

Office of Distributed Education
Schulich School of Medicine & Dentistry
Western University

What is Distributed Education?

The Schulich School of Medicine & Dentistry at Western University is one of Canada's pre-eminent medical and dental schools. Established in 1881, it was one of the founding schools of Western University and is known for being the birthplace of family medicine in Canada. Throughout its more than 130 year history, the School has educated generations of physicians, dentists, scholars and scientists whose collective work has transformed the practice of medicine and dentistry in Canada and around the world.

Schulich Medicine & Dentistry offers a dynamic and progressive curriculum in diversified environments throughout Southwestern Ontario. This provides students and learners exposure to patients, health systems and health challenges in a collection of regional, rural and urban sites.

Schulich Medicine & Dentistry is viewed as a leader in DME. The School's program was officially established in 1997 as the Southwestern Ontario Regional Rural Medicine (SWORRM) Program. Since that time, the program has experienced tremendous growth and expansion. DME remains a vital enabler of high quality education across the spectrum of programs at the Schulich School of Medicine & Dentistry. It is a key success factor woven through all aspects of our system from admissions through to postgraduate work.

Academies:

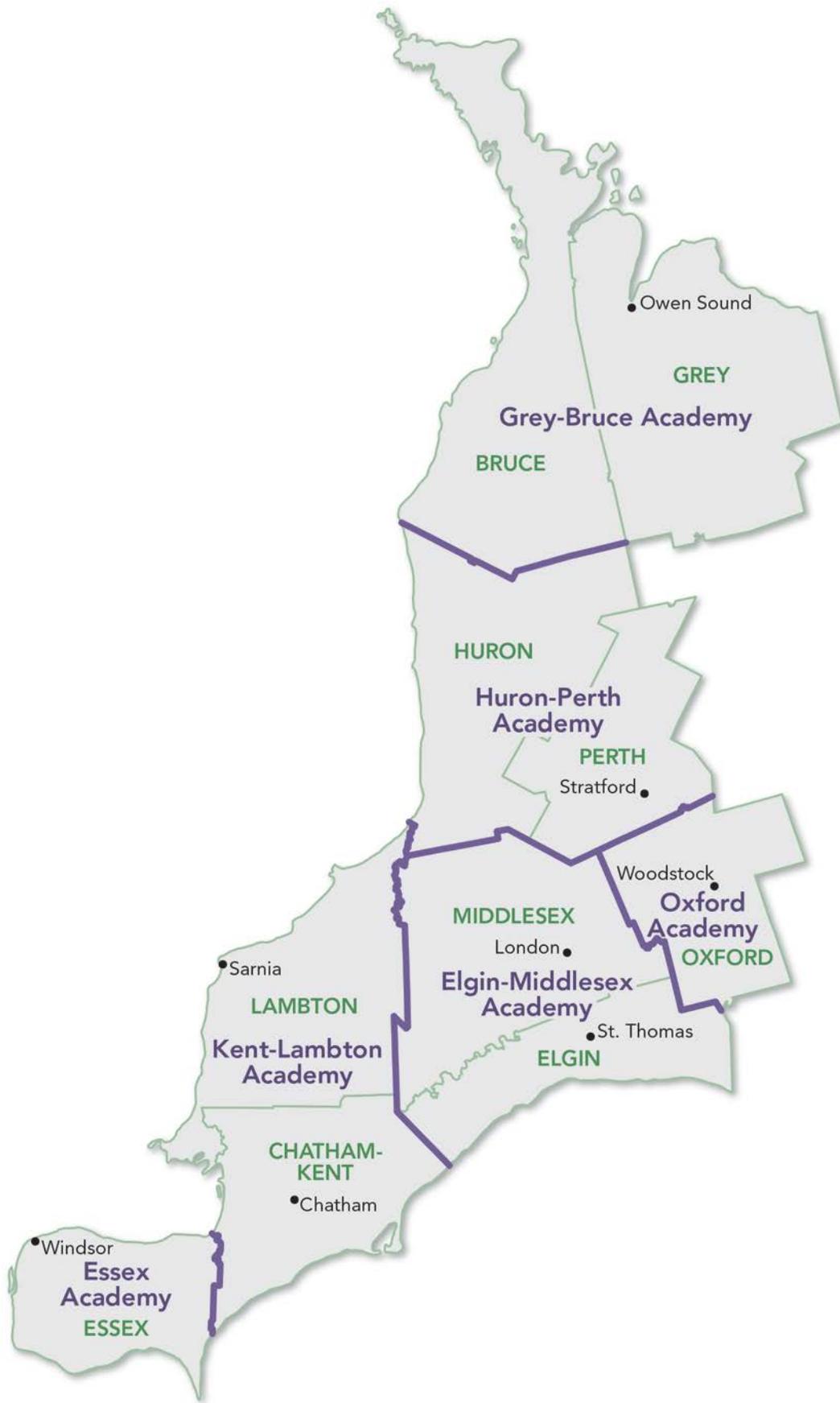
Schulich Medicine Distributed Education partners with over 60 communities located throughout Southwestern Ontario that offer rural and regional education training opportunities to undergraduate and postgraduate learners. Our geographical area is divided into six Academies:

- Grey-Bruce Academy
- Huron-Perth Academy
- Elgin-Middlesex Academy
- Oxford Academy
- Kent-Lambton Academy
- Essex Academy

Role of Regional Academic Director (RAD) – Schulich Medicine Distributed Education

The Regional Academic Director will provide leadership in all educational programs and processes across the medical education spectrum in the Schulich Medicine Distributed Education. They report to the Assistant Dean, Rural & Regional Community Engagement (AD RRCE).

Regional Academic Directors are your support in your Academy for matters related to teaching medical learners, faculty development needs, clinical faculty appointment and reappointment processes, and foster communication between Schulich Medicine centrally and our distributed faculty. Please feel free to reach out to your RAD if you have any questions or are interested in additional teaching or administrative activities.



**Schulich School of Medicine and Dentistry
Office of Distributed Education**

Contact list

ASSISTANT DEAN

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Essex

To be announced

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Please find enclosed your Western Identity access information. You will need this information to access Western resources.

Your Western Identity

Your Western Identity is your key to central services at Western and consists of your USER ID and Password. This identity is assigned to you upon your Faculty Appointment. Your Western Identity is used as a central authentication source, granting you access to a wide variety of services including:

- [Email and Calendar](#)
- [MyHumanResources](#)
- [Office 365](#)
- [OWL](#)
- [One45](#) (Schulich Learner Evaluation System)
- [Western Financials](#)
- [Western Libraries](#)

Protect Your Western Identity

Information Technology Services encourages everyone to protect their Western Identity. Never share your password with anyone.

Identity Lifecycle

Your Western Identity remains available to you as long as you are an active member of the university community.

*In order for you to access One45, Western Libraries or Western Email account, you must first activate your **Western Identity**.*

Activate my Western Identity

To activate your account please review, accept and then digitally sign the Acceptable Use Agreement on this page: <http://www.uwo.ca/its/identity/activatenonstudent.html>

Review the document and then enter your User ID and Password. Click, "I agree".

Your digital signature is your login name and password (on your Western Identity Access Information enclosed). For example; if you were given the following as an email and password:
Email: jsmith@uwo.ca Password: R67YK!%bhg - your User ID would be jsmith.

LOGIN HERE

DIGITAL SIGNATURE:

If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on I agree. If you don't know (or have forgotten) your login name and ID number. You can also go to the ITS Support Centre at the front entrance of the Support Services Building with photo identification. See also [How to Reach Us](#).

User ID: Password:

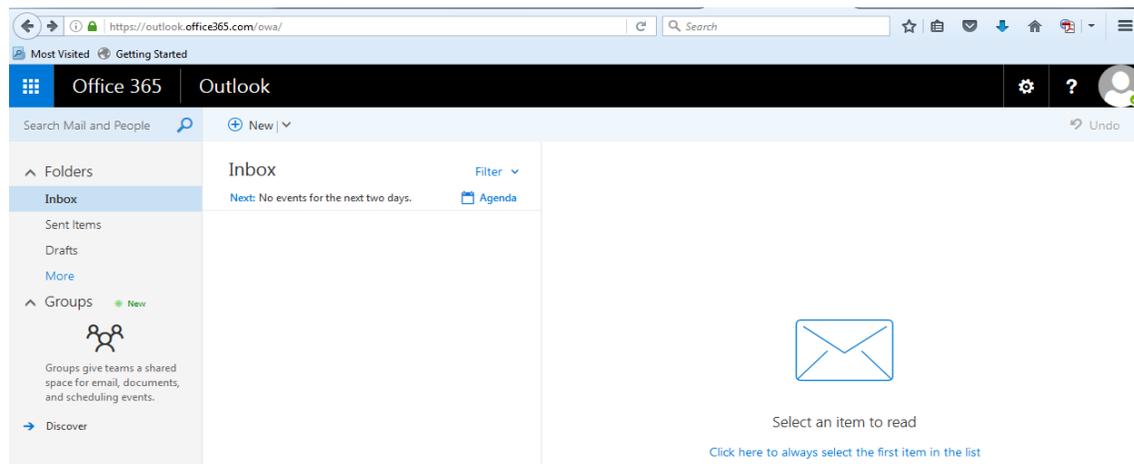
How do I forward my Western email to my preferred email address?

If you choose not to use your Western email, it is extremely important that you forward it to your preferred email address. Western Human Resources, learners and clinical departments may use your Western email to contact you regarding important information such as payment, learning objectives, etc. This will avoid duplication or loss of items mailed to one account and not the other.

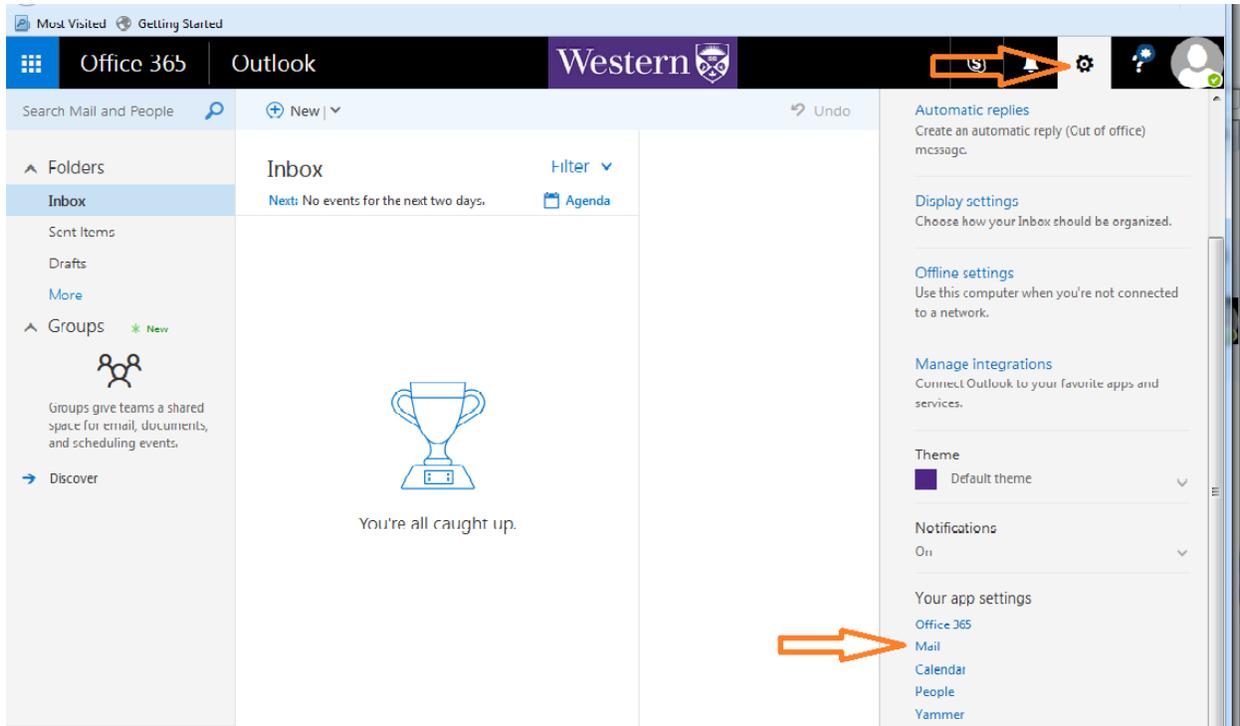
This steps below will explain how to redirect messages from your Western email address to your preferred email address.

Procedure:

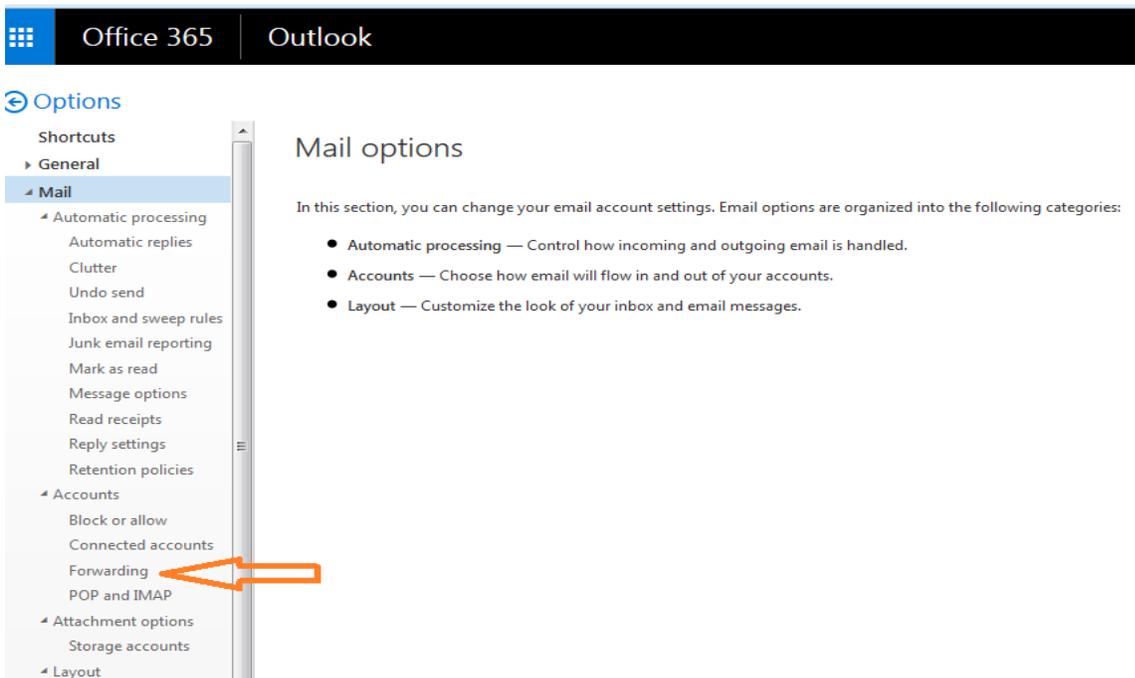
1. Go to <http://myoffice.uwo.ca> and login, go to your Inbox



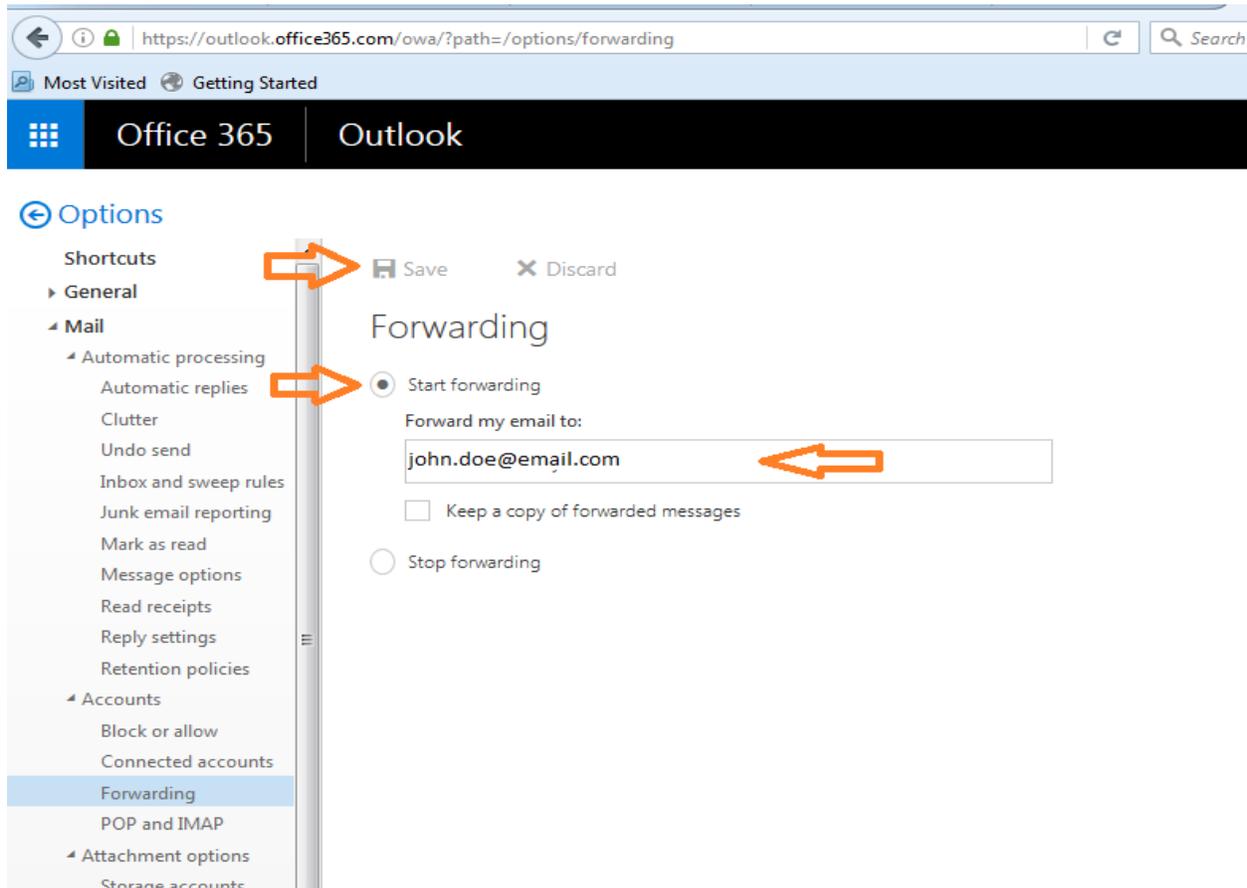
2. Click the Gear icon on the top right
3. Under “My App Settings” click Mail



4. Click Forwarding on the left



5. Click “Start Forwarding”
6. Enter the email address you wish to forward to



7. Click “Save” at the top the page

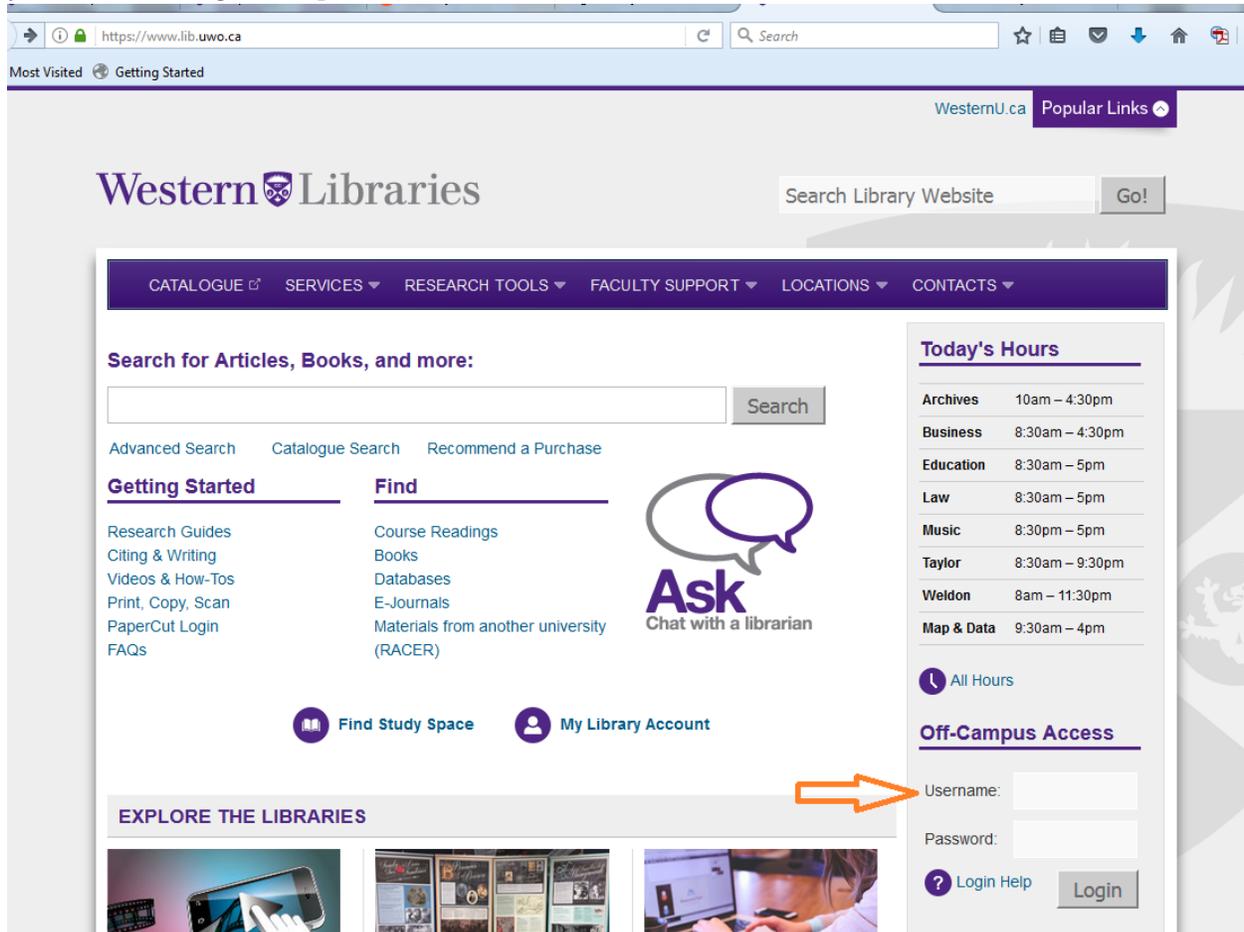
Testing Mail Forwarding

Be sure to test that your email is being correctly forwarded to avoid generating a mail loop.

- Send a message to your email address. You can use any email program that you like (ie. Outlook, Mozilla Thunderbird, Hotmail, etc.)
- Check your destination email account (the place you forwarded your messages to). The new message you sent should be there.

How Do I Access Western Libraries and Point-of-Care Reference?

Once your Western Identity is activated, to access Western library resources <http://www.lib.uwo.ca> and sign under “Off-Campus Access” in the bottom right corner, with your Western login and password (same as above).



The screenshot shows the Western Libraries website interface. At the top, there is a search bar labeled "Search Library Website" with a "Go!" button. Below this is a navigation menu with categories: CATALOGUE, SERVICES, RESEARCH TOOLS, FACULTY SUPPORT, LOCATIONS, and CONTACTS. The main content area is divided into several sections:

- Search for Articles, Books, and more:** A search input field with a "Search" button.
- Getting Started:** Links to Research Guides, Citing & Writing, Videos & How-Tos, Print, Copy, Scan, PaperCut Login, and FAQs.
- Find:** Links to Course Readings, Books, Databases, E-Journals, and Materials from another university (RACER).
- Ask:** A chat icon with the text "Ask Chat with a librarian".
- Today's Hours:** A table listing hours for various departments: Archives (10am - 4:30pm), Business (8:30am - 4:30pm), Education (8:30am - 5pm), Law (8:30am - 5pm), Music (8:30pm - 5pm), Taylor (8:30am - 9:30pm), Weldon (8am - 11:30pm), and Map & Data (9:30am - 4pm).
- Off-Campus Access:** A login form with fields for Username and Password, a "Login" button, and a "Login Help" link. An orange arrow points to the Username field.

At the bottom, there is a section titled "EXPLORE THE LIBRARIES" with three images showing library resources and a person using a laptop.

Now that you are connected to Western through the proxy servers, you are ready to search. Access is available to Dynamed under Databases and many medicine journals, such as Academic Medicine, under E-Journals.

If you have any questions regarding Western resources and Off Campus Access please contact:

Shawn Hendriks
Research and Instructional Librarian
Western Libraries
Phone: (519) 661-2111 ext. 80962
shendri4@uwo.ca

WesternONE Card now available for all Distributed Faculty

As members of the Schulich School of Medicine & Dentistry family, we are pleased to announce that all distributed faculty members can now apply online for their WesternONE card.

The card provides you with your Western ID creating more ease in ongoing communication and interaction with Western University. It is also available to use to receive discounts at Indigo, as well as other retailers local to your region which may offer educational discounts and pricing.

It's very easy to apply for your card. Send us your:

- ✓ Full name
- ✓ Academic Department
- ✓ Western ID # (from your pay advice slips)
- ✓ A photo of yourself, which must be in colour, clear with good contrast, and at least 120px wide by 150px tall. Please attach this photo to the email in JPEG format

When sending the photo, it is important that you are alone in the head and shoulders image, you have a neutral or smiling expression, and there is nothing obstructing your face. We also ask that you don't wear sunglasses and you avoid wearing anything on your head, unless of course it is worn for religious beliefs. If you have a passport photo – that would be ideal.

Please send all of this information to Schulich Human Resources athuman.resources@schulich.uwo.ca. Once the card is produced by Western University, it will be forwarded to you.

NOTE: Western reserves the right to not produce a WesternONE card where the photo submitted does not meet the above criteria.

Schulich School of Medicine and Dentistry

Distributed Medical Education – Teaching Opportunities

Undergraduate Medical Education

Admissions Interviews

Each year, applicants to the Undergraduate Medical Education Program at the Schulich School of Medicine & Dentistry are invited to participate in an interview which is held in March. Faculty may wish to participate in interview days which consist of an information session followed by participation on an interview panel which includes 3 people – a physician, a current medical student or resident, and a community member. This experience provides a unique and interesting opportunity to gain insight into the admissions process at the Schulich School of Medicine & Dentistry.

Pre-clerkship Students (Year 1 and 2):

- **Discovery Week** – A mandatory one-week placement at the end of the first year for all undergraduate medical students. These placements are in more than 30 participating rural and regional communities throughout Southwestern Ontario and provide unique and interesting educational experiences in a community-based setting. Many students have reported that Discovery Week was the highlight of their first year!
- **Indigenous MedLINCS** – A six-week, teaching summer elective opportunity, within Grey Bruce communities in partnership with Chippewas of Nawash and Saugeen First Nations to create a robust summer program for Indigenous Youth and Communities.
- **Pre-Clerkship Summer Electives** – Designed to introduce medical students to the practice of medicine in rural and regional communities in Southwestern Ontario, these 4-week electives assist students in developing their clinical knowledge and practicing their skills in clinical settings with family physicians and inter-professional healthcare providers in a community-based setting.
- **Summer Research Electives** – Many students are very interested in research, and these 6-week electives encourage students to explore topics related to rural medicine. Funding assistance is available for undergraduate medical students to participate in summer research projects/electives on topics of interest to rural physicians in Southwestern Ontario. Electives consist of approximately 40% research time and 60% clinical elective time. Students are encouraged to subsequently develop a poster or publication based on their research. Additional funding may be provided to support student participation in a national conference to present their research.

Clerkship and Elective Students (Year 3 and 4):

- 3rd Year Clerkship – Undergraduate medical students must complete a minimum of 4 weeks of clinical training in a community outside of London or Windsor. Students participate in community-based practices for core clerkship rotations to gain an appreciation of the scope of community-based medicine in Family Medicine, Obstetrics and Gynecology, Paediatrics, and Psychiatry while developing their clinical skills and knowledge.
- 4th Year Elective Students – During 4th year, all undergraduate students of Schulich Medicine & Dentistry arrange electives during the 16 weeks between September and December to provide opportunities for in-depth study in areas of special interest. Electives can be either 2 or 4 weeks in length. These electives encourage students to explore residency options and career interests in rural or regional healthcare. Many students are eager to participate in a variety of specialties during these electives.

Postgraduate

- Core and Electives Rotations – These rotations provide an opportunity for residents to experience *learning, living and working* in Southwestern Ontario.
- Resident Selection Interviews – Each year in late January and February we invite interested candidates to be interviewed for residency training positions to start in July.

Benefits of Becoming Involved in Medical Education:

- ✓ Contributing to the development of the next generation of physicians.
- ✓ Modeling the joys and challenges of a career in community medicine.
- ✓ Having the potential to influence career choice of medical students.
- ✓ Intellectual stimulation.
- ✓ A variety of teaching opportunities to choose from.
- ✓ Compensation for your participation.
- ✓ Helps you stay up to date and relevant.
- ✓ Equipped with a log-on and password, Community Teaching Faculty have extensive use of on-line medical and e-journal resources from the Taylor Library at Western, Comprehensive training on access to these resources is provided through Continuing Professional Development.
- ✓ Access to a wide range of Faculty Development seminars offered in London and throughout Southwestern Ontario communities varying from computer application to workshops on “Confronting and Assisting the Failing Clinical Learner”.
- ✓ Access to Mini Fellowship funds for the purpose of attending conferences as it relates to teaching and medical education.

For more information on community teaching faculty opportunities please contact the Distributed Education office. distributed.education@schulich.uwo.ca

One45 Learner Evaluation Access

One45 is a web-based software program that is used at Schulich Medicine & Dentistry to assist with planning, scheduling, tracking and evaluating the undergraduate and postgraduate medical education programs.

As a Schulich faculty member you will need to access One45 to evaluate the learners you teach. Once your faculty appointment has been completed through Western's Human Resources office, you will receive an email to your Western email address containing your username and password information. Upon first login, you will be asked to change your password.

NOTE: Please ensure that you have forwarded your Western email to your preferred email account so that you receive this important login information.

For further information on [One45 access](#), please refer to FAQs on our Schulich Medicine & Dentistry Information Services website.

Payments for Preceptoring

As a Distributed Faculty member, funding may be provided for preceptoring learners within your clinical practice. You may choose to have payments made to yourself as an individual or to your professional corporation. If you do choose to have payments made to yourself, a T4A will be issued yearly through Western Human Resources. Faculty may choose to change their payment options at any time by emailing distributed.education@schulich.uwo.ca.

Preceptor payments are completed on a quarterly basis – March 31st, June 30th, September 30th, and December 31st each year. Payments to professional corporations are completed by cheque and a summary statement is attached outlining the amount paid for each learner taught. If payments are made to yourself as an individual, please log into Western's [MyHR](#) to have payments made by direct deposit into your personal bank account.

www.uwo.ca/hr/my_hr/index.html

WesternU.ca Popular Links

Human Resources

Search Human Resources Go!

WORKING AT WESTERN ▾ BENEFITS & PAY ▾ PENSION ▾ SAFETY & WELLNESS ▾ LEARNING & DEVELOPMENT ▾ DIVERSITY ▾

Home > My Human Resources

My Human Resources

How do I... ←

Login Tools

- ▶ My Human Resources
- ▶ Pension Account
- ▶ Manulife
- ▶ Faculty Staff Resources
- ▶ Administrator Toolbox
- ▶ Leader Toolbox
- ▶ Western Financial

Sign In →

Important reminder: Be sure to click on the Sign Out link you will find in the top right hand corner when you are finished accessing/changing data in My Human Resources. Because these pages contain information about your pay and other personal data, signing out will ensure that others may not access this information on your computer after you leave.

Need help navigating My Human Resources? See the "My HR - How do I..." [information page](#) for information on accessing your earning statements, updating tax information and more.

If you are experiencing difficulty with Working at Western or My Human Resources, please read our [troubleshooting tips](#).

Please refer to the "How do I..." section in the top left corner of the page as it will provide you with the steps necessary to add your banking information, change your mailing address and print your pay advice.

If receiving preceptor pay by direct deposit, a summary page will be sent to you by email, outlining the payment amount for the learners taught.

Continuing Professional Development

The Schulich School of Medicine & Dentistry's Continuing Professional Development offers three key programs: Faculty Development, Continuing Medical Education and Accreditation Services. As a distributed faculty member, you are free to participate in faculty development sessions in your community and/or London, and apply for faculty Fellowships, Grants and Awards. As well, Continuing Medical Education programs offered throughout the year that you are welcome to attend. Check out their website at:

<http://www.schulich.uwo.ca/continuingprofessionaldevelopment/> for further information.

Schulich Award of Excellence for Faculty in Community/Distributed Sites

This Award of Excellence recognizes outstanding faculty educators in the community/distributed sites who have displayed exceptional interest and enthusiasm for the learning needs of our trainees. Should you feel to nominate someone with similar qualities please follow the link below to submit to the Awards of Excellence.

To be eligible for this award, the nominee must be a faculty member, MD or non-MD, in any of our community/distributed sites who contributes to Schulich medical and/or dental education programs. Review the guidelines for this award by [clicking here](#).

Future deadlines for this award will be available closer to the month of March next year.
[Nominate someone today!](#)

Undergraduate Medical Education Student Awards

The Schulich School of Medicine & Dentistry offers a number of awards for undergraduate students who have completed training with the rural region. If you have an outstanding learner that you feel should be recognized, please connect with our office as we would gladly provide further details about the awards and assist with the nomination process.