



Schulich  
MEDICINE & DENTISTRY

# Resident Orientation

Dr. Jamie Wickett, MD, MCISc(FM), 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](mailto:fmpgc@schulich.uwo.ca)
- 519-661-2037

### Windsor Residents

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

# Important Contacts

## Administrative Contacts:

John Berger	Recruitment and Scheduling Coordinator	<a href="mailto:John.Berger@schulich.uwo.ca">John.Berger@schulich.uwo.ca</a>
Christine Gignac	Windsor Education Assistant	<a href="mailto:FMWindsor.Schulich@wrh.on.ca">FMWindsor.Schulich@wrh.on.ca</a>
Kelsey Klages	Manager, Postgraduate Family Medicine	<a href="mailto:Kelsey.Klages@schulich.uwo.ca">Kelsey.Klages@schulich.uwo.ca</a>
Cheryl Leystra-Lantz	Student Relations / IMG Coordinator	<a href="mailto:Cheryl.Leystra-Lantz@schulich.uwo.ca">Cheryl.Leystra-Lantz@schulich.uwo.ca</a>
Dennis Sue	Enhanced Skills and Scheduling Coordinator	<a href="mailto:Dennis.Sue@schulich.uwo.ca">Dennis.Sue@schulich.uwo.ca</a>
Bianca Vasapolli	Windsor Clinical Education Team Leader	<a href="mailto:Bianca.Vasapolli@wrh.on.ca">Bianca.Vasapolli@wrh.on.ca</a>
Adrienne Wakabayashi	Academic Program Coordinator	<a href="mailto:Adrienne.Wakabayashi@schulich.uwo.ca">Adrienne.Wakabayashi@schulich.uwo.ca</a>
Pat Yong	Financial Officer	<a href="mailto:Pat.Yong@schulich.uwo.ca">Pat.Yong@schulich.uwo.ca</a>

# Important Contacts

## Chief Residents:

Dr. Kristen DeMarco

Dr. Ada Gu

Dr. Kelly Lien

Windsor Program

London Urban Program

Regional/Rural Program

# Important Contacts

## Faculty contacts:

Dr. Stephen Wetmore	Chair
Dr. Jamie Wickett	Postgraduate Director and Acting 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	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
- Incoming PGY1s received an email invitation yesterday

# 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](http://www.cma.ca)
- [www.topalbertadoctors.org/cpgs/](http://www.topalbertadoctors.org/cpgs/)
- [www.bcguidelines.ca](http://www.bcguidelines.ca)
- [www.sogc.org](http://www.sogc.org)
- CMAJ
- [www.cfpc.ca/clinicalpracticeguidelines/](http://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 (regularly check spam)
- @londonhospitals.ca



**\*We only communicate via @uwo.ca\***

# Family Medicine Website

Schulich  
MEDICINE & DENTISTRY

Family Medicine

UNDERGRADUATE ▾ POSTGRADUATE ▾ GRADUATE ▾ RESEARCH ▾ FACULTY ▾ ABOUT US ▾

Home > Postgraduate

Google Custom Search

## Postgraduate


[Future Residents](#)  
[Current Residents](#)  
[Enhanced Skills Programs](#)  
[Resident Resources](#)  
[FAQs](#)  
[Visiting Electives](#)

### Related Links

- > [FMRW](#)
- > [Job Postings](#)
- > [Livestream](#)
- > [MyFM](#)
- > [One45](#)
- > [OWL](#)
- > [Western Libraries](#)

### Contact

## Postgraduate



**Dr. Jamie Wickett, Postgraduate Program Director**

The Department of Family Medicine at the Schulich School of Medicine & Dentistry, Western University, is an academic leader of family medicine in Canada. A centre of scholarly excellence, we are committed to training comprehensive family physicians and future leaders in health care. We do this through a highly adaptable program that includes tailor-made curriculum and educational programs for residents.

We believe residency is a rite of passage that is much more than just a means to getting a medical license. We trust our residents to be the best judge when it comes to recognizing the kind of experience that will assist them in becoming the physicians and people they aspire to be.

We are dedicated to training and mentoring our residents to ensure they acquire the knowledge, skills and attitudes necessary to be confident and competent family physicians.

# Family Medicine Website

## Popular links

- Livestream – Webcast for academic sessions
- MyFM – Log procedures, field notes, academic credits and OB experiences
- 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 orientation takes 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 that rotate through the Academic Family Medical Centres.
- All clinical clerks have a set of objectives (available online) that inform their learning experience.
- You will be asked to provide feedback on the clerks performance
- If you are uncomfortable supervising clinical clerks, please let your supervisor know.

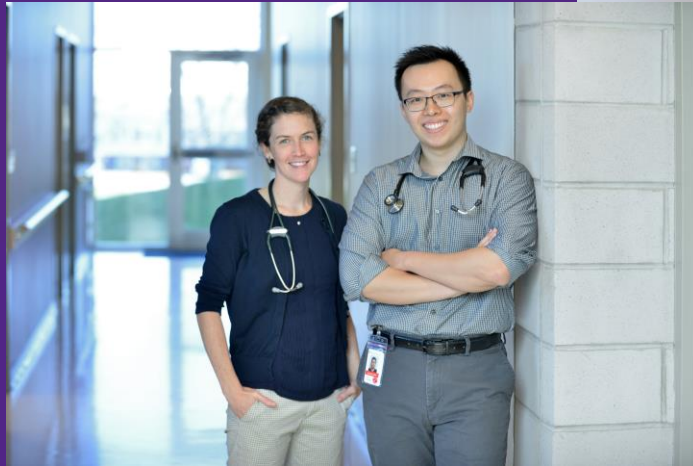
# PGY3 Enhanced Skills Program

## Enhanced Skills Programs:

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



# Program Overview



# Mandatory Requirements

## List of curriculum requirements per year

- Family Medicine Website > Postgraduate > Current Residents > Curriculum

# Curriculum

## By End of PGY1

- [Clinical rotations \(successful completion\)](#)
- [Faculty Advisor Program \(three meetings per year\)](#)
- [Field Notes \(Log 3/week during FM Rotations via MyFM\)](#)
- [Procedures and Obs Log \(log required experiences via MyFM\)](#)
- [Rotation evaluations \(complete for each rotation via one45\)](#)
- [Resident evaluations \(ensure preceptor has completed before end of rotation\)](#)
- In-Centre Teaching (e.g. [Procedures Curriculum](#), Audit)
- Complete [Academic Program](#)
  - [Log 150 Academic Credits via MyFM](#)
  - Attend Wed. [FM Academic Half Days](#) (All residents- FM Orientation, Obstetrical Skills Day, Resident Project Day; Windsor Residents- Windsor Half-Days; London/Rural/Regional Residents- London Half-Days)
  - Attend [Behaviour Medicine Teaching Sessions](#) (in Centre)
  - Attend [Ethics Teaching Session](#)
  - Attend [Palliative Care Teaching Sessions](#)
  - Attend [Obstetrical Skills Day](#)
  - [QI Curriculum](#) (5 IHI Online Modules -due in Sept.)
  - [Submit Resident Project Proposal](#)
  - Complete [Neonatal Resuscitation Training](#)

## By End of PGY2

- [Clinical rotations \(successful completion\)](#)
- [Faculty Advisor Program \(three meetings per year\)](#)
- [Field Notes \(Log 3/week during FM Rotations via MyFM\)](#)
- [Procedures and Obs log \(log required experiences via MyFM\)](#)
- [Rotation evaluations \(complete for each rotation via one45\)](#)
- [Resident evaluations \(ensure preceptor has completed before end of rotation\)](#)
- [In-Centre Teaching \(e.g. \[Procedures Curriculum\]\(#\), \[Audit\]\(#\)\)](#)
- [Complete Academic Program](#)
  - [Log 150 Academic Credits via MyFM](#)
  - [Attend Wed. FM Academic Half Days](#) (All residents- FM Orientation, Obstetrical Skills Day, Resident Project Day; Windsor Residents- Windsor Half-Days; London/Rural/Regional Residents- London Half-Days)
  - [Attend Behaviour Medicine Teaching Sessions](#) (in Centre)
  - [Attend Ethics Teaching Session](#)
  - [Attend Palliative Care Teaching Sessions](#)
  - [Submit and present completed Resident Project](#)

# Faculty Advisor Program

## What?

- Periodic Review that helps 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
  - Complete assessment through one45

# 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:

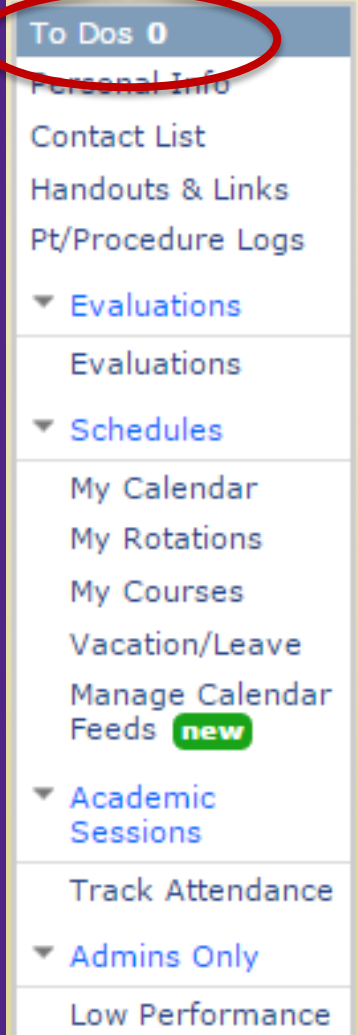
- You MUST be your own advocate for learning needs
- Especially true in community-based rotations and off-service rotations
- Tell EVERYONE, especially nurses, that you're there and ready to get involved!
- Remember to have your preceptor evaluate you BEFORE you leave the rotation
- Learning objectives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

# Clinical Rotations

## Different requirements per rotation:

- Contact your preceptor about a month in advance of the rotation. Contact information can be found in One45, in the Handouts & Links section of your eDossier
- Hospital Forms
  - It is essential you complete and submit required Hospital Forms in a timely manner.
  - Some rotations will turn residents away if not completed two weeks prior to the start date.
- 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:

The image shows a section titled 'Forms to distribute (1)'. Below the title, it says 'Please distribute the forms below'. There is a table with four columns: 'Activity', 'Program', 'Dates', and 'Form'. The first row of data is for 'SWOMEN Rural - ICU - Sarnia (c)' under the 'Activity' column, 'Fam Med Postgrad' under 'Program', 'Jun 5 /18 - 30/18' under 'Dates', and 'Clinical Experience - Intensive/C' under 'Form'. There is a black redaction box under the 'Activity' column.

Activity	Program	Dates	Form
<u>SWOMEN Rural - ICU - Sarnia (c)</u>	Fam Med Postgrad	Jun 5 /18 - 30/18	Clinical Experience - Intensive/C

# Clinical Rotation Evaluation

- It is your responsibility to ensure your preceptor has completed your assessment before the end of the 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**
  - Unsuccessful rotation – formal remediation process begins
  - Resident and program director meet to discuss
  - FM PG Executive Committee determines and organizes any educational/remediation plans that are required
  - Unsuccessful rotations can be appealed – See Schulich PGME Evaluation and Appeals Policy
- **Borderline ratings**
  - Notification sent to program and evaluation is reviewed
  - FM PG Executive Committee determines and organizes any educational/remediation plans that are required

# Core and Core Selective Rotations

- CANNOT be changed once scheduled due to patient care requirements and priorities
- Rotations limited to within Southwestern Ontario





# Elective Rotations

- Cannot be changed within 8 weeks of the rotation start date
  - If you wish to change a non-Windsor elective, contact original rotation to get released and new rotation to get accepted. Must advise Family Medicine office of change
  - If wish to change a Windsor elective, contact [FMWindsor.Schulich@wrh.on.ca](mailto:FMWindsor.Schulich@wrh.on.ca)
- Electives can be taken outside of Southwestern Ontario (LHINs 1/2), up to 3 maximum
- Elective supervisor must have an academic appointment 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 educational leave and floater day remain



# Elective Rotations

## Horizontal Elective

- Horizontal electives can only take place during core Family Medicine rotations;
- PGY2 residents can do up to 6 half days during regular working hours;
- PGY1 residents are not eligible for horizontal electives during regular working hours due to the importance of focussing on their core Family Medicine competencies in the first year of residency training;
- Horizontal electives outside of regular working hours can only be done during core Family Medicine rotations. The Faculty Advisor must approve these horizontal electives and the Family Medicine Postgraduate Office must be notified.



# 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 experiences with core FM procedures

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

Procedures Curriculum:

- 1-2 small 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)

- $>$  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
- OB rotation



# 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 (Let your preceptor know so that you can block Wednesday afternoons off from clinical activity)
- 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 (1<sup>st</sup> 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 if within 35 km of Windsor

# 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 (to access the livestream link, contact Kimberly Trudgeon in the PGME office:  
[Kimberly.Trudgeon@schulich.uwo.ca](mailto:Kimberly.Trudgeon@schulich.uwo.ca))

# 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

- London, Regional, Rural residents:
  - Mandatory Academic Half-Days
  - ~ 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
- 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 assignment
- These dates are communicated to you at the beginning of the academic year. Please save this date in your calendar as changes can be difficult to accommodate.

# 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

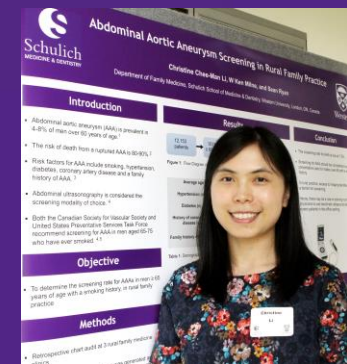
## Resident Project



# Resident CQI Project

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

- PGY1
  - Proposal completed by the end of your core FM 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 a presentation of their project at Resident Project Day in June.



# Policies



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

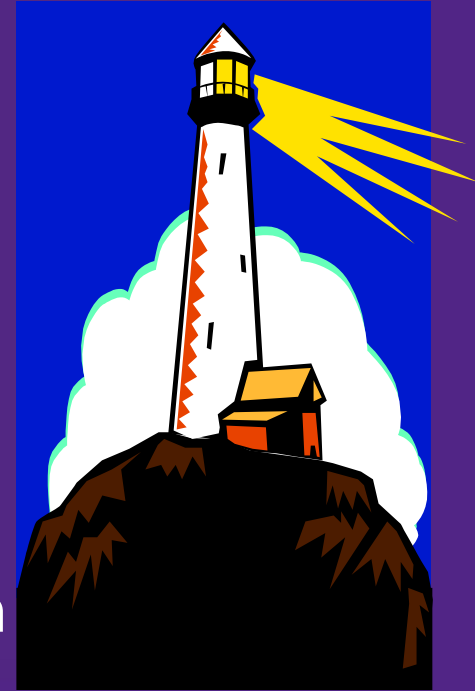
- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>&gt; Field Notes</li><li>&gt; Elective</li><li>&gt; Professional Leaves, Vacation, Religious Holiday</li><li>&gt; Accommodation and Travel Expense</li><li>&gt; Evaluation and Appeal</li></ul> | <ul style="list-style-type: none"><li>&gt;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



# Accommodation/Travel Expense Policy

Covers travel/accommodation necessary for required in-person core teaching-related activities

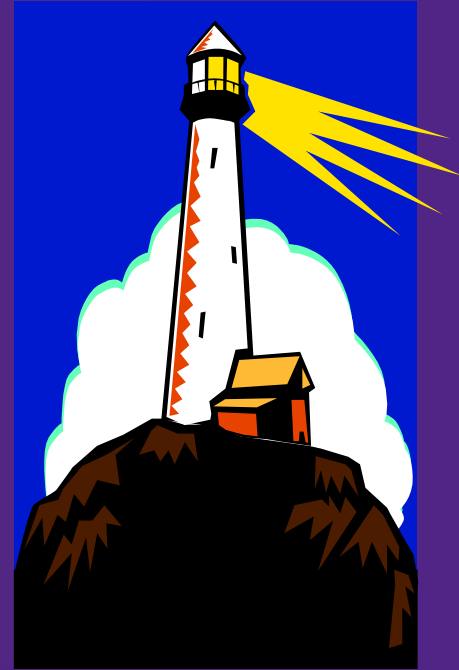
- Academic half-days (pm)
- PGME Transition to Residency Series (pm)
- Behavioural medicine curriculum (am)
- Ethics curriculum (pm)
- Palliative Care sessions (pm)
- NRP (pm)
- For any mandatory teaching session early in the am, accommodation can be provided for the night before at designated sites 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) or FM event
- 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 rotation supervisor and program director ASAP. Such leaves must be discussed with the resident's postgraduate director at the earliest possible date to allow for arrangement for the leave and the smooth coordination of the program
- Inform program ([fmpgc@schulich.uwo.ca](mailto: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
  - Chief Resident

# 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

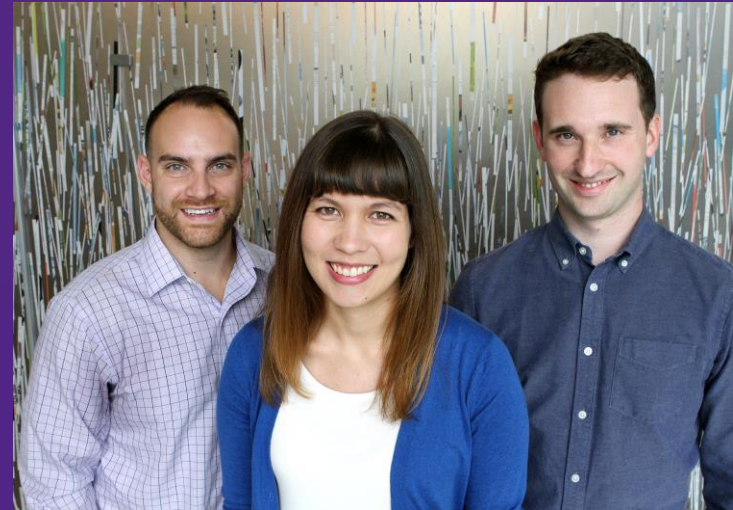
# Resident Wellness

- 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

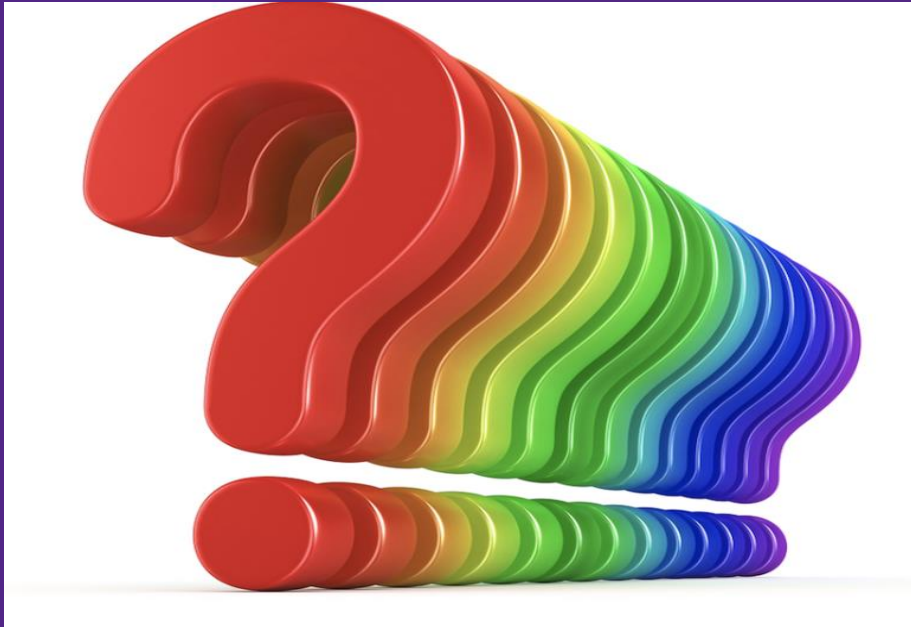


# Miscellaneous Policies

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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