



Welcome







WELCOME TO 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.

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.

If you have any questions during your residency don't forget to reach out to **postgrad@nosm.ca** as our team will work with you to find the answers you need. Another great resource is our incoming resident webpage which will be updated frequently with answers to commonly asked questions. You can visit the site at **nosm.ca/pge-office/incoming-residents-updates**

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



Associate Dean, Postgraduate Medical Education and Health Sciences Programs







TABLE OF CONTENTS

4 Engagement Francophone / Francophone Engageme	agement
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- NOSM Indigenous Affairs Unit
- IMG Coordinator
- **7** CEPD for Residents An Important Part of the Physician Education Continuum
- Expense Reimbursement Submission
- NOSM Payroll Quick Facts
- Welcome to the Library!
- 11 Research
- Postgraduate Medical Education Resident Wellness Program
- The Canadian Medical Association
- The Professional Association of Residents of Ontario (PARO)
- Congratulations from MD Financial Management
- 17 Ontario Health Health Force Ontario
- Ontario Medical Association





ENGAGEMENT FRANCOPHONE / FRANCOPHONE ENGAGEMENT



Le BAF offre du soutien pour vous permettre de : The FrAU can offer quidance to assist you to:

- 1 Participer à de l'apprentissage du français /améliorer vos compétences en français: Participate in French-language learning/improve your French language skills:
 - Thunder Bay, Novocentre
 - Sudbury, Collège Boréal
- 2 Avoir/demander des expériences cliniques en milieu francophone et/ou avec des précepteurs francophones To have/request clinical experiences in Francophone settings and/or with Francophone preceptors:
 - Contactez | Contact : dbarbeaurodrigue@nosm.ca
- **3** Être engagé.e auprès du BAF de l'EMNO, veuillez consulter les ressources ci-bas : Be more involved with the FrAU, we invite you to consult the resources below:
 - Réseau du mieux-être francophone du Nord de l'Ontario : Français | English
 - Formation en ligne sur l'offre active | Online Training on Active Offer
 - Réseaux locaux d'intégration des services de santé (RLISS) | Local Health
 - Integration Networks (LHINs):
 - northwestlhin.on.ca Français | English
 - nelhin.on.ca Français | English
 - Savoir santé en français : Français | English
 - Consortium national de formation en santé : cnfs.net (French only)
 - · Boîte à outils pour l'offre active | Toolbox for the Active Offer
 - Appli bilingue MedInterpret | Bilingual MedInterpret APP:
 - Pour télécharger | To download : accueilfrancophone.com/med-interpret
- **4** D'autres ressources sont disponibles à la page des **Affaires francophones** sur le site Web de l'EMNO. Other resources are available on the Francophone Affairs page on the NOSM Website.

Email: dbarbeaurodrique@nosm.ca

Numéro de téléphone/Phone: (705) 662-7291

Contact: Danielle Barbeau-Rodrique, directrice/Director





NOSM INDIGENOUS AFFAIRS UNIT

The Indigenous Affairs Unit is responsible for building and maintaining strong cultural and community connections for all learners, faculty, and staff. Unit staff organize regularly scheduled cultural learning opportunities such as Knowledge Sharing Circles and the Orange Shirt Day Speaker Series. The unit also maintains strong collaborative relations with Indigenous leaders, health professionals, and cultural experts throughout the region of Northern Ontario. Residents are encouraged to participate in any opportunities they wish as well as work with unit staff to identify specific learning objectives or relationships we can help with.

Email: indigenous@nosm.ca

Phone: 705-662-7251







IMG COORDINATOR

Welcome to Northern Ontario School of Medicine (NOSM). As an International Medical Graduate, I understand some of the feelings/things going through your mind as you embark on this new phase of your life Journey. We are here to help.

The IMG Coordinator's primary responsibility is to provide confidential support to all IMG residents at NOSM. Throughout the IMG's PRP, AVP, and residency, the IMG Coordinator will provide support to the IMG by means of sharing resources, meeting with IMGs to discuss individual needs, addressing issues or concerns brought forward by IMGs.

In addition, the IMG Coordinator will also collaborate with NOSM faculty to promote and improve the educational experiences for IMGs.

Email: cogbuneke@nosm.ca

Contact: Dr. Chiebere Ogbuneke







CEPD FOR RESIDENTS – AN IMPORTANT PART OF THE PHYSICIAN EDUCATION CONTINUUM

ABOUT CEPD

The Northern Ontario School of Medicine (NOSM) Continuing Education and Professional Development (CEPD) Office is an accredited CPD provider, which means that the CEPD Office has successfully applied to the Committee on Accreditation of Continuing Medical Education (CACME) and has been deemed to have met established accreditation standards. Our office can award Mainpro+ credits on behalf of the College of Family Physicians and Maintenance of Certification (MOC) Section 1, Section 3(Simulation) and Section 3(Self-Assessment) credits on behalf of the Royal College of Physicians and Surgeons of Canada.

We play an important role in the education of physicians – including providing opportunities to accrue CFPC and Royal College credits; attend conferences and workshops; developing faculty teaching skills; encouraging faculty members to take on the role of scholar and educator; and providing timely education on the topics that matter most.

Several PGME events are accredited through our office, including the PGEC Faculty Development Meetings program, providing postgraduate faculty members opportunity to discuss and reflect upon leading resident core academic programs with a goal of continuing quality improvement. We also regularly solicit and collect feedback from learners to gain an understanding of what you need from your faculty and preceptors.

A Sample of CEPD Programming: There are several programs currently developed through our office including:

Palliative Care Education Series

This series occurs in an online format on a monthly basis. Covering a variety of topics related to Palliative Care including MAiD, palliative sedation and complex pain. Please visit https://www.nosm.ca/education/cepd/cepd-events/ to view our upcoming events and find session specific information about the Palliative Care series.

Do you have a Great Idea?

If you have an idea for an educational program please reach out to one of our Program Coordinators to find out more about the process, and how you can get involved. Find our individual contact information here: https://www.nosm.ca/education/cepd/contact-the-cepd-office/

Email: cepd@nosm.ca

Phone: Toll Free: 1-800-461-8777 ext. 7464,

Tel: 807-766-7464





EXPENSE REIMBURSEMENT SUBMISSION

The Finance unit (Accounts Payable) is responsible for reimbursing expenses incurred by Residents throughout the course of their academic year. These expenses can include such things as travel, professional development expenses or other expenses deemed eligible by the program. Items related to employment (wages, benefits, etc) are handled through the NOSM Payroll unit and not through the NOSM Finance/ Accounts Payable unit.

Eligible expenses must be submitted electronically using NOSM's electronic expense reimbursement platform. This is accessed via MyNosm found at **www.nosm.ca** and using your assigned NOSM login credentials. Please refer to link below.

Submissions for expenses must be in accordance with NOSM policies and program specific guidelines. The applicable policies for travel and expense reimbursements as well as the submission instruction manual can be accessed via the link provided below.

NOTE: As this is an electronic process, you are responsible to maintain your original receipts for a period of 24 months from submission. Please ensure you keep these documents safely stored in the event they are required for audit purposes.

Submissions should be done in a timely fashion, and payment can be expected within approximately 10 business days from receipt in Finance.

Please provide electronic banking information to Finance to receive direct deposit of your reimbursements.

>> EXPENSE REIMBURSEMENT



Email: accountspayable@nosm.ca

Phone: 807-766-7359

Contact: Regina Mertz





NOSM PAYROLL QUICK FACTS

Pay Information

- Payroll is issued by direct deposit.
- Semi-monthly Pay (1st-15th of the month deposited on the 15th, and 16th to the last day of month deposited on the last day of each month).
- If payday falls on a holiday or weekend, pay is deposited on the business day before.
- Deadlines for on call forms, changes or submissions is 10 working days prior to the pay date.
- Send inquiries or changes to Payroll in person, by mail, fax or email.

Pay Advices & T4 Slips (how to view online)

- Your pay advice (pay stub) is available online to view or print.
- Instruction on how to view pay advices were emailed to you with your payroll documents and are available on myNOSM located by following the path on main page to About, Human Resources, Payroll.
- Your T4 Slip will be available electronically by the end of February each year in the same location as your pay advice. Notice is also sent in The Script when they are ready.

Resident On Call Claims - Electronic Submission

- Link located on the NOSM Website under MyNOSM, Learners
- Payment of on calls stipends are processed usually in the pay period following receipt.
- Don't Miss the Deadline! As per the PARO/CAHO Collective Agreement, Call stipend claims must be submitted within 30 days following the end of the month in which the call was worked. Untimely call stipends will not be paid. Please note deadlines follow the calendar, and do not follow the block dates.



Email: payroll@nosm.ca

Phone: 705-662-7280

Contact: Laurie Twilley & Anne Manion





WELCOME TO THE LIBRARY!

Due to the current public health crisis, the Health Sciences Library has closed our Lakehead and Laurentian campus locations until further notice. Our physical spaces will reopen in accordance with guidelines and directives from the Ontario Government and **NOSM's COVID-19: Return to Campus Planning Framework**. In the meantime, we are operating virtually to support you! We continue to offer access to all of our online resources and virtual services.

Resources and services offered virtually:

- All online resources: e-books, e-journals, databases, mobile device resources, tutorials, and information guides.
- Support through askthelibrary@nosm.ca, our chat service AskUs!, and consultations via WebEx.
- · E-Reserves.
- Electronic **interlibrary loans** (ex. journal articles and book chapters).
- **Search assistance**: literature searches, systematic reviews, meta-analyses.
- Research & scholarly communications services: research consultations, scholarly publishing support, tracking and assessing research impact.
- · Copyright support.
- Library instruction.

Temporarily suspended resources and services:

- Library main desk phones (Laurentian campus: 705-662-7282, Lakehead campus: 807-766-7375). Please email **askthelibrary@nosm.ca** or use our chat services **AskUs!** to contact us.
- Access to hardcopy books including hardcopy reserves.
- Equipment booking and loaning.
- Hardcopy **interlibrary loans** (ex. Print books and DVDs)
- Access to printing, copying and scanning.
 - Poster printing services.



Watch our **website** and follow us on Twitter,
Facebook, and Instagram for more information.

Email: askthelibrary@nosm.ca





RESEARCH

HELLO!

Welcome to Residency at NOSM. We at the Research Office are thrilled you chose NOSM, and are excited to work with you on any research projects you embark upon in the coming years. We know that residency can be a stressful and very busy time, and we want to let you know that our priority is to work with you, answer any questions and direct you to the right resources. To that end, The Research Office has created a **Sharepoint site** specifically for residents which has some useful documents and resources for you. If you have any questions, the general email for the Research Office is **research@nosm.ca**. Depending on the type of research you choose to do, we can help you with applications for grants, Research Ethics Board applications, reporting, manuscript preparation and most other research queries you may have. Additionally, NOSM has opportunities for you to share your research findings. In addition to Resident Research Days, each year NOSM holds the Northern Health Research Conference (NHRC). We encourage all residents to send in abstracts, and NOSM is committed to promoting resident research wherever we can. Undertaking research can be a daunting and sometime intimidating enterprise, especially if you don't have a lot of prior experience. Our team is committed to helping you each step of the way, and wants you to know you aren't alone.

Here are a few handy links that may be of interest to you:

Sharepoint site for Residents

NOSM Research Website

NOSM Faculty Listing

Northern Health Research Conference Website

Please feel free to reach out to us. Best of luck with your residency!

The Research Office Team



Email: research@nosm.ca

Phone: Sudbury: 705-662-7218

Thunder Bay: 807-766-7509

Contact: Sudbury: Lyne Morvan

Thunder Bay: Ghislaine Attema





POSTGRADUATE MEDICAL EDUCATION RESIDENT WELLNESS PROGRAM

Welcome! The Postgraduate Medical Education Wellness Program offers you support and can assist with your wellness needs. The mission of the Program is to assist our residents in achieving the knowledge and skills to develop healthy and productive professional identities during this important transitional time.

Our Team:

Dr. DellaVedova is our Wellness Lead Clinician who is available to you **residentwellness@nosm.ca** for coaching and can offer brief advice pertaining to your wellness issues and can arrange a referral to a clinical psychologist if needed. The WLC provides direct support to our residents, represents the wellness interests of all residents and NOSM programs which includes providing education, consultation and supports to faculty and administrators.

Ms. Jaimy Kiiskila (Ms. Cathy Duchesne) are the **Wellness Coordinators**, provides the WLC support and can assist you with finding and coordinating health resources.

Taking care of yourself is important. At the start of each academic year, we refresh our list of Northern physicians who have agreed to take on residents as patients. You can email Ms. Kiiskila at **pgewellness@nosm.ca** to request the list.

Dr. Kristy Côté is the **PGME Manager** who manages the overall Resident Wellness Team and ensures we are aligned with our wellness goals.

Resident Support Network is a group of NOSM residents, faculty and administrators who have received training specific to academic difficulties, social isolation, the collective agreement, harassment, accommodations, and IMG issues. The list of members can be found on the NOSM website and the NOSM Wellness app.

The Wellness App is free to download, with features to support wellness: arrange a cab, emergency information, COVID-19 update links, PARO Collective Agreement, policies, housing safety, wellness resources, travel safety, and wellness calendar.

The PGY1CC **Wellness Curriculum** offers sessions on Fatigue Risk Management, resiliency, and strategies for managing stress.

We encourage any resident experiencing academic or occupational distress to reach out given that wellness issues are often interconnected.



Email: residentwellness@nosm.ca and pgewellness@nosm.ca

Phone: Wellness Coordinator 807-766-7458

Contact: Dr. J. Della Vedova (Wellness Lead Clinician)

and Ms. Jaimy Kiiskila (Wellness Coordinator)





THE POSTGRADUATE WELLNESS PROGRAM

Welcome NOSM Residents of 2020-2021! Residency is a unique opportunity to learn, grow and set the stage for the rest of your career. Residency also has its challenges. While you will face high expectations, the NOSM Postgraduate Wellness program aims to ensure you also have a high degree of support. The mission of the Wellness Program is to assist our residents in achieving the knowledge and skills to develop healthy and productive professional identities during this important transitional time. The framework of the program includes occupational/academic health, physical health, emotional health and social health.

As part of our way to welcome the new NOSM Resident Learners, the Postgraduate Wellness Program will be providing each of you with a new Royal blue auto kit with our NOSM Resident Wellness Logo written in a black colour. We chose to provide you with a car safety kit because as it can be potentially very useful. We know that as a resident you will be driving on Northern highways and you may have limited time to go buy one for yourself, so our Wellness office felt it was important to help. As our orientation is being done virtually this year, please know that your kit will be distributed to you later in the year.



Constructed of heavy duty, water and puncture resistant 600D Polyester, this Medium Barrel Bag (EK-123) features reinforced handles and bottom hook & loop strip that adheres to vehicles carpet.

Includes:

- 8 Foot, 10 Gauge Booster Cables w/instructions
- Flashlight w/ 2 Mercury-free "D" Batteries
- Emergency Mylar Blanket (60" x 82")
- Lightweight reusable Safety Vest
- Lightweight reusable, recyclable Rain Poncho
- 24 Hour Roadside Assistance (\$180.00 value)
- Call Police Banner
- Cotton Gloves
- Foam Pad





THE CANADIAN MEDICAL ASSOCIATION



The Canadian Medical Association is here to support you during your residency and beyond. Visit **cma.ca/newresident** to update your contact info and learn about the benefits, advocacy programs and learning opportunities available to you.

Email: CMAmembership@cma.ca

Phone: 1-888-855-2555

Contact: Melanie Sterling – Segment Specialist







THE PROFESSIONAL ASSOCIATION OF RESIDENTS OF ONTARIO (PARO)



The Professional Association of Residents of Ontario is the official representative voice for Ontario's doctors in training. PARO's priority is to advocate on behalf of its members, addressing professional and educational concerns in order to optimize the training and working experience of Ontario's newest doctors thus ensuring that patients receive the best possible medical care.

Members of PARO are, by definition, post-graduate medical residents training in accredited programs which lead to certification by either the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of family Physicians of Canada (CFPC), in one of their recognized specialty or subspecialty programs.

One of PARO's primary functions is to negotiate the Collective Agreement, which outlines the terms and conditions of your employment. The current PARO-CAHO Collective Agreement can be found at **myparo.ca** and we encourage that you take a look. Did you know, for example, that you're entitled to a "floating holiday" in which you can request a holiday any day you choose? This and more can be found in "Starting Residency" on the PARO website. It also includes information on how you get paid, call stipends and your benefits/insurance.

Some other areas covered in the PARO-CAHO Collective Agreement include:

- Call Schedules and Duty Hours
- Resolution Process
- Compensation and Benefits
- Call Stipends
- Vacations and Other Leaves

Contact PARO to seek clarification about contract or non-contract related issues. At the PARO office we have a professional experienced staff to help you.

Interested in Getting Involved?

PARO is comprised of resident representatives from across the province, based on proportional representation distributed among 22 Electoral Groups. General Council representatives bring the voice of their resident constituents to General Council as PARO sets its policy and direction for the year.

Elections for a new General Council are held in July via an online election process. We encourage you to consider participating in PARO. An e-blast will be sent out detailing nomination information and key dates.

Email: sreyes@paroteam.ca and paro@paroteam.ca

Phone: 416-979-1182 Contact: Sarah Reyes



WE'D LOVE TO SEE YOU GET INVOLVED!

Need Us? Reach Us:

Phone: 416.979.1182 Toll Free: 1.877.979.1183 Email: paro@paroteam.ca





CONGRATULATIONS FROM MD FINANCIAL MANAGEMENT



Congratulations on matching to your new residency program at NOSM! As you begin residency you may find yourself facing exciting and new aspects of medicine: clinical rotations, increased responsibility, as well as finding work-life balance, to name a few. With this transition you will also find yourself shifting to a new financial situation as you face debts accrued in medical school, while also beginning to manage a salary. MD Financial Management is here to help guide you towards financial wellness. Our Early Career Segment is here to help educate you on various topics of personal and professional finance, as well as provide personalized support and advice. Our team is happy to meet with you one-on-one as requested, as well as offer you access to webinars and events to help you through your financial journey. MD is the only financial management company dedicated to Canadian physicians, focusing on helping you and your families meet your financial goals throughout your careers. With over 50 offices across Canada we're here for you wherever you are. Click here: https://marketing.md.ca/1784_NOSMRO_ContactCard.html to connect with a Financial Consultant today or be added to our email list for future event invites.

Sincerely,

Elizabeth Karlinsky, CIM

Lead, Early Career Specialist MD Financial Management 1100-522 University Ave, Toronto, ON M5G 1W7 Direct 647 471-6370 Fax 416 340-1509 elizabeth.karlinsky@md.ca md.ca

Email: Elizabeth.Karlinsky@md.ca

Phone: 647-471-6370

Contact: Elizabeth Karlinsky







ONTARIO HEALTH – HEALTH FORCE ONTARIO

On behalf of Ontario Health – HealthForceOntario, we would like to extend our CONGRATULATIONS on your acceptance into your post-graduate medical residency program. Our team of Regional Advisors look forward to working with you in the future when you are seeking guidance related to finding practice opportunities and transitioning into practice.

It may seem like you don't have to think about job searching now, but we encourage you to keep in mind that your time in residency provides an opportunity to be well prepared to take the next steps to independent practice in the future. Today, we would like to offer the following 5 tips as you start your training:

- 1. Develop your network make a great impression
- 2. Participate in committees, teaching, and research projects
- 3. Explore different settings/places to work during your electives
- 4. Create a work life balance for yourself
- 5. Look for opportunities to learn about managing your practice

Practice Ontario – A Free Career Planning Service for Ontario's Medical Residents

During residency, we offer a Practice Ontario service that is free to medical residents. Our services include:

- Education sessions or workshops for resident groups sessions can be customized to address career considerations by program/specialty. Topics include:
 - o Practical steps and resources for transitioning into practice
 - o Job market for each specialty
 - o Job searching strategies
 - o Compensation models & incentives
 - o CVs & interview preparation
 - o Finding locums
- Advisory services provide personal 1:1 job search assistance throughout Ontario.
- An online **Toolkit** that includes practical resources for the various aspects related to transitioning into practice. Link: http://www.healthforceontario.ca/en/Home/All_Programs/Practice_Ontario/TiPS
- **HFOJobs.ca** is an on-line job board that connects health care organizations, communities & employers to health care professionals seeking employment (Full-time, Part-time & Locum). Search for Ontario positions by practice preferences, employer name, and/or location and view opportunities on an interactive map. **https://hfojobs.healthforceontario.ca/en/**

More information can be found on our website http://www.healthforceontario.ca/en/Home and to contact a Regional Advisor about any of the above services, send a message to practiceontario@healthforceontario.ca



Email: Sarah Belisle s.belisle@healthforceontario.ca Julie Kivinen j.kivinen@healthforceontario.ca

Phone: Sarah Belisle 705-465-0603

Julie Kivinen 807-627-8406

Contact: Sarah Belisle – NE campus

Julie Kivinen – NW campus





ONTARIO MEDICAL ASSOCIATION

CONGRATULATIONS ON STARTING RESIDENCY!

Whether you're an Ontario, Canadian or International Medical Graduate, the Ontario Medical Association (OMA) welcomes you to this next stage in your career. We are here to support you both personally and professionally through all your successes and challenges. Here are some of the exclusive resources and support available to resident Members:

- Physician Health Program: Residency is deeply rewarding and at times psychologically demanding. Resilience is optimized by self-care, caring for each other and an openness to professional support. Residents can contact the OMA's Physician Health Program as a confidential service that can personally curate your needs for support.
- Insurance: Enrol into the Resident Disability Insurance Plan without medical evidence by July 31st. A special arrangement with the Professional Association of Residents of Ontario (PARO) means that residents may be paid OMA benefits in addition to PARO Disability benefit
- Legal Services: Our Legal Services Department helps physicians with incorporation services and can assist in the negotiation of various primary care and alternate payment plan contracts. We are also available to assist members with a variety of practice-related issues, including: general medical-legal matters and the review of contracts with hospitals, universities, clinics, or other institutions as employees or independent contractors.
- Advantages Retirement Plan: A group retirement savings plan by OMA Insurance that's available exclusively for OMA members and their spouses/common-law partners.
- Practice Management: The OMA provides resources and services to help you get your practice started and are available to assist throughout your medical career. Check out our "Starting a Practice" toolkit, which complements our "Early in Practice" seminars Contact us for details.
- OMA Section of Residents: The OMA Section of Residents represents nearly 4,000 resident physicians in Ontario. The Section is represented by an Executive Committee who is elected by its membership and who carry out the Section's key objectives in liaison with the PARO.
- OMA Advantages: Special offers for travel, fitness, member perks and much more

First year residents, **join online** today for only \$10 for the remainder of 2020.

If you're already an OMA member, please visit **MyAccount** to view/update your profile or contact **membership@oma.org**.



Email: Marta.hano@oma.org

Phone: 647-702-6273

Contact: Marta Hano