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## THE UNIVERSITY OF BRITISH COLUMBIA Faculty of Medicine

### PGME Dean's Office | September 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! ↓

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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](#)

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## Upcoming Dates & Deadlines

### Accreditation Dates:

- **Oct 11, 2019:** Program CanAMS instrument and schedule submission deadline (please email [elaine.molloy@ubc.ca](mailto:elaine.molloy@ubc.ca) with the program schedule and notification of instrument completion)
- **Mar 1 - 6, 2020:** Accreditation survey visit - download the master schedule for the week [here](#).

### Events:

- **Oct 15, 2019:** Fall PGME All Coordinators Meeting
- **Nov 12, 2019:** Fall PGME PD Workshop

### Finance Dates:

- **Sept 30, 2019:** deadline to submit request to Luyi Yang ([luyi.yang@ubc.ca](mailto:luyi.yang@ubc.ca)) for 2019/2020 mandatory courses that have not yet been pre-approved
- **Sept / Oct 2019:** release of funding guidelines and funding distribution for most funding categories (except teaching with patient care)
- **Oct 2, 2019:** deadline to validate and review/update rotations in CPMS for Apr 2019 - Mar 2020 (this will be used to determine funding allocation)
- **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 17, 2019:** Abbotsford
- **Oct 18, 2019:** Kamloops

- **Oct 23-24, 2019:** Kelowna
- **Nov 6-8, 2019:** Victoria
- **Nov 7, 2019:** Chilliwack
- **Nov 15, 2019:** Prince George
- **Nov 28, 2019:** Strathcona

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## PGME Staffing Updates

**Jacqueline Armstrong** accepted a new role outside of UBC and has left the PGME team. Her last day in the office was September 11th. We are looking to get a temp into the role for now and will be posting the role shortly.

For now, please contact Christine Huo ([christine.huo@ubc.ca](mailto:christine.huo@ubc.ca)) for any inquiries related to IMG CAP.

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## Accreditation Reminders

Please refer to the email sent by Elaine Molloy on Sept. 18th with the subject '*ACCREDITATION NOTICE: Supporting Documents, Resources, Master Schedule & Onsite Survey Schedule*' for more information.

### Pre-Accreditation Checklist:

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

### **DOWNLOAD THIS CHECKLIST**

### PGME Policy Update:

The following policies that will be useful for your CanAMS document submission will be discussed at the next PGME Committee Meeting on Sept 24th and will be updated on the PGME website once approved. You can also expect to receive an email with a summary of any PGME policy updates from the meeting by Oct 1st. These policies need to be program-specific but the PGME policies can be modified to address program-specific issues.

- [Policy 010\\* Health and Safety of Postgraduate Medical Trainees](#) (*minor edits pending*)
- [PGME Wellness Policy](#) (*new*)
- [PGME Fatigue Risk Management Policy](#) (*new*)

Generic job descriptions for program staff will also be sent out to programs by Oct. 1st with a blurb to be included in your accreditation documentation.

### Accreditation Contacts:

If you require guidance or support, please reach out to:

- **Dr. David Dix**, Faculty Lead, Accreditation, [ddix@cw.bc.ca](mailto:ddix@cw.bc.ca)
- **Dr. Sonia Butterworth**, Assistant Dean, [sonia.butterworth@cw.bc.ca](mailto:sonia.butterworth@cw.bc.ca)
- **Eleni Tsakumis**, CBME/Accreditation Project Manager, [eleni.tsakumis@ubc.ca](mailto:eleni.tsakumis@ubc.ca)
- **Elaine Molloy**, CBME/Accreditation Systems Support, [elaine.molloy@ubc.ca](mailto:elaine.molloy@ubc.ca)

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## 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. **Claim submission deadline:** Claims for reimbursement of travel expenses must be submitted on the [Expense Reimbursement Form](#) to the PGME office within 30 days of return from the trip.
2. **Accommodation for mandatory rotations:** the monthly maximum reimbursement rate (\$1,400/month) is treated as equivalent to a single rotation block (28 days), and is pro-rated for any duration less than 26 days or greater than 31 days.
3. **Mileage for mandatory rotations:** residents are eligible to claim return trip mileage (up to \$700) from the program base (hospital) to the distributed site (hospital). Please ensure a Google Maps printout is included in the reimbursement claim that shows the mileage between the program base hospital and the distributed site hospital.
4. **Non-resident expenses:** PGME covers travel expenses for residents only. Please remove any travel expenses, such as ferry or bus fare, for any non-residents from the claim before submission. If more than one resident is sharing travel expenses, please ensure the full names for all residents involved in the cost are also included in the claim.

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## Resident Wellness Office (RWO) Updates

Support Group for Residents on Leave:

The RWO has launched a new [Support Group for residents on leave](#). The pilot group has been met with huge success so far. The dates for the second group will be: **Oct 22nd, Oct 29th, Nov 5th, Nov 9th** (no workshop Nov 12th).

Please reach out to [resident.wellness@ubc.ca](mailto:resident.wellness@ubc.ca) with questions and encourage residents on leave to register!

Resident Talent Night:

The RWO is celebrating the 12th Annual Resident Talent Night on **September 26th at 6:30pm at the MSAC!** Dinner will be served, artwork will be displayed, the Faculty and Staff Wellness Awards will be presented, and there will be a number of talented

performances by residents and staff. We look forward to seeing you there!  
Please visit the [RWO website](#) for details and to RSVP.

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## 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](mailto:emily.myers@ubc.ca) / 604-875-4111 x 24676
- **Rob Brackenbury:** [rob.brackenbury@ubc.ca](mailto:rob.brackenbury@ubc.ca) / 604-875-4111 x24737

### Accreditation and CBME:

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

### Trainee Support:

- **Delfa Balagot:** [delfa.balagot@ubc.ca](mailto: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](mailto:anika.sterba@ubc.ca)
  - VISA Trainees and Clinical Fellows
- **Sharon Emslie:** [sharon.emslie@ubc.ca](mailto:sharon.emslie@ubc.ca) / 604-875-4111 x24685
  - Visiting electives, resident certificates, prescription pad requests
- **Julie Zakus:** [pgme.mandatedhousing@ubc.ca](mailto:pgme.mandatedhousing@ubc.ca) / 250-980-1342
  - PGME mandated housing
- **Tessa Feuchuk:** [tessa.feuchuk@ubc.ca](mailto:tessa.feuchuk@ubc.ca) / 604-875-4111 x24686
  - Clinician Investigator Program (CIP) & Transition into Practice (TIP)
- **Aileen McKeown:** [resident.wellness@ubc.ca](mailto:resident.wellness@ubc.ca) / 604-875-4111 x23055
  - Resident Wellness Office

### Administrative Support:

- **Rose Amann:** [postgrad@postgrad.med.ubc.ca](mailto:postgrad@postgrad.med.ubc.ca) / 604-875-4111 x53781
  - Front desk reception, office assistant
- **Johnny Teng:** [pgme.assist@ubc.ca](mailto: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](mailto:rms.support@ubc.ca) / 604-875-4111 x24673
- **Liz Rota (one45):** [fomeas.support@ubc.ca](mailto:fomeas.support@ubc.ca) / 604-875-4111 x61977
- **Mariana Gamboa (Temp - CPMS):** [cp.support@ubc.ca](mailto:cp.support@ubc.ca) / 604-875-4111 x24670

### PGME Finance Support:

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

International Medical Graduates (IMG) Clinical Assessment Program:

- **Christine Huo:** [christine.huo@ubc.ca](mailto:christine.huo@ubc.ca) / 604-875-4111 x24677

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