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THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

PGME Dean's Office | October 2019 Updates



Please Read This Newsletter!

We know you receive a lot of emails everyday 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! ↓

What's in this issue?

[Upcoming Dates & Deadlines](#)

[PGME Staffing Updates](#)

[Accreditation Reminders](#)

[CBME Update](#)

[Reminders for Submitting Resident Reimbursement Claims](#)

[Resident Management System \(RMS\) Tips](#)

[Resident Wellness Office Updates](#)

[VCH Influenza Prevention Policy Reminder](#)

[Enhanced CWL at UBC](#)

[PGME Office Key Staff Contacts](#)

Read Previous PGME Newsletters:

[September 2019](#)

[August 2019](#)

[July 2019](#)

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)

Events:

- **Nov 12, 2019:** Fall PGME Program Director Workshop
- **Nov 12, 2019:** Fall PGME Program Administrator Workshop (more details to follow soon)

Finance Dates:

- **Dec 2019:** Funding distribution for teaching with patient care

Upcoming Resident Wellness Office Counsellor Site Visits:

Encourage your residents in these locations to meet with a Counsellor on these dates.

- **Oct 23-24, 2019:** Kelowna
- **Nov 6-8, 2019:** Victoria
- **Nov 7, 2019:** Chilliwack

- **Nov 15, 2019:** Prince George
- **Nov 28, 2019:** Strathcona

PGME Staffing Updates

Anika Sterba is the new Accreditation and CBME Education Coordinator at the PGME office. Anika is filling the role vacated by Elaine Molloy, who has moved into a newly created Systems Support and Data Analyst position. Anika has worked with PGME previously providing leave coverage for several roles so already has PGME experience. You can contact Anika at anika.sterba@ubc.ca or pgme.accreditation@ubc.ca.

Ellen Chung has joined the IMG Clinical Assessment team as the new IMG CAP Program Assistant. She started her role on Oct. 1st and can be reached at ellen.chung@ubc.ca.

Accreditation Reminders

Next Steps:

Thank you for submitting your CanAMS accreditation instruments and program review schedules. On behalf of the PGME office, we would like to extend our appreciation for your significant work and contributions for UBC's upcoming accreditation visit.

Your material will continue to be reviewed by the PGME Deans and Accreditation Team over the next three weeks. You will then be contacted by PGME with a summary of feedback on your instrument, and any necessary edits to your schedule. We kindly request that you return edits within two weeks of receiving this feedback.

The Royal College and College of Family Practice will be distributing questions from the Specialty Committees in late February 2020, approximately two weeks prior to the onsite visits taking place March 2-6, 2020. Programs will be required to respond to these questions one week after receipt.

Please contact the PGME Accreditation Team if you have any questions or require further information. Thank you once again for all your efforts!

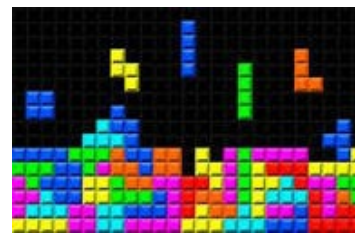
Pre-Accreditation Checklist:

Download the checklist to make sure you're on the right track to meeting all accreditation requirements.

[DOWNLOAD THIS CHECKLIST](#)

[Accreditation Week Room Bookings \(March 1-6, 2020\):](#)

The Resource Coordination Team is working hard to accommodate all the room booking requests for Accreditation Week and is moving and juggling previously booked sessions to create as much capacity as possible.



As discussed at the October PGME All Coordinators Meeting, we are assuming that if your Academic Half/Full Day falls on the same day(s) as your Accreditation Review, the AH/FD will be cancelled unless you tell us otherwise. We may also reach out to you to check if specific sessions can be postponed or cancelled.

We would be very grateful if you could ask your departmental colleagues to review their various schedules (meetings, rounds, UGME and PGME academic sessions) to see what FoM rooms can be freed up that week. If it transpires your department can release some bookings, could you put “Cancellation for PGME Accreditation” in the subject line of your cancellation email, so the Resource Coordination Team will know immediately.

We are aiming to have the initial room booking confirmations out **by the end of October or very early November**. You may not get the specific room you requested, but we will offer suitable equivalents wherever possible. Once the bookings are initially confirmed, we will have 3 – 4 months to work on fixes, tradeoffs or workarounds.

Thank you all for your patience and cooperation.

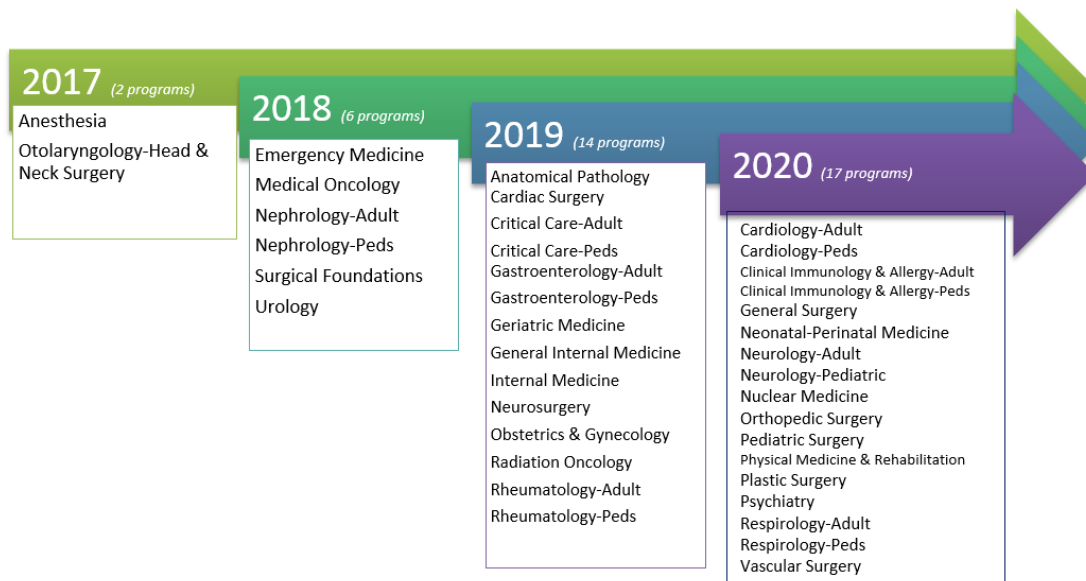
Accreditation Contacts:

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

We are now into our third year of the Royal College Competency Based Medical Education (CBME) implementation. The Royal College has recently confirmed that 17 programs are confirmed to launch Competency by Design (CBD) on July 1, 2020:



When is your [specialty targeted to launch CBD?](#)

Programs can start planning today by checking out the [CBD Meantime Guide](#).

Entrada (aka *Elentra*) went live July 1, 2019 for all CBME programs.

Since then we have had:

- ~1000 unique faculty logins
- ~600 unique resident logins
- ~3,700 assessment forms completed
- ~920 assessment forms created

Need more info? Have a look at our [website](#) and the resources that we have developed and listed.

If you have any questions, do not hesitate to contact us at pgme.cbme@ubc.ca.

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. Mailing Address and Employee ID:** Please ensure that the resident mailing address and employee ID are completed on the Expense Reimbursement Form to avoid processing delays.
- 2. Summary of Reimbursable Travel Expenses:** Review [this summary document](#) of resident travel expenses that can be claimed for reimbursement through PGME.

At the **PA Workshop on Tuesday, Nov. 12th**, we will be reviewing resident reimbursement scenarios in detail.

Resident Management System (RMS) Tips

Resident Stat Holiday Pay Requests:

Need more information from a resident's stat holiday pay request?

To send a submission back to a resident (e.g. to request an upload of their call schedule, more info on shift, etc.), please select the **Workflow Action: Request Additional Information**.

Use the **Comments** field to instruct the resident on what is required - enter your comments below the resident's comment and don't forget to include your initials and date.

RMS will send an e-mail notification to the resident to view their returned submission (with the comments you have entered) and re-submit.

RMS Support:

Don't forget to check out the [RMS User Guide for Program Administrators](#) for step-by-step instructions for RMS.

If you need more training on something specific in RMS, please send a request to rms.support@ubc.ca and include the topic you would like us to go over with you in more detail.

Resident Wellness Office (RWO) Updates

Support Group for Residents on Leave:

The Resident Wellness Office has just launched a 4-week support group for residents currently on medical leave. Facilitated by two RWO Counsellors, this group uses the evidence-based approach of mindful self-compassion to develop healthy coping skills for residents currently on leave. Please visit the [RWO website](#) for further information and how to register.

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

Wellness Champion Network - Fall/Winter Meeting:

The Wellness Champion Network consists of residents - from any year of training and from any program or site - to act as ambassadors for wellness within their residency program/site. The Network meets twice a year to discuss wellness-related concerns across programs and share relevant resources with colleagues. All Wellness Champions, residents, faculty and staff with an interest in advocating for wellness within their program are invited to attend. The Fall/ Winter meeting will take place in **early December**, and details will be released shortly on the [RWO website](#).

We look forward to seeing you there!

Resident Influenza Prevention Policy Reminder

All VCH staff, including physicians and residents, who have contact with patients, residents or clients in hospital, community, residential or home care settings, must receive a flu shot or wear a mask for the duration of the season while working in patient care areas, as per the Influenza Prevention Policy, and report their choice online by early December.

Please see [this VCH Memo](#) and circulate as a reminder to your residents.

Enhanced CWL at UBC

Protecting the personal information of faculty, staff, and residents is a top priority for the university. As cybersecurity tools become more sophisticated, hackers are targeting users, not computers, to discover a user's credentials.

To keep personal information at UBC secure, faculty and staff are being asked to update their Campus-Wide Login (CWL) account to an 'Enhanced CWL' account. This update features an additional layer of protection with multi-factor authentication (MFA) provided by Duo Security. Multi-factor authentication is a security standard across North America, providing an effective way to prevent unauthorized access to information.

Please note that Enhanced CWL will be required for **all staff and faculty** at UBC by **Nov. 1, 2019**.

FAQs and quick start videos can be found on the Enhanced CWL page at privacymatters.ubc.ca/enhancedcwl. Individuals can enroll and begin using multi-factor authentication by visiting mfadevices.id.ubc.ca.

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
- **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 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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