we can help
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Contact Information		
DoM Education Office		
Victoria Hospital – E6-102	domeducation@lhsc.on.ca	519-685-8500 ext. 33511
Education Staff		
Dr. Hatem Salim Dr. Tayyab Khan Ana Malbrecht Tara Smith Rebecca Hua Rebecca Norman Rebecca Hua Morgan Sheriff Stephanie Baker	Program Director Assistant Program Director Education Manager Postgraduate Program Coordinator Evaluation Coordinator Education Assistant Visiting Electives Administrator Undergraduate Program Coordinator Windsor Medicine – Education Assistant	hatem.salim@lhsc.on.ca Tayyab.Khan@lhsc.on.ca ana.malbrecht@lhsc.on.ca domeducation@lhsc.on.ca domevaluation@lhsc.on.ca domeducation@lhsc.on.ca domvse@lhsc.on.ca domume@lhsc.on.ca medicine.schulich@wrh.on.ca
Chief Residents		
University Hospital – uchief@gmail.com Victoria Hospital – vhchief@gmail.com		
Resident Representatives		
PGY1 – Karl Maxemous kmaxemou@uwo.ca PGY2 – Alvi Islam aislam46@uwo.ca PGY3 – Aninditee Das adas27@uwo.ca		