



Schulich

MEDICINE & DENTISTRY

Resident Orientation

Dr. Jamie Wickett, MD, CCFP, FCFP
Associate Professor and Family
Medicine Postgraduate Program



Webcast Participants

Have a question?

- Use the chat function in Livestream

Objectives

By the end of today's session you will be familiar with the major aspects of the 2 years ahead



Important Contacts

General Inquiries:

London/Regional/Rural Residents

- fmpgc@schulich.uwo.ca
- 519-661-2037

Windsor Residents

- FMWindsor.Schulich@wrh.on.ca
- [519-973-4411](tel:519-973-4411) x33964

Important Contacts

Administrative Contacts:

John Berger	Recruitment and Scheduling Coordinator	John.Berger@schulich.uwo.ca
Christine Gignac	Windsor Education Assistant	FMWindsor.Schulich@wrh.on.ca
Kelsey Klages	Manager, Postgraduate Family Medicine	Kelsey.Klages@schulich.uwo.ca
Cheryl Leystra-Lantz	Student Relations Coordinator	Cheryl.Leystra-Lantz@schulich.uwo.ca
Liz McInnis	IMG PRP and AVP Coordinator	Liz.McInnis@schulich.uwo.ca
Dennis Sue	Enhanced Skills and Scheduling Coordinator	Dennis.Sue@schulich.uwo.ca
Bianca Vasapolli	Windsor Clinical Education Team Leader	FMWindsor.Schulich@wrh.on.ca
Adrienne Wakabayashi	Academic Program Coordinator	Adrienne.Wakabayashi@schulich.uwo.ca
Pat Yong	Financial Officer	Pat.Yong@schulich.uwo.ca

Important Contacts

Chief Residents:

Dr. Dema Kadri
Dr. Adam Fogel
Dr. Peter Chehade

Windsor Campus
London Urban Program
Regional/Rural Program

Important Contacts

Faculty contacts:

Dr. Stephen Wetmore	Chair
Dr. Jamie Wickett	Postgraduate Director
Dr. Nelson Chan	London Urban Program Director
Dr. Julie Copeland	Rural/Regional Program Director
Dr. Dale Ziter	Windsor Program Director
Dr. Helena Hamdan	Windsor Assistant Program Director
Dr. Christina Cookson	Triple C Coordinator & Assessment Director
Dr. Daniel Grushka	Enhanced Skills Program Director
Dr. Tania Rubaiyyat	IMG Coordinator
Dr. Michael Craig	Co-Academic Program Coordinator
Dr. Saadia Hameed	Co-Academic Program Coordinator

College of Family Physicians (CFPC)

CFPC Membership:

- CFPC is offering complimentary membership for first year residents. PGY2 and 3s will have discounted rates.
- Western Family Medicine will provide the CFPC with personal information (for e.g. name, address, email) to facilitate automatic registration
- If you have any concerns, please contact us after the session

Family Medicine Longitudinal Survey

Curriculum Evaluation

- Used to evaluate the effectiveness of the Triple C curriculum
- Web-based or paper-based survey (Livestream residents will receive a web survey)
- Study educational experiences at three stages: on entry, exit and at 3-5 years after program completion

Resources

McMaster Problem-Based Small Group modules

- Will receive an email with log-in details

Many resources accessed through Western Libraries

- Dynamed
- E-CPS
- Access Medicine
- Essential Evidence Plus

LHSC pharmacy website - Pharmacotherapeutics

- Lexicomp

CFPC Self-learning modules (contain SAMPs)

Rx Files

Resources

Journals

- Canadian Family Physician
- American Family Physician

Clinical Practice Guidelines

- www.cma.ca
- www.topalbertadoctors.org/cpgs/
- www.bcguidelines.ca
- www.sogc.org
- CMAJ
- www.cfpc.ca/clinicalpracticeguidelines/

Family Medicine Study Guide App

A Charitable Educational Project

Non-Profit, Portable Curriculum

Created by Western University Associate Professor Dr. Daniel Leger

Available on Apple and Android Platforms

Contains:

- 65 Original SAMPs
 - Over 300 Short Answer Questions
 - 125 Rapid Fire Questions
 - 25 Quick Pix for Dermatology
 - Clinical Pearls
 - Clinical Notepad
 - Educational Links to peer reviewed journals
 - Links to 20 Major Canadian Guidelines
- and much more to come...



Email

Very important to regularly check both of these email addresses:

- @uwo.ca
- @londonhospitals.ca



We only communicate via @uwo.ca

Family Medicine Website

WesternU.ca Popular Links

Schulich
MEDICINE & DENTISTRY

Family Medicine

UNDERGRADUATE ▾ POSTGRADUATE ▾ GRADUATE ▾ RESEARCH ▾ PEOPLE ▾ ABOUT US ▾

Search Family Medicine

RELATED LINKS

- [Citywide Family Medicine](#)
- [London Health Sciences Centre](#)
- [St. Joseph's Health Care](#)
- [The College of Family Physicians of Canada](#)

SOCIAL MEDIA

LEADERSHIP REPORT

DOFM Monthly eNEWSLETTER

Click to view the June issue

FAMILY MEDICINE NEWS

Update to MyFM V2.0

On June 23, 2015, MyFM will undergo a considerable update to include many new

Family Medicine Website

Popular links

- FMRW – Family Medicine Residents of Western
- Livestream – Webcast for academic sessions
- MyFM – Log experiences, field notes, etc
- One45 – Rotation Schedule and evaluations
- OWL – Course content for academic events
- Western Libraries – access to many resources

IMG Pre-Residency Program (PRP)

Training for International Medical Graduates

Phase 1

- takes place in Toronto at Touchstone Institute
- Didactic, small group, on-line modules

Phase 2

- Academic sessions take place in London
- Clinical rotations take place in London and distributed sites
 - shadow FM residents on selected rotations to learn about responsibilities and expectations of FM residents and workflow/practices
- No evaluations are required from you
- You are required to assist with Phase 2

Teaching Undergraduate Students

- All residents play a vital role in teaching clinical clerks who rotate through the Academic Family Medical Centres.
- Your Role:
 - Student's progress through family medicine is also “tracked” with their own tracking form, which you may be asked to sign – which you are allowed to do
 - These tracking forms are not meant to declare that a student is “competent” in a skill, but rather, that they have been exposed to the skill
 - All clinical clerks have a set of objectives (available online) that inform their learning experience.
 - If you are uncomfortable supervising clinical clerks, please let your supervisor know.

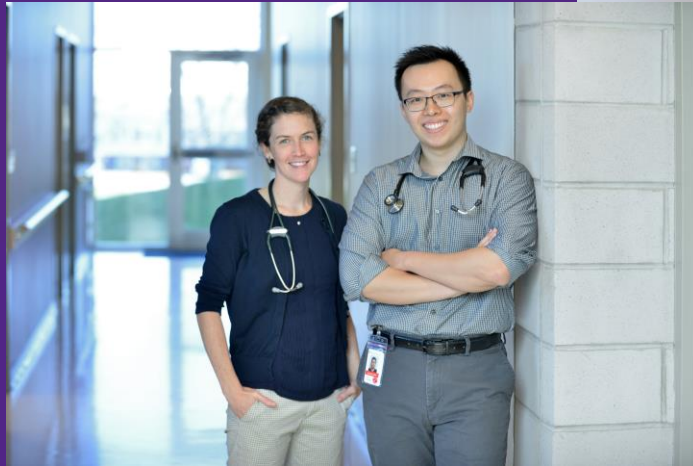
PGY3 Enhanced Skills Program

Enhanced Skills Programs:

- Emergency Medicine
- Sport & Exercise Medicine
- Care of Elderly
- Child Health
- Chronic Disease Management
- Palliative Care (Windsor and London)
- Women's Health and Obstetrics
- Hospitalist (Windsor)
- Rheumatology
- Oncology
- Self-designed



Program Overview



Mandatory Requirements

List of curriculum requirements per year

- Family Medicine Website > Postgraduate > Current Residents > Curriculum

Faculty Advisor Program

What?

- To provide longitudinal mentoring and support
- Help develop individualized learning plans and track progress through residency
- Complete the Periodic Review Form to track progress using One45

Who?

- Resident is responsible for arranging meeting with Faculty Advisor (in person, phone or Skype/Facetime)
- FM preceptor = default Faculty Advisor (FA)

When?

- Resident to arrange to meet with FA three times per year (every 4 months)

Faculty Advisor Program

- Prior to the meeting, Residents need to:
 - Log into MyFM > click on “Resident Assessment” > download Periodic Review Form and fill in
 - Reflect on learning needs and progress in residency
 - Come prepared to discuss with FA

Clinical Rotations

Schedule:

- 13 blocks per year; 26 blocks in your entire residency
- Each block is 4 weeks (exception: core/rural FM rotations)
- Changeover Day = Tuesday
- Depending on your core teaching site, you will have specific clinical curriculum



Clinical Rotations

Learning:

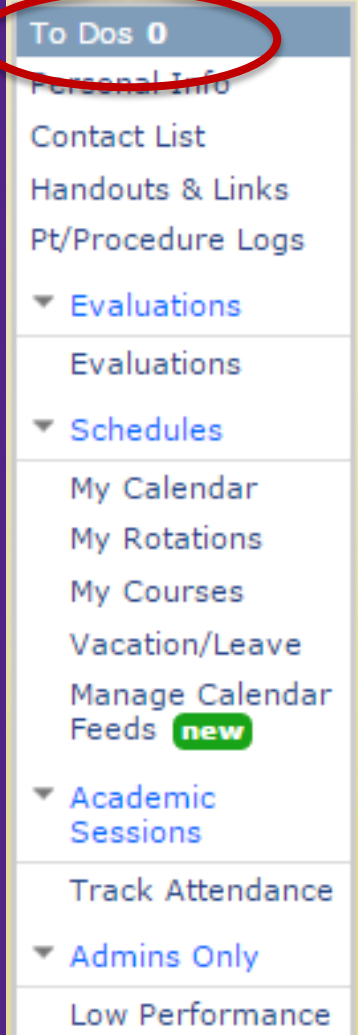
- You **MUST** be your own advocate for learning needs
- Especially true in community-based rotations and off-service rotations
- Tell **EVERYONE**, especially nurses, that you're there and ready to get involved!
- Remember to have your preceptor evaluate you **BEFORE** you leave the rotation
- Ensure that you discuss how your pager may or may not be used during each rotation.

Clinical Rotations

Different training requirements per rotation

- HUGO (electronic order entry system) training is mandatory for residents working at the following sites:
 - LHSC
 - SJHC
 - Strathroy
 - Ingersoll
 - Listowel Wingham
 - Newbury
 - St. Thomas
 - Tillsonburg
 - Woodstock

Clinical Rotation Evaluation



- One45 used to manage rotation schedules and evaluations
- Please complete your “To Dos” as soon as possible (click on any to do item and follow instructions):
 - Complete rotation and/or faculty evaluations (required to view your results under “evaluations”)
 - Some assessments of your performance will go directly to your preceptor; other assessments you will need to distribute directly to a preceptor to complete:

A screenshot of the 'Forms to distribute' section in the One45 application. It shows a table with one row of data. The table has columns for Activity, Program, Dates, and Form. The activity listed is 'SWOMEN Rural - ICU - Sarnia (c)' with a link icon. The program is 'Fam Med Postgrad', the dates are 'Jun 5 /18 - 30/18', and the form is 'Clinical Experience - Intensive/C'.

▼ Forms to distribute (1)			
Please distribute the forms below			
Activity	Program	Dates	Form
SWOMEN Rural - ICU - Sarnia (c)	Fam Med Postgrad	Jun 5 /18 - 30/18	Clinical Experience - Intensive/C

Clinical Rotation Evaluation

- Learning objectives for FM residents found on the website
- Your responsibility to ensure your preceptor has completed your assessment before end of rotation using One45 (Program incomplete if evaluations missing)

Note: A few specialty residency programs will start using Elentra this year instead of One45. It is important you ask your off-service preceptor to continue to use One45 for your assessment.

Clinical Rotation Evaluation

Evaluation Results:

- **Unsatisfactory/Does not meet expectations rating**
 - Official failure – formal remediation process begins
 - Resident and program director meet
 - PG Exec Committee coordinates any action that needs to be taken
 - Failure can be appealed – See Schulich PGME Evaluation and Appeals Policy
- **Borderline ratings**
 - Alert sent to program and evaluation is reviewed
 - PG Exec Committee coordinates any action that needs to be taken

Core and Core Selective Rotations

- CANNOT be changed once scheduled due to patient care issues
- Rotations limited to within Southwestern Ontario



Elective Rotations

- Cannot change within 4 weeks of rotation start date
 - If wish to change elective, contact original rotation to get released and new rotation to get accepted.
 - Must advise Family Medicine office of change
- Electives can be taken outside of Southwestern Ontario (LHINs 1/2), up to 3 maximum
- Elective supervisor must be affiliated with an accredited medical school
- Maximum of 3 electives in any one specialty except Family Medicine



Elective Rotations

Research Elective

- Must apply to work on resident project (see policy)
- 1 Block Maximum

Vacation Elective

- 1 block maximum
- 7 days of conference leave and floater day remain



Elective Rotations

Horizontal Elective

- Must train in London or Regional Program (PGY2 rural curriculum and Windsor have separate policies)
- Must be performing well in residency as judged by rotation evaluations
- Preceptor must agree to choice of elective
- Maximum of 6 half-days during 4-month FM block @ 1 half-day per week



FM Rural Rotation

- Occurs in PGY2 for London and Windsor residents
- London Regional, Chatham-Kent, Stratford, Rural program residents get 8 weeks of rural FM elective time

Eligible rotations (consult FM website):

- In our catchment area with preceptor with appointment
- Not in city/town with academic centre/tertiary care hospital
- Preceptor must work in 2 or more settings in addition to office: inpatient, ER, OB, house calls, surgical assist, GP-anesthesia, nursing home/LTC



MyFM

- <https://fm.schulich.uwo.ca/MyFM>
- As soon as possible, please log into MyFM
- When you first log in, there will be a popup release of personal information.
- This release facilitates scheduling of clinical rotations and expedites CFPC membership process
- Any issues, please contact us after the session

Field Notes

- Logged using MyFM, electronic assessment system
- During core FM must complete ~1 field note/day
- Field Note Policy
- Field note demo

Procedures in Family Medicine

Log exposure to core procedures

- Logged via MyFM using a field note
- Must have learned or performed each of the core procedures

Procedures Curriculum:

- 1-2 group based teaching sessions during FM block
- Use of DVD/online videos to aid instruction
<http://www.primarycareprocedures.com/>
- Each teaching unit does procedures



Obstetrics Policy

Log exposure to ALL OB Experiences (minimum of 6)

- $> \text{ or } = 3$ deliveries need to be with FM preceptor
- Logged via MyFM using a Field Note
- If incomplete will need to show that had adequate exposure to FM-OB role model and # of deliveries during OB rotation



Obstetrics Policy

Experience during FM block time:

- London: FMC preceptor, Women's Health Clinic @ LHSC-VH
- Mount Brydges/Strathroy: Strathroy OB clinic
- Windsor, Ilderton: None
- Petrolia, Hanover, Goderich, Chatham-Kent, Stratford: part of regular FM training

Experience outside FM block time:

- Use FM selective or electives and choose FM preceptor who does OB



Academic Program

- ~1 week before a new block, a bulletin will be sent out with Wed. academic events schedule . Do NOT unsubscribe from these Departmental emails. The bulletins will also be posted on the website.
- Model: self-directed learning, like real-life CME for family practice
- Protected time from all clinical rotations
- Schedule found in one45 and website

Academic Credits

- Minimum of 150 hours / 150 credits of eligible educational activities in prescribed criteria per year (total 300 credits)
- Logged via MyFM
- Must maintain proof of participation (e.g. certificates)
- Try to complete Credits at least 1 month before program end date

Academic Credits

Eligible activities for academic credits

- Reading (journals, books, guidelines, McMaster modules, audio/video tapes, CFPC programs)
- Educational sessions organized by residents & staff physicians (during FM block time)
- Accredited conferences/courses/workshops: in person/on-line
- Hospital rounds
- Departmental Grand Rounds (1st Wed of each month 8:30-9:30)
- Research/Publication (excludes residency project)
- ACLS, ATLS, NRP, PALS, ALSO, ALARM, ACoRN, etc.
- Practice audits/quality assurance
- Academic Half Day

Academic Half Day

- ~1-3 mandatory session(s) per month (Wed PM)
- Attendance taken (In person/Livestream)
- London, Regional, Rural residents:
 - 2-3 topics per session
 - Within 35 km of London: attend in person,
Greater than 35 km of London: Livestream
- Windsor Residents:
 - Resident driven sessions
 - Attend in person

Transition to Residency

- Mandatory educational sessions hosted by the Postgraduate Medical Education Office for all PGY1s from Jul-Aug (Wed PM)
- Attendance taken (In person/Livestream)
- Within 35 km of London: attend in person, Greater than 35 km of London: watch via livestream (sessions are not available in real-time, but are archived and available at a later time)

Behavioural Medicine

- Mandatory attendance during core FM rotation
- Focus on interviewing/communication skills, mood disorders, chronic pain, addiction, chronic mental illness, chronic disease, and behaviour modification
- Attend in person (attendance taken)
- London, Regional, Rural residents:
 - Three 3 hour sessions per FM block (Wed AM)
 - Pre-work must be completed BEFORE the session
- Windsor Residents:
 - Eight 3 hour session per FM block (Wed PM)

Medical Ethics Program

- Mandatory attendance during core FM rotation
- Attend in person (attendance taken)
- London, Regional, Rural residents:
 - Taught by Robert Sibbald, Clinical Ethicist
 - One 3 hour session per Family Medicine rotation
- Windsor Residents:
 - Taught by Wally Liang
 - Four 3 hour sessions

Palliative Care

- Mandatory during Academic Half-Days
- London, Regional, Rural residents:
 - Two 3 hour seminars each year
 - Attendance taken (In person/livestream)
 - Within 35 km of London: attend in person, Greater than 35 km of London: livestream
 - This summer: LEAP Mini offered for PGY2s
- Windsor Residents:
 - Weekend LEAP or mini LEAP program

Neonatal Resuscitation Program

- Mandatory session during FM block
- Attend in person
- You will receive an email with details and group allotment

Quality Improvement curriculum

- 5 online modules through the Institute for Healthcare Improvement to be completed by end of September – PGY1
- Approximately 8 hours to complete
- Will receive email with login instructions

Resident Project

- Choice of Research Project OR Continuous Quality Improvement (CQI) project

Resident Project



Resident Project

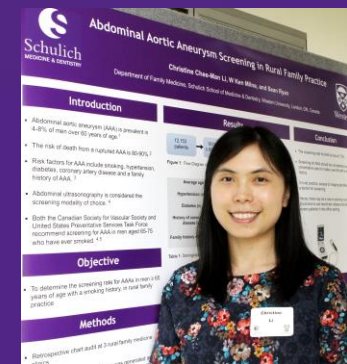
Work in groups (up to 5 residents) at home Family Medicine training site

- PGY1

- Completed by the end of your core Family Medicine block. Due date is the last day of the block.

- PGY2

- Completed 2 weeks after the end of your Family Medicine core block. Exception is for those starting core FM in block 9 or 10... Adrienne Wakabayashi will email you with the exact date.
- Residents are required to give an oral presentation (10 min presentation with 5 min for Q and A) or a poster presentation of their project at Resident Project Day in June.



Policies



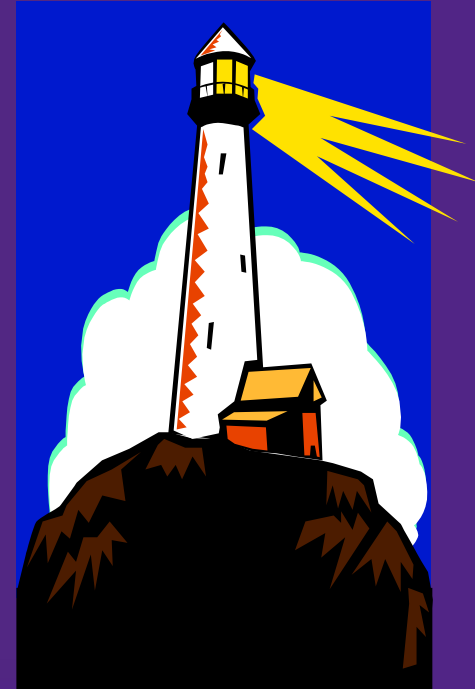
Below are policies as outlined by the Schulich Family Medicine Postgraduate Program.

- | | | |
|---|---|---|
| <ul style="list-style-type: none">> Field Notes> Elective> Professional Leaves, Vacation, Religious Holiday> Accommodation and Travel Expense> Evaluation and Appeal | <ul style="list-style-type: none">> Residency Program Transfer> Assistance for Residents During Residency> Accommodations for Residents with Unique Needs> Resident Safety | <ul style="list-style-type: none">> Academic Program> Direct Observation> Miscellaneous Western University and London Hospital> Resident Project |
|---|---|---|

Accommodation/Travel Expense Policy

Covers travel/accommodation necessary for core teaching-related activities

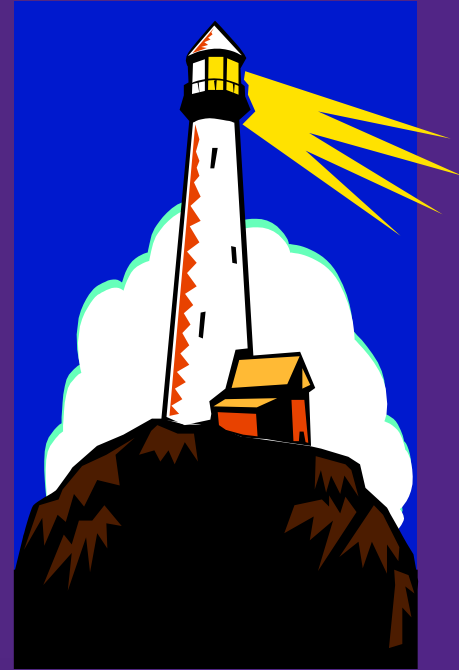
- Academic half-days (pm)
- PGME Transition to Residency Series (pm)
- Behavioural medicine curriculum (am)
- Ethics curriculum (pm)
- Palliative Care sessions (pm)
- NRP (pm)
- For any mandatory teaching session in the am, accommodation can be provided for the night before at designated sites where residents are travelling greater than two hours from home site



Accommodation/Travel Expense Policy

Covers travel/accommodation necessary for core clinical rotations (any non-elective rotation)

- If core clinical rotation occurs > 35 km from home-based teaching site:
 - Accommodation provided or up to \$600/month (+ 1 round trip mileage (dept mileage rate))
 - If accommodation is not provided, residents could claim daily mileage up to \$400 per 4-week block
 - Submit receipts to Ms. Pat Yong within 60 days of rotation completion



Office of Distributed Education

- Provides training experiences in the rural/regional settings to Western learners
- Funds mileage and accommodations for any rotation in Windsor
- Funds PGY1, 2, 3 specialist elective rotations outside of London

Time Away

- If > 1 week of a 4 week rotation is missed due to any reason (including vacation), this may affect the preceptor's ability to provide an accurate assessment of your abilities. This may result in an incomplete rotation or in remediation in the form of additional time in that particular rotation
- If a significant portion of a 16-week family medicine core rotation is missed due to any reason (including vacation), this may affect the preceptor's ability to provide an accurate assessment of your abilities. This may result in remediation in the form of additional time in family medicine

Professional and Exam Leave

Leave Policy:

- Up to 7 working days per year (weekends do NOT count as working days for professional leave)
- Can only take individual day as leave (not half day)
- Eligible activities:
 - Any course or conference
 - Study days for examinations
- Conditions of granting of leave:
 - Use request for leave form
 - Deemed not to have significant impact on the educational and clinical aspects of the rotation according to PARO guidelines ([see PARO agreement](#))

Exam Leave:

- Paid leave to write a Canadian or American professional certification exam
- Subject to operational requirements, residents:
 - will be granted 7 consecutive days off during one of the four weeks prior to a CFPC or RCPSC exam only
 - will not be scheduled for call duties for up to 14 days prior to a CFPC or RCPSC exam only

Vacation Leave

- 4 weeks per year (no carryover)
- Request must be received 4-6 weeks in advance
 - Using request for leave form (signed by preceptor)
 - Forwarding preceptors confirmation email
 - Using instructions given by specific services
- You DO NOT have vacation until updated in one45
- Academic half-day time is considered working hours. If you want to take off the Wednesday, you must use a conference leave day or vacation day

Holiday Leave

- Lieu day for work on statutory holiday (use within 90 days)
- Religious holidays can be taken (counted as professional leave)
- Request submitted:
 - Using request for leave form (signed by preceptor)
 - By forwarding preceptors confirmation email if exact dates included
 - Using instructions given by specific services
- December Holidays
 - Entitled to 5 consecutive days off during the 12 day period and will include either Christmas Day or New Year's Day.
 - These 5 days account for Christmas Day, New Year's Day, Boxing Day and two weekend days. Cannot take the M-F plus the S&S before and after, making 9 days
 - No lieu days are granted during this time.
 - Consideration must be given to the dates that the site is closed over the holidays (days off should include when centre closed)

Professional Funding

Funding Policy:

- Eligible activities:
 - Any educational course (within/external to program)
 - Any conference
- Available Funding:
 - \$400/year
 - Can be carried over
- Conditions of reimbursement:
 - Original receipts submitted within 60 days of the incurrence of the expense
 - Reimbursement occurs only after the course date
 - Funding can ONLY be applied to registration fees

Maternity/Parental/Health Leave

- Discuss with supervisor and program director ASAP
- Inform program (fmpgc@schulich.uwo.ca)
- Written request & Doctor's Note required
- Maternity/parental and health leave must be made up to complete a full 24 month program

Compassionate Leave

- Special personal situation (e.g. death in family)
- Discuss with PG director and rotation supervisor
- Up to 7 paid working days
- Additional time:
 - Vacation, professional leave
 - Unpaid leave

Code of Conduct*

- To guide proper behaviours in the teacher-learner context
- Report to one of the following individuals if you witness unacceptable behaviours:
 - Program Director
 - Faculty Advisor
 - Associate Dean, Learner Equity and Wellness
 - Department Chair

Code of Conduct

- Unacceptable behaviours include:

Inappropriate comments related to sex, sexual orientation, race, religion, physical ability	Threat or contact when there is a perception of physical violence
Sexual harassment	Assigning tasks for punishment rather than for educational benefit
Denying educational opportunities as punishment	Public humiliation or intimidation
Grading used to punish rather than as objective performance evaluation	Preferential treatment
Intimate or sexual relationships between teachers and learners	Intimate or sexual relationships between clinical trainees and patients

Appropriate Use of Internet, Electronic Networking and Other Media*

- To guide residents' conduct around electronic media
- Direct all questions or concerns to:
 - Immediate supervisor, OR
 - Program director

Appropriate Use of Internet, Electronic Networking and Other Media

General principles:

- Do NOT post any personal information about an individual patient/colleague without explicit consent
- Communication with colleagues to remain professional
- Do NOT misrepresent organizations that you work in – e.g. hospital
- Do NOT provide medical advice outside the educational environment
- Always maintain academic honesty and integrity

Interactions with “Industry”*

- Accredited events ONLY
- No interaction with Pharma in absence of preceptor

Resident Safety

Main Message:

- A resident is excused from duties if in their opinion, their safety is at risk. A resident must notify their preceptor/program director immediately in this case.

Resident Safety

Key points:

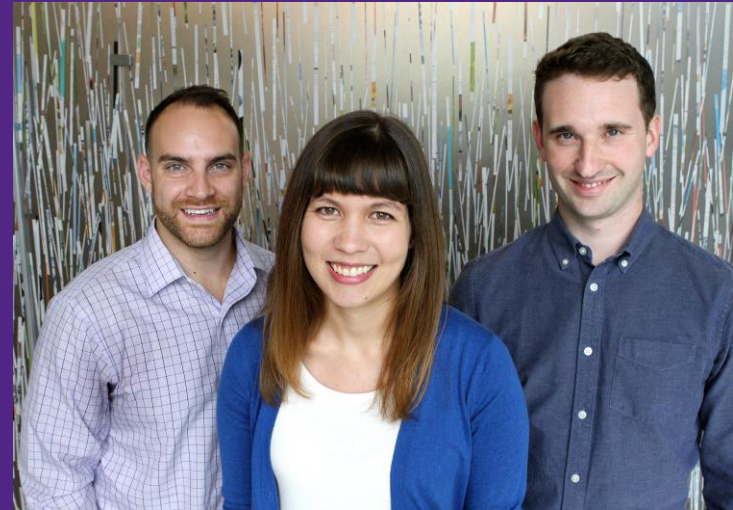
- Safety risks should be discussed prior to start of clinical/academic/research activity between resident and preceptor
- Weather conditions can make travel unsafe and prevent a resident from attending their duties
- Residents generally should NOT work alone in the ambulatory setting during office hours
- Residents may attend house calls alone but safety must have been determined beforehand

Resident Wellness

- You may be stressed....if you find yourself in difficulty:
 - Talk to your family/friends
 - Talk to your supervisor, faculty advisor or chief resident
 - Talk to your family physician
 - Talk to your program director
 - Talk to one of our confidential mentors
 - Contact Wellness Office

Resident Wellness

- If you experience intimidation or harassment, report immediately to:
 - Your Program Director or Postgraduate Director
 - Wellness Office



Miscellaneous Policies

Consult Postgraduate Medical Education Office for further info on:

- Issues related to Equity and Professionalism
- Privacy and Security
- Evaluation & Appeal Policy
- Program transfer policy
- Incomplete rotation guidelines
- PGME registration fee – for off-cycle residents (including Oct starts) can apply for partial reimbursement up to 30 days after last day of training.

Questions?





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LOOK AT THIS EMAIL FROM MY
DOCTOR. I MEAN, WHERE DID
HE EVEN **GET** THAT FONT?!

