



Schulich
MEDICINE & DENTISTRY

Land Acknowledgement

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. This land continues to be home to diverse Indigenous peoples (e.g. First Nations, Métis and Inuit) whom we recognize as contemporary stewards of the land and vital contributors of our society.

Resident Orientation

Dr. Daniel Grushka, Postgraduate Program Director

Dr. Christina Cookson, Associate Postgraduate Program Director

Ms. Liz McInnis, Postgraduate Education Coordinator



Dr. Daniel Grushka



Dr. Christina Cookson

Family Medicine Longitudinal Survey

- As part of our on-going curriculum evaluation, we ask that you 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** received the following email at 1:00 p.m. today:
- **From:** Family Medicine, Western University <dareFM@explore.cfpc.ca>
Subject: Your Voice Matters: Represent WESTERN UNIVERSITY Family Medicine Residents in National Longitudinal Survey
 - 15 minutes allocated at the start of orientation to complete the survey



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
Enza DeBlois
Claudia Baker
TBD
Liz McInnis
Rene Vachon
Kayla Walter-Connoy
Pat Yong

Recruitment and Scheduling Coordinator
Windsor Education Assistant
Academic and Research Project Coordinator
Student Relations / IMG Coordinator
Postgraduate Education Coordinator
Enhanced Skills and Scheduling Coordinator
Finance and Evaluation Coordinator
Financial Officer

John.Berger@schulich.uwo.ca
FMWindsor.Schulich@wrh.on.ca
Claudia.Jarosz@schulich.uwo.ca
fmpgc@schulich.uwo.ca
Liz.McInnis@schulich.uwo.ca
laura.sparrow@schulich.uwo.ca
cjuzkow@uwo.ca
Pat.Yong@schulich.uwo.ca

Important Contacts

Chief Residents (2026/2027):

Dr. Michael Multan

London Urban Program

Dr. Parastoo Naghibi-Poor

Regional/Rural Program

Dr. Samantha Bolger

Windsor Program

Dr. Andrea Petrella

PGY3 Program

Important Contacts

Faculty contacts:

Dr. Scott McKay	Family Medicine - Chair/Chief
Dr. Daniel Grushka	Postgraduate Program Director
Dr. Christina Cookson	Associate Postgraduate Program Director
Dr. Helena Hamdan	Windsor Program Director
Dr. Tatiana Jevremovic	Enhanced Skills Program Director
Dr. Jay Taylor	Academic Program & QI/Research Coordinator
Dr. Phil Vandewalle	Resident Competency & 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 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 (e.g. name, address, email) to facilitate automatic registration
- If you have any concerns, please contact us at fmpgc@schulich.uwo.ca



Family Medicine Website

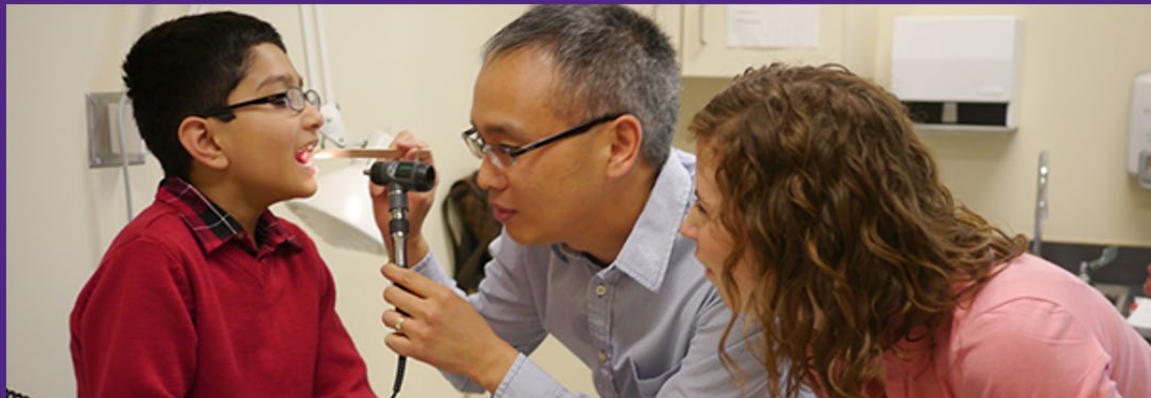
- Great resource for all inquiries related to the program:
[Family Medicine Website](#)
- [Facebook](#)

Popular links

- [MyFM](#) – Log procedures, field notes, academic credits and OB experiences
- [Elentra](#) - Rotation Schedule and evaluations, Service Contact list for requests for leaves
- [Microsoft Teams](#) – Course content for academic events
- [Western Libraries](#) – access to many resources

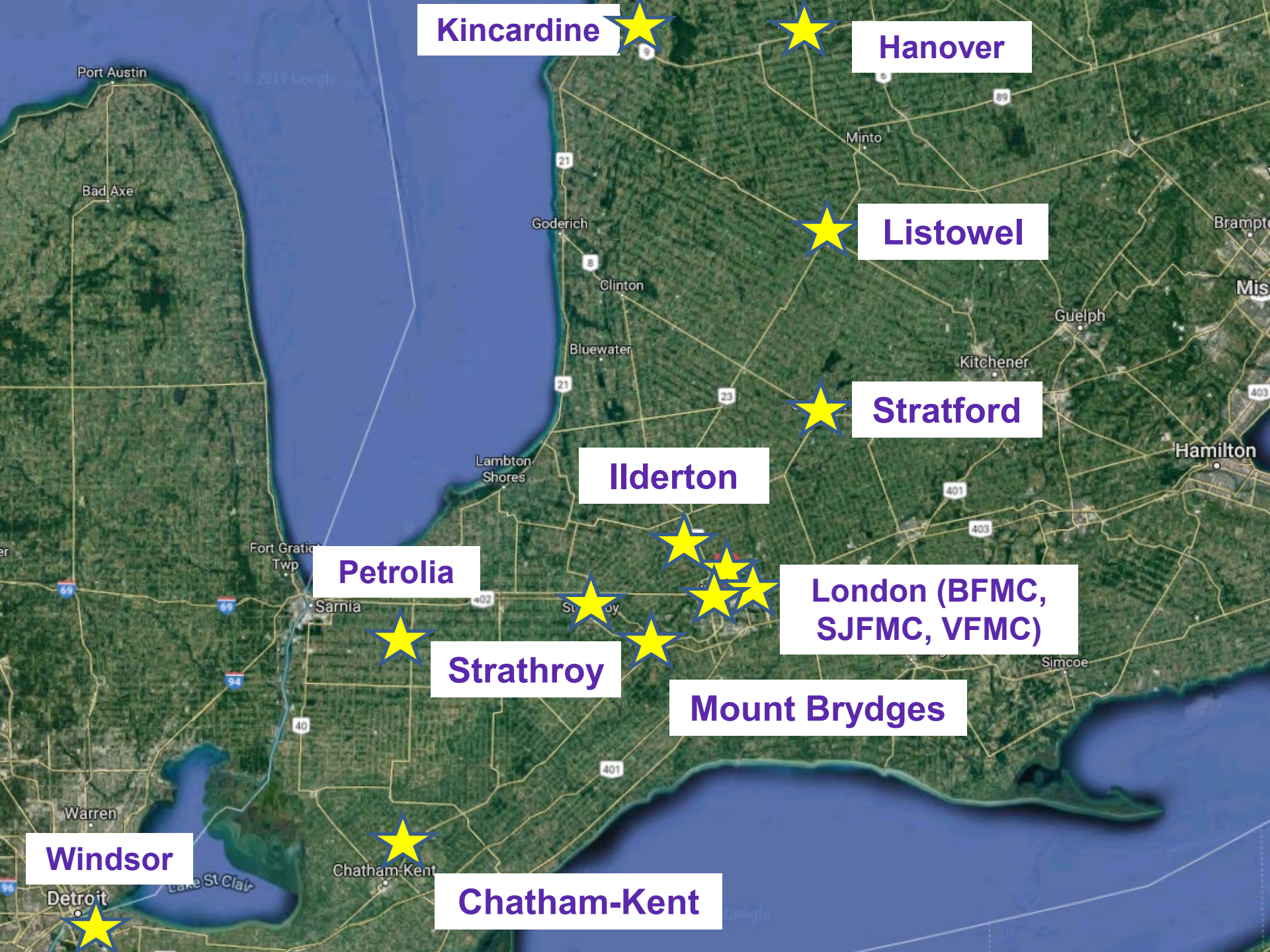
Teaching Undergraduate Students

- 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





Kincardine

Hanover

Listowel

Stratford

Ilderton

Petrolia

**London (BFMC,
SJFMC, VFMC)**

Mount Brydges

Strathroy

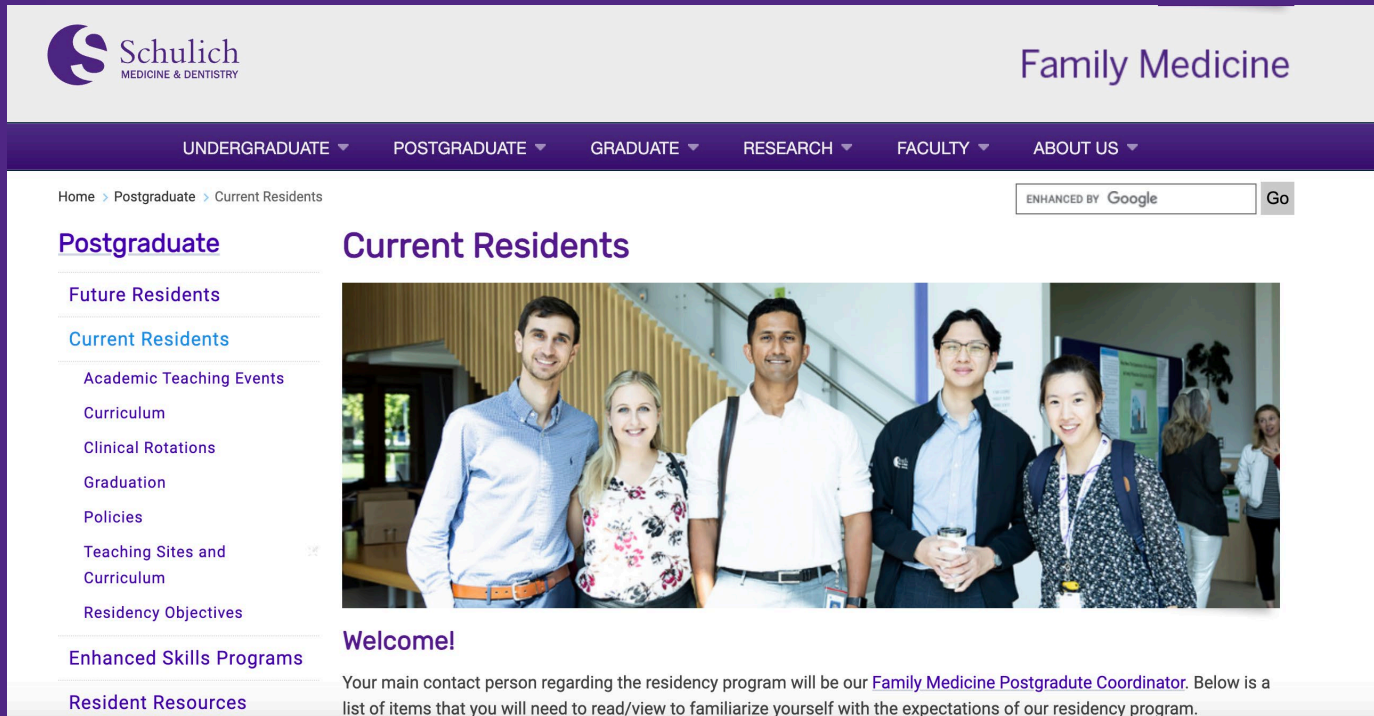
Windsor

Chatham-Kent

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



The screenshot shows the Schulich Family Medicine website. The header includes the Schulich Medicine & Dentistry logo and the text "Family Medicine". A navigation bar contains links for UNDERGRADUATE, POSTGRADUATE, GRADUATE, RESEARCH, FACULTY, and ABOUT US. The breadcrumb trail reads: Home > Postgraduate > Current Residents. A search bar indicates "ENHANCED BY Google" with a "Go" button. On the left, a sidebar lists "Postgraduate" links: Future Residents, Current Residents (highlighted), Academic Teaching Events, Curriculum, Clinical Rotations, Graduation, Policies, Teaching Sites and Curriculum, Residency Objectives, Enhanced Skills Programs, and Resident Resources. The main content area is titled "Current Residents" and features a photograph of five residents. Below the photo, a "Welcome!" section states: "Your main contact person regarding the residency program will be our Family Medicine Postgraduate Coordinator. Below is a list of items that you will need to read/view to familiarize yourself with the expectations of our residency program."

FM Website

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



Family Medicine

UNDERGRADUATE ▾

POSTGRADUATE ▾

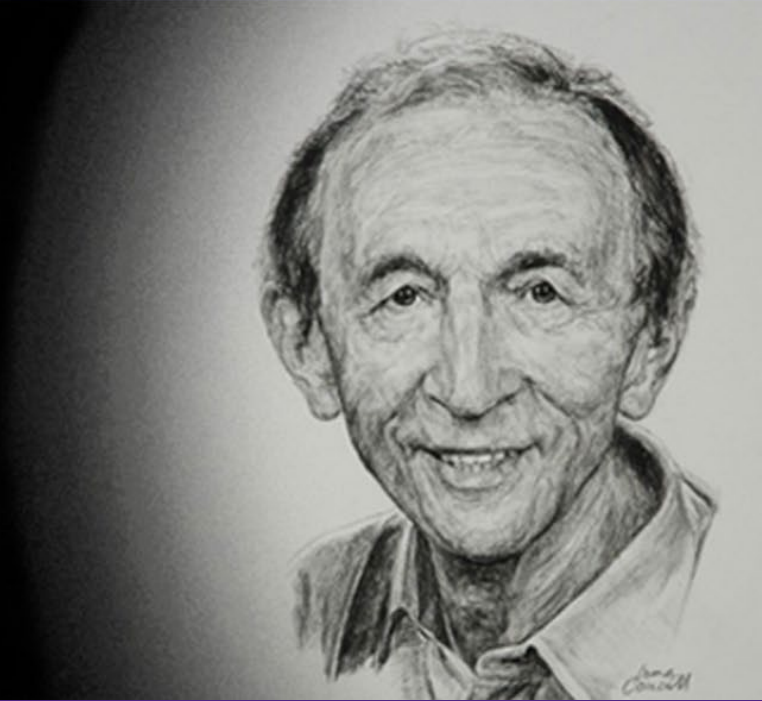
GRADUATE ▾

RESEARCH ▾

FACULTY ▾

ABOUT US ▾

Dr. Ian McWhinney Lecture Series
September 16, 2026



Curriculum

By End of PGY1

- [Clinical rotations \(successful completion\)](#)
- [Faculty Advisor Program \(two meetings per year\)](#) 2026-27 academic year onward
- [Field Notes \(Log 3/week during FM Rotations via MyFM; minimum 50 by end of PGY1\)](#)
- [Procedures and Obs Log \(log required experiences via MyFM\)](#)
- [Rotation evaluations \(complete for each rotation via Elentra\)](#)
- [Resident evaluations \(ensure preceptor has completed before end of rotation via Elentra\)](#)
- [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](#)

Curriculum

By End of PGY2

- [Clinical rotations \(successful completion\)](#)
- [Faculty Advisor Program \(two meetings per year\) 2026-27 academic year onward](#)
- [Field Notes \(Log 3/week during FM Rotations via MyFM; minimum 100 by end of PGY2\)](#)
- [Procedures and Obs log \(log required experiences via MyFM\)](#)
- [Rotation evaluations \(complete for each rotation via Elentra\)](#)
- [Resident evaluations \(ensure preceptor has completed before end of rotation via Elentra\)](#)
- [In-Centre Teaching \(e.g. \[Procedures Curriculum\]\(#\), \[Audit\]\(#\)\)](#)
- [Complete Academic Program](#)
 - [Log 150 Academic Credits \(for a total of 300 Academic Credits\) 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



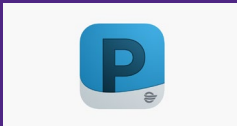
Tips to optimize your learning!

1. **Advocate** for your learning needs
2. Let all team members know that you're **there and ready to get involved**
3. Remember to have your preceptor **complete your assessment** before you finish the rotation
4. **Learning objectives** for each rotation are on the FM website
5. **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 Elentra, in the **Family Medicine Resources community page**.
- 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. **Note that in some instances you must complete/submit hospital forms 1-2 months prior to your rotation, i.e. Obstetrics in Kitchener.**
 - 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 through LHSC.



Reminders

- It is your responsibility to ensure that your preceptor has completed your assessment before the end of the rotation using **Elentra** (approach them 1 week prior to the end of the rotation)
- **Rotation assessments must be completed to successfully complete the program**
- **If your rotation assessments are not completed, we will not be able to submit your name to CFPC for confirmation of completion. This will cause a delay in obtaining your license.**

Rotation Evaluation

- Elentra is used to manage rotation schedules and evaluations
- Complete / distribute all evaluations sent to you as soon as possible.
 - Complete rotation and/or faculty evaluations in a timely manner; this is important so that we can make necessary adjustments if they are required.
 - Some assessments of your performance will go directly to your preceptor; other assessments you will need to distribute directly to a preceptor to complete.

Evaluations

Resident Responsibilities

Reminder Protocol

- After the end of each rotation block:
 - Two weeks after block end, if the ITER is incomplete, the resident must send a reminder email to the preceptor.
- The resident must send up to two (2) documented reminder emails if the evaluation remains outstanding, copying the PG Team at fmpgc@schulich.uwo.ca
- Reminders must be professional, courteous, and spaced reasonably to allow the preceptor time to respond.
- Residents must keep copies of all reminder communications as evidence of meeting their obligations.

If it is the last rotation block prior to completion:

- Resident will contact preceptor mid rotation and express to the preceptor the urgency of completing the evaluation in a timely fashion. An additional email is to be sent the following week if the evaluation remains incomplete, copying the PG Team at fmpgc@schulich.uwo.ca
- Reminders must be professional, courteous, and spaced reasonably to allow the preceptor time to respond.
- Residents must keep copies of all reminder communications as evidence of meeting their obligations.

Evaluations

Evaluation Completion Requirements

Core Rotations

- All core rotation ITERs must be completed to satisfy residency completion requirements.
- Up to one (1) core ITER may be excused only under exceptional circumstances.
- All Periodic Reviews must be completed in their entirety.

Elective Rotations

- Residents should have completed ITERs for all elective rotations.
- Up to two (2) elective ITERs may be excused.

Excessive Missing Evaluations

- If missing ITERs exceed the above noted, the resident must meet with the FM Program Director.
- **Escalation Process for Incomplete ITERs**
- Resident sends two email reminders.
- Program Office intervenes if resident is unsuccessful.
- Escalation to Program Director.

Consequences for Non-Compliance - For Residents

- Impact on Final Assessment and Competence Committee deliberations.
- Delays in program completion notification to CFPC.

Evaluations

Program Office Responsibilities

- Once the resident has sent two reminders, the Program Office will contact the preceptor to request completion of the outstanding ITER.
- The office will document communications and follow up until the evaluation is completed or the issue is escalated to the Site Lead or Program Director.
- Concerns involving recurrent preceptor non-completion will be addressed through administrative channels.

Obstetrics Rotation Daily Evaluation

- It is the resident's responsibility to have various preceptors on OBS-LHSC complete daily evaluations (distributed by Obstetrics).
- If these daily evaluations are not completed, the primary preceptor is not able to complete the Family Medicine ITER to evaluate your performance on the rotation.
- Your rotation could be evaluated as “Below Expected Benchmarks” and “Incomplete” if the daily evaluations have not been completed to inform the final ITER

Elentra

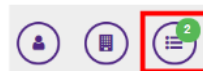
Elentra Login: <https://elentra.schulich.uwo.ca/>

PGME Elentra User Guide

Elentra - Resident Modules

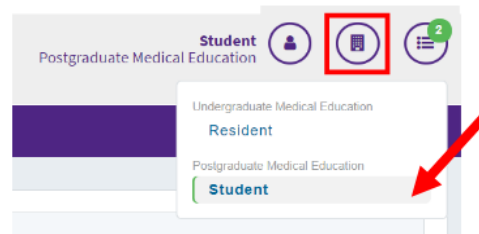
When logging into Elentra, you will notice two or three icons in the top right corner of the page, depending on your user permissions. Below gives a brief overview of what these three icons contain. This manual will refer to these areas often and will explain their functionality in greater detail.

- 1 **Assessment & Evaluation** – outstanding assessment and evaluations are indicated in the green circle on the top right corner of the screen. Clicking on this icon will take you directly to this page.

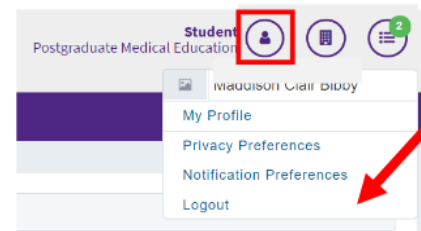


- 2 **Switch between UME & PGME*** – after clicking on the icon indicated, you will then see a drop down where you can choose between UME and PGME. You won't see this unless you are a member of both organizations.

***Note:** You will have to switch between organizations to see the corresponding number of outstanding assessment and evaluations.



- 3 **User Profile** – From this menu you can access your user profile as well as a number of different options depending on your role (student, faculty, etc.) This is also where you will find the logout button.

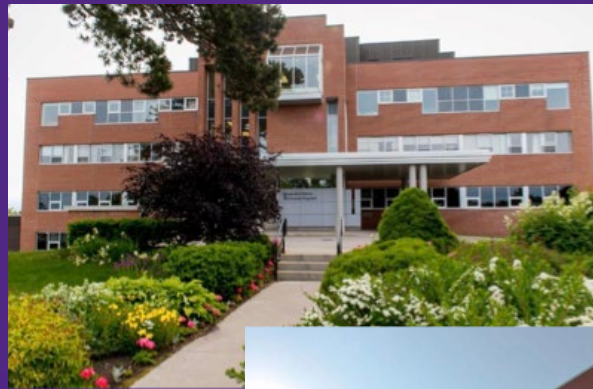


Rotation Outcomes

- **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 Competence Committee involved in process
- **Borderline ratings**
 - Program notified and evaluation discussed with resident
 - FM PG Competence Committee determines if there is a need for an education or remediation plan
 - 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 fmpgc@schulich.uwo.ca to advise of your request for change and you will be provided with further directions.**
 - **If you wish to change a Windsor elective, contact FMWindsor.Schulich@wrh.on.ca with details of the change request.**
- 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. All communications must be with a university/hospital email address
- Maximum of 3 electives in any one specialty except Family Medicine

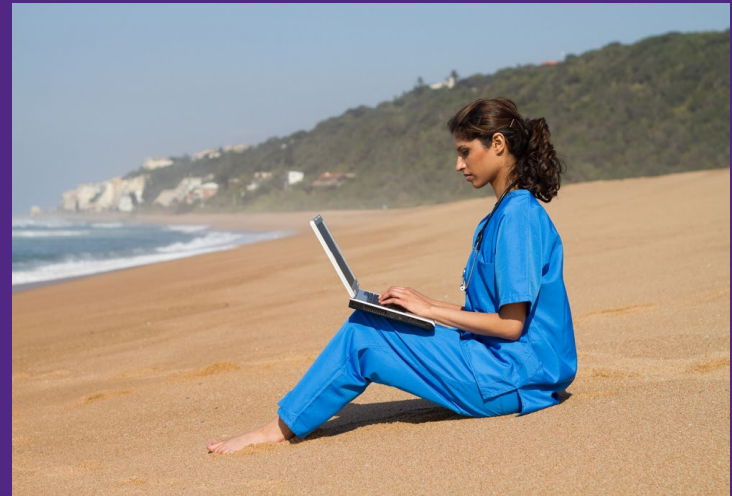
Unique Electives

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 Elentra

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 twice per year



Faculty Advisor Program

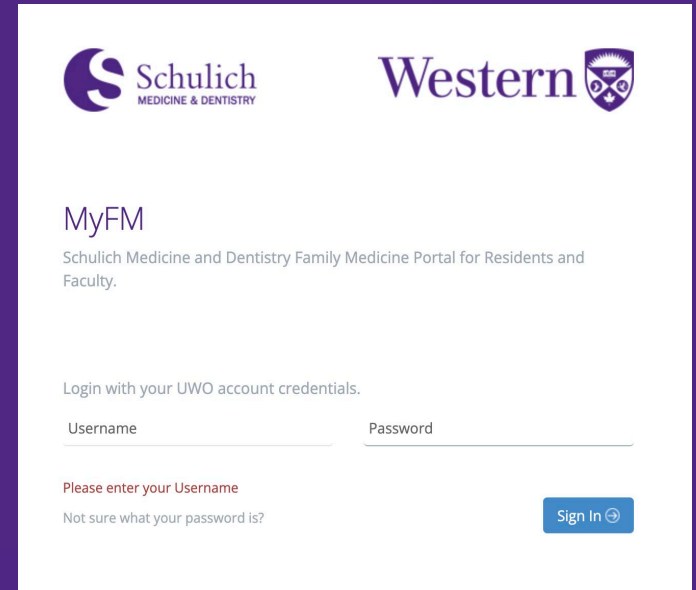
Prior to the meeting,
Residents need to:

- Log into MyFM and review your progress
- **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 in Elenra



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



The screenshot shows the MyFM login interface. At the top, there are logos for Schulich Medicine & Dentistry and Western University. Below the logos, the text 'MyFM' is displayed, followed by a subtitle: 'Schulich Medicine and Dentistry Family Medicine Portal for Residents and Faculty.' A line of text reads 'Login with your UWO account credentials.' Below this are two input fields: 'Username' and 'Password'. A red error message 'Please enter your Username' is visible below the Username field. Below the Password field is a link that says 'Not sure what your password is?'. A blue 'Sign In' button with a right-pointing arrow is located at the bottom right of the login area.

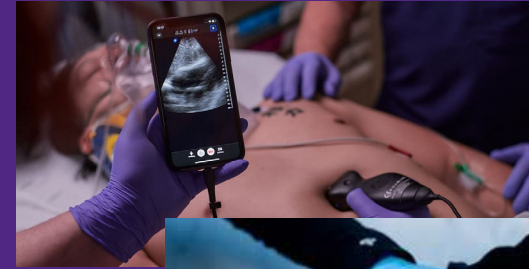
Field Notes

- Logged using MyFM - electronic assessment system
- During core FM must complete ~1 field note/day
 - At least 3/wk during core FM time
 - 50 by end of PGY1 year and 100 by end of PGY2 year while in FM
- Preceptors are encouraged to also log FNs
- 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



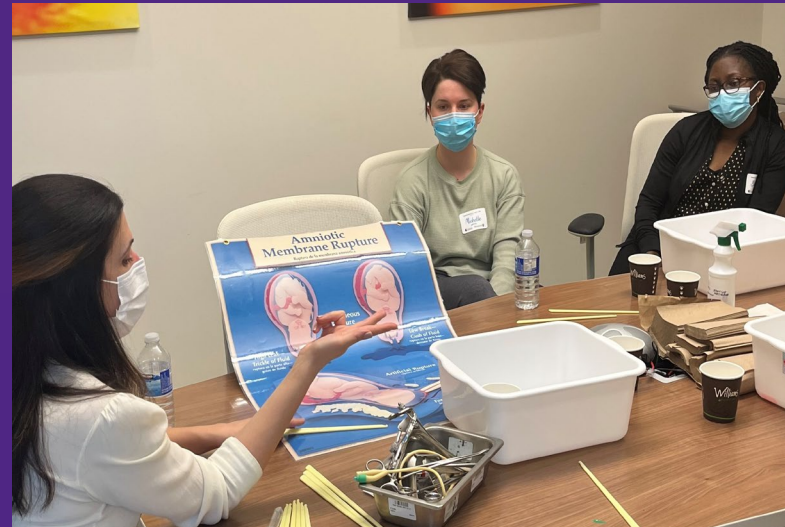
Procedures Curriculum:

- Launching in 2026/27 with Skin and Casting procedures during Wednesday morning teaching.
- There will be academic ½ days focused on procedures: SIMs, FamPOCUS, Joint injections, etc.



FM Obstetrics Policy

- Log all OB Experiences noting which experiences are FM OB experiences
- Logged via MyFM using a Field Note



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
- In-person for those within 35 km radius of the Western Centre for Public Health and Family Medicine. Offered via Zoom for those on rotation outside of the 35 km radius (Rural Sites / Elective Rotations).
- 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 Elentra 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

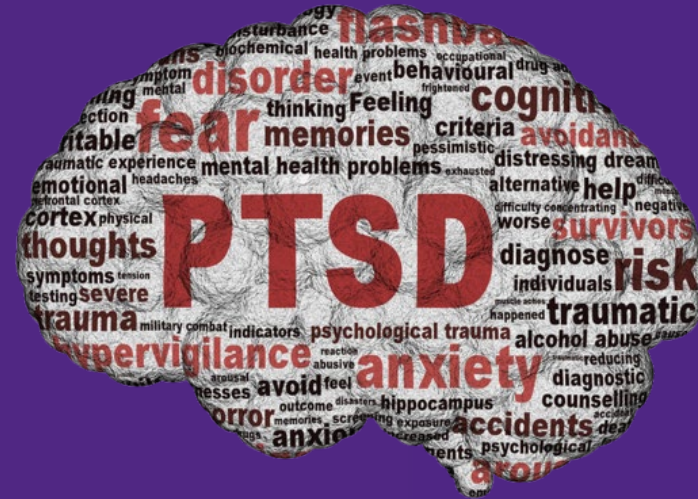
Transition to Residency (T2R)

- Mandatory educational sessions for PGY1s
- Hosted by the Schulich Postgraduate Medical Education (PGME) Office on Wednesday afternoons through July - September
- Attendance taken
- T2R contact: PGME office:
postgraduate.medicine@schulich.uwo.ca.



Behavioural Medicine

- London, Regional, and Rural residents:
 - Three 3-hour sessions per core FM block on Wednesday morning
 - Pre-session modules 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

- Mandatory attendance
 - See Elentra calendar for more details



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 PGY1 multi-block core FM rotation. Due date is the last day of the block.
- PGY2
 - Completed 2 weeks after the end of your multi-block core Family Medicine rotation. Exception is for those starting core FM in block 9 or 10 where projects will be due at the end of April. Claudia Baker 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 |
|--|--|---|

LHSC Policy on Use of PHI

- Request for Use of Personal Health Information for Research, Education and Quality Improvement Form (NS5579) must be completed if staff/affiliates are wanting to access PHI in the paper chart for secondary purposes – the form is not required for the EPR.
- Residents should be documenting the reason chart was accessed in the Chart Access LOG (CAL)
- Staff/affiliates are permitted to access a patient record for education purposes, and w/o the patient's expressed consent, 4x w/in a 12-month period after they last provided care to that patient – every new treatment episode with a particular patient resets the timeframe – for example, if you provided care to a patient in December 2024 and then provided care again in May 2025, you are permitted to access the patient's record 4x for education purposes w/o the pt's consent between May 2025 and May 2026

OneChart Signing Authority

Important Reminder for All Students, Residents, and Fellows

- Following recent updates to OneChart signing authority, it's critical that the Most Responsible Physician (MRP) is added as a co-signer on all clinical notes including progress notes.

To ensure your note is properly routed:

- Add the MRP as a co-sign before completing the note
- Use the 'Submit' button—not 'Save'—when finalizing the note

Why this matters?

- This step ensures MRPs are notified of preliminary reports, maintains accurate documentation, and avoids notes remaining in an 'Unauthorized' status without a co-sign request.

OneChart Signing Authority

Workflow Videos:

- How to Add the MRP to a Clinical Note – How to Add the MRP to a Clinical Note.mp4
- How to Add the MRP to a Dynamic Document – How to Add the MRP to a Dynamic Document .mp4
- How to Forward a Document for Co-Signature from a Patient's Chart – How to Forward a Document from a Patient's Chart.mp4
- How to Forward a Saved Document from Message Centre – How to Forward a Saved Document from Message Centre.mp4
- How to Modify a Saved Document – How to Modify a Saved Document.mp4

OneChart Signing Authority

Other Available Resources

- Resident & Fellow Signing Authority Changes Overview - [Resident Signing Authority - London and Regional Hospitals EHR Education - Cerner Wiki](#)
- LearnNow: Using Dynamic Documentation - [Dynamic Documentation - London and Regional Hospitals EHR Education - Cerner Wiki](#)
- LearnNow: Using Clinical Notes - [Document using Clinical Notes - London and Regional Hospitals EHR Education - Cerner Wiki](#)
- LearnNow: Work With Message Centre - [Work with Message Center - London and Regional Hospitals EHR Education - Cerner Wiki](#)
- FAQ – Resident & Fellow Signing Authority Changes - [FAQS](#) (**Note:** to access this URL, you must do so while connected to a hospital network or using VPN/remote desktop services)
- Dynamic Documentation learning journey. [Dynamic Documentation](#). This module is approximately 15 mins in length.

OneChart Signing Authority

- Our Health Information Management teams will also be continuing to audit notes without co-sign requests and notifying individuals of required corrections as they are identified.
- **For IT assistance, or should you encounter any issues as a result of this change, please contact the ITS Help Desk at (519) 685-8500 x4-HELP (44357), email helpdesk@lhsc.on.ca or submit a request through Self Service (<https://4help.lhsc.on.ca>).**

Safe Ride Program Update

If you have any questions or require any clarification about this process, please reach out to Medical Affairs.

LHSC Medical Affairs / St. Joseph's Medical Affairs

- Effective July 1, 2026, the LHSC and St. Joseph's Hospital safe ride program will transition to a reimbursement model based on a set of defined eligibility criteria. At that time, the existing transportation code for Checker Cabs will no longer be valid and an online reimbursement application form will be required in order to be reimbursed.
- The reimbursement form will be available on the Medical Affairs intranet page as well as through a QR code that will be distributed in late June.
- This change is being implemented following a detailed review of the LHSC and St. Joseph's Hospital safe ride program in comparison to peer organizations. The review demonstrated the need for better alignment with other organizations including adoption of clear eligibility criteria and the shift to a reimbursement model.

Safe Ride Program Update

If you have any questions or require any clarification about this process, please reach out to Medical Affairs.

LHSC Medical Affairs / St. Joseph's Medical Affairs

Purpose of the Safe Ride Program:

- London Health Sciences Centre and St. Joseph's Health Care London support fatigue risk management by offering a Safe Ride reimbursement program for Residents. Long or overnight shifts can increase the risk of fatigue related driving accidents, and this program ensures trainees have a safe option home.
- Residents who feel too fatigued to drive after an overnight call period or overnight shift, and who have no other safe transportation, may use this program for a complimentary ride home. To be reimbursed, eligible Residents must meet the program criteria and submit proof of payment showing the destination, date and time of the ride.

Safe Ride Program Update

If you have any questions or require any clarification about this process, please reach out to Medical Affairs.

LHSC Medical Affairs / St. Joseph's Medical Affairs

Eligibility Criteria and Restrictions:

Following your overnight call period or extended shift, if you feel that you are too fatigued to safely drive home, you may access the Safe Ride Program. This program is now based on a reimbursement model, and approval is dependent on meeting all eligibility criteria.

In order to receive reimbursement, the following criteria must be met:

- You must have completed an extended overnight or on-call shift that is outside of your regularly occurring shifts (where the call is known in advance)
- You must identify as being too fatigued to safely drive home following your shift
- The starting point for transportation must be from the hospital site in which your shift occurred
- The destination must be to your identified home address unless otherwise approved
- Proof of payment with cost, location, date and time is required for reimbursement
- All requests must be submitted within 30 calendar days of the ride occurrence

The expectation is that trainees plan for a safe way to get home from all shifts. The Safe Ride program is not intended to be used for regularly occurring call-shifts where the call is known in advance.

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
- It is important to pace your vacation time throughout your PGY1 and PGY2 year. Patient care is a consideration in granting time off and must be taken into account.
- If it is not recorded in Elentra, 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.
- Service Contact List for requests for leaves can be found in Elentra in the Family Medicine Resources community.

Time Away

Responsibilities

- **Residents:** Initiate leave requests and submit required documentation to clinic Administrator. Resident to obtain approval signatures from chief resident and preceptor and return signed form to Admin.
- **Clinic Administrator:** Review requests, complete scheduling and EMR documentation and return form to residents obtain signatures. Admin submits finalized paperwork.
- **Preceptors:** Review and approve leave requests by signing the Request for Leave form.

Procedure

1. Leave Request Initiation
 - The resident initiates a leave request (**minimum 4 weeks prior to leave dates requested**) by:
 - Completing a request for leave form and providing it to the teaching site administrator
2. Preliminary Review
 - Administrative staff reviews the request for feasibility and scheduling considerations and can advise if there are any conflicts.
3. Preceptor Approval
 - The resident is responsible for providing the completed form to the chief resident / preceptor for review and obtaining their approval signatures.
 - Administrator may choose to obtain signatures at this point to expedite the process.
 - Upon signing, the preceptor returns the form to administrative staff for submission.

Time Away

Procedure

4. Scheduling and EMR Processing
 - Administrative staff complete all required scheduling and template updates to book the resident off.
 - **Note:** Residents, nurses, and front desk staff may not have EMR permissions and cannot complete this step.
5. Final Submission and Notification
 - Administrative staff emails the signed Request for Leave form to the FM program office at fmpgc@uwo.ca.
 - The resident is copied on the email for confirmation.

If the resident does not have sufficient / appropriate leave allocations, they will be notified by the PG Team and the teaching site administrator will be copied on the email. The request may be denied.

Compliance

- Leave requests are not considered approved until:
- Preliminary review is completed
- Preceptor approval is obtained
- Documentation is submitted to fmpgc@schulich.uwo.ca

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



PGME Registration Fee Reimbursements

May be applicable to residents who have taken leaves and are off-cycle:

Registration Fee Refund

Registration fee refunds can only be submitted after the last day of training, but no more than 30 days after the last day of training. For example: If training is completed on August 1st, the form must be submitted between August 2nd and August 31st.

Forms submitted after the 30-day time frame will not be accepted.

[Registration Fee Refund - Postgraduate Medical Education - Western University](#)

Resident Work-Life Balance

It is important for residents to be aware of the parameters of their obligations and rights so they may achieve work life balance.

- PARO as a resource

<https://myparo.ca/>

- PARO Duty Hours

<https://myparo.ca/top-contract-questions/#duty-hours>



PARO

Inspired by our
love of medicine

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 & Safe Ride Home Program

SAFE RIDE HOME PROGRAM FOR MEDICAL RESIDENTS





**LONG SHIFT?
FEELING FATIGUED?**



**PLEASE STOP AND
CONSIDER THE SAFE
RIDE HOME PROGRAM**



Fatigue is dangerous. When fatigue hits, choose the Safe Ride Home Program for Medical Residents.



Call Checker (24/7) at 519-659-0400 to book your Checker Limo Safe Ride Home from any hospital site in London.



Medical Residents are covered. Use the PIN provided by Medical Affairs for a complimentary ride, when fatigue hits.



Rest well, safe at home. Choose the Safe Ride Home, for Medical Residents.

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



LEARNER EXPERIENCE

REACH OUT. GET CONNECTED.
RECEIVE THE SUPPORT YOU NEED.



Resident Wellness

- If you experience **intimidation or harassment**, report **immediately** to:
 - Your Site Director, Faculty Mentor or Program Director
 - Chief residents
 - Wellness (LE) Office



Questions?





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