



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

Postgraduate Medical Education

PGME Dean's Office August 2019 Updates



FYI: Have you read the UBC Faculty of Medicine Strategic Plan?

Read the Education Pillar of the FoM Strategic Plan [here!](#)

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Upcoming Dates/Deadlines

Accreditation Dates:

- **Oct 11, 2019:** Program CanAMS Documents Submission Deadline
- **Mar 2-6, 2020:** Accreditation Survey Visit

Finance Dates:

- **Late Aug/Early Sept:** Release of funding guidelines
- **September:** Funding distribution for most funding categories (except teaching with patient care)
- **December:** Funding distribution for teaching with patient care

Events:

- **Nov 12, 2019:** Fall PGME PD Workshop
-

Who's New in PGME?

Kion Davies is the new Resident Wellness Counsellor with the Resident Wellness Office. Kion has been working with us over the past year covering Rebecca Turnbull's maternity leave and has now joined us permanently as of August! Kion's new role will be focused on providing additional counselling opportunities to residents during evening and weekend hours, to reflect the increased demand on the RWO office, as well as increasing the RWO support to Vancouver Island residents with increased visits.

Bernice Brown, CPMS (Clinical Placement) Systems Support, is leaving

PGME and heading back to school. We will miss her but are wishing her the best in her new career journey! Her last day in the office was Friday, Aug. 23rd. **Mariana Gamboa** has joined us from Hiring Solutions, and will be covering this role in the interim until we can fill this role permanently. If you have questions or need support on the CPMS system, please email Mariana at cp.support@ubc.ca

Elaine Molloy has changed roles recently, into a Systems Support/Data Analyst role within PGME. This is a new role within PGME to support CBME And Accreditation systems as well as the users of PGME evaluation and assessment systems. The systems include Elentra, E-portfolio and CanAMS. We are currently hiring for the Accreditation Coordinator role, and will update you as soon as it is filled.

Accreditation Room Booking Requests

Room Booking and Videoconference Requests During Accreditation Week (March 2-6, 2020):

The PGME office is coordinating with the Resource Coordination Team to process and manage the room booking and videoconferencing (VC) requests you submitted earlier for your accreditation meetings next March.

As you can imagine, there is huge demand during the week of March 2–6, 2020 at all sites, and we are working hard to optimize the space to meet everybody's needs, now that the schedules are confirmed.

PGME accreditation is a priority that week and we will be looking at the whole FoM space inventory at all sites, including department “owned” meeting rooms, and also at Health Authority rooms. We're looking at some creative solutions to extend space. If you wish to use a department or Health Authority room that is not typically booked by the Resource Coordination Team, please let lua.lynch@ubc.ca know asap, especially if you intend to use VC.

If you have not yet requested rooms for your accreditation meeting, you are advised to do so immediately. If you want to request FoM rooms or VC, please complete [this spreadsheet](#) and send to lua.lynch@ubc.ca.

The Resource Coordination Team will confirm all room bookings at the same time in mid to late October. We may reach out to some of you beforehand to check your requirements, especially if they are complex multi-day and/or multi-site bookings.

Please **DO NOT** contact the Resource Coordination Team directly about PGME accreditation bookings, rather channel any enquiries or change

requests through lua.lynch@ubc.ca.

Pre-Accreditation Checklist - August 2019

(Some hot topics you should ensure you have covered...)

Download this checklist [here](#).

- There must be at least yearly evaluation of all of the program's educational components.
- Training-related documents, including terms of reference for all committees, should be updated (and dated) at the time of program review.
- All relevant teaching sites must be represented on the RPC.
- Members of the RPC must be actively involved in a collaborative decision-making process.
- There must be a fair and effective process for residents to select their representatives on the RPC
- "Resident issues" and "Resident Wellness" should be standing items on RPC agenda.
- "Program-related QA/QI" should be a standing RPC agenda item, and follow-up of the issues raised should be documented to "close the loop".
- There must be an effective process for RPC actions and decisions to be communicated to the rest of the division.
- All residents must be aware of and have access to:
 - Program policies
 - Wellness/counselling resources
 - A process for reporting mistreatment
- Both the safety policy and the wellness policy need to be program-specific but the UBC PGME policies can be modified to address program-specific issue.
 - [Policy 010* Health and Safety of Postgraduate Medical Trainees \(minor edits pending\)*](#)
 - [PGME Wellness Policy \(new\)*](#)
 - [PGME Fatigue Risk Management Policy \(new\)*](#)

**discussion/approval at PGME Committee Meeting September 24, 2019*

- Every program must have a curriculum plan/map. The curriculum map must address all CanMEDS roles.
 - Template can be found [here: 03b_Attachment_1_Curriculum_plan_template_Version_1_1.xlsx](#) or directly in the CanAMS platform in the Documents tab, From the College – DO NOT DELETE folder.
- All programs must have a Competency Committee (or equivalent) with program-specific terms of reference.

Template Terms of reference can be found here:

[Competency Committee TOR SampleTemplate](#)

- Every resident must be reviewed by the program competency committee at least twice per year.
- The competency committee must formally report back to the RPC regarding residents' readiness for increasing professional responsibility, promotion, and transition to practice.
- Teaching faculty must be given regular feedback based on their evaluations (annually if possible; at least every 2 years for small programs).
 - New [PGME Policy on Resident Evaluation of Faculty](#) (to be discussed at PGME Committee Meeting September 24, 2019)
- Administrative staff must be provided with feedback.
- Consideration must be given to your program's "hidden curriculum" i.e. the unwritten, unofficial, and often unintended lessons, values, and perspectives that students learn in an educational setting
- Career planning must be included as part of the program educational plan.

In addition, please note:

- The deadline for submission of your program documents on CanAMS is **Friday, October 11, 2019**.
- Please also submit your program's review schedule to Elaine Molloy by **Friday, October 11, 2019** for PGME office review and final approval by the RCPSC.
- It is recommended that an RPC meeting is scheduled for January/February 2020 to ensure that program stakeholders know what to expect during Accreditation. (PGME will be circulating common questions likely to be asked by reviewers)
- If you require guidance or support, please reach out to:
 - **Dr. David Dix**, Faculty Lead, Accreditation, ddix@cw.bc.ca
 - **Dr. Sonia Butterworth**, Assistant Dean, sonia.butterworth@cw.bc.ca
 - **Eleni Tsakumis**, CBME/Accreditation Project Manager, eleni.tsakumis@ubc.ca
 - **Elaine Molloy**, CBME/Accreditation Systems Support, elaine.molloy@ubc.ca

CBME - Entrada Support

In postgraduate medical education, [Entrada](#) is the technology platform used to support the completion of workplace based assessments called Entrustable Professional Activities (EPAs) in Competency Based Medical Education (CBME). In CBME, residents are required to request feedback

from multiple assessors, which may include clinical faculty, hospital staff and other allied health care professionals. To access Entrada, a UBC CWL is required.

For support in accessing Entrada, please review [this document](#). Quick Start Guides for Entrada are also available on the [PGME website](#).

Drop-In Support Group for Residents on Leave

Many Residents who have gone on a medical leave have described it as being a stressful and isolating experience and have wanted a way to connect with other Residents going through the same thing. The Resident Wellness Office has created a 4 week support group that meets once a week in a **safe and confidential** environment at the Diamond Centre. Learn healthy coping skills with a Registered Clinical Counsellor using the evidence based approach of Mindful Self Compassion. The group will take place on **Tuesdays from 9:30am – 11:30am beginning September 17th and will run every 4 weeks ongoing**. Registration begins in August. Please email RWO Coordinator, Aileen McKeown, at resident.wellness@ubc.ca for info and registration.

Reminders for Submitting Resident Reimbursement Claims

The PGME office receives many resident reimbursement claims every day. To help speed up the reimbursement process for residents, please remember the following tips:

1. ***NEW* On-Call Parking:** On-call parking is reimbursed through Vancouver Coastal Health. Please use the new On-Call Parking Form, which is available on the [PGME website](#) for on-call parking reimbursement claims. This form must be approved and signed by the Program Administrator. Please scan the completed form and the original receipt directly to Sandra Evans at Vancouver Coastal Health at sandra.evans@vch.ca. These claims are not processed through the PGME office.
2. **Small Receipts:** Original receipts are required for all reimbursements. Due to the high volume of claims PGME receives, small receipts such as taxi claims and ferry claims should be taped to an 8 1/2 x 11 sheet of paper to help preventing delays in processing. Please keep all receipts in the same rotation when tapping multiple receipts to a single sheet of paper. Please avoid using staples for organizing small receipts. Do not tape over any printed information. The tape erodes the ink and thermal imprints on receipts.
3. **Mailing Address and Employee ID:** Please ensure that the mailing

address and employee ID are completed on the BCIRPA Form to avoid processing delays.

4. **Maps for Mileage Claims:** always include a Google Map when claiming mileage.
5. **Maximum Reimbursable Amount:** please ensure all claims are capped within the maximum amount per PGME policy. Adjust the claim amount if necessary before submitting claims to PGME to help preventing delays in processing. Policies regarding resident reimbursements can be found in the 'Travel and Reimbursement' section of the [Policies & Procedures page](#) on the PGME website.

Questions about resident reimbursement claims can be directed to **Luyi Yang** at luyi.yang@ubc.ca or 604-875-4111 ext. 24709.

PGME Mistreatment Help Website

Please note the launch of the new [PGME Mistreatment help](#) website where PGME learners can report on-line when they feel that they have experienced or witnessed mistreatment, approach PGME contacts relating to mistreatment and access additional resources relating to this. We encourage PGME programs to promote this resource amongst their PGME learners.

Tracking Vacation, Sick and Lieu Days in one45

Please ensure that you are accurately tracking resident's vacation days, sick days and lieu days in one45. This tracking is required in order to implement leave policy in the new Collective Agreement. **Liz Rota**, one45 System Support Analyst, has kindly created [this document](#) with instructions that you can refer to. Contact Liz at fomeas.support@ubc.ca with any questions.

Please also remember that you can only record up to 5 consecutive days of sick time in one45. If sick time exceeds 5 consecutive days, a short term leave must be added in the Resident Management System (RMS).

PGME Office Key Staff Contacts

Please feel free to reach out to any of the PGME staff members below if you have any questions or are in need of support.

PGME Operations:

- **Emily Myers:** emily.myers@ubc.ca / 604-875-4111 x 24676
- **Rob Brackenbury:** rob.brackenbury@ubc.ca / 604-875-4111 x24737

Accreditation and CBME:

- **Elaine Molloy:** elaine.molloy@ubc.ca / 604-875-4111 x24678
- **Eleni Tsakumis:** eleni.tsakumis@ubc.ca / 604-875-4111 x24675

Trainee Support:

- **Delfa Balagot:** delfa.balagot@ubc.ca / 604-875-4111 x24671
 - RMS resident record
- **Anika Sterba** (covering for **Alma Salvador** while she's on leave):
anika.sterba@ubc.ca
 - VISA Trainees and Clinical Fellows
- **Sharon Emslie:** sharon.emslie@ubc.ca / 604-875-4111 x24685
 - Visiting electives, resident certificates, prescription pad requests
- **Julie Zakus:** pgme.mandatedhousing@ubc.ca / 250-980-1342
 - PGME mandated housing
- **Tessa Feuchuk:** tessa.feuchuk@ubc.ca / 604-875-4111 x24686
 - Clinician Investigator Program (CIP) & Transition into Practice (TIP)
- **Aileen McKeown:** resident.wellness@ubc.ca / 604-875-4111 x23055
 - Resident Wellness Office

Administrative Support:

- **Rose Amann:** postgrad@postgrad.med.ubc.ca / 604-875-4111 x53781
 - Front desk reception, office assistant
- **Johnny Teng:** pgme.assist@ubc.ca / 604-875-4111 x24684
 - Assistant to PGME Associate/Assistant Deans and Director of Administration

Back-end Systems Support:

- **Donna Caedo (RMS):** rms.support@ubc.ca / 604-875-4111 x24673
- **Liz Rota (one45):** fomeas.support@ubc.ca / 604-875-4111 x61977
- **Mariana Gamboa (Temp - CPMS):** cp.support@ubc.ca / 604-875-4111 x24670

PGME Finance Support:

- **Luyi Yang:** luyi.yang@ubc.ca / 604-875-4111 x24709
 - Resident reimbursements
- **Mindy Li:** mindy.li@ubc.ca / 604-875-4111 x24693
 - PGME Senior Financial Analyst

International Medical Graduates (IMG) Clinical Assessment Program:

- **Jacqueline Armstrong:** imgbc.postgrad@ubc.ca / 604-675-3780
- **Christine Huo:** christine.huo@ubc.ca / 604-875-4111 x24677



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