

STATEMENT 2.0.3 – USE OF WEB-BASED LEARNING MANAGEMENT SYSTEMS, SCHEDULE AND STUDENT RECORD SOFTWARE AND EVALUATION SYSTEMS ADOPTED BY UME

Undergraduate Medical Education

Approved by:	Curriculum Committee
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I. PURPOSE

Numerous electronic, web-based resources have been adopted by the Doctor of Medicine or Undergraduate Medical Education Program (Program) in the Schulich School of Medicine & Dentistry at Western University to support the curriculum. It is expected that faculty and administrative support staff will complete the requisite training to ensure an appropriate level of understanding of required web-based programs. In some cases, web-based resources compile data which is used in government funding formulas.

II. STATEMENT

To access Program resources and ensure confidentiality and meet the regulations of privacy, the following will apply:

a. Authentication

- i. In all cases, a valid Western University username and password is required.
 1. Faculty, students and staff at all sites are responsible for ensuring that they have validated their Western username and password by contacting the Western IT Help Desk.
- ii. In all cases, a valid email account is required.
 1. It is a requirement that all Schulich School of Medicine & Dentistry UME faculty, students and staff have an active Western email account which they regularly monitor.
 2. It is a requirement that all Schulich School of Medicine & Dentistry UME faculty, students and staff use their Western, their Schulich or their LHSC email account for regular, work related correspondence.
 - a. Alternate accounts such as a free web-based mail systems are prohibited for regular, work related use (eg: Hotmail, Gmail, etc).
 3. As a general rule, faculty, students and staff are prohibited from sharing login credentials. As such, faculty must ensure they have appropriate access to their Western account to access web-based resources.
 - a. Under no circumstances should anyone designate login to web-based resources on behalf of faculty.
 - b. If faculty are unable or unwilling to maintain an active Western account, and as such are not able to complete the requirements of their position as they related to web-based resources, they are required to contact the Associate Dean, Undergraduate Medical Education and a meeting will be arranged between them and their Department Chair to discuss alternate teaching opportunities outside of the Program core curriculum.

b. Web-Based Resources

- i. When an electronic/online system for record keeping, course and rotation scheduling, curriculum management, course delivery, evaluation, or any other aspect of the Program is adopted for universal use by Undergraduate Medical Education and/or the Schulich School of Medicine & Dentistry, it is the expectation that all programs, departments, courses and other components of the UME program will make use of the system to the extent that it is possible and as per the recommendations of the Dean, the Vice Dean, Education, or the Associate Dean, Undergraduate Medical Education or their designates.
 1. Should a Department, Program or Course elect to use alternate software, funds will not be made available by the School to support purchase and licensing.
 2. The Department, Program or Course will still be responsible for entering all required data and/or information into the UME approved software.
 3. IT/IS support will not be available for the alternate software.
 4. Neither the Schulich School of Medicine & Dentistry nor the Undergraduate Medical Education program will be responsible for a reduction in funding or a change to the accredited status of a hospital program resulting from incorrect usage or non-compliance with UME mandated web-based systems.
- ii. Faculty and staff are expected to familiarize themselves with the systems pertinent to their program, department or course. Faculty and staff should partake in recommended training and will partake in required training.
- iii. UME leadership will work with IT/IS to ensure that adequate technical and human resource support is available to ensure ongoing use of all systems.
- iv. UME welcomes feedback related to the value, usefulness and usability of its systems and encourages innovation and best practices of all faculty and staff.

c. Current adopted technologies include:

- i. Email: Western Email (generally) (in London) or LHSC
- ii. Learning Management System (LMS): OWL (Sakai)
- iii. Schedule Software: one45
- iv. Student Record Software: Schulich Administrative System (SAS)