

## 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

### 2018

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 <sup>st</sup> and 2 <sup>nd</sup>
Tuesday, July 3	First regular working day of the academic year
Thursday, July 5	PGY1 Orientation at Victoria Hospital followed by Social at Toboggan Brewing Co.
Wednesday, August 15	PGY1 BBQ – Elsie Perrin Williams Estate
Wednesday, September 5 or 12	IM1 Simulation Training (IM1s to be split into two groups)
Saturday, November 17	Fall Retreat
Wednesday, November 21 & Thursday, November 22	IM1 – IM3 OSCE
Thursday, December 13	Holiday Rounds
December 22 – 26 and December 28 – January 1	Holiday Periods – vacation system will open in the fall to request one of these periods

### 2019

Friday, May 10, 2019	Research Day
Friday, May 17, 2019	Transition Day
Wednesday, May 22 or 29	IM1 Simulation Training (IM1s to be split into two groups)
Friday, June 7	DoM Year-End BBQ

## How do we Communicate with You?

<b>Email:</b>	<p>You are responsible for monitoring both your LHSC and UWO email accounts.</p> <p>Please note 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.</p> <p>Please check your email every day!</p>
<b>Pager:</b>	<p>We will contact you by pager when it's urgent. Pagers must be on at all times and disabled/forwarded when you're unavailable.</p> <p>You must answer all of your pages.</p>
<b>Facebook:</b>	<p>We often post reminders and requests for call coverage on Facebook.</p> <p>Please join our Facebook group! If you have not received an invitation, please email <a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a></p>

## NEJM and UpToDate

<b>NEJM</b>	<p>You will receive an email to your Western email account with your login information sometime in June.</p> <p>During each year you will need to complete NEJM modules and 2 exams. You will have an AHD designated for exam (1 afternoon each exam). Due dates for the exams will be given at a later date. 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>
<b>UpToDate</b>	<p>You will receive an email to your LHSC email account with your login information in the last week of June. DoM will pay for your subscription during your 3 years here</p>

## Academic Half Day Information (AHD)

Academic Half Day will take place on every Wednesday afternoon for IM1 residents (with the exception of July 5<sup>th</sup>). The majority of the AHD sessions will take place at Victoria Hospital between 2 and 5 pm. Please read the announcements so that you know where the sessions will take place.

Topics will vary each week and will be announced the week of via email and Facebook.

If you are on a rotation *other than* CTU, Cardiology or Windsor, please be sure to enter in an AHD request using the DoM vacation system.

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

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.

## 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 [domfinance@lhsc.on.ca](mailto:domfinance@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 carry over until the end of your PGY3 year
- Details of the policy and requisition form can be found on our website [https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current\\_residents/Travel-Educational-Allowance-February-2018.pdf](https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/Travel-Educational-Allowance-February-2018.pdf)

### 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) - TBA

<b>Websites of Interest</b>	
<b>DoM Website</b>	<a href="https://www.schulich.uwo.ca/deptmedicine">https://www.schulich.uwo.ca/deptmedicine</a>
<b>DoM Intranet</b>	<a href="https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx">https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx</a>
<b>Policies &amp; Guidelines</b>	<a href="https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/policies.html">https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/policies.html</a>
<b>Forms</b>	<a href="https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/forms.html">https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/forms.html</a>
<b>Important Links</b>	<a href="https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/important_links.html">https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/important_links.html</a>
<b>One45</b>	<a href="https://one45.schulich.uwo.ca/webeval/index.php">https://one45.schulich.uwo.ca/webeval/index.php</a>
<b>Elentra</b>	<a href="https://elentra.schulich.uwo.ca/">https://elentra.schulich.uwo.ca/</a>
<b>DoM CBD</b>	<a href="https://www.western-dom-cbd.com/">https://www.western-dom-cbd.com/</a>
<b>Distributed Education Travel Reimbursement Page</b>	<a href="http://www.schulich.uwo.ca/distributededucation/about_us/forms_and_policies/distributed_education_travel_accommodation_policy.html">http://www.schulich.uwo.ca/distributededucation/about_us/forms_and_policies/distributed_education_travel_accommodation_policy.html</a>

<b>Vacations - FAQs</b>	
<b>How do I request vacations, days off, etc.?</b>	Please submit your request on the DoM website - <a href="https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx">https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx</a>
<b>When do my requests need to be entered?</b>	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 now later than the first day of block 3)
<b>Do I have to take 7 days off at a time?</b>	No, you can request vacation in any variation up to 7 days per block

<b>How much time can I take off of CTU?</b>	You can take a maximum of 14 business days during CTU throughout the year. This is in addition to Windsor																
<b>What is an Away from Call Request?</b>	Away from Call requests are used to indicate a preference not to be scheduled. 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.																
<b>When should I start my vacation?</b>	We ask that you consider requesting vacation starting on a Tuesday to Friday. The reason we ask you to do this is so that you are not away back-to-back weekends and will not negatively affect your team members																
<b>Does DoM review all of my requests?</b>	No. DoM only reviews requests for CTU, EDC, Out of Town electives and In-town electives. All other requests are reviewed by the respective services. For a complete list you can visit <a href="https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/Vacation-Categories-as-of-Feb-27-2018.pdf">https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/Vacation-Categories-as-of-Feb-27-2018.pdf</a>																
<b>How many days of leave do I get per year?</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vacation</td> <td style="width: 50%;">20 week days + 8 weekends days</td> </tr> <tr> <td>Away –from-Call Requests</td> <td>3 consecutive days per block</td> </tr> <tr> <td>Education &amp; Conference Leave</td> <td>7 week days</td> </tr> <tr> <td>Exam Days</td> <td>3 days – must be used for exams only</td> </tr> <tr> <td>Floater Day</td> <td>1 day</td> </tr> <tr> <td>Stat Replacements</td> <td>As assigned – added to your profile after working on a statutory holiday</td> </tr> <tr> <td>Christmas/New Year's – 5 days</td> <td>Vacation system will open for these requests in the fall</td> </tr> <tr> <td>Other Leaves</td> <td>Maternity, Paternity, Compassionate</td> </tr> </table>	Vacation	20 week days + 8 weekends days	Away –from-Call Requests	3 consecutive days per block	Education & Conference Leave	7 week days	Exam Days	3 days – must be used for exams only	Floater Day	1 day	Stat Replacements	As assigned – added to your profile after working on a statutory holiday	Christmas/New Year's – 5 days	Vacation system will open for these requests in the fall	Other Leaves	Maternity, Paternity, Compassionate
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<b>Can I carry unused vacation to the next academic year?</b>	No. Please plan accordingly and in advance!																

## 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](mailto: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, In-Town Elective
- Medical Affairs will pick up your shifts from the hospital schedule and will pay you 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](mailto:callschedules@lhsc.on.ca)
- If you are working in Windsor, you will need to send your shift details to Linda Wright – [linda.wright@wrh.on.ca](mailto:linda.wright@wrh.on.ca)
- If you need to make changes to the call schedule, please follow the steps outlined on the Call Change policy - <https://www.schulich.uwo.ca/deptmedicine/docs/education/Policy-Processing%20ad%20hoc%20CTU%20Call%20Schedule%20Conflicts.pdf>

## Questions you may have....

<p><b>Where do I park?</b></p>	<p>You can see hospital maps at the following link: <a href="http://www.lhsc.on.ca/About_Us/LHSC/Maps_Directions/index.htm">http://www.lhsc.on.ca/About_Us/LHSC/Maps_Directions/index.htm</a> . 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>
<p><b>How do I manage my pager?</b></p>	<p>Please visit the pager management website (known as BEEP) - <a href="https://sso.lhsc.on.ca/sign/in?back=https%3A%2F%2Fbeep.lhsc.on.ca%2F">https://sso.lhsc.on.ca/sign/in?back=https%3A%2F%2Fbeep.lhsc.on.ca%2F</a></p>
<p><b>Where do I go on my first day?</b></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 1<sup>st</sup> /2<sup>nd</sup> and all weekends – 7:55 am</u>  <u>UH CTU</u> – CTU1: A4-312, CTU2: A4-113, CTU3: A4-028  <u>Vic CTU</u> – Blue: C6-020, Gold: D7-017 (door code 8326*), ACE: D6-013 (door code 6013*)</p>

	<p><u>CTU July 3<sup>rd</sup> and all weekdays - 7:55 am</u>  <u>UH CTU – Morning Report - A4-211</u>  <u>Vic CTU – Morning Report will be in C6-020</u></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 expectations</p>
<p><b>What time do my shifts start?</b></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><b>If I am cross-covering, what time should I plan to go to the service?</b></p>	<p>If are cross-covering on a weekday, please page the senior on your team at 4:30 pm so that you can make a 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><b>Where are Noon Rounds held?</b></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  <a href="http://www.schulich.uwo.ca/deptmedicine/about_us/medicine_rounds.html">http://www.schulich.uwo.ca/deptmedicine/about_us/medicine_rounds.html</a> for the most up-to-date Rounds information</p>
<p><b>Do I need to bring my lunch?</b></p>	<p>If you are attending noon rounds, lunch will be provided</p>
<p><b>Who can I talk to if I have questions or concerns?</b></p>	<p>Please contact us at <a href="mailto:domedication@lhsc.on.ca">domedication@lhsc.on.ca</a> with any questions you may have. There are numerous resources available to you so please let us know how we can help</p>



## Contact Information

### DoM Education Office

Victoria Hospital – E6-102                      [domeducation@lhsc.on.ca](mailto:domeducation@lhsc.on.ca)                      519-685-8500 ext. 33511

### Education Staff

Dr. Sheri-Lynn Kane	Program Director	<a href="mailto:sherilynn.kane@sjhc.london.on.ca">sherilynn.kane@sjhc.london.on.ca</a>
Dr. Hatem Salim	Assistant Program Director	<a href="mailto:hatem.salim@lhsc.on.ca">hatem.salim@lhsc.on.ca</a>
Ana Malbrecht	Education Manager	<a href="mailto:ana.malbrecht@lhsc.on.ca">ana.malbrecht@lhsc.on.ca</a>
Marnie Bensette	Postgraduate Program Officer	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Jen Fawcett-Cornish	Evaluation Coordinator	<a href="mailto:domevaluation@lhsc.on.ca">domevaluation@lhsc.on.ca</a>
Lara McKinlay	Education Assistant	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Deb McLaughlin	Visiting Electives Administrator	<a href="mailto:domvse@lhsc.on.ca">domvse@lhsc.on.ca</a>
Marika Wilton	Undergraduate Education Assistant	<a href="mailto:domume@lhsc.on.ca">domume@lhsc.on.ca</a>
Stephanie Baker	Windsor Medicine – Education Assistant	<a href="mailto:medicine.schulich@wrh.on.ca">medicine.schulich@wrh.on.ca</a>

### Chief Residents

University Hospital – [uchief@gmail.com](mailto:uchief@gmail.com)  
Victoria Hospital – [vhchief@gmail.com](mailto:vhchief@gmail.com)

#### Blocks

1 (July 1- July 30)  
2 (July 31 - Aug 27)  
3 (Aug 28 - Sept 24)  
4 (Sept 25 - Oct 22)  
5 (Oct 23 - Nov 19)  
6 (Nov 20 - Dec 17)  
7 (Dec 18 - Jan 14)

#### University Hospital

Akhtar, Hisham - Pager 19401  
Yau, Kevin - Pager 18969  
Jaidka, Atul - Pager 18364  
Akhtar, Hisham - Pager 19401  
Jaidka, Atul - Pager 18364  
Cheng, Jason - Pager 19861  
Cheng, Jason - Pager 19861

#### Victoria Hospital

Yau, Kevin - Pager 18969  
Akhtar, Hisham - Pager 19401  
Yau, Kevin - Pager 18969  
Sattin, Michael - Pager 18913  
Nelson, Seana - Pager 18475  
Sattin, Michael - Pager 18913  
Nelson, Seana - Pager 18475

Block 8 - 13 CMRs will be IM2 residents and will be selected in the fall

### Resident Representatives

PGY1 – TBA  
PGY2 – Ashwin Padiyath – [apadiya@uwo.ca](mailto:apadiya@uwo.ca)  
PGY3 - Mary Mahler – [mmahler3@uwo.ca](mailto:mmahler3@uwo.ca)

### Rotation Contacts

[https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current\\_residents/Policy-Call-Schedule-Information---May-15,-2018.pdf](https://www.schulich.uwo.ca/deptmedicine/education/postgraduate/current_residents/Policy-Call-Schedule-Information---May-15,-2018.pdf)