



Schulich
MEDICINE & DENTISTRY

Resident Orientation

Dr. Julie Copeland, Postgraduate Program Director
Dr. Daniel Grushka, Associate Postgraduate Program Director
Ms. Liz McInnis, Postgraduate Education Manager



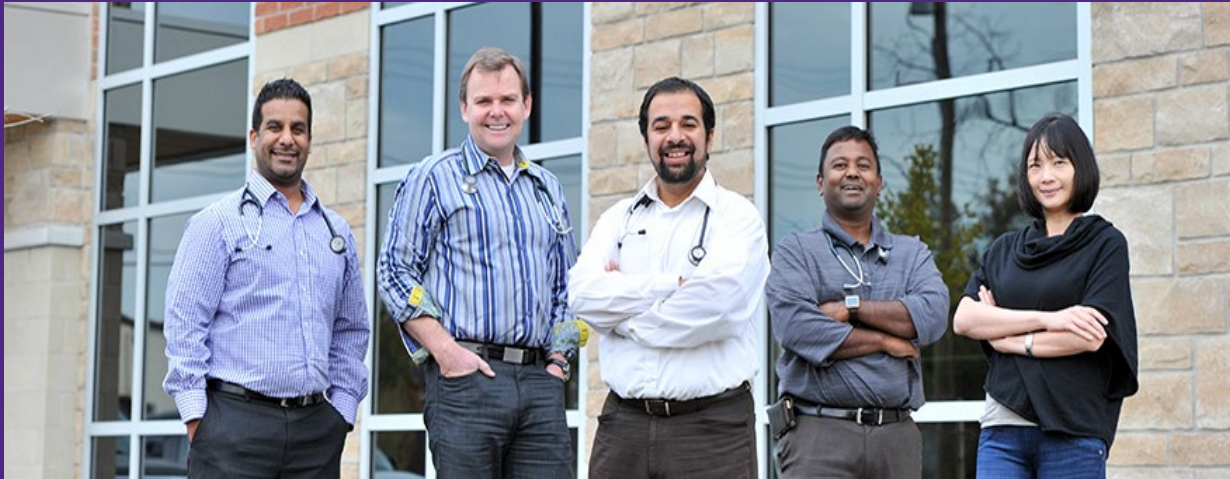
Dr. Julie Copeland



Dr. Daniel Grushka

Objectives

By the end of the presentation, you will be familiar with the major components of the 2 years ahead



Important Contacts

General Inquiries:

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



Administrative Contacts:

John Berger
Christine Gignac
Claudia Jarosz
Cheryl Leystra-Lantz
Liz McInnis
Laura Sparrow
Dennis Sue
Pat Yong

Recruitment and Scheduling Coordinator
Windsor Education Assistant
Academic and Research Project Coordinator
Student Relations / IMG Coordinator
Postgraduate Education Manager
Enhanced Skills and Scheduling Coordinator
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Important Contacts

Chief Residents (2023/24):

Dr. David Zheng

Dr. Moaz B.Y. Chohan

Dr. Julie Petta

TBC

London Urban Program

Regional/Rural Program

Windsor Program

PGY3 Program

Important Contacts

Faculty contacts:

Dr. Scott McKay	Family Medicine - Chair/Chief
Dr. Julie Copeland	Postgraduate Program Director
Dr. Daniel Grushka	Associate Postgraduate Program Director
Dr. Helena Hamdan	Windsor Program Director
Dr. Kyle Carter	Enhanced Skills Program Director
Dr. Daniela Keren	Academic Program & QI/Research Coordinator
Dr. Christina Cookson	Triple C Coordinator & Assessment Director

Email

Very important to regularly check both of these email addresses:

- @uwo.ca (regularly check spam) or @meds.uwo.ca
- @londonhospitals.ca



****We only communicate via your official Western email****

College of Family Physicians (CFPC)

CFPC Membership:

- CFPC is offers complimentary membership for first year PGY1 residents. PGY2 and PGY3 residents receive 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 at fmpgc@schulich.uwo.ca

Family Medicine Longitudinal Survey

- As part of our on-going curriculum evaluation you will be asked to complete the **CFPC Family Medicine Longitudinal Survey (FMLS)**
- It's an online survey used to evaluate the effectiveness of the Triple C competency curriculum
- Allows for the evaluation of educational experiences at three stages: on program entry, program exit and at 3-5 years into practice
- Incoming PGY1s will receive an email invite this week
 - Please ensure you complete the survey :)

Family Medicine Website

- **Great resource for all inquiries related to the program**

<https://www.schulich.uwo.ca/familymedicine/postgraduate/index.html>

- **Facebook:**

<https://www.facebook.com/westernuFamMed/>

Popular links

- **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

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 clerk's performance
- If you are uncomfortable supervising clinical clerks, please let your supervisor know.

Program Overview



Mandatory Requirements

To access the list of curriculum requirements for each year of training visit the Family Medicine website as follows:

- Family Medicine Website > Postgraduate > Current Residents > 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](#)
 - [QI Curriculum](#) (5 IHI Online Modules -due in Sept.)
 - [Submit Resident Project Proposal](#)

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](#)
 - [Submit and present completed Resident Project](#)

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



Tips to optimize your learning!

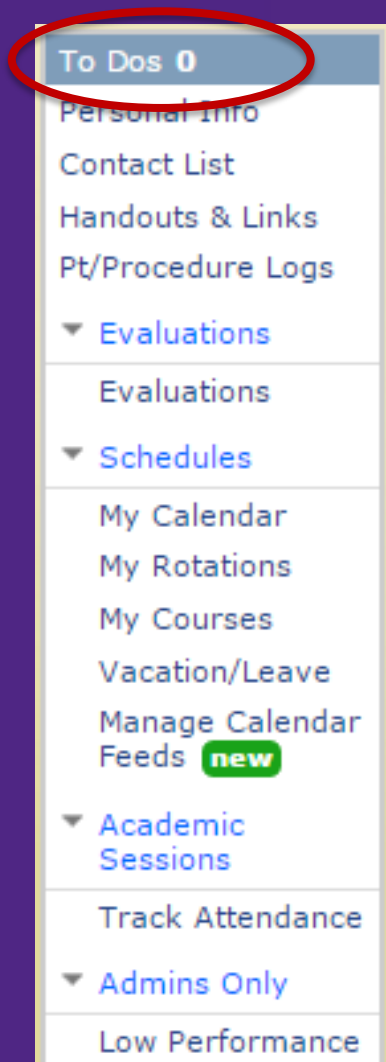
- **Advocate** for your learning needs;
- Let all team members know that you're **there and ready to get involved**;
- Remember to have your preceptor **complete your assessment** before you finish the rotation;
- **Learning objectives** for each rotation are on the FM website;
- **Communicate!** Ensure that you discuss how to contact your team members and vice versa

Rotation Requirements

Different requirements per rotation:

- Contact the rotation lead at least 1 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.**
 - **If your rotation is through a hospital affiliated with another university, you must be credentialed with them and complete all requested documentation from them.**
 - Some rotations will cancel the rotation if documentation is not completed two weeks prior to the start date.
- **Power Chart** electronic order entry **training is mandatory** for residents.

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 columns for Activity, Program, Dates, and Form. One activity is listed: 'SWOMEN Rural - ICU - Sarnia (c)' for the 'Fam Med Postgrad' program, with dates 'Jun 5 /18 - 30/18' and form type 'Clinical Experience - Intensive/Cr'.

▼ 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/Cr

Reminder...

- It is your responsibility to ensure that your preceptor has completed your assessment before the end of the rotation using One45 (approach them 1 week prior to the end of the rotation)
- **Rotation assessments must be completed to successfully complete the program**

Note:

Many Royal College residency programs are using Elentra instead of One45. It is important you ask your off-service preceptor to continue to use One45 for your assessment.

Rotation Outcomes

- **Unsatisfactory/Does not meet expectations**
 - Unsuccessful rotation – triggers formal remediation process
 - Outcome can be appealed per the Schulich Resident Evaluations and Appeals policy
 - Resident and Associate Postgraduate Program Director meet to discuss
 - FM PG Executive Committee involved in process
- **Borderline ratings**
 - Program notified and evaluation discussed with resident
 - FM PG Executive Committee determines and organizes any educational/remediation plans that may be required
 - Committee decision can be appealed if leads to formal remediation

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
- Electives can be taken outside of Southwestern Ontario catchment, up to 3 maximum. Residents are fully responsible for arrangements (e.g. Submitting requirements of different universities)
- Elective supervisor must have an academic appointment with an accredited medical school
- Maximum of 3 electives in any one specialty except Family Medicine

Unique Electives

Research Elective

- Proposal must be completed
- Used to work on resident research project (see policy)
- 1 Block Maximum

Vacation Elective

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

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 focusing 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.
 - Your Faculty Advisor **must approve** these horizontal electives (can discuss after you have completed at least 1 month of core FM with your Faculty Advisor) and the **Family Medicine Postgraduate Office must be notified**.

FM Rural Rotation

- Occurs in PGY2 for London Urban and Windsor residents

Eligible rotations (consult FM website):

- In Southwestern Ontario catchment area with a clinician with a faculty appointment
- Not in city/town with academic centre/tertiary care hospital
- Preceptor must work in 2 or more settings in addition to the office setting: inpatient, ER, OB, surgical assist, GP-anesthesia, nursing home/LTC
 - If your core FM site does not provide FM-OB exposure, you should be trying to ensure you do your FM Rural Rotation in a centre that provides FM-OB exposure

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/Zoom. Cannot be over email)
- FM preceptor = default Faculty Advisor (FA)

When?

- **Resident to arrange to meet with FA three times per year** (every 4 months)
- Email reminder will be sent out

Faculty Advisor Program

- **Prior to the meeting**, Residents need to:
 - Log into MyFM > click on “Resident Assessment” > download Periodic Review Form and fill in and bring with you to the meeting
 - **Reflect** on learning needs and progress in residency
 - Ensure you are keeping your **MyFM logs updated**
 - **Come prepared** to discuss with FA
 - FA then completes Periodic Review through One45

MyFM

- <https://fm.schulich.uwo.ca/MyFM>
- As soon as possible, please log into MyFM, with your Western login credentials
- Any issues, please contact fmpgc@schulich.uwo.ca after the session

Field Notes

- Logged using MyFM - electronic assessment system
- During core FM must complete ~1 field note/day
 - Atleast 3/wk during core FM time
 - 50 by end of PGY1 year and 100 by end of PGY2 year
- Field Note Information
- Field note demo

Procedures in Family Medicine

- Log **procedures** completed on **all rotations**
- Logged via MyFM using a field note
- Must have learned or performed all of the core and enhanced procedures by the end of training

Procedures Curriculum:

- 1-2 small group-based teaching sessions during FM block
- Use of DVD/online videos to aid instruction
- Each teaching unit does procedures

FM Obstetrics Policy

- Log all OB Experiences
- Must have 3 or more deliveries with FM-OB preceptor
- Logged via MyFM using a Field Note
- If incomplete will need to demonstrate adequate exposure to FM-OB role model and # of deliveries during OB rotation



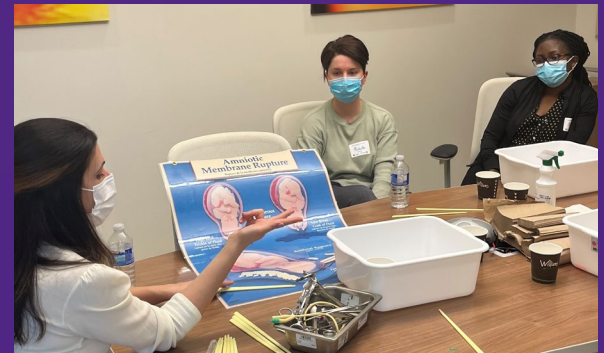
FM Obstetrics Policy

Experience during FM block time:

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

Experience outside FM block time:

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



Academic Programming



Academic Program Bulletin

- Distributed via email prior to each block
- Highlights upcoming academic events
- ***** Please don't unsubscribe from these Department of Family Medicine emails***
- Also posted on the website

Academic Half-Days

- Protected academic time every Wednesday afternoon from 1:30-5:00 pm
- Rotations are notified, but please let your preceptor know so that you can block Wednesday afternoons off from clinical activity
- Mix of mandatory scheduled learning sessions and self-directed learning time when no session is scheduled
- Windsor Program has separate Academic Half-Day program
- Schedules found in One45 and on FM website

Academic Credits

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

Academic Credits

Eligible activities for academic credits:

- Academic Half Day
- 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

Transition to Residency (T2R)

- Mandatory educational sessions for PGY1s
- Hosted by the Schulich Postgraduate Medical Education (PGME) Office on Wednesday afternoons through July and August
- Attendance taken
- T2R contact: Scott MacGregor in the PGME office:
scott.macgregor@schulich.uwo.ca

Behavioural Medicine

- London, Regional, and Rural residents:
 - Three 3-hour sessions per core FM block on Wednesday morning
 - Pre-session modules in OWL must be completed prior to the session
 - Mandatory attendance during core FM rotation
- Windsor Residents:
 - Behavioural Medicine topics covered during Academic Half Days.
- Topics include: interviewing/communication skills, mood disorders, chronic pain, addiction, chronic mental illness, chronic disease, and behaviour modification to name a few!

Medical Ethics Program

- London, Regional, Rural residents:
 - Taught by Robert Sibbald, Clinical Ethicist
 - One session per year
- Windsor Residents:
 - Taught by Wally Liang
 - Four sessions
- Mandatory attendance.

Neonatal Resuscitation Program (NRP)

- London, Regional, Rural Residents:
 - Completed during PGY1 year
 - On-line exam must be completed prior to in person session.
 - One 4-hour session per core Family Medicine block
 - Held in-person at Western Centre for Public Health & Family Medicine
- Windsor & Hanover Residents:
 - Held in-person in Windsor & Hanover
- Mandatory attendance

Quality Improvement Curriculum

- 5 online modules through the Institute for Healthcare Improvement to be completed by end of September – PGY1
- Approximately 5-6 hours to complete
- Residents will receive an email with login instructions and due dates. The email will also contain instructions for how to let us know if you have already completed the modules in medical school.
- Copies of certificates acknowledging completion to be sent to fmpgc@schulich.uwo.ca.

Resident Project

- Choice of Research Project OR Quality Improvement (QI) project



Resident 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 where project will be due at the end of April. Claudia Jarosz will email you with the exact date.
 - Residents are required to give a presentation of their project at Resident Project Day in June.

Policies to review...

Policies



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

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

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

Time Away

- Residents are required to notify fmpgc@schulich.uwo.ca with ANY time away from the rotation. This includes:
 - Vacation
 - Professional Days
 - Formal Leaves
 - Emergency, Sick or Compassionate Leaves
- If it is not recorded in the Vacation/Leave tab in One45, it is not an approved time away from the program.
- Residents should approach their block preceptor at least 1 month prior to the start of the block with a time away request.

Professional Funding

Funding Policy:

- Eligible activities:
 - Any educational course (within/external to program)
 - Any conference registration fees
- 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

Residency and COVID

- Residents who are ill, infected or directed to self isolate should contact the FM PG office as well as their rotation contacts ASAP.
- Residents who are self isolating are permitted to work remotely (where the rotation allows) if they feel well enough.

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 and 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
- Fatigue Risk Management

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 one of your program director(s)
 - Talk to one of our confidential mentors
 - Contact Wellness (LE) Office

Resident Wellness

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



Questions?





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