



PGME DEAN'S OFFICE UPDATE | JANUARY 2020

Program Directors and Administrators

Accreditation: Upcoming Information Sessions and Accreditation Dates

January 28, 2020 – 4:00pm - 6:00pm Accreditation Information Session*	February 4, 2020 – 7:00am - 9:00am Accreditation Information Session*
February 11, 2020 – 4:00pm - 6:00pm Accreditation Information Session*	
Sunday, March 1: Accreditation reception	March 1 - 6, 2020: Accreditation survey visit
Wednesday, March 4, 2:00-3:00 PM: PGME Committee Review Meeting	Friday, March 5, 9:00-10:00 AM: Thank you and exit meeting for all UBC PGME

**All Information Sessions cover the same content. Multiple dates have been scheduled for your convenience.*

The sessions will provide an open forum for questions but will specifically target expectations for meetings with surveyors as well as review-day logistics.

Accreditation Visit Reception

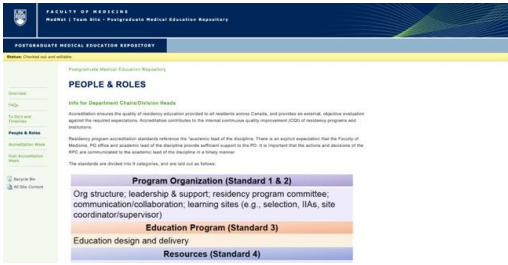
The entire Royal College and College of Family Practice Accreditation Team will be present and you will have the opportunity to meet your program’s surveyors. It is an expectation that Program Directors attend. Program Administrators are welcome and encouraged to attend.



The reception is scheduled for March 1, 2020 from 6:00pm – 8:00pm.

[RSVP](#) by February 7, 2020.

Accreditation Toolkit



The PGME Office is actively developing an Accreditation Toolkit which will be available through MedNet. Email updates will be coming. Stay tuned!

For now, please reach out to us with any questions you may have in preparing for the Accreditation visit at pgme.accreditation@ubc.ca

CBME Update – New Features Following Entrada System Upgrade

With the Entrada upgrade to 1.16.1 now complete, users will benefit from a number of new features, training opportunities and updated Quick Start Guides ([Faculty](#) and [Competence Committee](#)), to better meet individual program needs.



Learn more about the new features and how to view the dashboard [here](#).

If you would like to schedule CBME Entrada training session for faculty, resident, RPC, CC and/or Program Director/Administrator or have program specific questions, contact Elaine.molloy@ubc.ca

Resident Wellness Office - Support Group for Residents on Leave

The Resident Wellness Office is looking forward to launching the third offering of our support group Aim Focus Release, designed to provide mindful self-compassion skills to residents currently on leave. The next group is scheduled to start Feb. 4. For further information or to register, email resident.wellness@ubc.ca

Upcoming Resident Wellness Office Site Visits:

Penticton: February 12	Kelowna: February 12-13
Chilliwack: February 20	Nanaimo: February 21
Abbotsford: February 27	

New Resident Collective Agreement now available online

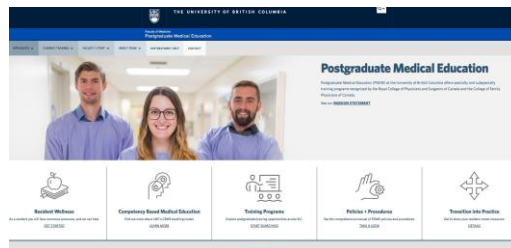


Visit the Resident Doctors of BC website to access the [2019-2022 Collective Agreement](#) between HEABC and the Resident Doctors of BC.

New PGME Website

We've been working to create a new PGME website

You can visit the test site [here](#), and it will be live on the current domain name soon!



Program Administrators

Resident Reimbursements – New Form and Address Change Requirements

DIRECT DEPOSIT (EFT AUTHORIZATION FORM)

Would you like to Start EFT Change an existing EFT arrangement

1. EFT INFORMATION (MANDATORY)

Mailing Address: Street Address, City, Province, Country, Postal Code

Phone: For MSP, GST, and Employee # - if not applicable indicate so by substituting the NA box.

MSP# N/A GST# NA Employee # NA

Accounting Contact Person: Name, Telephone

Email: or (if a business institution)

2. STATEMENT OF AUTHORIZATION

To receive from the Payee funds authorized for EFT, an agreement to transfer EFT for all payment on account in the bank account information submitted together with this form. The Payee will notify Accounts Payable in writing of any changes in account information or termination of this authorization, at least 10 business days prior to the next due day of the pre-authorized transfer of funds.

Name of Payee or Authorized Individual on behalf of Payee: Signature of Payee or Authorized Individual on behalf of Payee: (See DDAMHY) (Date of Payment)

3. AGREEMENT

The Payee hereby agrees to send this completed form AND

(1) a valid Cheque, endorsed with the account number and Payee's name OR

(2) a validated Direct Deposit form from their Financial Institution to Accounts Payable in one of the following ways:

Account: PHSA (email: ghs_branche_vendor@phsa.ca) Accounts Payable (VCH) (Wington Avenue Burnaby, BC V5C 4E1)

VCH/PHC (email: PHC-VCH/vendor@phsa.ca)

If you have any questions, please contact PHSA Accounts Payable Vendor Team (servicing PHSA, PHC, VCH) via telephone@phsa.ca.

The personal information on this form is collected for the purpose of electronically transferring funds to your financial institution account. The personal information collected will be used and disclosed in compliance with Section 27 (2) of the British Columbia Freedom of Information and Protection of Privacy Act.

Official Use Only

Entered By: <input type="text"/>	Date Entered: <input type="text"/>	Received By: <input type="text"/>	Date Received: <input type="text"/>	EFT Vendor ID: <input type="text"/>
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To increase the timeliness of reimbursements, Vancouver Coastal Health Accounts Payable offers — and highly encourages — the use of direct deposit.

VCH has also implemented updated procedures for noting an address change.

Learn more and find the direct deposit form [here](#).

Save the Dates!

Program Administrators Workshop

Scheduled for Feb 6, 2020 – Calendar invites for the Program Administrators Workshop have now been sent out.

PGME New PA Orientation

The PGME office is working on an exciting new initiative to help new PAs get oriented to PGME and how our team will work with them and help support them. Our first session will be held on Feb 24, from 9am-12pm at City Square. Video Conferencing will be available. Email erin.bresnan@ubc.ca with any questions.

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