

## FM Residency Newsletter – R2 Calgary, R2 Rural & Enhanced Skills Residents – May 15<sup>th</sup>, 2020

As the COVID-19 pandemic continues to develop, please pay attention to your emails, as Dr. Jantzie will continue to provide updates as they arise. Stay safe.

### IN TODAY'S NEWSLETTER

- Calgary R2 Residents: **New** Virtual [Graduation](#) Celebration – **SAVE the DATE – June 5**
- Calgary R2 Residents: **\*Reminder\*** Call for [Stipend](#) Submissions Block 11 – **due Fri, May 15**
- Calgary R2 Residents: [Graduation](#) Photos PPT Presentation – **deadline May 22**
- Calgary R2 Residents: Resident [Teaching](#) Opportunities
- Calgary/Rural R2 Residents: **New** [Licensing](#) Timeline
- Calgary/Rural R2 Residents: [Vacation Payout](#) and Carry-Over
- ALL Residents: **New** Michelle [Hucul](#) Family Medicine Award – **Nominations deadline June 8**
- ALL Residents: **New** Family Medicine electronic Curriculum & Assessment Platform ([FMeCAP](#)) Update
- ALL Residents: **New** Resident [Volunteer](#) Needed
- ALL Residents: Connecting Residents interested in [UME](#) Teaching
- ALL Residents: 2020 Resident [Exit Survey](#)
- ALL Residents: 2020 [CSCI](#) Resident Research Awards – **deadline May 18**
- ALL Residents: CSM Learner [Wellness Needs Assessment](#) – The Impact of COVID-19 Survey
- ALL Residents: [Spring Conference](#) 2020 – **May 21, 2020**
- ALL Residents: [Copyright](#) Compliance Process and Procedures

### CONFERENCE, COURSES, WORKSHOPS

- ALL Residents: **New** [Webinar](#) Invitation: The Virtual Exam and the Power of Touch in the Virtual World
- ALL Residents: You're Invited! Online [Summer Wellness](#) Series
- ALL Residents: Invitation to Access [Aquifer](#) Cases
- ALL Residents: [Safety Videos](#)
- ALL Residents: 2020 [PGME](#) Resident Workshops & Events
- ALL Residents: [Health Sciences](#) Library **Online** Workshops – **May/June/July 2020**

### JOB POSTINGS – PHYSICIAN OPPORTUNITIES

- ALL Residents: Physician Opportunities

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### CALGARY R2 RESIDENTS: **NEW** VIRTUAL GRADUATION CELEBRATION – SAVE the DATE – JUNE 5

**SAVE THE DATE June 5, 2020 7PM-830 PM** While COVID pushes us to change the way we celebrate it doesn't change deserving of recognition for your hard work through your journey to being a Family Medicine Doctor. For this reason we will be celebrating you via a virtual Graduation Celebration on June 5<sup>th</sup>. Details to follow!

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### CALGARY R2 RESIDENTS: **\*REMINDER\*** CALL FOR STIPEND SUBMISSIONS BLOCK 11 – DUE FRI, MAY 15

**PLEASE NOTE:** It is important that your calls are submitted **ON TIME**. Late submissions create a lot of extra work for the administrative staff and AHS. Please make every effort to have your calls submitted **BEFORE** or **ON** the deadline. If you would like to be paid on time, please submit on time.

## LATE CALLS WILL BE SUBMITTED EVERY 3 MONTHS

**There has been a revision to the submission of Call Stipends, be sure to read the update and access the NEW Call Stipend Submission Form in the links below.**

Call Stipends not submitted on the form will not be accepted and returned to the resident for re-submission.

**Block 11** call stipends are due **Friday, May 15, 2020**. Please follow the instructions on this link <http://www.calgaryfamilymedicine.ca/residency/dox/container/4b22137e3b7d1ffd3956044857ee887b.pdf>

Call Stipend Form <http://www.calgaryfamilymedicine.ca/residency/index.php/current-residents/forms>

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## CALGARY R2 RESIDENTS: GRADUATION PHOTOS POWERPOINT PRESENTATION – DEADLINE MAY 22

I hope all is well and that you are all staying safe! I know that this is a trying time for everyone and, as I stated in a recent Facebook post, I thought it would be nice if I continue a Calgary graduation tradition and compile a powerpoint document of cute baby photos or any other photos (+/- plans for practice, if possible) that would tug on the heartstrings of family members that would normally be played during the ceremony! I think it would be a nice memento of our time in residency and something to smile about during this stressful time. If interested, please send the aforementioned information to [Brian.hartman@ucalgary.ca](mailto:Brian.hartman@ucalgary.ca). Wishing you all the best and stay well!"

Brian Hartman  
Family Medicine Resident  
Class of 2020, University of Calgary

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## CALGARY R2 RESIDENTS: RESIDENT TEACHING OPPORTUNITIES

Hello Residents,

A reminder that we still have a few spaces to help with some virtual teaching for the medical students available on June 3<sup>rd</sup>, 2020 in the afternoon. If you're interested in participating please reach out to Keira Prince at [fmcpd@ucalgary.ca](mailto:fmcpd@ucalgary.ca) for more information. You will need to request to be excused from Residency training activities in the afternoon in order to participate in the medical student teaching. Once you have indicated your interest Keira can provide you with the specific times for you to include in your request.

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## CALGARY/RURAL R2 RESIDENTS: **NEW** LICENSING TIMELINE

With the end of residency quickly approaching and employment arrangements well underway we would like to remind graduating Residents a buffer of one or two weeks before you plan to work. While we aim to have everyone ready to go July 1<sup>st</sup> there are processes that need to be followed; within the program, with PGME, CCFP and the province you are seeking licensure. Most are licensed and ready to go for July 1<sup>st</sup> but this cannot be guaranteed. Thank you for your patience, enjoy some much deserved downtime.

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## CALGARY/RURAL R2 RESIDENTS: VACATION PAYOUT AND CARRY-OVER

Hi All,

We have been receiving questions regarding vacation payout and carry-over in light of cancelled vacations due to rescheduling around COVID-19.

Please see the information provided to us by Dr. Jantzie. If you have any questions please contact your Division Coordinator.

*The guidelines for vacation payout were confirmed by PGME on April 17<sup>th</sup>. Payout will **ONLY** occur if:*

- 1) Vacation was denied due to clinical service and could not be taken later in the year (same as before)*
- 2) Vacation was modified/cancelled due to reassignment/redeployment (aka clinical service)*

*Per Robert Bunn from AHS that carryover is **not** possible. We are still awaiting confirmation about MOTP residents on this.*

*If you have vacations on ICU or on reassigned rotations (CCH, Peds-CTU, Contact Tracing, MTU) that get cancelled on short notice please let your Division Coordinator know.*

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## ALL RESIDENTS: **NEW** MICHELLE HUCUL FAMILY MEDICINE AWARD – NOMINATIONS OPEN

Nominations are now open for the Dr. Michelle Hucul Family Medicine Award.

Michelle left us 5 months ago. We celebrate her memory and honour her with this annual award for R1s. Please strongly consider nominating a classmate. The deadline for nominations is end of day on **Monday June 8, 2020** (please note we have delayed the nomination period due to COVID-19). Please submit nominations to Tannis Dorscht, South Division Coordinator ([Tannis.Dorscht@albertahealthservices.ca](mailto:Tannis.Dorscht@albertahealthservices.ca)).

The winner will be announced prior to the end of the academic year.

**Attachment 1:** MH Award TOR May 2020

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## ALL RESIDENTS: **NEW** FAMILY MEDICINE ELECTRONIC CURRICULUM & EVALUATION (FMecAP) UPDATE

### Adjusted timelines; new “Go-Live” date November 1<sup>st</sup>, 2020

- As a result of the COVID19 pandemic and the impacts this is having at all levels, within Family Medicine & society, we have pushed the Phase 1 implementation of the electronic Curriculum & Assessment platform back to November 1<sup>st</sup>, 2020.
- We still plan to *pilot* the system both in the Core 2-year Program (Calgary & Rural) and in the Care of the Elderly (COE) and Palliative Care (PC) FM Enhanced Skills Programs, commencing July 1<sup>st</sup>, 2020.

### What's been happening over last 6 weeks?

Lots of development work in the background including work on the following:

- The design of field notes-Core Program, COE and PC programs
- Curriculum & assessment mapping
- TRA (Threat and Risk assessment) and PIA (Privacy Impact Assessment)
- Assessment, Curriculum and Evaluation requirements and gap analysis
- Current business processes
- Communications plan
- Training plan (though dates need to be revised due to new Go-Live date)
- FMeCAP governance model including the new eCAP Advisory Group.
- Confirmed phased planned move away from one45

### What's next?

- We expect to have system available for user-testing mid-June
- Implementation of Phase 1 to participating pilot Preceptors, Residents and Programs July 1<sup>st</sup>, 2020

### What do I need to do?

- For **Core Program FM Preceptors and PGY1 FM Residents**-keep an eye out for an invitation to participate in the pilot stages of the system (from July-November 2020)
- For **COE and ES Programs**-expect more communication for those involved in Pilots also commencing July 1<sup>st</sup>, 2020
- For **everyone**-watch out for communications re training on the system once this is available (end of June 2020)
- Also, watch out for communications re Faculty Development opportunities related to assessment of residents...specifically related to the required emphasis on the use of CFPC Key Features.

### If I have questions, who do I ask?

Please feel free to contact Dr. Keith Wycliffe-Jones, FMeCAP Project Lead at [kwycliff@ucalgary.ca](mailto:kwycliff@ucalgary.ca)

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### ALL RESIDENTS: **NEW** RESIDENT VOLUNTEER NEEDED

The MD Admissions Committee is looking for a resident volunteer. Please share this email with your trainees. If a resident is interested in volunteering, please have them submit a short letter of interest to [kfedato@ucalgary.ca](mailto:kfedato@ucalgary.ca) <<mailto:kfedato@ucalgary.ca>> by May 29th.

### Attachment 2: TOR Admissions Committee

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### ALL RESIDENTS: CONNECTING RESIDENTS INTERESTED IN UME TEACHING

Dear residents;

I hope you are well amidst these changing times. We are attempting to connect those residents with interests in medical education, including those who have done medical education electives within UME. If you are interested in connecting with other residents with an interest in UME or medical education in general, please

reply to Dave Beninger ([dbbening@ucalgary.ca](mailto:dbbening@ucalgary.ca)<<mailto:dbbening@ucalgary.ca>>) and we will connect you to share ideas, collaborate, etc..

Stay well,

Dr. Sarah G. Weeks MD MEHP FRCPC  
Assistant Dean Pre-Clerkship  
Undergraduate Medical Education

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### **ALL RESIDENTS: 2020 RESIDENT EXIT SURVEY**

To all exiting Cumming School of Medicine Postgraduate Trainees:

Postgraduate Medical Education (PGME) is interested in learning about your experience as a resident at the University of Calgary. The information you provide will be to improve the learning environment of residents. This exercise is a critical part of PGME quality improvement initiatives to ensure training programs continue to meet the needs of residents. We encourage you to provide honest and accurate feedback on your residency training experiences. It should take less than fifteen minutes to complete this web-based survey of 32 questions. Responses will be kept confidential and will only be used in aggregate form.

The link to the survey can be found at: [https://survey.ucalgary.ca/jfe/form/SV\\_03yovU4VFSR7diZ](https://survey.ucalgary.ca/jfe/form/SV_03yovU4VFSR7diZ) or in the attached QR code.



If you have any questions or concerns about the survey, please contact Kristen Story ([Kristen.story@ucalgary.ca](mailto:Kristen.story@ucalgary.ca)).

Thank you for taking the time to participate and provide feedback.

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### **ALL RESIDENTS: 2020 CSCI RESIDENT RESEARCH AWARDS – DEADLINE MAY 18**

The information for the 2020 CSCI Resident Research Awards is now available. If you could please circulate the attached document to your residents it would be appreciated.

The **submission deadline** to PGME is **Monday, May 18, 2020, 11:59 pm** - Late submissions will not be accepted.

Completed applications are to be submitted to: [Kristen.story@ucalgary.ca](mailto:Kristen.story@ucalgary.ca)

Please let me know if you have any further questions.

**Attachment 3:** 2020 CSCI Awards Announcement

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## ALL RESIDENTS: CSM LEARNER WELLNESS NEEDS ASSESSMENT-THE IMPACT OF COVID-19 SURVEY

Dear Learner,

As a learner at the Cumming School of Medicine, University of Calgary, you are invited to take part in our research study which involves an **anonymous and voluntary** survey (15 minutes) and/or semi-structured interview (~1 hour) regarding your wellness during the coronavirus (COVID-19) pandemic.

The current COVID-19 pandemic has impacted learners at the Cumming School of Medicine. Learners are being impacted by the pandemic with regard to their personal well-being. We wish to explore this impact using a multi-faceted approach to wellness in learners, recognizing: 1) wellness can be impacted in different domains specifically mental health, physical health, social health, occupational health and intellectual health and 2) wellness initiatives can occur at the individual (learner), program (BHSc, BCR, GSE, UME and PGME) and system (higher education system and health care system) levels.

Specifically, we aim to investigate the following two objectives:

1. To determine the extent and nature of learner wellness initiatives to facilitate wellness in domains of mental health, physical health, occupational health, social health and intellectual health at individual, program and system levels during the COVID-19 pandemic.
2. To explore how learners, describe their own wellness with respect to five domains of wellness at the individual, program and system levels during the COVID-19 pandemic.

Your participation in this research study is completely **voluntary**. You can refuse to participate or withdraw at any time up to the point that you submit the survey without penalty. You may also choose not to participate in the interview.

If you would like to participate in the survey you may access it here:

[https://survey.ucalgary.ca/jfe/form/SV\\_424yyzWjW7HMIy5](https://survey.ucalgary.ca/jfe/form/SV_424yyzWjW7HMIy5)

If you have further questions concerning matters related to this research, please contact:

Dr. Aliya Kassam ([kassama@ucalgary.ca](mailto:kassama@ucalgary.ca)); (403) 210-7526

The University of Calgary Conjoint Health Research Ethics Board has approved this research study and will have access to the records. If you have any questions concerning your rights as a possible participant in this research, please contact the Chair, Conjoint Health Research Ethics Board, University of Calgary at 403-220-7990.

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## ALL RESIDENTS: SPRING CONFERENCE 2020 – MAY 21, 2020

Spring Conference 2020 will still be happening on May 21st, 2020. Your fellow residents have been working hard lining up speakers for the conference. It will be presented via a virtual platform and more information will be made available in the coming weeks.

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## ALL RESIDENTS: COPYRIGHT COMPLIANCE PROCESS AND PROCEDURES

A reminder that for any resident completing a formal presentation to ensure you have University copyright compliance. Please refer to the **attached** document for more information or the [copyright website](#). The process to get compliance is easy- send your presentation to [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca), and it takes them one-two days to respond.

## Attachment 4: Copyright Compliance

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### [CONFERENCE, COURSES, WORKSHOPS](#)

#### **ALL RESIDENTS: **NEW** WEBINAR INVITATION: THE VIRTUAL EXAM AND THE POWER OF TOUCH IN THE VIRTUAL WORLD**

Register Today!

Please join us on Thursday, May 21st at 7:00 PM for DLRI's latest webinar for preceptors and learners about the virtual physical exam.

We want to help to ensure that you can maintain a high level of patient care and an enriched learning experience through your use of the virtual physical exam and how physical touch can continue to find a place in this context. We will also be reviewing skin and joint exams, how to observe affect and when to make the call that an in person exam is required.

Unable to join us live? No problem! Simply register for the event and we will email you a recording of the webinar and supporting documents in the days following the session.

Please register at

<http://events.r20.constantcontact.com/register/event?llr=6pfz5w6ab&oeidk=a07eh33ewhy180c51c7>

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#### **ALL RESIDENTS: YOU'RE INVITED! ONLINE SUMMER WELLNESS SERIES**

Dear Educators,

During the summer, the Taylor Institute for Teaching and Learning and the Campus Mental Health Strategy are presenting a [series of wellness webinars](#) that will offer participants important mental health tools to help them work through the COVID-19 crisis.

Our mental wellness is extremely important right now, and I encourage you to take some time to hear from some of our experts on how we can build self-compassion and resilience as we move forward in the coming weeks and months.

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#### **Self-care and crisis response during COVID-19**

May 19, 10:30 a.m.

Facilitator: Dr. Glory Ovie, postdoctoral associate in the Department of Psychology and the Taylor Institute for Teaching and Learning

[Register here](#)

#### **Resilience during COVID-19 and beyond**

June 23, 10:30 a.m.

Facilitator: Dr. Jennifer Thannhauser, Associate Director of Counselling, Student Wellness Services

[Register here](#)

**Emotional wellness: Learning how to be attentive to both positive and negative feelings**

July 21, 10:30 a.m.

Facilitator: Dr. Jacqueline Smith, assistant professor and director of mental health and wellness in the Faculty of Nursing

[Register here](#)

**Mindfulness as a coping strategy in times of crisis**

Aug 11, 10:30 a.m.

Facilitator: Dr. Linda Carlson, professor, psychosocial oncology in the Department of Oncology, Cumming School of Medicine

[Register here](#)

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Made possible by the [Taylor Institute for Teaching and Learning](#) and the [Campus Mental Health Strategy](#)

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**ALL RESIDENTS: INVITATION TO ACCESS AQUIFER CASES**

Cumming School of Medicine at the University of Calgary Family Medicine Residency Program invites you to register to **access 175 Aquifer virtual patient cases across a range of disciplines**. Aquifer is providing this access free through June 30, 2020, as part of their COVID-19 response.

[Register Now](#)

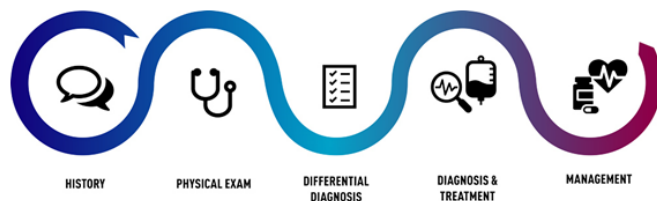
Click on the link below to self-register **using your institutional email address** as a learner at Cumming School of Medicine at the University of Calgary Family Medicine Residency Program and begin accessing cases:

[https://calgaryfm-pg.meduapp.com/users/sign\\_up](https://calgaryfm-pg.meduapp.com/users/sign_up)

**How Aquifer Cases Help**

Aquifer cases **fill educational gaps with realistic cases** that tie directly to core clinical conditions and national standards. Aquifer cases focus on **teaching evidence-based decision making and developing the clinical reasoning skills** vital to providing quality patient care.

Cases walk students through the interactive process of a **complete patient encounter**:



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**ALL RESIDENTS: SAFETY VIDEOS**



PGME has posted three safety videos to their website. These videos cover important topics on how to protect yourself and your family during the pandemic. Please visit the website and view them at <https://cumming.ucalgary.ca/programs/pgme/covid19/resources/information> .

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## **R2 CALGARY RESIDENTS: PGME WORKSHOPS and EVENTS**

PGME is still working to offer residents as many workshops as possible as originally planned. Approximately a month prior to the scheduled date, it will be assessed if the workshop requires to be offered online and if this is possible. Any registered participants will be communicated its delivery method or if it has to be cancelled.

**All events are listed on the website:** <https://cumming.ucalgary.ca/pgme/events>

If there are any questions in regards to workshops and registration, please do not hesitate to contact me.

**Workshops and Events link:** <https://cumming.ucalgary.ca/pgme/events>

**SharePoint Registration link:** <https://ecs.ucalgary.ca/faculty/medicine/pgmeevents>

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## **R2 CALGARY RESIDENTS: HEALTH SCIENCES LIBRARY ONLINE WORKSHOPS – MAY/JUNE/JULY 2020**

These Health Sciences Library workshops will be offered via Zoom this Spring/Summer. Registration and details are at <https://workrooms.ucalgary.ca/calendar/lcr-workshops>

Wednesday May 20

10-10:30 am What's in a Name? Systematic and Other Reviews

1:30-3 pm Introduction to Qualitative Data Analysis Using NVivo 12

Thursday May 21

1-2:30 pm EndNote Desktop

Wednesday June 17

10:30 am -12 pm Introduction to Qualitative Data Analysis Using NVivo 12

Thursday June 18

10 - 11:30 am Intermediate Qualitative Data Analysis with NVivo 12

Tuesday July 14

9-10 am Understanding Systematic Reviews

10-11 am Searching MEDLINE Systematically

Wednesday July 15

10-11 am Covidence for Systematic Reviews

Thursday July 23

1-1:30 pm What's in a Name? Systematic and Other Reviews

For further information, please contact us at: [hslibr@ucalgary.ca](mailto:hslibr@ucalgary.ca)<<mailto:hslibr@ucalgary.ca>>

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**JOB POSTINGS – PHYSICIAN OPPORTUNITIES**

Current Physician Opportunities for DFM Residents are now posted on our DFM Website, please contact the individual provider for further details. Opportunities will remain posted for 3 months, please note the expiry date at the bottom of the post.

Website Link: <http://www.calgaryfamilymedicine.ca/residency/index.php/opportunities>

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## **TERMS OF REFERENCE**

### **The Dr. Michelle Hucul Family Medicine Award**

#### **PURPOSE**

The purpose of this award is to recognize a 1<sup>st</sup> year Family Medicine Resident who has displayed exemplary resilience and a passion for wellness at the University of Calgary.

Dr. Michelle Hucul completed medical school at the University of Calgary's Cumming School of Medicine and started her Family Medicine Residency in 2019. Michelle was a life-long learner and loved teaching, especially sharing her passion of human anatomy and physiology. Michelle always had a positive outlook on life and would tackle life hurdles with integrity and resiliency. During her battle with Stage 4 Colorectal cancer, she was determined to continue being a resident and truly demonstrated her love for medicine and her passion for helping others with her daily patient encounters. In addition, she focused on her physical health and maintained her weekly workouts while juggling the intense demands of residency and being a devoted mother and wife.

#### **VALUE OF THE AWARD**

The value of the award shall be a cheque for \$1000. The resident's name shall be added to the department's Dr. Michelle Hucul Family Medicine Award plaque.

#### **CRITERIA**

The Dr. Michelle Hucul Award will be presented to a current R1 in the Calgary or Rural Program, in good academic standing, who has met the following criteria:

- Consistently exhibits the values of kindness, honesty, and compassion
- Models exemplary self-care and resiliency despite difficulties
- Advocates for physician wellness in the medical community
- Demonstrates passion for helping others in need
- Exhibits outstanding patient advocacy, professionalism, and a positive attitude

#### **NOMINATION**

Residents are nominated for this award by the submission of a nomination letter and curriculum vitae to the Resident Awards Subcommittee in the Department of Family Medicine. This letter may be submitted by any one of the following:

1. The Resident (self-nomination)
2. A Co-Resident
3. Any preceptor who has supervised the Resident
4. Any Family Medicine Residency Division or Site Director
5. The Family Medicine Postgraduate Director

#### **AWARD PROCESS**

The recipient will be chosen by the Resident Awards Subcommittee in the Department of Family Medicine.

#### **AWARD TIMELINE**

Call for nominations will go out at the end of February each year. The recipient will be selected and announced at the Spring Conference for Family Medicine Residents.

# **The Cumming School of Medicine Undergraduate Medical Education Admissions Committee (CSM AC) Terms of Reference**

## Responsibilities

- The CSM Admissions Committee reports to Faculty Council (FC).
- Policy decisions require a quorum.
- The CSM AC shall develop and implement approved policy relating to the admission or transfer of students into the CSM Undergraduate Medical program.
- The CSM AC requires approval of major changes to policy by FC at the request of the CSM AC Chair or CSM Admissions Director or the Senior Associate Dean Education.
- The CSM AC shall be responsible for all final decisions regarding applications to the CSM Undergraduate Medical Education program.
- The CSM AC shall determine research and evaluation priorities in alignment with the Strategic Plan of the CSM.
- The CSM AC, working with the Faculty Nominating Committee, shall have the authority to select members for all adhoc and sub-committees.

## Composition

- Chair.
- Seven CSM Faculty members:
  - Three members with experience on either the Admissions File Review Sub-Committee or as an interviewer in the CSM Multiple Mini-Interview (MMI)
  - Representation shall reflect the breadth and the diversity of Faculty members (including but not necessarily limited to basic science, rural, Leaders in Medicine, aboriginal, GFT and clinical representatives)
- One representative from the College of Physicians & Surgeons of Alberta.
- Two medical students selected by the medical students, one representing each of first and second years.
- One resident currently enrolled in a CSM PGME program.
- One representative from the general public.
- Two representatives of allied health professions recognized in the Health Professions Act
- Director of the Office of Admissions, ex officio – non-voting.
- Associate Director of the Office of Admissions: ex officio – non-voting.
- Coordinator of the Office of Admissions and Student Affairs, ex officio – non-voting.
- Senior Associate Dean (Education) – corresponding.

The Chair shall be a faculty member nominated by the Faculty Nominations Committee and elected by the Faculty Council (FC). The Chair shall ordinarily serve for a two-year term, renewable once.

Nominations for Faculty membership on the Admissions Committee will be made in accordance with CSM nomination procedure and will be elected by Faculty Council.

The election process for Non-faculty members of the committee:

1. Medical students – Elected by peers
2. Resident – Appointed by the Associate Dean PGME
3. CPSA Representative – Appointed by the Registrar, CPSA
4. Allied Health Care Professionals – Confirmed by provincial professional bodies; see Appendix A
5. Community Members – Nominated by community agencies; see Appendix A.

#### Terms of Office

1. The term of office for all members, except for learners, shall be three-years renewable once.
2. The term for UME Learner members shall be one year – renewable once
3. The term for PGME Learner member shall be two years.
4. Members shall assume terms of office in September.

#### Work Load

- Regular meetings (1.5 to 2 hours) quarterly.
- Independent work for the committee (3 hours per month).

#### Quorum

- Quorum shall be considered met if the following two criteria are met:
  - Greater than 50% of the voting membership is present
  - Faculty members comprise greater than 50% of the members present.
- The Chair will cast a deciding vote in the event of a tie

## Appendix A

### Nomination and Appointment Process for Community and Allied Health Members to CSM Admissions Committee

Three members of CSM AC consisting of the Chair, the Director of Admissions and one other committee member will vet appointments to the CSM Admission Committee. This group will review all candidates for community member appointments to the committee for any concerns regarding conflict of interest or appropriateness. In rare circumstances, this group may refuse the appointment of an individual to the committee. It is expected that in most cases, however, appointment of the individuals selected by the stakeholder groups will be approved.

#### **Recruitment of Community Members**

A non-MD employee of UME, on the recommendation of the Director, UME, will fill one position, when an interested candidate is available. For the remainder, nominations will be sought and available positions distributed proportionately amongst nominees identified. In the event of insufficient numbers of nominees in any given year, an advertisement will be placed in the Calgary Herald seeking volunteers for the committee. Recruitment methods can be:

1. Word of mouth by current members or members whose terms have recently ended.
2. Recent MMI interviewers.
3. Nominations sought from identified community organizations and recognized patient advocacy organizations. In order to ensure a breadth of representation, a wide variety of groups will be approached in order to solicit nominees. The specific organizations to be approached will be determined by the Admissions Policy Committee on an annual basis, but will include service organizations, cultural societies, professional and trade organizations and educational institutions.

#### **Recruitment of Allied Health Care Professionals**

Attempts will be made to keep an approximate balance of members of different professions, in so far as available nominations make that possible. Individuals in supervisory positions within these professions may make nominations. In the event that there are insufficient vacancies to warrant seeking nominations from all these professions, those groups not approached in the current cycle will be approached first in the following year. The proposed members must be in good standing with their regulatory body that includes, but is not limited to the following organizations:

EMS	Alberta College of Paramedics
Radiology Technicians	Alberta College of Diagnostic and Therapeutic Technologists
Pharmacy	Alberta College of Pharmacists
Nursing	Alberta College of Nurses
Occupational Therapy	Alberta College of Occupational Therapists
Physiotherapy	Physiotherapy Alberta College and Association
Respiratory Therapy	College and Association of Respiratory Therapists of Alberta
Psychology	College of Alberta Psychologists
Speech Language Pathology	Alberta College of Speech-Language Pathologist and Audiologists



## CSCI/CIHR/PGME Resident Research Awards

The Canadian Society for Clinical Investigation (CSCI) and the Canadian Institutes of Health Research (CIHR) co-sponsor an annual Resident Research Award program. This prize is awarded each year for the best resident research project conducted during an RCPSC/CFPC residency training program at each Canadian medical school. Notification is sent out to all programs in the spring.

The CSCI prize consists of:

- \$1,000 per resident in each medical school;
- A complimentary CSCI membership for two years;
- A certificate signed by the CSCI president.

PGME will match the prize with an additional \$1,000 and, if there are eligible submissions, will award a second prize of \$1,000.

**Application Deadline: May 18, 2020 11:59 pm**

A **completed application** consists of:

- A structured abstract using the format below
- The checklist page – refer to the section on the next page
- A cover letter including:
  - The title of your project
  - The name(s) of the author(s)
  - The name of your supervisor
  - A brief biography including your program, PGY level, and research interests.
- Please send the following by e-mail in **one (.doc) file** and name it “**Abstract\_your last name**” i.e Abstract\_Story.
- Please send your completed application to Kristen Story: [kristen.story@ucalgary.ca](mailto:kristen.story@ucalgary.ca).

### Abstract Format

- **Title:** Brief description of study. Do **not** include authorship.
- **Background:** Describe why the study was done (state research question/hypothesis, objectives, and provide rationale and importance of study).
- **Methods:** Describe how the study was done (include research design, sample size, control group, models, techniques, instruments, type of statistical analysis).
- **Results:** State principal findings (include data and statistical results but do not include any graphs, tables or figures).
- **Discussion:** Interpret results (discuss implications of results and future research direction).
- **Format of Abstract:** Single spaced, **one page**, font Arial 10 pt, 500 words not including title and headers. Do **not** include references.



## Checklist Page

It is a requirement for all research projects using human subjects (including retrospective chart reviews) to have ethical approval from the Conjoint Health Research Ethics Board of the University of Calgary. Please use the following information to define your contribution to the project. Only completed projects will be eligible.

### **CSCI/CIHR/PGME RESIDENT RESEARCH AWARD**

#### **CHECKLIST PAGE**

**(To check a box, double-click on it, and then click on "checked")**

- This project has received ethical approval from the Conjoint Health Research Ethics Board of the University of Calgary
- I was the primary contributor to the intellectual content of the project as described below:
  - conception and design
  - application for ethical approval
  - literature review
  - instrument design (if applicable)
  - data collection
  - statistical analysis and interpretation of data
  - drafting of manuscript (if applicable)
  - funding proposal (if applicable)
  - conference presentation

## **CSCI RESIDENT RESEARCH AWARD FREQUENTLY ASKED QUESTIONS (FAQ)**

1) Can a resident, who has completed a three year fellowship but is not Royal College eligible nor AHS funded but is registered with PGME apply?

Yes, this resident can submit, as long as the resident research project was conducted during a RCPSC/CFPC training program at a Canadian medical school.

2) Is it possible for two people to apply, if we worked in the project together?

Only one application for each project can be submitted. The submission should be by one resident, the primary contributor.

3) Just wanted to get a better idea of what exactly the bio should contain? Should it be a brief synopsis of past research, current research, background education?

There is no specific outline for this biography. It is recommended you write a short paragraph that includes the following: brief description of your current position, brief synopsis of your current research, and future potential of your research.

4) Am I only eligible to apply if I am the primary contributor to everything on the checklist?

On the checklist, only mark the components in which you are the primary contributor. You can apply again next year.

5) If I apply with my project and do not get chosen for the award, may we apply again in later years?

There is no limit on the number of times you can apply.

6) Can I submit more than one project?

Yes.

**Subject:** [Academic-staff-I] Reminder – Critical Importance of Copyright Compliance Process and Procedures

The University of Calgary works to raise awareness of the Copyright Act and its regulations, fulfill our legal obligations set out in the Act and protect the intellectual property that we both use and create on campus. As an institution that manages its own copyright compliance and does not operate under a collective copyright licensing agreement, it is imperative that our community is compliant in all areas of copyright.

The Copyright Committee is awaiting the decision of the Access Copyright v York University lawsuit appeal and is reviewing recent decisions by the Copyright Board. As the Canadian copyright landscape continues to evolve, the importance of sound copyright policies and procedures within our campus community are further emphasized and required.

We remain committed to maintaining a balance between creator and user rights, and the application of fair dealing in the materials used in our teaching and research. Students, faculty and staff must adhere to the University of Calgary's policy on [Acceptable Use of Material Protected by Copyright](#) and are encouraged to submit their materials for review.

#### **What does this mean for you?**

All third party materials, with the exception of purchased texts, must be reviewed by the Copyright Office staff before they can be used in teaching. This includes materials sourced from the Library, Internet or elsewhere that you intend to post to D2L or distribute to your students. The Copyright Office can help you ensure that the educational exceptions in the Copyright Act are appropriately applied and will arrange for copyright permissions, as needed. Copyright automatically applies to all original works, regardless of whether they are electronic, sourced from the Internet or in print format.

The [Learning Materials memorandum](#) from the Vice-Provost (Libraries and Cultural Resources) and Vice-Provost (Teaching and Learning) is an important resource for instructors seeking to source cost effective learning materials, including open educational resources.

#### **What do you need to do?**

Send your course materials to [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca) or contact the Copyright Office for assistance if the materials have already been posted to D2L. The Copyright Office will review and provide copyright clearance for your materials – a process that is usually completed within a few days. Visit the [copyright website](#) for more general copyright information

Materials must be reviewed each semester they are used, as permissions need to be renewed, and licensing agreements and links may have changed. **Do not assume that previously used materials are still cleared for use.** However, if the materials have been submitted previously to the Copyright Office, you need only inform them that there are no changes to your course materials. The Copyright Office will review their records, renew permissions as needed and confirm that your materials are copyright compliant for the upcoming term.

If you have a Teaching Assistant aiding with your selection and/or development of course materials, please share this information with them. It is important that they are aware of these obligations and the Copyright Office services.

**Why do you need to do this?**

It is important that we are compliant in all areas of copyright, in accordance with the Copyright Act and related decisions of the Supreme Court of Canada. The Copyright Office aims to mitigate risk to the university and our campus community by continuing to provide timely, copyright-compliant, access to required material. We need all members of the University of Calgary to work collectively towards this goal to meet our obligations in the use of third party materials.

On behalf of the Copyright Committee and the University of Calgary, thank you for your continued support in our efforts to ensure best practices in copyright compliance and your timely attention to this request.

Dru Marshall  
Provost and Vice-President (Academic)