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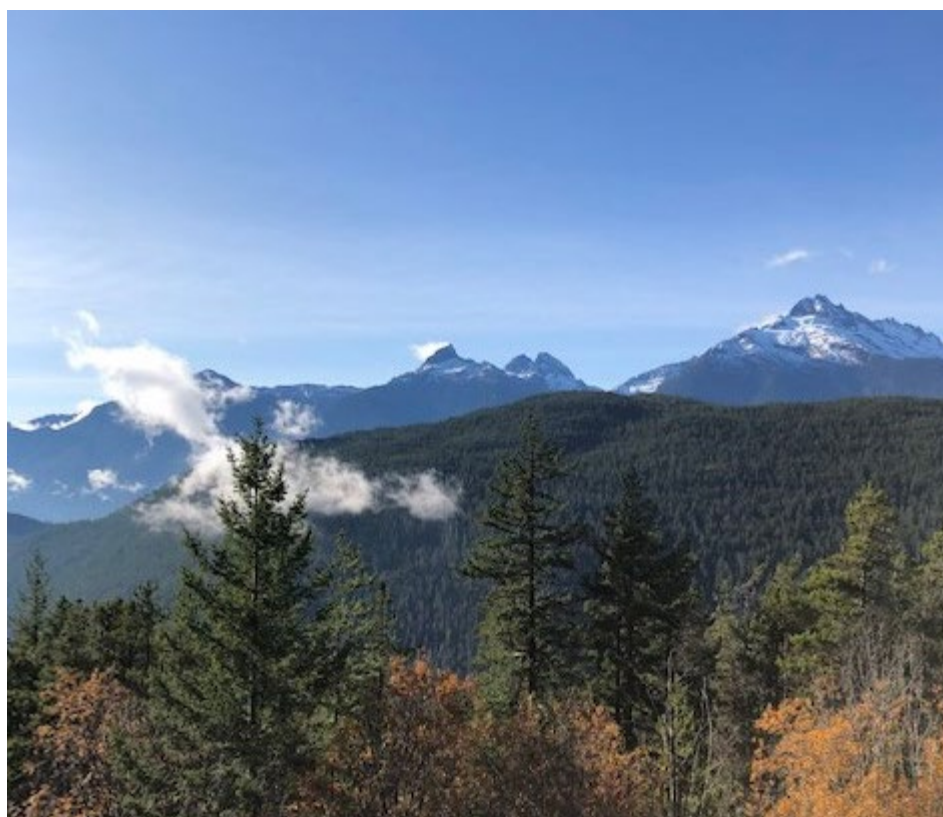
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THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine

PGME Dean's Office | November 2019 Updates



Please Read This Newsletter!

We know you receive a lot of emails every day and it's easy for information to get lost. In an effort to cut down on emails and consolidate important information in one place, we have created these monthly PGME newsletters.

In this newsletter, you will find important information and updates on a variety of topics that will be useful for Program Directors and Program Staff.

Please keep reading below! ↓

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Read Previous PGME Newsletters:

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

The Education Pillar of the Strategic Plan is particularly relevant for PGME Programs.

[FIND OUT MORE](#)

Upcoming Dates & Deadlines

Accreditation Dates:

- **Mar 1 - 6, 2020:** Accreditation survey visit
- **Sunday, Mar 1, 2020:** Accreditation evening reception (PDs & PAs invited)

Finance Dates:

- **Dec 2019:** Funding distribution for teaching with patient care
 - **Dec 18, 2019:** last day to make changes to chief stipends for the Jan. 2020 submission. Any changes made after Dec. 18th will be processed in the Feb. 2020 submission.
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PGME Staffing Updates

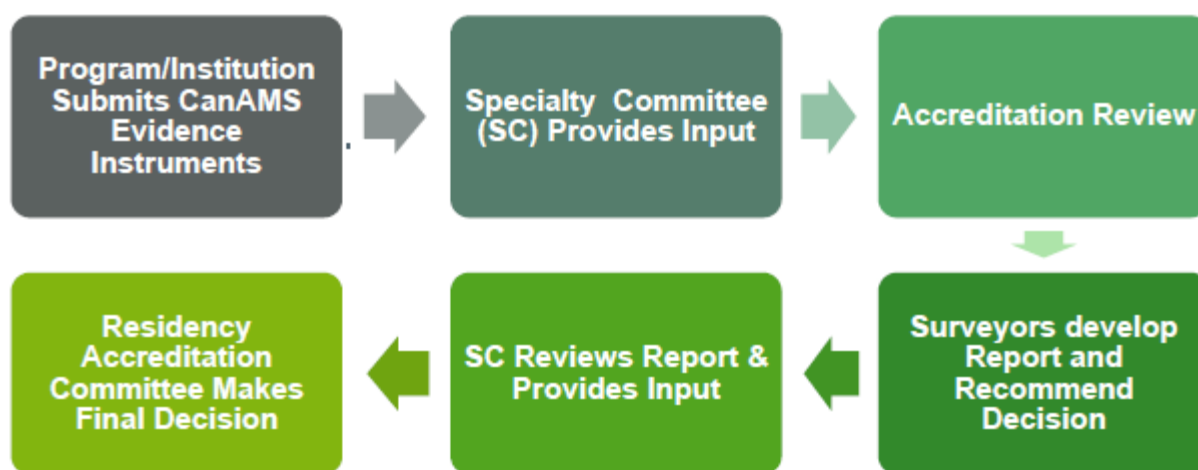
PGME is hiring a **Leaves and Accommodations Coordinator** to help manage all trainee leaves of

absence and accommodations required to support an accessible learning environment. The Leaves and Accommodations Coordinator will be the point person in the PGME office to advise programs and internal/external stakeholders on policies, guidelines and practices related to leaves and accommodations. The role is currently posted on the [UBC Careers site](#).

Johnny Teng left his PGME role as the Administrative Coordinator (Executive Assistant) to Dr. Sidhu and Dr. Butterworth and Melanie Pedersen. **Tatiane Figueiredo De Lima** is currently covering the role. She can be reached at pgme.assist@ubc.ca or 604.875.4111 x 24684

Accreditation Update:

Regular Accreditation Review Process (Conducted once every eight years)



Preparations for the Review

- Resident preparation:
 - Review policies with residents.
 - Have residents meet as a group to discuss strengths and challenges prior to visit.
 - Help residents understand what to expect.
- If residents will be on off-service rotation, inform that service as soon as possible and request the resident be released for the meeting(s).
- Send multiple, friendly reminders to all attendees to attend their specific meeting and to arrive on time.

Onsite Documentation

The following must be made available during the onsite document review:

- Residency Program Committee (RPC) minutes from the past two years.
- Competence Committee (or equivalent) minutes.
- Resident files:
 - A sampling, i.e., one or two residents from each year, including files of any residents in

difficulty/ requiring remediation.

- If electronic assessments (e.g., one45, Entrada), provide computer access; be logged in.

Additional files may be required by the surveyors upon request.

Responding to Specialty Committee Input

- Specialty Committee input uploaded to PGME CanAMS (documents tab) - **late February 2020**.
- PG Office will notify the program and will distribute.
- Response deadline will be provided (typically only 1 week to respond) - **late February 2020**.
- PD asked to be clear and concise in their response.
- The surveyors may ask for additional information during the various meetings.

Accreditation Status Timeline:

- Preliminary recommendation provided the week of the accreditation review.
- Final decision made - **Fall 2020**

For a more detailed overview presented at the PA workshop on November 12, please refer to [these attached slides](#).

Accreditation Contacts:

If you require guidance or support, please reach out to pgme.accreditation@ubc.ca or one of the following accreditation team members:

- **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
- **Anika Sterba**, CBME/Accreditation Education Coordinator, anika.sterba@ubc.ca

CBME Update

Tools for Coaching

The Royal College has produced a new module to assist in coaching, with a series of interactive sessions to guide coaching practices. Please see their send out below:

As Competence by Design (CBD) rolls out across Canada, residents and faculty tell us there is still a significant need for knowledge and skill development around the concept of coaching. To this end, a small group of educators and physicians have developed a new resource to help fill the gap: "Coaching to Competence" consists of five short interactive online activities that allow you to practice applying the RX-OCR coaching process. These quick activities are meant to help you develop coaching skills and knowledge through practice, reflection and other learning opportunities.



BONUS: Earn Section 3 MOC credits for each of the five activities!

[Access the RX-OCR activities](#)

And be sure to bookmark the [RX-OCR Toolkit](#), which includes:

- *Tips for applying each element in the RX-OCR process*
- *Glossary of terms related to coaching*
- *Recommended resources, and more.*

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. Please encourage your residents to submit [direct deposit \(EFT\) authorization forms](#) to VCH Accounts Payable for faster reimbursement processing if they have not done so already. The forms should be submitted to Tricia Reeves at tricia.reeves@hssbc.ca.
2. Please note the following PGME resident reimbursement processing cut-off for 2019:
 - **Nov. 29, 2019:** last day for accepting new resident reimbursement claims this year. Any claims received before Nov. 29th will be reviewed and processed in this calendar year. Any claims received after Nov. 29th will be reviewed and processed in Jan. 2020.

PA National Advisory Committee - Call for New Members

In 2016, a Program Administrators' National Advisory Committee was launched with the goal of creating a formal mechanism for a two-way dialogue between Royal College staff and Program Administrators. The Royal College has been pleased with the result, benefiting from sharing advice, trials and tribulations, advice and upcoming products from both sides and also connecting PAs from across Canada. UBC currently has two members on the committee - Scott Lewis (OBGYN) & Luiza Shamkulova (Gen Surg).

The Royal College is opening up an invitation for additional membership (up to 4 PAs per university). If you are interested in joining the committee, please send an email to Emily Myers (emily.myers@ubc.ca) by **Tues, Dec. 17th** and this information will be forwarded to the College for their consideration. Read the [Terms of Reference](#) for more information.

Resident Wellness Office (RWO) Updates

Support Group for Residents on Leave - Upcoming Dates:

The RWO has created a 4 week support group that meets once a week in a safe and confidential environment at the Diamond Centre. Facilitated by RWO Counsellors, this group uses the evidence-based approach of mindful self-compassion to develop healthy coping skills for residents currently on leave. Intake is open for the next group, scheduled to start **Tuesday January 28th**.

Please reach out to resident.wellness@ubc.ca with questions and encourage residents on leave to register!

Launch of new RWO Workshop in January 2020:

Physicians, like our first responders and deployed military, have a higher than average exposure to the complex and graphic circumstances of human suffering, pain and death. A physician's role and proximity in these repeated exposures may be peripheral or intimate, protracted or short. While indirect, the accumulated impact of these exposures constitutes a workplace health and safety risk that, unexamined, may interfere with personal well-being, health, career development, and connection to others. This workshop, to be launched in January, will delve into a deeper understanding and conversation around the phenomenon, impacts, and appropriate treatment and prevention of vicarious trauma.

Review of Resources: Peer-Led Ice Cream Rounds Toolkit!

The [RWO Peer-Led Ice Cream Rounds Toolkit](#) provides resources for a resident to facilitate Ice Cream Rounds sessions with their peers. The RWO strongly recommends connecting with our office via email (resident.wellness@ubc.ca) for support as you plan a peer-led Ice Cream Round session with your program.

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:

- **Anika Sterba:** anika.sterba@ubc.ca / 604-875-4111 x24713
- **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
- **Alma Salvador:** alma.salvador@ubc.ca / 604-875-4111 x24669
 - 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
- **Tatiane Figueiredo De Lima :** 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 Reinoso (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

International Medical Graduates (IMG) Clinical Assessment Program:

- **Ellen Chung:** ellen.chung@ubc.ca / 604-675-3780
- **Christine Huo:** christine.huo@ubc.ca / 604-875-4111 x24677

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