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Welcome to Your Residency

Welcome to your residency at NOSM! Residency is an adventure and you are fortunate to be embarking on this new phase of your life in beautiful Northern Ontario. If you are not from here, we trust you will feel at home quickly as people across the North will welcome and appreciate you.

We are looking forward to meeting you and are delighted that you have chosen Northern Ontario for this crucial stage of your education. We are here to help you achieve your goals during your residency.

NOSM residency programs embrace resident-centered approaches with a balance of high support and high expectations. The clinical and academic work will be demanding, you will learn quickly and there will be support, back up and teaching. You will develop clinical independence with a safety net.

Throughout your residency, NOSM staff, program directors, preceptors and your resident colleagues, as well as the NOSM Postgraduate Office are there to answer question, give guidance and provide the support you need.

As you begin your residency, which will offer unique and diverse learning experiences across the North, I encourage you to be ambitious and self-directed so you can make the most of every clinical encounter and conversation with your preceptors, to hone your clinical skills and knowledge.

Residency is complicated and challenging. Please read this manual carefully as it is designed to make life in residency go smoothly and help you to avoid pitfalls and problems. Your success in residency depends in large part on your motivation, your ability to be organized, and your attention to important details, in addition to your clinical know-how.

I wish you the all the best in your residency training and look forward to getting to know you.

Sincerely,

[Signature]

Dr. Catherine Cervin
Introduction to the Postgraduate Education Office

The role of the Postgraduate Education Office (PGE Office) is to coordinate administration with residents, teaching hospitals, placement sites, and with all of our NOSM residency programs. Along with Program Coordinators and Program Directors, the PGE Office staff and management are here to be helpful, to answer questions and to assist with problem solving.

The Postgraduate Education Office oversees:

Educational Activities
• Working with programs on quality improvement and accreditation standards (Royal College and Family Medicine)
• Central coordination of the evaluation and appeal processes across programs
• Central coordination of leave requests (vacation, conference, illness, etc.)

Promotion and Recruitment
• Working with all programs on the CaRMS admissions process and special event management

Administration
• Educational Licenses
• Transfer Procedures
• Registration and Immunization
• Ministry reporting and other data requirements

*Note: Although residents may wish to contact individuals in the PGE office directly, they may also send inquiries to residentrequest@nosm.ca to be forwarded to the correct destination.

Postgraduate Education Office Contacts

PGE office staff and managers are here to be helpful, to answer questions and to solve problems with you, along with your Program Coordinator and Program Director.

Below you will find a list of the PGE Office Staff and throughout this handbook, there are several references to various NOSM email addresses but as one handy initial point of contact, you can always send your questions and completed forms to residentrequests@nosm.ca and your email will always be forwarded to the correct individual or person at NOSM for follow up.

NOSM’s hours of operation are 8:30 a.m. to 4:30 p.m., during which time the residentrequests@nosm.ca email address is monitored and staff are working normal hours. For any emergency issues related to your residency-training program after these hours, residents may contact Jennifer Fawcett, Director of Postgraduate Education by cell phone at 807-631-7534.
Education Director

Jennifer Fawcett
Director, Postgraduate Education
807-766-7503
jennifer.fawcett@nosm.ca

Education Managers

Kristy Côté
Postgraduate Education Manager (Family Medicine, Pediatrics, and Public Health and Preventive Medicine)
705-662-7212
kristy.cote@nosm.ca

Joey McColeman
Postgraduate Education Manager (Internal Medicine, Psychiatry, General Surgery, Orthopedic Surgery, Obs/Gyn, and Anesthesia)
705-662-7275
joey.mccoleman@nosm.ca

Clinical Scheduling

Denise Adams
Scheduling Coordinator (Family Medicine Sudbury, Timmins, North Bay, Sault Ste. Marie, Anesthesiology, Family Practice Anesthesia, Internal Medicine)
705-662-7256
denise.adams@nosm.ca

Cara Garbachewski
Scheduling Coordinator (Family Medicine Thunder Bay, Rural, Emergency Medicine, Public Health & Preventive Medicine, Obstetrics & Gynecology, Pediatrics, Psychiatry, General Surgery, Orthopedic Surgery)
807-766-7475
cara.garbachewski@nosm.ca
Registration, Reporting, Promotion and Recruitment

Leeya Bobrowski-Vogt
Promotions and Recruitment Coordinator
807-766-7445
lbobrowskivogt@nosm.ca

Jennifer Zubel
Registration and Reporting Coordinator
807-766-7508
jennifer.zubel@nosm.ca

Evaluations

Julie Rendell
Evaluation & Assessment Coordinator
807-766-7390
Julie.rendell@nosm.ca

Electives and Housing

Mathieu Litalien
Clinical Placements Manager
705-662-7119
militalien@nosm.ca

Rachel Schaaf
PaNDa Coordinator
705-766-7504
rachel.schaaf@nosm.ca

Carrie Cybulski
Accommodations Coordinator
705-662-7105
Fax: 705-662-6913
carrie.cybulski@nosm.ca

Kathy Pirone
Accommodations Coordinator
807-766-7450
Fax: 807-766-7518
kathy.pirone@nosm.ca

Tammy Blouin
Clinical Placements Coordinator
Phone: 705-662-7127
Fax: 705-662-6913
tammy.blouin@nosm.ca
The Basics

One45 – Web-Based Assessment/Evaluation System

One45 is a web-based system used for the assessment of residents and preceptors and will contain all NOSM clinical rotation evaluation forms in an easily accessible format. Both residents and preceptors will submit assessments/evaluations through NOSM One45.

Please note that you should still refer to PaNDA as the primary source for information on your schedules and for accommodations.

Internet Browser

One45 works best with Internet Explorer. Please ensure your pop-up blocker is either off or set to accept pop-ups from the One45 website. If you require further details on how to ensure this is on your computer, please contact your technical support group.

Mobile Browsing

The one45 mobile app allows faculty, staff and learners to complete their “Forms to complete” assessments from their phone or tablet devices.

Designed from the ground up with mobile device usage in mind, the one45 app gives people the freedom to complete evaluations from anywhere, and will make it easier than ever to get their work done and share feedback with your colleagues.

Support documents can be found here:
iOS users | Android users
The app is available as a free download from the Apple iOS and Google Play stores.

Login Information

At the beginning of the academic year, you will receive an email that contains the website link to NOSM One45 and your username and password. Once you log in for the first time, you will be immediately required to change your password.

If you require any further assistance with your login, please contact: residentrequests@nosm.ca

eDossiers

After you successfully log into NOSM One45, you will be brought to the home screen of your eDossier account known as your “To Do” list. This page will display any forms you are required to distribute or complete, as well as any completed forms (results) needing your review:

To complete a form, simply click on the target (under “forms to complete); to review a result, click on the name of the evaluator (under “results”).

In addition to the “To Do” section of your eDossier account, there are links for accessing your personal info, contact lists, and handouts and links (where you will find copies of blank evaluations and rotation goals & objectives).

You may also track your assessments and evaluations by accessing the evaluations link. Here you can review all the assessments completed by your preceptors, as well as review assessment/evaluations you have submitted for the program (under the “By Me” tab).
One45 Support

If you have questions about NOSM One45, or are experiencing technical difficulty please contact residentrequests@nosm.ca

NOSM One45 link: https://nosm.one45.com

Evaluation and Assessment

Communication, feedback and assessment are essential to learning. Ideally, feedback should be expected, given and received by resident and preceptor on a daily basis.

Feedback is intended to be formative and can be given and/or solicited verbally and in writing. The feedback process is paramount in navigating a resident’s way to becoming a competent, independent practitioner.

The assessment process determines if residents have achieved certain milestones (passing a rotation, passing an exam, being promoted to the next PGY level).

Assessments are based on the program, and take into account a resident’s own specific goals, objectives and competencies.

*Note: Residents will want to book a meeting with their preceptor early in the rotation in order to review their goals and objectives, make a plan for the rotation, and set a time to meet face-to-face for their final evaluation (and mid-term if necessary). Preceptors will expect to have both of these meetings with residents.

Guidelines for Giving Feedback

When giving feedback to faculty members, in person or in writing, try to be descriptive and provide examples. Rather than focusing on what went wrong, describe how things could be improved. For example, stating, “That was the most boring seminar I’ve ever attended,” is not constructive or professional. A more constructive and descriptive feedback statement might be, “I would have appreciated specific clinical questions directed at the audience to help us think through the case.”

When submitting feedback in writing, it is advisable to consider how comfortable one might be with providing the same feedback in person. In short, it is very important to always remain respectful and professional.
## Assessment & Evaluation Summary:

<table>
<thead>
<tr>
<th>Assessment/Evaluation</th>
<th>Evaluator</th>
<th>Purpose</th>
<th>Availability</th>
<th>Deadlines</th>
<th>Additional Comments</th>
</tr>
</thead>
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<tr>
<td>In-Training Assessment Report (ITAR) and/or In-Training Evaluation Report (ITER)</td>
<td>Preceptor</td>
<td>Assesses the performance of the resident</td>
<td>Varies by program</td>
<td>10 days after the end of rotation (or 10 days after receipt of the form if distributed by the resident); mid rotation if the rotation is longer than 4 weeks or if the program/rotation requires it</td>
<td><em>It is expected that the resident will meet with the preceptor before the end of the rotation to discuss the evaluation and ensure its completion. Resident will receive notice when the preceptor has completed the final evaluation online but will not be able to review it until they have completed all of their evaluations for that specific rotation.</em></td>
</tr>
<tr>
<td>Rotation Evaluation</td>
<td>Resident</td>
<td>Evaluates the learning experience</td>
<td>12 days before the end of the rotation</td>
<td>10 days after the end of the rotation</td>
<td></td>
</tr>
<tr>
<td>Clinical Faculty Evaluation</td>
<td>Resident</td>
<td>Provides feedback to the preceptors</td>
<td>Weekly: a link will be sent to the resident’s account at the beginning of each week allowing residents to pick their preceptors; although each link can only be used once, multiple preceptors can be selected each time AND a new link will automatically appear at the beginning of the next week. If not used, the old link will automatically flush after a week (with the exception of the final week of the block) and a new form will generate. External rotations do not require Clinical Faculty assessments (and therefore no link will be sent).</td>
<td>Within 7 days of picking the preceptor to assess</td>
<td>These evaluations are confidential – the data is collected, compiled, and analyzed by an Evaluation</td>
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### Registration Requirements

#### The Letter of Appointment

The PGE Office, upon recommendation of the Program Director, makes appointments (at the beginning of your residency) and reappointments (you must re-register every year of your residency) to training programs. The office is responsible for the registration of all postgraduate trainees, as outlined in the Letter of Appointment with the following:

- Affiliated Hospitals in Northern Ontario
- The College of Physicians & Surgeons of Ontario for licensure
- Canadian Medical Protective Association (CMPA) (verification of CMPA on behalf of the teaching hospitals)
- Verification of appointment, PGY level, change of status to payroll
- Verification of immunization for affiliated teaching hospitals
- Royal College of Physicians and Surgeons of Canada/the College of Family Physicians for verification of training and completion of the FITER.
- The Medical Council of Canada – Verification of postgraduate registration in order to access examinations.

*Please note, it is extremely important to return your signed Letters of Appointment to the PGE Office by the specified deadline each year. You will not be able to start rotations or see patients without a license.

#### Registration Fee

A registration fee of $700, payable by cheque, for the 2017-2018 and July 1, 2017 academic year must be received prior to July 1st, 2017. This fee is subject to change in future academic years. Residents can not commence training if they have not paid their registration fee in full.

Residents cannot start training until their annual registration fee is paid in full.

Residents who complete training off-cycle are eligible to receive a pro-rated refund of their registration fee. Requests for a refund must be submitted to the PGE Office (via residentrequests@nosm.ca) on the Request for Registration Fee Refund Form and forms must be received no more than 30 days after training ends. Forms received after this time-frame can not be processed.
Confirmation of Training Letters

The PGE office will provide written verification of registration required for banks and lending agencies (Confirmation of Training Letters) upon request. Please send your request to residentrequests@nosm.ca asking for a Confirmation of Training Letter to be sent to you. The letter will be sent to you directly in three to five business days.

Immunizations

During the yearly registration process, residents must submit a completed NOSM Immunization Form to the PGE office. Forms to be completed will be sent to you directly.

The PGE office sends verification of immunization status to all Northern Ontario hospitals during the credentialing process.

Once in training, you will need to maintain your yearly single step TB tests and it is your responsibility to monitor the date of your expiration. Reminders will be sent when feasible. These tests may be completed on-site at hospital locations.

N-95 Mask fit testing will be completed during your first hospital orientation, after which it will be required every two years.

Note: If you do not submit proof of immunity by completing the appropriate form by the deadlines, you will not be able to start training or see patients.

NOSM Email

All residents are provided with a NOSM email address for official correspondence related to your NOSM residency. We encourage you to check your NOSM email daily.

The program and PGE Office will only communicate to residents using NOSM emails. This is to ensure consistent records and receipt of all messages.

You can keep your NOSM email for life, which we encourage as this also ensures ongoing receipt of continuing medical education opportunities after completion of training from NOSM.

Pan Northern Database of Assets (PaNDA) — Clinical Scheduling System

PaNDA is a computer system that has been developed for NOSM to consolidate and streamline the processes and information involved with Clinical Rotations, Online Applications to the Northern Ontario Electives Program, Clinical Facilitator Availability and Accommodations. Using your NOSM credentials, you will be able to log into PaNDA in order to access your schedule and housing information. The PaNDA How to Guide can be found online under Postgrad Publications and Resources.

Forms and Policies

All forms that residents are required to complete can be found online under Policies and Forms. This is your ‘go-to’ site for forms related to leaves, rotation changes, travel expenses, appeals etc. This section of the NOSM website also contains policy information referred to throughout this handbook.
Facilities

East Residents

All correspondence will be electronic via your NOSM email account, however, at times you may receive hard-copy mail via your NOSM mailbox which is located on the second floor of the medical school in Room 244. Hard-copy mail may come from research bodies or the CPSO so it is important that you check your mailbox regularly when on campus. MSE Room 244 also contains a few laptops for resident use. You will be required to enter code 523 in order to gain access to this room.

West Residents

All correspondence will be electronic via your NOSM email account, however, at times you may receive hard-copy mail via your NOSM mailbox which is located on the sixth floor of the ATAC building in Room 6035. Hard-copy mail may come from research bodies or the CPSO so it is important that you check your mailbox regularly when on campus. A few computers for residents to use are located in ATAC 6030. Proximity cards will be required to gain access to this room.

Proximity Cards

If you need to access campus facilities after business hours, you may do so by arranging for a proximity (access) card. Access will be allowable until 11:00 p.m., and on weekends if required. To obtain a proximity card, complete a Facilities Access Form. You may digitally access the Facilities Access Request Form or request a copy by sending an email to residentrequests@nosm.ca

Changes to Personal Information

Up-to-date contact information ensures that important communication reaches you in a timely manner.

If you need to update your personal information, please forward a Name and Address Change Form (HR Form 08.001) to residentrequests@nosm.ca. You are also responsible to provide the PGE Office with an Emergency Contact during registration and ensure this contact information is up to date.

It is your personal responsibility to ensure that your current contact information is registered with:

- Canadian Medical Protective Association (CMPA)
- College of Family Physicians of Canada (CFPC)
- College of Physicians and Surgeons of Ontario (CPSO)
- Royal College of Physicians and Surgeons of Canada (RCPSC)
- It is also your responsibility to ensure that the PGE Office has up to date Emergency Contact information on file.

Payroll and Benefits

The NOSM payroll department provides new residents with payroll and bank direct deposit forms. Completed forms must be submitted prior to the start of training, otherwise payment will not be processed on time.

In order to access your benefit information, you will need your Plan Contract Number that is sent to you by the payroll department. Benefit information can be found at: http://groupbenefits.manulife.com/canada/GB_V2.nsf/public/homepage
**Reporting an Injury**

Where possible, a resident will endeavour to protect himself or herself from harm through proper use of personal protective equipment. It is imperative that each resident review and understand the health and safety protocols of the institution in which they are working. On occasion, incidents and injuries do occur despite the best efforts to prevent them.

If you are injured while on clinical placement, please follow the process listed below. **Do not skip any steps.**
**WORKPLACE ACCIDENT REPORTING PROCEDURES**

~ For NOSM Residents ~

1. **Resident experiences workplace injury**
   - Resident immediately obtains first aid and, if necessary, report to the nearest emergency room. Resident self-identifies as a NOSM Resident

2. **If the Injury is needle stick or fluid splash:**
   - See your site specific Occ Health Dept or Coordinator for additional forms if required

3. **Resident reports to the Occ. Health Dept* and completes NOSM's Injury/Incident Reporting Form in conjunction with Supervisor**

4. **Resident emails or faxes the completed NOSM Injury/Incident Report within 24 hours to hr@nosm.ca or 705-671-3880**

5. **NOSM HR designate will follow up with Resident for status of injury and to gather any missing required information**

6. **NOSM HR designate generates and submits the WSIB Form 7 to WSIB**

7. **WSIB follows up with the Resident directly by mail and/or telephone**

8. **Claims Management:**
   - NOSM HR designate will monitor the injury and close the file upon Resident returning to work in a full time capacity

After file is closed, Resident is expected to report any re-occurrence of the injury to the supervisor and to the NOSM HR designate (hr@nosm.ca) immediately

**Additional Information:**
- NOSM has three (3) business days to fill out the Form 7 from date of learning about the incident.
- WSIB adjudicates the claim using three forms which are:
  1. Form 6 - Worker’s Report of Injury (WSIB will provide this form to the worker (Resident) through the mail or it can be accessed at: www.wsib.on.ca)
  2. Form 7 – Employer’s Report of Injury
  3. Form 8 – Health Professional Report
- *report to Occ. Health Department only if there is one at location, if not go straight to supervising Faculty Member

*Any questions can be sent to: hr@nosm.ca*
Influenza Protocols for Residents

Health Sciences North

*Although Influenza immunization is not mandatory, it is strongly recommended.*

Those choosing not to be immunized MUST wear a mask during the entire flu season (October-April), except when at Tim Horton’s, or in the cafeteria.

Residents are responsible for informing HSN’s Occupational Health and Safety Department of the status of their flu shot, as they maintain the hospital’s database.

Should a resident acquire Influenza A, they can return to work once they are 24 hours symptom free.

If there’s an outbreak in the hospital, measures include:

- If immunized, residents will be offered Tamiflu as an additional precaution, but they are not required to take it. There would be no restrictions on working on the unit where the outbreak has occurred.
- If a resident has not been immunized, or has been immunized for less than two weeks prior to the outbreak, residents are given Tamiflu (through the Pharmacy Department) and must wear a mask to work on the unit/area where the outbreak has occurred. Residents can only be assigned to the unit where the outbreak has occurred if they have been immunized more than two weeks prior, or have started to take Tamiflu immediately after the outbreak has been declared.

Thunder Bay Regional Health Sciences Centre

*Although Influenza immunization is not mandatory, it is strongly recommended.*

Should a resident acquire Influenza A, they can return to work once they are 24 hours symptom free.

If there’s an outbreak in the hospital, measures include:

- Non-immunized residents would not be permitted to work on the unit where the outbreak has occurred
- The resident can choose to get immunized.
- The resident can take Tamiflu, which can be acquired in the TBRHSC Occupational Health and Safety Department.

Community Sites

Residents are required to check-in with the Occupational Health and Safety Departments at all other community sites to inquire about their immunization requirements.
Resident Wellness

The Post-Graduate Wellness Program

New in the 2017-2018 academic year, the NOSM Post-Graduate Department will have a coordinated Wellness Program. The Wellness Program aims to assist residents in achieving knowledge and skills to develop healthy and productive professional identities during transitions into, through and beyond residency. The framework of the program includes occupational/academic health, physical health, mental/emotional health and social health.

A key priority area for 2017–2018 will be coordinating supports for residents who are in academic distress or who have specific health needs, whether pre-existing or arising during residency. Wellness Program personnel will assist residents with finding and coordinating health resources, as well as working with residency programs to accommodate the training environment if needed.

The program also includes proactive components for all residents such as a new wellness curriculum, protecting residents against intimidation and harassment, promoting safe housing and transportation, ensuring your duty hour and leave protections are respected, cultural supports, and helping you develop a healthy and productive professional identity. These areas will be addressed through workshops, dissemination of policies, guidelines and information, events direct supports and connections to faculty advisors.

The Wellness Lead Clinician and Wellness Team

Dr. Jonathan DellaVedova is the Wellness Lead Clinician for the NOSM Post-Graduate Department. The Wellness Lead Clinician is responsible for coordinating the Post-Graduate Wellness Program as well as providing individualized supports to residents. The Wellness Lead Clinician represents the health and wellness interests of all residents within all PGE programs and provides education, consultation and supports to clinical faculty and residents for matters associated with wellness and accommodation in clinical training settings large and small.

Most importantly for you, the Wellness Lead Clinician acts as a confidential resource to residents who may be in need of support. If you have a health concern that may affect your training, or vice versa, you should feel free to contact Dr. DellaVedova as a resource and a link to further resources.

The Wellness Lead Clinician is supported by Dominique Boyd in the post-graduate office and Laura Csontos in the learner affairs department who provide strategic and administrative support to the Wellness Program. A Wellness Advisory Group composed of residents, faculty, and administrators meets regularly to steer the program and respond to residents’ needs.

Ensure you have your own Family Physician

Having your own family doctor is an essential part of staying healthy. We strongly encourage every resident to find and establish themselves with a family physician. At start of each academic year, a list is made available of physicians who have volunteered to care for residents as patients. A list is found on MyCurriculum under Resources. If you require more immediate support, please email your coordinator for assistance in sourcing potential Family Physicians.
Online Resources

PARO: A 24-hr Helpline is a confidential support service for residents, medical students, their partners and families. The toll-free number is accessible anywhere in Ontario, 24 hours a day, 7 days a week.


Ontario Medical Association Physician’s Health Program

All PHP services are confidential, and residents are referred to appropriate services geared to caring for physicians in their own community, or one nearby if preferred. PHP support is responsive, helpful and knowledgeable about local resources.

The PHP provides a range of direct services to physicians, residents, medical students, veterinarians and pharmacists, as well as supportive services to respective family members. The PHP clinical staff provide information and advice to individuals regarding the program services offered, or resources that may be available to address a wide range of issues experienced by physicians, veterinarians, pharmacists and members of their families.

OMA Physician Health Program Confidential Line: 1-800-851-6606 (Ontario only)

- OMA – Wellness Centre

ePhysicianHealth

ePhysicianHealth.com is the world’s first comprehensive, online physician health and wellness resource designed to help physicians, and physicians in training, to be resilient in their professional and personal lives.

EFAP - Morneau Shepell

Morneau Shepell provides NOSM Residents with an Employee and Family Assistance Program (EFAP). Residents and their immediate family have access to the EFAP at no cost. To ensure privacy and confidentiality, fees for the EFAP service have been paid in advance by NOSM. The EFAP is completely confidential within the limits of the law.

Morneau Shepell is a leading EFAP service provider, offering a wide range of confidential and voluntary support services. We specifically chose Morneau Shepell as our EFPA provider for their experience with northern and rural clients and for the wide variety of delivery options that suit our distributed model.

EFAP benefits include:

- Short-term Professional Counselling
- Family Support Services
- Legal Support Services
- Financial Support Services
- Naturopathic Services
- Nutritional Services
- Health Coaching
- Specialized Counselling and Online Programs

Residents are encouraged to use the EFAP at anytime. Call 1-800-387-4765 and/or visit workhealthlife.com and sign up using Northern Ontario School of Medicine for full access to the EFAP services and resources.
Resident Wellness Contact Information and Links

Dr. Jonathan DellaVedova, Wellness Lead Clinician, can be reached at jdellavedova@nosm.ca. If Dr. DellaVedova is away, his email will direct you to contact Jennifer Fawcett, Post-Graduate Director, at jfawcett@nosm.ca.

PARO

A 24-hr Helpline is a confidential support service for residents, medical students, their partners and families. The toll-free number is accessible anywhere in Ontario, 24 hours a day, 7 days a week.


Website Links:
- Well-Being
- Intimidation and Harassment
- Tips for Thriving in Residency
- Strategies for Stress

Ontario Medical Association Physician’s Health Program

The PHP provides a range of direct services to our clients - physicians, residents, medical students, veterinarians and pharmacists and supportive services to family members of our clients. The PHP clinical staff provide information and advice to individuals regarding the program services offered or resources that may be available to address a wide range of problems experienced by physicians, veterinarians, pharmacists and members of their families.

- OMA – Physician Health Program – Home Page
- Help Line
- Well-Being
- Mindfulness Exercise
- Wellness Resources

ePhysicianHealth

ePhysicianHealth.com is the world’s first comprehensive, online physician health and wellness resource designed to help physicians and physicians in training to be resilient in their professional and personal lives.

- ePhysicianHealth.com
Leaves and Vacation

Leave and Vacation Entitlement
According to the PARO-CAHO Agreement, residents are entitled to:

- 4 weeks of vacation, taken in one or more segments of at least one week (Article 11.1)
- 7 professional days (Article 12.1)
- 1 floating holiday (Article 13.1)
- 5 days Christmas or New Year’s leave (Article 13.2) dates determined each year by the Postgraduate Office. (Article 13.2)
- Subject to operational requirements, up to 7 consecutive days off during one of the four weeks preceding a CFPC or RCPSC exam

For the full details, consult the PARO-CAHO Agreement: www.myparo.ca/PARO-CAHO_Agreement

Religious Holidays: We make every effort to accommodate religious holidays instead of the 5 consecutive days off during December and January for Article 13.2.

When a resident is completing only a portion of an academic year, vacation and professional leave days are pro-rated as follows:

Vacation Pro-Rated
FORMULA: Number of exact days in the period multiplied by 0.08.
EXAMPLE: Training period of July 1st to December 31st is 184 days x 0.08 = 14.72 days rounded up to 15 vacation days, inclusive of weekend days.

Professional Days Pro-Rated
FORMULA: Number of exact days in the period multiplied by 0.019.
EXAMPLE: Training period of July 1st to December 31st is 184 days x 0.019 = 4 professional days.

Maternity/Parental Leaves Processes

1. Notify NOSM program coordinator with leave of absence form
As early as possible, complete and submit a Leave of Absence form with expected leave dates. Advance planning provides notification to Human Resources who will prepare all the documents for your leave and liaise with you on the details and payroll requirements. This also enables the scheduling team to arrange any rotation cancellations or modifications with the required advance notice to preceptors who arrange their schedules to accommodate resident training. In the event that the leave begins earlier than anticipated, residents can contact their program coordinator who will submit an update to the signed copy with the new dates and the resident’s authorization to make this change.

NOSM payroll (nosmpayroll@nosm.ca) will liaise with residents directly regarding leave details. The following are a few helpful tips:
• Let payroll/HR know if you would like to continue your benefits during your leave. If so, you will need to send them post-dated cheques to cover your portion when your top-up ends.

• After your last day of work payroll/HR will issue you an ROE (Record of Employment) so you can apply for Employment Insurance (E.I.). If this date changes from the submitted Leave of Absence forms, notify us immediately.

• Send payroll a quick reminder email on your last day so they can start the process of preparing your ROE.

• Send payroll/HR a copy of your first E.I. stub to show proof of receipt. From this document, top-up will be processed.

2. Adjustments to Scheduling and On Call:

In accordance with PARO collective agreement, Attachment 3 – Workload During Pregnancy:

“In no event will a resident be scheduled or required to participate in on call duty after thirty one (31) weeks gestation unless otherwise agreed to by the resident”

Residents must inform their program coordinator of the date of 27 weeks gestation in order to adjust or reschedule rotations to comply with on call requirements. This notice must be received 8 weeks prior to the 27-week gestation date in order to facilitate scheduling and on-call changes that impact clinical preceptors and colleagues on services.

Vacation accumulation during Maternity/parental leave

1) Vacation

• Any unused vacation prior to going on leave, and accumulated vacation while on leave, can be carried over to the new appointment year and taken immediately following the end of your leave before you return to work.

• Vacation may also be taken at a later time mutually agreed upon between you and your program and/or preceptor. These unused vacation weeks should be used up by end of the year when you return or at a later time mutually agreed upon between you and your program and/or preceptor.

• Professional leave days are not accumulated while on leave and unused professional leave days expire at the end of the appointment year. However, you will be entitled to seven (7) days of professional leave in the next appointment year as per Article 12.1 in the PARO-CAHO agreement. Therefore, if you have any unused professional leave days prior to going on maternity leave you cannot carry those over upon your return to work.

• If you are required to undertake additional services at the end of your program to make up for time missed while on leave, your vacation entitlement will be pro-rated for the length of the additional service.

• Some residents choose to use their accumulated vacation to extend their maternity leave. Alternately some residents choose to end their benefits from Employment Insurance early and use some of their vacation and return by the original date. This way, residents are paid a full salary for the remaining month, but still come back to residency at the same scheduled time. These are suggested options only and residents can choose to use their vacation at their discretion.

How to Request a Vacation or a Leave of Absence

Requests for vacation or leaves of absence should be completed in PaNDa using the Leave Requests system.

Requests should be submitted as early as possible as some services create call schedules months in advance.

As per the PARO-CAHO contract, leave requests must be submitted 4 weeks prior to the date(s) being requested. However, earlier submission is highly recommended, especially given our distributed education model.
It is important to note that if you are requesting vacation in excess of one week per block, your preceptor may not be able to evaluate you during that block, and this could result in an incomplete rotation and an extension of your residency training.

Your Program Coordinator and Preceptor will review your leave request in PaNDa and you will be advised of the outcome by email via nosmpanda@nosm.ca.

Block reminder notices that are sent out 4 weeks in advance of your rotation will also include your approved leave requests for that particular block.

**Medical Leaves**

We wish you good health during your residency and if you are ill, please take care of your health needs appropriately. As an employee and a licensed professional there are key responsibilities that you must attend to.

If you need to miss work because you are ill:

- You must immediately notify your preceptor and program coordinator before the time you are expected to appear at work (being absent from work without notification is unprofessional)
- If you miss more than one day you must notify your preceptor and program coordinator each day
- You must also arrange for coverage for your on-call responsibilities

After any illness longer than five (5) consecutive days, you must:

1) Complete the Resident Leave of Absence Form to indicate the duration of the medical leave. It is your program's responsibility to report this leave to the PGE Office with respect to payroll and CPSO reporting.

2) Prior to returning to work provide a Functional Abilities Form (FAF) completed by your physician and submit to the laurie.twilley@nosm.ca. The NOSM Occupational Health Nurse will review and advise your Program Director and Program Coordinator if there are any limitations or restrictions to your return to work/residency training. Your Program Director will discuss any modifications to your training program that alters its length or training requirements. Depending upon the extent of such modifications, they may need to be approved by the Residency Program Committee or Associate Dean.

Residents on medical leave will receive sick leave benefits payable at 100% of their annual basic salary up to a maximum of six (6) months. Following this period, residents are eligible to apply for Long Term Disability Insurance benefits.

**Attendance During Leaves**

Residents on medical leave are not permitted to attend academics, any program meetings/activities, nor perform any clinical duties. Exceptions will only be granted with written clearance from a treating physician and the insurance carrier.

Residents on maternity/paternal leave can observe, but not participate in procedural and simulation sessions during academics, as there is a risk of needle stick or other injury.

Academic events are not mandatory to residents on maternity/paternal leave and a resident’s attendance at such events is purely on a voluntary basis. Each residency program decides if credit will be granted for academics on leave and travel reimbursement for academics will apply only when credit is associated with
Information on the program’s policy on academic credit during leave can be sought from your program coordinator.

**Returning to Training after Extended Leaves**

It is anticipated that the required training time missed or rotations missed will be made up with equivalent time in the residency on the resident’s return to the program. All residents will be required to complete all mandatory and elective components of the program.

While residents normally will return to the program at the same level as when the leave was taken, the Program Director, in discussion with the returning resident, shall determine:

1) The training level to which the resident will return following the leave;

2) The necessary educational experiences required for the resident to complete the residency requirements and goals and objectives of the training program.

3) Your program may also recommend a graduated return to full responsibilities to ensure you are in the best position for success.

**Bereavement Leave**

Where a resident requires Bereavement Leave, they will be granted such a leave upon notifying their Program Director & Program Coordinator as soon as possible following a death in their family.

A resident will be granted a leave of absence in order to mourn and attend to arrangements for the number of days set out below without loss of regular pay from regularly scheduled hours.

a) Five (5) consecutive working days in the even of the death of a spouse, common-law and same-sex spouse, child, stepchild, father, mother, sister, brother, step-parents.

b) Three (3) consecutive working days in the event of the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, mother-in-law, father-in-law, grandparents of the employee’s spouse, uncle, aunt, niece and nephew.

c) A total of seven (7) hours per calendar year in the event of the death of a close friend or a relative not included in the definitions of family above.

d) The employee will be entitled to save any portion of the bereavement leave where a service or internment is scheduled at a later date. When travel is required, additional time without pay may be granted by the Employer.

e) Employees who must travel a distance of 300km or more for the purpose of attending the funeral will be granted an additional one (1) day without loss of pay.

f) If, while on another scheduled leave, an employee is bereaved in circumstances under which he/she would have been eligible for leave, the employee is entitled to substitute bereavement leave for the other leave.
Scheduling of Rotations and Electives

Before your first day

When residents are doing a rotation in a new community, they should be in contact with the site, hospital, or Community Coordinator in that area, in advance of their rotation, to gather information regarding hospital orientation, parking cards, photocopying, access codes, library hours and access, and computer provision, etc.

It is also important that before the start of a rotation residents make contact with their preceptor to introduce him or herself, and discuss the expectations, goals, and objectives for the rotation. Contact information can be found in PaNDA, or in the rotation reminder notifications.

Rotation Information and Reminder Notifications

Resident rotation and housing information can be found on the Pan Northern Database of Assets (PaNDA) website. On PaNDA, you will find any confirmed or requested rotations, community and site specific information, preceptor information and assignments. Rotation Goals and Objectives are all available online.

Please note that you will receive rotation reminder e-mails 4 weeks before the start of each rotation. This e-mail will include the rotation type, dates, location, and preceptor contact information for your next rotation. Please review these e-mails and notify your program coordinator as soon as possible regarding any errors.

Scheduling and Rotation Changes

The clinical rotation schedules have been constructed based on feedback from resident planning surveys, program direction, and preceptor availability across all programs. Residents must submit a Resident Change of Rotation Request Form for any rotation change. Prior to the completion of the form, residents must be released from the approved preceptor. The completed form must be submitted to residentrequests@nosm.ca a minimum of twelve weeks prior to the start of the scheduled rotations. If the requested rotation is not secured within eight weeks of the rotation, the original rotation will stand. For more information regarding the change request process please consult the Postgraduate Resident Clinical Rotation Change Protocol.

Scheduling of Electives

In choosing an elective within the NOSM geographical region, funding for mileage, preceptor stipend and housing will be covered by the Northern Electives’ program. Please note that funding for travel and accommodations is only available for electives of 4 weeks or greater (these may be subdivided as 2 and 2, but must total a minimum of 4 weeks within the same community, in order to access this funding). A NOSM PG Elective Application form should be submitted at least 8 weeks prior to the start of your elective to Resident Requests email address: residentrequests@nosm.ca

If residents choose to do an elective outside of NOSM’s geographical catchment area, an internal Elective Request Form outlining the proposed elective should be submitted to residentrequests@nosm.ca at least 8 weeks prior to the start of electives. This form must include a description of the proposed learning objectives for the elective with specific reference to how the elective will meet the residents’ own learning needs. No funding is available for mileage, preceptor stipend, or accommodations for electives outside of NOSM’s geographical catchment area.

Housing is provided to residents for all CORE Rotations outside of their home base and for Elective Rotations in Northern Ontario. Housing may be provided for Elective Rotations in the communities of Ottawa and Toronto if NOSM housing is available. Availability can only be confirmed 30 days to the start of the rotation. Residents are asked to contact Housing between 30 and 14 days prior to the start of their rotation to see if NOSM housing is available.
On Call and House Call
Residents receive call stipends for in-hospital call, home call and qualifying shifts as outlined in the PARO Collective Agreement: www.myparo.ca/PARO-CAHO_Agreement

To submit a claim for stipends, download the On Call Claim Form and:

- Complete the forms marking in “On Call” and “Qualifying Shift” dates
- Have the preceptor where you took call approve and sign your form
- Scan forms and email directly to HR/Payroll Coordinator, East Campus, at payroll@nosm.ca.
- Forms must be returned no later than 5 days after the end of the block.
- Forms may be randomly checked against call schedules for errors.
- If forms are not filled out correctly, they will be returned to the resident for re-submission.
- Payment is part of the semi-monthly payroll and subject to standard payroll deductions.

Note: For safety reasons, residents are not permitted to do house calls alone (see next section regarding safety). Your supervising physician must always accompany you at all times.

NOSM Residency Housing & Accommodations

The term “primary residence”, also referred to as “home base” is defined as the community that the learner resides in for the largest number of months during his/her academic year.

Housing options are available for Residents who must reside in communities other than their “home base” during their placements, as outlined below. All relevant Learner Housing Policies, Procedures and Protocols can also be found online.

Housing for Distributed Sites

NOSM Supplied Housing (Option One)
NOSM learners traveling for any core rotations or electives (4 weeks or greater) within Northern Ontario are provided with housing. We have a housing unit dedicated to taking care of your housing needs during your time away from your home base. If available, housing for elective rotations under 4 weeks may be rented for a fee. Residents should direct any housing questions to: housing@nosm.ca

Key points:

- Housing is provided to residents (Postgraduate learners) for all CORE Rotations outside of their home base and for Elective Rotations (4 weeks or greater) in Northern Ontario. If available, housing may be rented for a fee in the following communities: Ottawa and Toronto. Availability can only be confirmed 30 days to the start of the rotation. Residents are asked to contact Housing between 30 and 14 days prior to the start of their rotation to see if NOSM housing is available.
- NOSM maintains furnished and conveniently located housing units in distributed clinical-engaged learning sites throughout Northern Ontario. NOTE: these are shared housing for multiple levels of NOSM learners and Residents may be sharing the housing with learners of a different gender and from other programs or universities.
- Housing provided meets standards which address learner safety and comfort i.e. private bedroom with
lock, standard furnishings, cleaned premises, high-speed Internet, emergency contact numbers (posted on fridge), and compliance with legislative requirements.

- Housing and keys (when applicable) will not be provided to you by the Housing Unit until the NOSM Housing Learner Agreement, provided at orientation, is signed and returned to the unit.

- Family housing can be requested (but is not guaranteed) and is defined as "immediate" family only, including: spouse or common-law partner; and child(ren) of the learner’s spouse or common-law partner.

- To apply for family housing, a survey is administered directly with residents prior to the beginning of each academic year. Residents may outline family housing needs and/or any special needs at this time. Family housing is available, space permitting

- NOSM recognizes that exceptional circumstances may arise and can only be confirmed 60 days prior to the rotation start date, in which learners require additional housing resources. In response to these situations, learners may apply for financial assistance, up to a maximum of $500, to allow for alternative housing within the assigned community (for instance, to meet the need for family housing). Please send an email to housing@nosm.ca to request information and an application for the Learner Well-Being Fund for Housing.

Once housing is assigned for your placement, you will receive (1) a Letter of Confirmation for your housing, (2) the Apartment/House Information and (3) provided with a set(s) of keys for your housing if applicable. It is important to read this information carefully, as rules and regulations apply differently depending on the unit in question. Please refer to Appendix 5 of the NOSM Learner Housing Protocol for the Learner Well-Being Fund for special housing requests. Familiarize yourself well with the NOSM Learner Housing Protocol.

**Resident Coordinated Housing (Option Two)**

Where residents require housing outside of their home base exceeding two or more rotations in an academic year, they may choose to arrange their own housing and have NOSM subsidize housing costs up to a maximum of $1,100 per occupancy month. When a resident chooses to coordinate their own housing, this choice will remain in effect for the entire duration of their residency (they will not be able to switch to NOSM supplied housing). Residents must advise their Program Coordinator if they wish to switch to “Option Two” housing.

All residents must submit original signed rental and utility receipts for reimbursement to their Program Coordinator; rent will not be pre-paid by NOSM.

If a resident is living with family or friends, they must submit rental receipts along with proof of payment (copy of: processed cheque endorsed on the back; money order; bank transfer). Please note, payments cannot be made in cash to family or friends. When submitting receipts, provide the name & address of the homeowner and the number of months the resident will be living with the individual.

**Note:** If residents choose to arrange their own housing, they will not receive a travel home reimbursement in between blocks during consecutive rotations away from home, unless the travel is for core academics.

They are also not eligible to apply for additional well-being funds for housing. In order to receive the monthly subsidy, residents are required to occupy the housing unit (payments will not be made where residents are residing elsewhere).
Reimbursement Procedure:

1. Fill out the Cheque Requisition Form each time a submission is made
2. Submit the above form with the appropriate original receipts
3. Claims are to be sent to the program coordinator at the east or west campus
4. Residents should make photocopies of their full claims prior to submission for their personal records.
5. Monthly submissions are recommended and reimbursements must be submitted within three months of the incurred expense.

Processing time for reimbursement is generally ten business days from receipt of a correct and complete claim. Incomplete and missing documentation will cause delays in payment until the correct information is received.

Core Rotation Travel and Academic Travel

NOSM provides funding for travel to clinical placement sites for core rotations and for electives in Northern Ontario. Travel is also funded for any mandatory academic sessions in each program. All travel expenses must comply with the NOSM Travel Management and General Expenses Protocol for travel and accommodations. Taxpayers of Ontario through the Ministry of Health and Long Term Care fund residency programs. Residents and NOSM administration all have an ethical and legal responsibility as citizens and professionals to use this funding in the most cost effective manner for its intended purpose.

Important:

To be reimbursed for travel, you must complete an Electronic Travel Claim Submission via MyNOSM. See the user guide “FN-UM Electronic Travel Claim Submission-Beta Users Only” for full details.

You must retain original itemized receipts in support of the electronic claim for a period of 24 months from the date of submission and you may be required by auditing standards to produce original receipts upon request of the Finance unit.

The provision for meals in the Travel Management and General Expenses Protocol is capped at the following Broader Public Sector per diem amounts:
<table>
<thead>
<tr>
<th>Meals</th>
<th>When meals are supplied (continental breakfast, conference meal, etc.), that meal is not reimbursable to the individual.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breakfast  $16.00</td>
</tr>
<tr>
<td></td>
<td>Lunch      $17.00</td>
</tr>
<tr>
<td></td>
<td>Dinner     $42.00</td>
</tr>
<tr>
<td></td>
<td>Total      $75.00</td>
</tr>
<tr>
<td></td>
<td>NOTE: Meals are provided during travel to academic events and to core rotations away from home-base. Meals are not provided once a learner has arrived at their rotation.</td>
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</tbody>
</table>

| Rental Vehicles | Rental vehicles may be provided while on rotation in exceptional circumstances. Requests must be submitted in writing to the program coordinator for program approval outlining distance travelling, block number, on-call requirements and local transit requirements. Approval is at the discretion of the program manager based on criteria of distance, time of year, cost and safety concerns. |

<table>
<thead>
<tr>
<th>Travel Companion</th>
<th>Travel expenses of a companion during drives from Thunder Bay to Ottawa are approved for safety purposes based on the following stipulations:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• The distance is equivalent or greater than 1,495 KM</td>
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<tr>
<td></td>
<td>• Mileage can only be counted once per vehicle – meals for the companion would qualify and flight home using the least expensive carrier possible booked in advance with a maximum fare of $300.00 inclusive of tax is allowed.</td>
</tr>
<tr>
<td></td>
<td>• Documentation must accompany the travel claim for the companion noting the above qualifications. The individual must be reimbursed and not the resident.</td>
</tr>
</tbody>
</table>

• Residents may only submit reimbursement claims for themselves and can not include expenses for other residents.

• Any alcohol purchases with meals must be separated on a separate bill to avoid HST calculation errors and tipping based on the total bill amount inclusive of alcohol, as per Broader Public Sector rules.

Flight bookings must be arranged a minimum of 2 to 4 weeks prior to travel to avoid higher costs of late bookings. Residents will be required to submit proof of the booking date with reimbursement requests. The program prior to processing the reimbursement will flag flights booked within 2 weeks of travel for follow up with resident. Residents may be required to submit an explanatory statement.

Unless academic travel is mandated at the end of a block (which is covered), a round trip to the declared residency home base will also be funded in between blocks for residents who are on consecutive rotations away from home base. For residents who chose Option 2 for housing the trip home in-between blocks will be an ineligible expense.

Please note that trips outside of those described above with **NOT** be paid for unless they have been expressly approved by the program in writing and your expense form is authorized by your program before you request reimbursement.

Travel to certification exams is not covered by NOSM and is a personal responsibility of trainees.
Rental vehicles are not normally provided during rotations away from home base. There may be exceptions, based on safety, and residents must submit rationale to their Program Coordinator when requesting rental vehicles. The rationale will be submitted to the PGE Office for approval.

Reimbursement for taxi charges will be provided where accompanied by receipts if residents feel unsafe to drive post call. See procedures surrounding “Travel Safety” in the Resident Safety Travel Policy.

How to Book Travel
Residents may book travel independently and be reimbursed, or employ the service of RedTag, and have the cost of airline travel directly billed to NOSM.

Independently booking travel: Book travel independently, following the reimbursement procedures outlined below and submit expenses to the Program Coordinator.

You can SAVE on accommodations and car rentals by taking advantage of negotiated NOSM rates as posted on NOSM intranet or contact the Planning and Risk Unit at purchasing@nosm.ca.

You can also SAVE corporately and personally with Porter Airlines or Air Canada: When flying on one of these airlines, NOSM learners receive a discount off the airline’s publicly posted fares purchased through the airline’s online corporate direct booking channel.

The Corporate Travel programs will only function with a resident NOSM email address. If you would like to be enrolled in these travel programs, please send a message to purchasing@nosm.ca to request enrollment in either the Porter NOSM Discount Program or the Air Canada Corporate Program. You will receive an email from the carriers to confirm your enrollment and be given steps to begin setting up your account.

*Note: The discount outlined here does not constitute a binding agreement; Porter Airlines and/or Air Canada may discontinue this program at any time. Changes to these discount program will be communicated to the school.

Employing the service of RedTag: Book travel through RedTag and have the cost of airline travel directly billed to NOSM.

Contact information: Telephone: 807-345-6555 Toll-free: 1-800-465-3939 Email: travel@nosm.ca
After hours emergency: 1-888-567-9411 – member code O432

Office Hours: Monday – Friday, 8:30 am – 5:00 pm; Saturday 10:00 am – 2:00 pm

Claims should be submitted within 3 months following the expense incurred and must be received in the PGE Office no later than May 15th annually for the previous fiscal period of April 1st to March 31st. Deadlines will be well communicated to residents in the bi-weekly bulletin. Reimbursements submitted after the May 15th deadline will not reimbursed.

PGE Office Policies and Procedures
*Please see the following policies and procedures via this link to the NOSM PGE Website.

Resident Assessment and Appeals
Managing Learner Interactions with Commercial Entity Representatives

As outlined in the NOSM Conflict of Interest (COI) with Commercial Entities Policy, as a general rule, commercial entity representatives should not interact independently with learners, either on campus, or in clinical teaching environments. However, from time to time, there may be the opportunity for the expertise of a representative required for instructional teaching of a device. In these situations, the student or resident learning experience must be in the presence of a faculty member to supervise the interaction.

Faculty members have a teaching responsibility to ensure that commercial entity discussions with
learners and residents are about the products, and that information presented is evidence informed, and demonstrates a balanced approach inclusive of any discussion of appropriate alternatives. Faculty members need to recognize that in doing so, they role model the professionalism of engaging in interactions for the health professional and medical learners. Regardless of the locale, meetings should be by invitation or appointment only.

An example of acceptable interaction and involvement of an industry representative in an educational environment with learners may be the demonstration of only the technical use of the equipment/implants. Pharmaceutical sales representatives will not have direct contact with students and residents.

Faculty members, staff members, and learners in the clinical learning environments as part of their professional responsibilities are expected to abide by the policies and procedures of the teaching facility with regard to meeting with commercial entities such as industry representatives.

The following situations may lead to a conflict of interest, if not managed appropriately. The following guidelines outline the policy adherence for faculty members, staff members, and learners when, and if, interactions occur with commercial entities and industry representatives:

- Health professional, medical learner, and medical resident contact information must not be shared with commercial entities and industry representatives.
- Industry representatives in clinical teaching facilities are only permitted in non-patient care areas, and by appointment only.
- Permission is required by the clinical teaching facility for representatives to attend an event. If they do attend, representatives can only be there as listeners, or observers, not as participants. In addition, industry or commercial representatives are not permitted to participate or attend scientific and content planning meetings, nor play a role in content development.
- Industry or commercial representatives cannot assume a role of a speaker or educator.
- Faculty members, staff members, and learners are not to solicit financial or non-financial support for any NOSM-specific educational events or other activities with an individual commercial representative before advising the NOSM Advancement Office of the application.

**Resident Safety**

**Resident Safety Policy**

NOSM is committed to the promotion of health, safety and wellbeing of all residents. Please take the time to read the Resident Safety Policy, which has important information on after-hours consultations, patient encounters, travel, and psychological safety.

**Discrimination and Harassment Policy**

NOSM is committed to creating a climate of inclusiveness, responsiveness, understanding and respect for the dignity and worth of every person in order to create the best possible environment for working, learning and research. Please read the Postgraduate Education Intimidation, Harassment, Discrimination and
Violence, Policy and Procedure. This document outlines the process of discussing and/or reporting incidents and issues.

**Resident Supervision Policy**

Clinical faculty have a professional responsibility for safe and effective patient care and appropriate supervision of residents. Supervision must provide opportunities for residents to assume graduated responsibility appropriate to their competencies and stage of training. The goal is to provide a clinical learning environment that models high quality care and appropriate support to residents’ education. For further information, please review the [Supervision Policy](#).

**Research and NOSM Health Sciences Library**

**NOSM Health Sciences Library**

How to find e-resources in the library:

In order to access any of the Library’s licensed resources from off-campus, you will be prompted to enter a NOSM username & password. This is issued to all faculty, residents, students & staff of the Northern Ontario School of Medicine. This is the same information used to access WebAdvisor for payroll information. For additional assistance, consult the [Library’s e-Resources FAQ](#).

To retrieve articles, select the link for e-Journals under the Resources heading from the Library homepage.

Search for the journal title alphabetically or by title word. Following the link to the journal, search for the article by date of publication, volume, and issue number.

To retrieve e-books, select the link for e-books under the Resources heading from the Library homepage. Search for the book title alphabetically, by title word, or by collection.

**Interlibrary Loans:**

You will need to sign up for a RACER account to order articles and books that are not available in the NOSM collection, or in the collections at Lakehead University or Laurentian University.

**Library Guides:**

The Librarians have created guides for each of the NOSM Postgraduate programs. These guides provide a short-cut to resources and services related to specific topics and disciplines: [libraryguides.nosm.ca/](#)

**Search Assistance:**

Librarians are available to assist Residents with curriculum and personal research projects. To book a research consultation you can speak to one of the Librarian tutors in your Critical Appraisal or Research sessions or email [askthelibrary@nosm.ca](mailto:askthelibrary@nosm.ca). Residents have access to our literature search service, however, it is expected that Residents will perform the full searches themselves for curriculum-related assignments. For more information on search assistance services visit our [guide here](#).
Contact us:
Lakehead Campus information desk: 807-766-7375
Laurentian Campus information desk: 705-662-7282

Research Support Group

The NOSM Research Support Group is available to provide guidance on grant writing, ethics approval, and accessing resources and Librarians for literature searches.

Conference Funding

The Northern Ontario School of Medicine supports development of leadership skills and scholarly activity for residents. Attendance at leadership conferences and presentation of research projects at local and national meetings or conferences is one avenue for residents to achieve these objectives.

Please refer to the Postgraduate Education Resident Conference & Course Funding Policy for full funding guidelines.

The following chart outlines PGE Office sponsored conferences and funding availability:

<table>
<thead>
<tr>
<th>Conference</th>
<th>Additional Information and Funding Availability</th>
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<tbody>
<tr>
<td>International Resident Leadership Summit (IRLS)</td>
<td>• The IRLS is one of Canada's premier resident development events, a two-day conference hosted by the Royal College.</td>
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<tr>
<td>An extension of the International Conference on</td>
<td>• Programs that distribute chief/senior resident responsibilities among more than one resident are eligible to</td>
</tr>
<tr>
<td>Residency Education (ICRE)</td>
<td>share the total funding available by discipline. Programs with both an East and West chief role are eligible for two</td>
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<td></td>
<td>$1,500 grants.</td>
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<td></td>
<td>• *Note: Chief residents may elect, with the approval of their Program Director, to redirect ICRE funding to a chief</td>
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<tr>
<td></td>
<td>resident leadership conference within their discipline.</td>
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<td></td>
<td>• Chiefs are to contact their Program Coordinator by September 1st to express interest in attending.</td>
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<td></td>
<td>• $1500 maximum provided to each chief/senior resident (all disciplines) to attend.</td>
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<td></td>
<td>• Resident reimbursement processes will apply for the conference attendance and travel reimbursement.</td>
</tr>
<tr>
<td></td>
<td>• Expenses incurred beyond the maximum grant available are the responsibility of the individual and can be combined with CME funding from the resident reimbursement protocol.</td>
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</tbody>
</table>
| NOSM Northern Health Research Conference (NHRC) | • The NHRC explores research activities within Northern Ontario arising from community-based activities. It highlights projects underway from students, residents and community-based researchers. The conference provides opportunities for collaboration and community networking.
  • To promote Northern research, two (2) resident conference registrations and travel grants for each RCPSC program and six (6) resident registration and travel grant for the Family Medicine programs will be provided annually, in addition to any funded residents presenting research.
  • Annually, a notification of when to express interest will be advertised in The 'Script, with registration processes outlined. | • Travel funding and conference registration will be provided to any resident presenting research at the annual conference.
  • Conference attendance and travel support for the NHRC is not transferable to other events. |
| NOSM Northern Constellations–Faculty Development Conference | • Northern Constellations offers a wide variety of innovative and interactive workshops to meet your individual learning needs.
  • Travel funding for up to two (2) residents per RCPSC program and six (6) residents from the CFPC programs will be available each year to attend Northern Constellations.
  • Annually, a notification of when to express interest will be advertised in The 'Script, with registration processes outlined. | • Should demand exceed the number of available spaces, the Associate Dean will confer with the Program Directors to determine resident selection based on their teaching and leadership qualities.
  • Travel support for Northern Constellations is not transferable to other events |
| Research Travel Grants – Presenting at a National Conference | • For residents presenting a paper: Travel support will be set up to a maximum of $2,000 per academic year. Expenses incurred beyond the maximum grant available are the responsibility of the individual and can be combined with any available CME, travel or research funding from with program funding.
  • For residents presenting a poster: Travel support will be set up to a maximum of $1,500 per academic year. Expenses incurred beyond the maximum grant available are the responsibility of the individual and can be combined with any available CME, travel or research funding from with program funding. | • Residents are to submit a one-page abstract, along with a completed Resident Research Travel Grant Request Form to their PGE Coordinator. |

**REQUIRES AN APPLICATION AND IS SUBJECT TO AVAILABLE FUNDING ON A FIRST COME FIRST SERVED BASIS UP TO MAX AMOUNT AVAIL**
Transfers

Transfers of Residency Programs
Annual Request Deadline January 31, 2018

There may be times in a resident’s education where they wish to transfer to another institution or internally to another program due to changes in professional interest or personal circumstances.

The following documents outline the principles and process for Transfers of Residency Programs, both within NOSM, program to program, and intra-provincially:

- NOSM Transfer Policy
- COFM Principles for Transfers In Ontario Residency Programs
- AFMC Postgraduate Medical Education National Transfer Guidelines

The documents outline how resident transfers are handled consistently across Ontario, nationally and within NOSM, and the procedures for residents who wish to submit a transfer request. It is very important to register your intent to transfer with the PGE Office and let us help you in this process. Postgraduate Offices across the country mandate that communication happen among our offices versus directly with individual programs.

Transfers are always subject to a file review and interview process, available clinical capacity, and open funding. Other constraints may limit the availability of program transfers. Information on the desire to transfer is held in confidence by the Postgraduate Office until such time as a transfer appears likely to be accepted and a release must be sought from a resident’s current program.

Requests can be submitted confidentially to Jennifer Fawcett, Director of Postgraduate Education at jfawcett@nosm.ca by January 31, 2018.
Becoming involved with your Program

Postgraduate Education Involvement

We welcome you to get involved at any level in postgraduate education. Residents have great opportunity to influence the decisions and directions of the Postgraduate Education Office, your specific residency program, as well as the entire Northern Ontario School of Medicine. You can build your leadership skills and help with governance, recruitment, policy direction, curriculum development, social activities and much more.

Calls for resident participation on committees and working groups will come up throughout the academic year through our Resident Bulletin, and/or from Chief/Senior Residents in your program.

The following is a list of resident participation group examples:

- NOSM Board of Directors
- Academic Council
- Admissions Committee
- Library Working Group
- Francophone Reference Group
- Resident Recruitment
- Budget Committee
- Curriculum Development
- Education Advisory Board
- Indigenous Reference Group

Residents as Teachers (RaTs)

Residents have an important role in teaching undergraduate medical students. Early in your residency training, you will take RaTs workshops to provide you with teaching skills and hopefully spark an interest in teaching that will last throughout your professional career. In the future, we encourage sharing your knowledge and experience as NOSM (or other university) faculty and teachers. As medical education becomes more distributed, most physicians will also become teachers. RaTs is an important part of your residency training, an accreditation requirement for the undergraduate MD program, and an expectation of the College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada.

Your myCurriculum site contains a Residents as Teachers page which a list of helpful resources as well as an archived RaTs workshop. Instructions are also embedded that direct residents on how to ensure evaluations are sent to NOSM UME learners in order to gain valuable feedback. Each program will have it’s own teaching requirements; please refer to your program coordinator for specific information and requirements.

NOSM Guidelines for Residents Teaching Medical Students

NOSM Guide to Accessing UME MyCurriculum
PGY1 Core Curriculum

A common PGY1CC has been developed to support all NOSM residents to develop foundational knowledge and skills:

- To address patient safety in their clinical and academic work
- In the CanMEDS 2015 roles

Using medical error, patient safety and quality improvement as the connecting thread for the PGY1CC will allow for many opportunities to teach CanMEDS 2015 roles in ways that are relevant and reflective, and that use creative ways to foster longitudinal learning and professional development.

Teaching Objectives

- Teach core curriculum on patient safety and quality improvement to all NOSM PGY1 residents so that individual programs can focus on more advanced, discipline specific competencies and outcomes
- Teach the foundational aspects of the CanMEDS 2015 roles and competencies to all NOSM PGY1 residents
- Proactively address theoretical and practical aspects of resident wellness and allow time for feedback

Breakdown of Mandatory Courses:

- 7 academic half-day sessions will take place throughout the academic year; all session take place on Wednesday afternoons from 1:30PM-5:00PM
- 4 sessions will compromise elements of patient safety, quality improvement, and medical error using the IHI.org Patient Safety course (instructions on how to register with IHI will be provided to you prior to, and during, your first PGY1CC academic half day session)
- 1 session will focus on Residents as Teachers
- 1 session will focus on Indigenous Health
- 3 session will focus on Residents Wellness ( 2-sessions combined with another session & 1-3hr session)
- Visit the MyCurriculum Residents as Teachers & PGY1 Core Curriculum page for a breakdown of each course including focus, learning objectives, and course details
- These sessions are mandatory for all PGY1s to attend