



THE UNIVERSITY OF BRITISH COLUMBIA  
**Faculty of Medicine**

*PGME Dean's Office | December 2019 Updates*

This is the last PGME newsletter of 2019. Find important updates below for our PAs as well as our PDs. Please click the button(s) below to go directly to the information relevant to you.

[PAs](#)

[PAs and PDs](#)



**[Reminder: New Process for Fellows/Electives](#)**

**[Rotation Onboarding at PHC Sites](#)**

Please email [pgme.electivesandfellows@ubc.ca](mailto:pgme.electivesandfellows@ubc.ca) to inform the PGME Office if your program has any Clinical Fellows, Visiting Electives or Postgrad Trainees who will be at SPH, MSJH and/or HFH.

More details can be found here: [New PHC Onboarding Process](#)

## one45 Security Audit: We Need Your Help

Between January-March 2020, we will require your assistance with validating users' access and permissions to complete the annual one45 Security Audit.

Learn more about what you need to know and do here: [one45 Security Audit](#)



## Resident Reimbursement Reminders

1. Reimbursement Submission: Claims for reimbursement of travel expenses must be submitted using the Resident [Expense Reimbursement Form](#), and ideally be submitted within **30 days** of return from rotation/academic events. Please remind all residents to submit any outstanding claims for 2019 ASAP.
2. Academic Day Event: Please provide a description of the event (i.e. event name / type) in the comment section of the Expense Reimbursement Form.

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### Support Group, Residents on Leave

The Resident Wellness Office will be starting our third cohort of the Focus, Aim, Release: Support Group for Residents on Leave in January. The program is designed for residents currently on leave. The dates for this session will run as



follows:

January 28	February 4
February 11	February 25

For more information, contact Aileen at

[resident.wellness@ubc.ca](mailto:resident.wellness@ubc.ca)



### **Resident Wellness Office Upcoming Site Visits**

Please encourage residents to attend upcoming RWO site visits in the following locations:

Victoria: February 4-6	Penticton: February 12
Kelowna: February 12-13	Chilliwack: February 20
Nanaimo: February 21	Abbotsford: February 27
Prince George: Date TBD	

### **Accreditation Information Sessions**

To help programs prepare for Accreditation, the PGME Leadership and Accreditation Team will be facilitating an information session. To accommodate schedules, the session will be offered on each of the following dates:



January 14, 7:00-9:00 am	February 4, 7:00-9:00 am
January 28, 4:00-6:00 pm	February 11, 4:00-6:00 pm

Topics will focus on preparing your program for the review meetings, questions the surveyors may ask, and logistics. Look out for more information about the sessions in January.



### **Reminder: CaRMS Interview Offer Status**

#### **Notification Process**

For applicant fairness, please note the process for notifying applicants of their interview status in CaRMS Online.

Read more here: [CaRMS Interview Offer Process](#)

### **Reminder: Deadline for Residents to Register for Spring 2020 Exams**

With the application deadline approaching quickly to register for Royal College examinations in the Spring of 2020, please read important information and requirements for applicants found here: [RC](#)

[Spring 2020 Exam Deadline](#)



### **Mindfulness Challenge Opportunity?**

Join fellow UBC Health professional staff and faculty in the Online Mindfulness Challenge, and benefit from increased productivity, mental clarity and happiness.

Learn more here: [Mindfulness Challenge](#)

## Reminder: Change to Resident Stat Holiday Pay in New Collective Agreement

The change in language provides that the shift has to start on the statutory holiday in order to be eligible for the premium statutory holiday pay. It is now **mandatory** for residents to include the shift schedule (start and end time) when submitting Stat Holiday Payment in RMS. Time off in lieu should not be tracked in RMS. Read [this memo from HEABC](#) for more information.



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