



# WELCOME PACKAGE

Incoming and New Faculty

Schulich School of Medicine and Dentistry,  
Western University

Windsor Campus

Dr. Murray O'Neil Medical Education Centre  
401 Sunset Avenue, Windsor, ON



University  
of Windsor

Last updated August 2023



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## Welcome to the Windsor Campus Family

Dear Doctor:

Thank you for your interest in medical education in Windsor.

The Schulich School of Medicine & Dentistry at Western University offers its complete undergraduate medical program at the University of Windsor. The Windsor program is delivered at the Medical Education Building (MEB) on the campus of the University of Windsor, at Windsor Regional Hospital, at Hôtel- Dieu Grace Healthcare, and at other regional education sites through the Distributed Medical Education network (DME).

Full post-graduate training programs are currently offered in Family Medicine and Psychiatry. Rotating residents from Internal Medicine, Surgery, Obstetrics & Gynecology, Urology, among others, all frequently rotate through our hospitals and community.

As a member of our adjunct faculty, you will have access to the resources of Western University, including online library services. Free Continued Professional Development (CPD) is also offered through the Windsor Campus. Access to fellowship funds for the purposes of attending conferences as it relates to teaching is also available.

Your teaching efforts will certainly be recognized. Several of our faculty members have won educator awards at the provincial and national levels; one has even received an honorary doctorate degree. To be sure, with freely available and ongoing professional development, we will support you to develop your teaching skills and pedagogical acumen. Teaching opportunities are also quite varied: from delivering asynchronous learning modules to leading small group clinical case studies to reflective medicine to preceptoring – there are many ways that you can help to create the next generation of physicians and medical leaders.

Increasingly, there are opportunities for learners and faculty to participate in research projects, some with made-in-Windsor funding programs. Our connections with the Southwestern Academic Health Network (SWAHN) will help you network with like-minded colleagues and support your research interests.

Hopefully, these points illustrate that there is an exciting community of medical educators in the Windsor-Essex area. This is a dedicated group who are encouraged to innovate and excel. Our affiliation with the University of Windsor provides us with additional opportunities. Increasingly, our learners are participating in learning activities which are interprofessional in nature.

Should any of this be of interest to you, please be in touch as we would personally like to tour you through our Windsor Campus to see the state-of-the-art gross anatomy lab, virtual anatomy lab, and our videoconference capabilities.

In closing, there are many reasons why you would benefit from a faculty appointment at Schulich Medicine & Dentistry's Windsor Campus. With that being said, think of what you would be giving back to the community and your profession.

We look forward to hearing from you and should you have questions, please feel free to email me:

[Larry.Jacobs@schulich.uwo.ca](mailto:Larry.Jacobs@schulich.uwo.ca).

Warm regards,

Larry Jacobs MD, RCPC, FACP  
Associate Dean

## Windsor Campus Contact Information

### MAILING ADDRESS:

Schulich School of Medicine and Dentistry  
 Dr. Murray O'Neil Medical Education Centre, Rm 1100  
 401 Sunset Avenue, Windsor, ON N9B 3P4  
**WEBSITE:** [www.uwindsor.ca/medicine](http://www.uwindsor.ca/medicine)

**MAIN LINE:** 519-253-3000  
**MEB FAX NUMBER:** 519-561-1413  
**GENERAL EMAIL:** [schulichmedicine@uwindsor.ca](mailto:schulichmedicine@uwindsor.ca)  
**FACULTY EMAIL:** [schulich-faculty@uwindsor.ca](mailto:schulich-faculty@uwindsor.ca)

FIRST FLOOR, Dr. Murray O'Neil Medical Education Building (MEB)			
<b>Dr. Larry Jacobs</b>	Associate Dean, Rm 1100F	<b>Ext. 4818</b>	<a href="mailto:larry.jacobs@schulich.uwo.ca">larry.jacobs@schulich.uwo.ca</a>
<b>Dr. Alice Tsui</b>	Assistant Dean, UME, Rm 1100J	<b>Ext. 4352</b>	<a href="mailto:atsui6@uwo.ca">atsui6@uwo.ca</a>
<b>Linda Di Rosa</b>	Manager Rm 1100H Confidential Fax: 519-971-3651	<b>Ext. 1416</b>	<a href="mailto:linda.dirosa@uwindsor.ca">linda.dirosa@uwindsor.ca</a>
<b>Foley, Drew</b> cell: 519-564-6949	Audio-Visual Technician, Rm 1101 / Control Rm 1113B	<b>Ext. 4304/ 4305</b>	<a href="mailto:foley21@uwindsor.ca">foley21@uwindsor.ca</a>
<b>Shallal, Mariam</b>	Administrative Assistant, Student Support & General Inquiries, Rm 1100	<b>Ext. 1411</b>	<a href="mailto:schulichmedicine@uwindsor.ca">schulichmedicine@uwindsor.ca</a> <a href="mailto:Mariam.Shallal@uwindsor.ca">Mariam.Shallal@uwindsor.ca</a>
<b>Uttaro, Sharon</b>	Administrative Assistant, Faculty Support, Rm 1100	<b>Ext. 4300</b>	<a href="mailto:schulich-faculty@uwindsor.ca">schulich-faculty@uwindsor.ca</a> <a href="mailto:Sharon.Uttaro@uwindsor.ca">Sharon.Uttaro@uwindsor.ca</a>
SECOND FLOOR, Dr. Murray O'Neil Medical Education Building (MEB)			
<b>Dr. Tyceer Abouhassan</b>	Assistant Director, Learner Experience	<b>Ext. 4343/ 4302</b>	<a href="mailto:tabouhas@uwo.ca">tabouhas@uwo.ca</a>
<b>Coccimiglio, Stephanie</b> cell: 519-981-4667	Learner Experience Office (LEO) Coordinator, Rm 2124B	<b>Ext. 4312/ 4302</b>	<a href="mailto:scocci@uwindsor.ca">scocci@uwindsor.ca</a> <a href="mailto:learnerexperience@uwindsor.ca">learnerexperience@uwindsor.ca</a>
<b>Farias, Anna</b>	Anatomy Learning Specialist, Anatomy Lab, Rm 2104	<b>Ext. 4313</b>	<a href="mailto:afarias@uwindsor.ca">afarias@uwindsor.ca</a>
<b>Farquhar, Michael</b> 1 <sup>st</sup> Year Students	Undergraduate Education Administrator Year 1, Rm 2116	<b>Ext. 1415</b>	<a href="mailto:mfarquha@uwindsor.ca">mfarquha@uwindsor.ca</a>
<b>Kivisto, Allison</b>	Standardized Patient (SP) Coordinator, Rm 2110	<b>Ext. 4301</b>	<a href="mailto:akivi@uwindsor.ca">akivi@uwindsor.ca</a>
<b>Lawrence, Terri</b>	Anatomy Demonstrator, Rm 2122	<b>Ext. 4310</b>	<a href="mailto:terri.lawrence@uwindsor.ca">terri.lawrence@uwindsor.ca</a>
<b>Mackie, Christine</b> (Curriculum)	Undergraduate Education Administrator, 2 <sup>nd</sup> & 4 <sup>th</sup> Year Rm 2120	<b>Ext. 4324</b>	<a href="mailto:cmackie@uwindsor.ca">cmackie@uwindsor.ca</a>
<b>Niemasik, Wioletta</b>	Clinical Methods Asst., Rm 2112	<b>Ext. 4320</b>	<a href="mailto:wioletta@uwindsor.ca">wioletta@uwindsor.ca</a>
TEAM LOCATIONS: University of Windsor			
<b>Little, Laura</b>	Clinical Therapist, Toldo Health Education Centre, Rm 201A	<b>Ext. 4388</b>	<a href="mailto:Laura.little@uwindsor.ca">Laura.little@uwindsor.ca</a>

*TEAM Locations by Hospital Sites, next page...*

**TEAM LOCATIONS: Hospital Work Sites**

<b>Windsor Regional Hospital, Ouellette Campus</b> 1030 Ouellette Avenue, Windsor	<b>WRH OUELLETTE MAIN LINE:</b> 519-254-5577
<b>Windsor Regional Hospital, MET Campus</b> 1995 Lens Avenue, Windsor	<b>WRH MET MAIN LINE:</b> 519-254-5577
<b>Hôtel-Dieu Grace Healthcare, TNI Bldg</b> 1453 Prince Road, Windsor	<b>HDGH MAIN LINE:</b> 519-257-5111

**TEAM Contact Information by Hospital Work Sites**

<b>Vasapolli, Bianca</b> cell: 519-551-9755	Clinical Education Team Leader 3 <sup>rd</sup> & 4 <sup>th</sup> year & post-grad <u>WRH-Ouellette</u> , Rm. 1.480E	<b>Ext.</b> 31064	bianca.vasapolli@wrh.on.ca
<b>Baker, Stephanie</b> 3 <sup>rd</sup> year & post-grad	Education Assistant, UGE/PGE, Medicine <u>WRH Ouellette</u> , Rm 5.469	<b>Ext.</b> 33380 F: 519-973-4915	Stephanie.Baker@wrh.on.ca <i>General Email:</i> medicine.schulich@wrh.on.ca
<b>Carson, Alex</b> 3 <sup>rd</sup> year & post-grad	Education Assistant, UGE/PGE, Psych & Paeds M-W: <u>WRH Met</u> , 4 <sup>th</sup> Fl, Rm 4303  Th-F: <u>HDGH</u> , TNI Bldg., Rm 3636	<b>Ext.</b> 56424 F: 519-985-2609  <b>Ext.</b> 76942	Alex.Carson@wrh.on.ca acarson@uwindsor.ca <i>General Email:</i> ugepsychfampaeds.schulich@wrh.on.ca
<b>DeBlois, Enza</b> 3 <sup>rd</sup> year & post-grad	Education Assistant, UGE/PGE, Obstetrics & Gynaecology & Surgery, <u>WRH Met</u> , Rm 4306	<b>Ext.</b> 52507 F: 519-985-2609	Enza.deblois@wrh.on.ca <i>General Email:</i> surgobgyn.schulich@wrh.on.ca
<b>Gignac, Christine</b> 3 <sup>rd</sup> year & post-grad	Education Assistant, UGE/PGE, Family Medicine <u>WRH Ouellette</u> , Rm 1.486	<b>Ext.</b> 33964 F: 519-973-1862	Christine.Gignac@wrh.on.ca <i>General Email:</i> FMWindsor.Schulich@wrh.on.ca
<b>Hines, Christina</b> 4 <sup>th</sup> Year (Clinical)	Education Assistant, Year 4 <u>WRH-Ouellette</u> , Rm. 1.480D	<b>Ext.</b> 32757	christina.hines2@wrh.on.ca <i>General Email:</i> Year4electives@wrh.on.ca

## Academic Leadership

Academic Directors		
Jennifer Bondy	Academic Director - Family Medicine (UME)	jennifer.bondy@medportal.ca
Andrew Bridgen	Academic Director - Psychiatry (UME)	Andrew.Bridgen@wrh.on.ca
Rosy Fournier	Academic Director, Anaesthesia - Ouellette Campus (UME & PGE)	Rosy.Fournier@wrh.on.ca
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Nicole Sirizzotti	Academic Director- Paediatrics (UME)	Natalie.Sirizzotti@wrh.on.ca
Helena Hamdan	Academic Director- Family Medicine (PGE)	hhamdan2005@meds.uwo.ca
Brad Jasey	Academic Director- OB/GYN (PGE)	jaseybourkerawlins@yahoo.ca
Kayode Johnson	Academic Director - Anaesthesia - Met Campus (UME & PGE)	Kayode.Johnson@wrh.on.ca
Emily Marcotte	Academic Director- Pediatrics (PGE)	emilyrose.marcotte@gmail.com
Pat Montaleone	Academic Director - Psychiatry (PGE)	pmontaleone@gmail.com
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Amit Patel	Academic Director - Medicine (UME)	Amit.Patel@wrh.on.ca
Anthony Pozzi	Academic Director - Emergency Medicine (UGE)	apozzi@sympatico.ca
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Program Coordinator		
Matthew DiBartolomeo	Assistant Academic Coordinator PGE - Family Medicine	mdibart10@gmail.com

Academy of Educators – Windsor Campus	
Heather Britten	hbritten@uwo.ca
Nicole Hugel	Nicole.Hugel@wrh.on.ca
Deyzi Owens	dowens5@uwo.ca
Holly Schincariol	hpschincariol@gmail.com
Patricia Valcke	phizoab@uwo.ca










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*Please find enclosed your Western Identity access information.  
You will need this information to access Western resources.*

*My Western (UWO) ID # is: \_\_\_\_\_  
My Western (UWO) username is: \_\_\_\_\_*

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## The benefits of becoming involved in Medical Education




-  Contributing to the development of the next generation of physicians. Modeling the joys and challenges of a career in medicine.
-  Having the potential to influence career choice of medical students. Intellectual stimulation.
-  A variety of teaching opportunities to choose from. Compensation for your participation.
-  Helps you stay up to date and relevant.
-  Equipped with a log-on and password, Teaching Faculty have extensive use of on-line medical and e-journal resources from the Taylor Library at Western, Comprehensive training on access to these resources is provided through Continuing Professional Development.
-  Access to a wide range of Faculty Development seminars offered in London and throughout Southwestern Ontario communities varying from computer application to workshops on “Confronting and Assisting the Failing Clinical Learner”.
-  Access to Mini Fellowship funds for the purpose of attending conferences as it relates to teaching and medical education.

For any information you may need please contact the Windsor Campus at: [schulich-faculty@uwindsor.ca](mailto:schulich-faculty@uwindsor.ca)





## Accessing Western Technology

Your Western Identity is your key to central services at Western and consists of your USER ID and Password. This identity is assigned to you upon your Faculty Appointment. Your Western Identity is used as a central authentication source, granting you access to a wide variety of services including:

### Teaching and Assessment Technologies

-  [Elentra https://elentra.schulich.uwo.ca](https://elentra.schulich.uwo.ca) – Elentra is the software that we use as part of our CBME transition.
-  [OWL http://owl.uwo.ca/portal](http://owl.uwo.ca/portal) - This is Western’s content portal.
-  [One45 http://one45.schulich.uwo.ca/webeval](http://one45.schulich.uwo.ca/webeval) - This is the legacy software that is used for evaluations and continues to be used for Post-Graduate evaluations.




### Personal Technologies

-  Personal Email and Calendar [https://wts.uwo.ca/office\\_365/](https://wts.uwo.ca/office_365/)
-  MyHumanResources [https://www.uwo.ca/hr/my\\_hr/](https://www.uwo.ca/hr/my_hr/)
-  Western Financials <https://uwo.ca/finance/>
-  Western Libraries <https://www.lib.uwo.ca/>

## Activating Your Western ID

*In order to access One45, Elentra, Western Libraries, and Western Email account, you must first activate your Western Identity.*

To activate your account please review, accept, and then digitally sign the Acceptable Use Agreement on this page: <http://identity.uwo.ca>

-  Review the document and then enter your User ID and Password. Click, "I agree".
-  Your digital signature is your login name and password (on your **Western Identity Access Information enclosed**). For example; if you were given the following as an email and password: Email: jsmith@uwo.ca
-  Password: R67YK!%bhg - your User ID would be jsmith.

**LOGIN HERE**

**DIGITAL SIGNATURE:**

If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on I agree. If you don't know (or have forgotten) your login name and ID number. You can also go to the ITS Support Centre at the front entrance of the Support Services Building with photo identification. See also [How to Reach Us](#).

User ID:  Password:

## How do I get Started with Elentra?

Elentra is an integral tool supporting our Competency Based Medical Education delivery model. This software manages our scheduling, content, and assessments; it is a "one stop digital shop" for working with our undergraduate learners. We use One45 software for our Postgrad Learners.

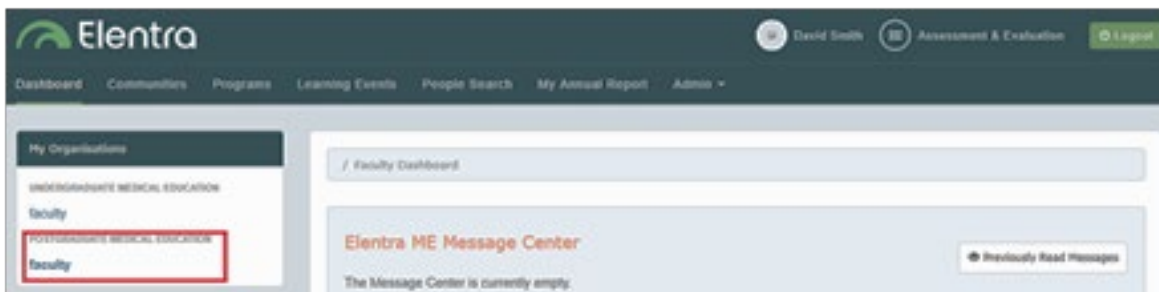
**Detailed training instructions are available at <https://goo.gl/rUxT6F>**

### Logging into Elentra

1. Go to <https://elentra.schulich.uwo.ca>
2. Log in using your Western username and password.

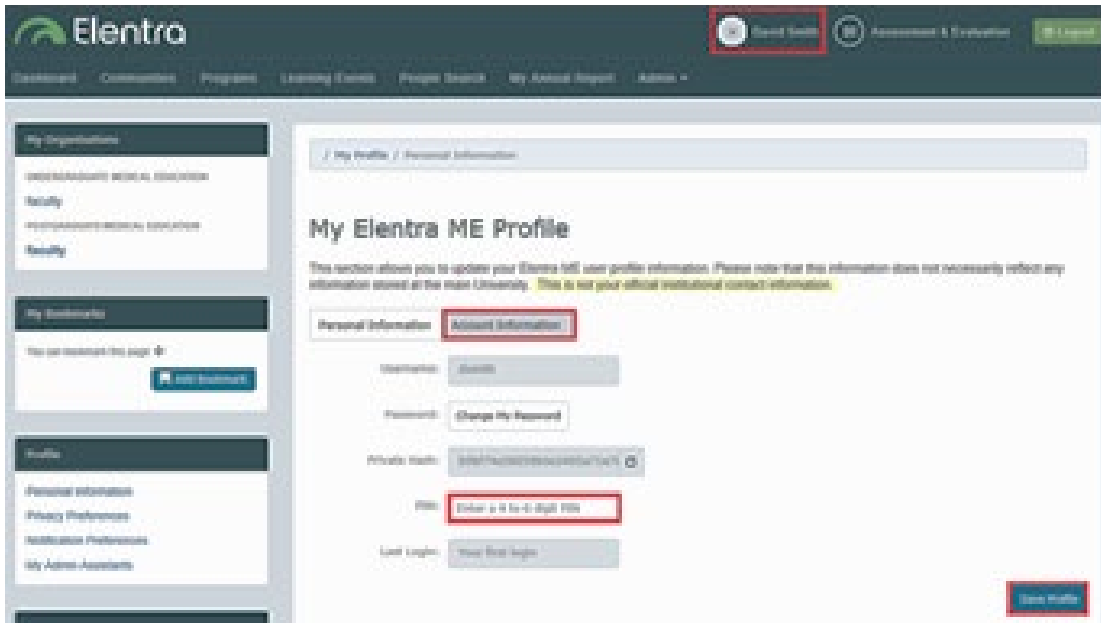
### Organizations

Once you are logged into Elentra, to ensure that you're viewing the right tasks and learners, verify that in the top left corner of the screen in the "My Organizations box", your role is bolded under the Postgraduate Medical Education program. If it is not bolded, then please click on your role under "PGME" to switch. Elentra remembers which organization you were last in every time you log in.



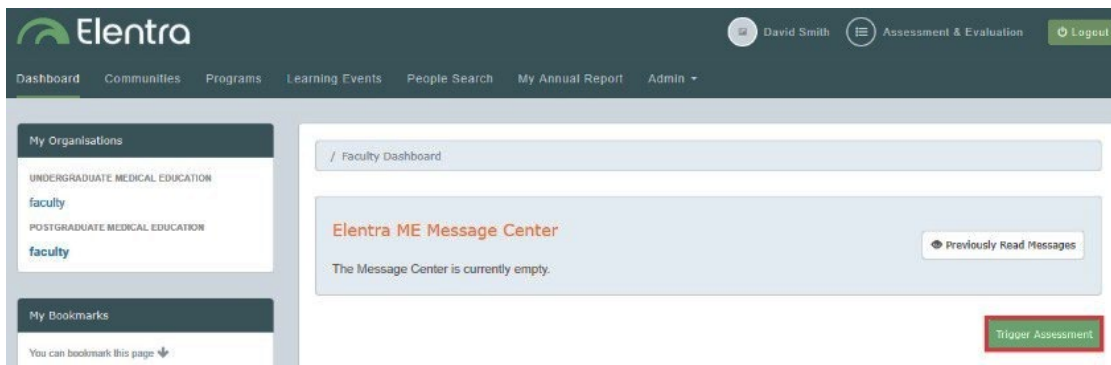
### Setting Your Personal Identification Number (PIN)

1. Log in to Elentra.
2. Click on your name (top right of screen near logout button)
3. Click on “Account Information”
4. Beside “PIN”, enter a 4-to-6-digit PIN
5. Click “Save Profile”



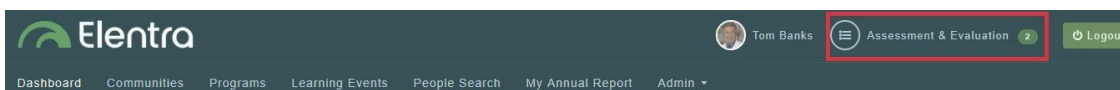
### Initiating an Assessment

On your dashboard above “My Teaching Events” click on the green “Trigger Assessment” button and follow the prompts.



Finding an Assessment that was sent to you.

Click on “Assessment & Evaluation” next to the logout button and go to “Assessment Tasks”



If you experience technical issues with accessing Elentra, contact our support team at: [elentra.support@schulich.uwo.ca](mailto:elentra.support@schulich.uwo.ca).

## What is One45

One45 is a web-based software program that is used at Schulich Medicine & Dentistry to assist with planning, scheduling, tracking and evaluating the undergraduate and postgraduate medical education programs.

For Post-Graduate Programs you will need to access One45 to evaluate the learners you teach. Once your faculty appointment has been completed through Western’s Human Resources office, you will receive an email to your Western email address containing your username and password information. Upon first login, you will be asked to change your password.

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**NOTE:** Please ensure that you have forwarded your Western email to your preferred email account so that you receive important login information and other communications. The instructions for that are available here: [https://wts.uwo.ca/office\\_365/email/email.html](https://wts.uwo.ca/office_365/email/email.html) - it’s the first option in the list.

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For further information on [One45 access](#), please refer to FAQs on our Schulich Medicine & Dentistry Information Services website:

[https://www.schulich.uwo.ca/medicine/postgraduate/academic\\_resources/education\\_technology/one45\\_resources.html](https://www.schulich.uwo.ca/medicine/postgraduate/academic_resources/education_technology/one45_resources.html)

For Family Medicine (FM) Faculty Only: Logging into MyFM

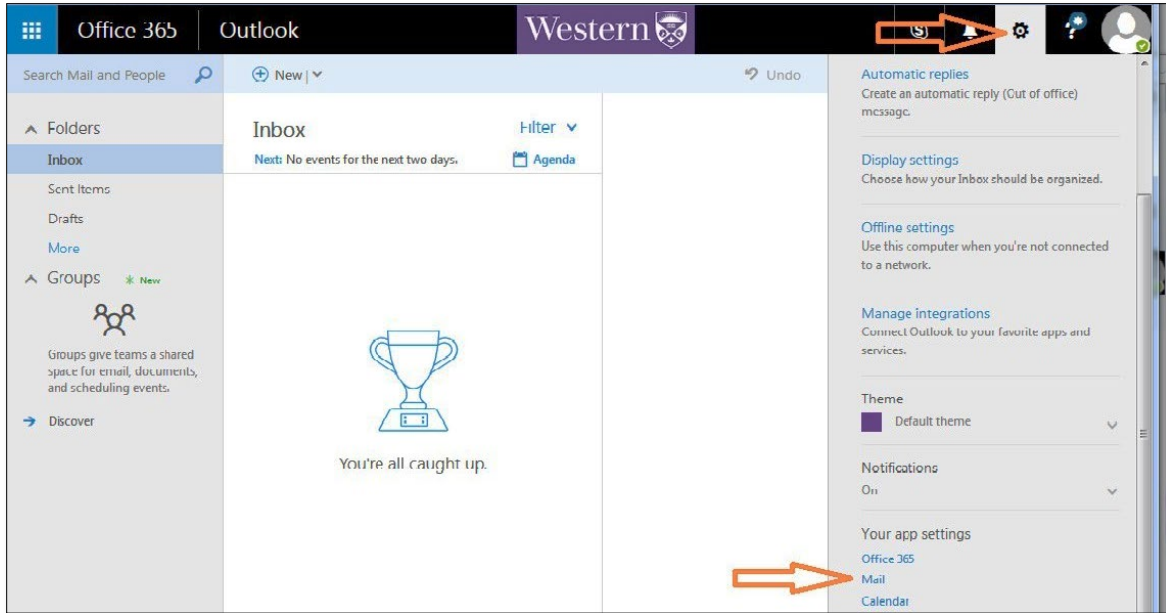
<b>Website</b>	<b>Western email:</b> <a href="https://myoffice.uwo.ca">https://myoffice.uwo.ca</a>	<b>One45:</b> <a href="https://one45.schulich.uwo.ca">https://one45.schulich.uwo.ca</a>
<b>What does it do?</b>	Western email account (One45 will only send notifications to uwo email so important to set it up!)	Website for assessments, calendars, rotation info, etc.
<b>Log-in credentials</b>	User ID: Your UWO email address minus <a href="#">@uwo.ca</a>	
<b>What to do if cannot remember my password?</b> <b>NOTE:</b> This process takes 5 minutes; please have a computer handy when you call	Reset your <a href="#">@uwo.ca</a> password: <ol style="list-style-type: none"> <li>1. Call Western Technology Services (WTS) Helpdesk at 1-519-661- 3800</li> <li>2. Select option 1 for Western Staff/Faculty support</li> <li>3. Enter your Western ID #</li> <li>4. The WTS Computer Accounts staff will ask for:                             <ol style="list-style-type: none"> <li>i. your date of birth,</li> <li>ii. last 4 numbers of your Social Insurance Number (SIN), and/or</li> <li>iii. your home address to verify your identity. This is important because this login gives an individual access to your Human Resources data</li> </ol> </li> <li>5. Please have a computer handy, as they will ask you to access the Western Identity Manager (<a href="https://identity.uwo.ca/login">https://identity.uwo.ca/login</a>) and will walk you through the next steps</li> </ol>	Click “Need help logging in?” on log-in page and enter your email address. Check your UWO email for reset instructions.

## How do I forward my Western email to my preferred email address?

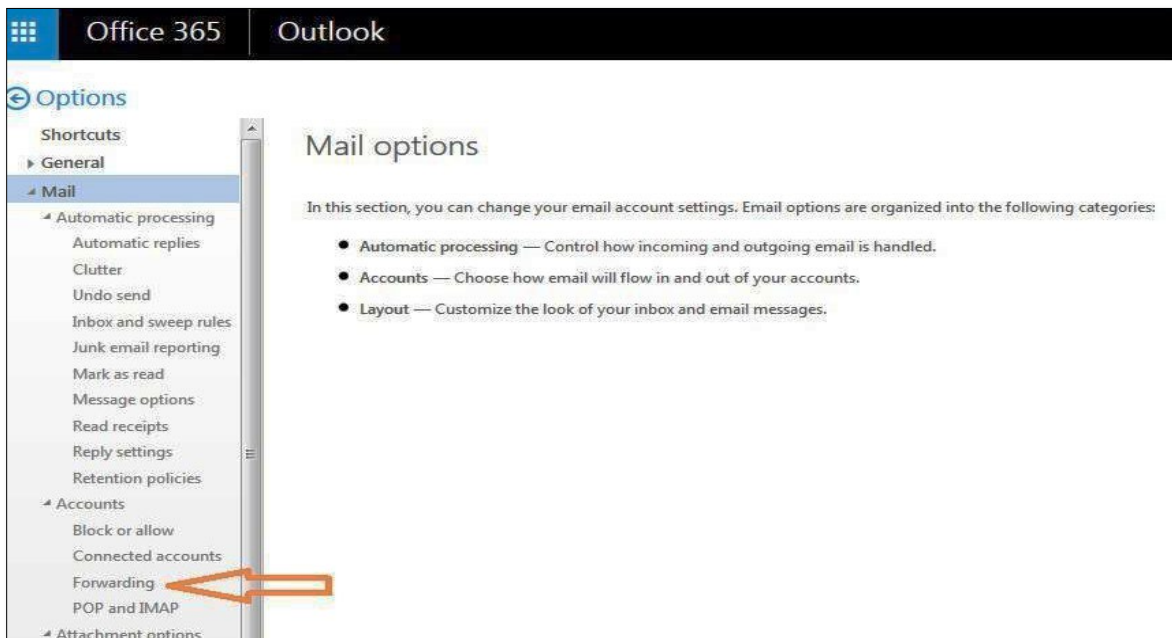
If you choose not to use your Western email, it is extremely important that you forward it to your preferred email address. Western Human Resources, learners and clinical departments may use your Western email to contact you regarding important information such as payment, learning objectives, etc.

### Procedure:

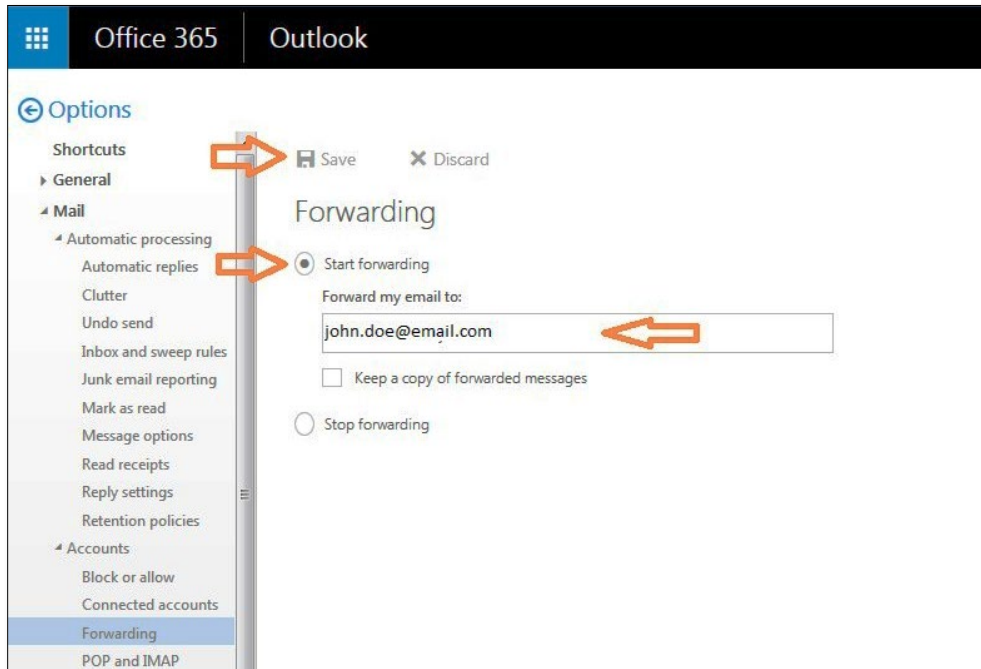
1. Go to <http://myoffice.uwo.ca> and login, go to your Inbox.
2. Click the Gear icon on the top right.
3. Under “My App Settings”, click Mail



4. Click “Forwarding”, on the left of the screen



5. Click “Start Forwarding”



6. Enter the email address you wish to forward to.
7. Click “Save” at the top the page.

### Testing Mail Forwarding

Be sure to test that your email is being correctly forwarded to avoid generating a mail loop.



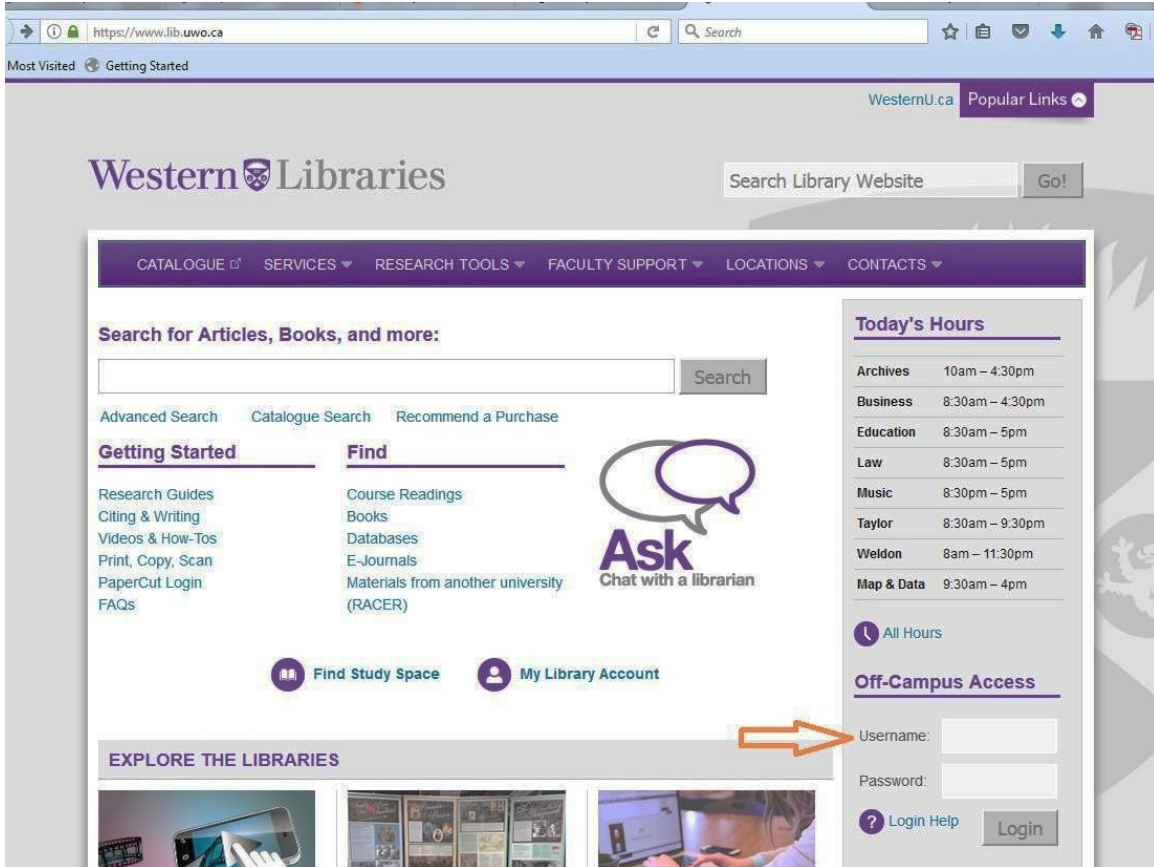
Send a message to your email address.



Check your destination email account (the place you forwarded your messages to). The new message you sent should be there.

## How do I Access Western Libraries and Point-of-Care Reference?

Once your Western Identity is activated, you can access Western library resources <https://www.lib.uwo.ca/> Please sign in under “Off-Campus Access” in the bottom right corner with your Western login and password (same as above).



Now that you are digitally connected to Western library you are ready to search. Access is available to Dynamed under Databases and many medicine journals, such as Academic Medicine, under E- Journals.

If you have any questions regarding Western resources and off-campus access, please contact:

Shawn Hendriks, Collections & Content Strategies Librarian, Western Libraries

Phone: (519) 661-2111 ext. 80962





Email: [shendri4@uwo.ca](mailto:shendri4@uwo.ca)

## WesternONE Card now available for all Faculty

As members of the Schulich School of Medicine & Dentistry team, you can apply via email for their WesternONE card.

The card provides you with your Western ID creating more ease in ongoing communication and interaction with Western University. It is also available to use to receive discounts at Indigo, as well as other retailers local to your region which may offer educational discounts and pricing.

It's very easy to apply for your card. Send us your:

-  Full name
-  Academic Department
-  Western ID # (from your pay slips)
-  A photo of yourself, which must be in colour, clear with contrast, and at least 120px wide by 150px tall. Please attach this photo to the email in JPEG format

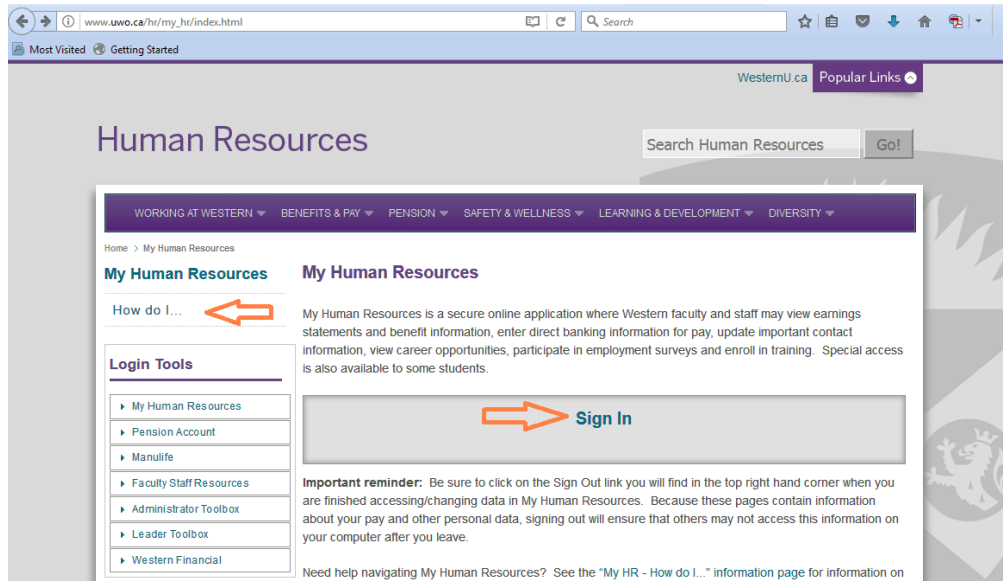
When sending the photo, it is important that you are alone in the head and shoulders image, you have a neutral or smiling expression, and there is nothing obstructing your face. We also ask that you do not wear sunglasses and you avoid wearing anything on your head, unless of course it is worn for religious beliefs. If you have a passport photo – that would be ideal.

Please send all of this information to Schulich Human Resources at [human.resources@schulich.uwo.ca](mailto:human.resources@schulich.uwo.ca). Once the card is produced by Western University, it will be forwarded to you.

**NOTE:** Western reserves the right to not produce a WesternONE card, where the photo submitted does not meet the above criteria

## How do I use MyHR?

Goto: [https://www.uwo.ca/hr/my\\_hr/index.html](https://www.uwo.ca/hr/my_hr/index.html)



Please refer to the “How do I...” section in the top left corner of the page as it will provide you with the steps necessary to add your banking information, change your mailing address and print your pay advice.

If receiving preceptor pay by direct deposit, a summary page will be sent to you by email, outlining the payment amount for the learners taught.



## What is Competency-Based Medical Education (CBME)?

In September 2019, we moved to a competency-based model of medical education. This MD curriculum supports adaptive learning as the foundation to our competency-based medical education (CBME) model.

We aspire to create active learners through deeper integration and early staged clinical decision making in curriculum. We will be assessing for competency - not grades. Our CBME curriculum is delivered through an outcomes-driven model with a vision to graduate competency, social accountability, and generalist physicians who, as health care professionals, can meet the vision of being clinicians, scholars, and leaders ready to enter any residency program and serve the health care needs of Canada in the twenty-first century.

Goals of the curricular change include:






1. improving patient care using an outcomes-based curriculum;
2. aligning with CBME in Canada at the postgraduate level;
3. ensuring learners demonstrate the knowledge, skills, and attitudes to meet the needs of Canadian patients and communities, regionally and nationally; and
4. preparing learners for the continuum of life-long learning.





For more information on CBME see <https://www.ncbi.nlm.nih.gov/pubmed/20662574> or the Schulich CBME renewal guide <https://www.schulich.uwo.ca/cbme/docs/Doctor-of-Medicine-Curriculum-Renewal.pdf>

## Where do I park, when I get to the Medical Education Building?

You will be provided with free parking adjacent to the Dr. Murray O'Neil Medical Education Centre. Instructions for parking will be sent to you prior to your arrival date. If you have any questions, feel free to contact [schulich-faculty@uwindsor.ca](mailto:schulich-faculty@uwindsor.ca)

## Remuneration for being a Preceptor

-  Payment to our Windsor Campus faculty for being a Preceptor to Schulich trainees (UME and PGME) in a clinical setting is issued on a quarterly basis (March, July, September and December). Payment for teaching years 1, 2, and 4 undergraduate medical curricula at the Medical Education Building is issued monthly, following the month the teaching was completed. All monthly and quarterly pays are processed on the second last working day of each month.
-  Lectures for residents or clerks are paid quarterly along with the preceptor stipends.
-  Remuneration for teaching is at the rate of \$120/hour for didactic sessions. This includes small group facilitation, PCCM and other curricular components that cover Year 1, 2 and Year 4 I&T, as well as lecturing for clerks and residents. Stipends for clinical Preceptors is at the rate of \$250/week or \$1,000/4 week block.
-  For each tax year, Human Resources at Western prepares tax forms (T4s and T4As) and posts them on their website by the end of February for faculty to download/print. Faculty will need to login to My Human Resources (MyHR) with their Western User ID and password to obtain the copy of their T4 or T4A. If you require assistance with your user ID or password, the main Windsor Campus office can provide direction/assistance.
-  The My Human Resource system can be accessed by going to <https://myhr.uwo.ca/psp/hrprdweb/?cmd=login>

-  Payment for faculty preceptors of undergraduate or postgraduate clinical rotations can be made by payment to the individual faculty member (T4A will be issued, no deductions taken) or by payment to their professional corporation. PCCM is not included as a preceptor activity.
-  Payment for faculty facilitating PCCM, ISGL, didactic lectures or small group sessions is only payable to faculty directly as an individual, deductions are taken at source and a T4 is issued.
-  As Western's HR system does not provide a detailed summary listing of what the faculty member is being paid for, we will provide a list of learners and/or sessions taught, the amount paid, and when and how the payment was issued. This summary will be provided by email to faculty being paid in conjunction with the timeline of payments outlined in the first bullet.
-  Please ensure your email address, mailing address, and corporation information (including HST number if applicable) is kept up-to-date and notify the Windsor Campus office of any change.




#### What do I do if one of my students is having a problem?

If a student's issue is of a personal nature (stress, depression, etc.) the student should be referred to the Learner Experience Office (LEO) on Windsor Campus. Please contact [learnerexperience@uwindsor.ca](mailto:learnerexperience@uwindsor.ca) or 519-253-3000 ext. 4312.

If the student is having an academic challenge, please refer to your Academic Director or the Associate Dean of Education, Windsor, for guidance.

#### How can I get Continuing Professional Development (CPD)?

The Schulich School of Medicine & Dentistry's Continuing Professional Development offers three key programs:

-  Faculty Development,
-  Continuing Medical Education, and
-  Accreditation Services.

As a faculty member, you are free to participate in faculty development sessions in Windsor and/or London, and apply for faculty Fellowships, Grants and Awards. As well, Continuing Medical Education programs are offered throughout the year, and you are welcome to attend.









Check out their website at: <http://www.schulich.uwo.ca/continuingprofessionaldevelopment/> for further information.

## Detailed Description of Courses

### Year 1 & 2

Year One Courses	Year Two Courses
Foundations of Medicine	Principles of Medicine II
Principles of Medicine I	Transitions to Clerkship
Patient Centred Clinical Methods	Patient Centred Clinical Methods
Professionalism, Career and Wellness	Professional, Careers & Wellness
Experiential Learning	Experiential Learning, includes Quality Improvement, Research

Years 1 & 2 Teaching Opportunities in all courses include:

-  Integrated Small Group Learning (ISGL)
-  Small Group Instruction
-  Asynchronous Learning Modules
-  Mentors in the Academic Coaching Program (ACP)
-  Objective Structured Clinical Exam (OSCE) Examiners
-  Team Observed Structured Clinical Encounter (TOSCE)
-  Simulation
-  Optional Clinical Learning Opportunities (OCLOs) - formerly Observerships. Year 1 and 2 OCLOs, are an excellent way to get a firsthand look at the spectrum of illness in the community and to see the role of family physicians in the health care system.

*NOTE: Further details are available on the website:*

[https://www.schulich.uwo.ca/medicine/undergraduate/md\\_program/curriculum/index.html#YearOne](https://www.schulich.uwo.ca/medicine/undergraduate/md_program/curriculum/index.html#YearOne).

*More information about the individual teaching opportunities within each course are available upon request.*



### Year 3 Clerkship (Medicine 5475)

Teaching opportunities are available through all clinical departments, in different elements of the rotations.

Rotation	Duration
Acute Care	4 weeks
Family Medicine, Core	4 weeks
Family Medicine, Plus	4 weeks
Obstetrics and Gynaecology	6 weeks
Paediatrics	6 weeks

Rotation	Durations
Psychiatry	6 weeks
Internal Medicine	8 weeks
Surgery	8 weeks
Community Clerkship Rotations	4 weeks

### Year 4

-  Clinical Electives (CE) “Transition to Residency”
  - Clinical Electives spans the first 16 weeks of the Year 4 curriculum and provides the opportunity for greater exposure to clinical areas of interest in medicine, expands the horizon of student competency in the [23 MD Program Key Competencies](#), and supports career planning.
  - Clinical teaching opportunities are available.
-  Transition to Residency – Curriculum Component
  - Students return to Schulich Medicine for the Transition to Residency course to incorporate the scientific and clinical aspects of medicine, in light of their clinical experience (which also

includes a two (2)-week clinical elective). Offerings include a variety of classroom, laboratory, and seminar experiences. Teaching opportunities include:

- Weekly Modules
- Communication Skills
- Selectives
- Simulation instruction
- Small group instruction
- Anatomy

## Post Graduate Programs

### Family Medicine Full-Time Residents

#### Teaching

- |   |  |
|---|--|
|  Journal Club      |  Behavioural Medicine Curriculum    |
|  Didactic Lectures |  Palliative Care Curriculum         |
|  Grand Rounds      |  Practice SOO's                     |
|  SAMP's            |  Practice OSCE's                    |
|  Procedural Skills |  All clinical rotations (see below) |
|  Ethics Curriculum |  |

#### Post-Graduate 1 (PGY1) Year
















Rotation	Duration	Location / Notes
Family Medicine	16 weeks	Assigned family practice
Family Medicine: selective	4 weeks	Family practice: either assigned family practice or different practice
Family Medicine: elective	4 weeks	Family practice with special interest or elective choice
Palliative Care †	4 weeks	Location: Windsor* - Inpatient hospital palliative care or Hospice
Pediatrics	4 weeks	Location: -Windsor* - Pediatric Clinical Teaching Unit
Obstetrics/Gynecology	4 weeks	Location: Windsor*
General Surgery	4 weeks	Location: Windsor*
Medicine: Geriatrics/Hospitalist	4 weeks	Locations: Windsor or Leamington*
Medicine - selective	4 weeks	Location: Windsor* - Hospital General Internal Medicine

#### Post-Graduate 2 (PGY2) Year

Rotation	Duration	Location / Notes
Family Medicine	16 weeks	Assigned family practice
Rural Family Medicine	8 weeks	<a href="#">Community Site Profiles</a> (click to follow hyperlink)
Adult Emergency	4 weeks	Location: -Windsor* Other Choices: -London Health Sciences Centre -St. Thomas Elgin General Hospital* -Chatham-Kent Health Alliance*
Core Selective	8 weeks	Any rotation within Southwestern Ontario
Electives	16 weeks	Anywhere in Ontario, maximum four (4) weeks of out-of-Ontario elective allowed

## Psychiatry Full-Time Residents

### Teaching

 Journal Club	 Addiction Hours
 Didactic Lectures	 Psychotherapy Hours
 Continuing Professional Development (CPD/Grand Rounds)	 STACERS
 Ethics	 Severe Mental Illness (SMI)
 Resident Rounds	 PDMs
 GAP Complex Case Rounds	 Interview Skills
 Research	 Departmental OSCE's
	 All clinical rotations (see below)

### Post-Graduate 1 (PGY1) Year

Rotation	Duration	Location / Notes
Orientation	4 weeks	Location: Windsor- Community agencies, hospital tours, transition to residency, & working with Chief Resident and Academic Director.
Psychiatry	12 weeks	Psychiatry- Three (3) consecutive Psychiatry blocks, specifically Psychiatry ER, General Adult Inpatient, and Outpatient Psychiatry.
Medicine CTU	4 weeks	Family practice with special interest or elective choice
ER-Adult	4 weeks	Location: Windsor *
Addictions	4 weeks	Location: Windsor*
Neurology	8 weeks	Location: Windsor* Mixed adult and child neurology.
Family Medicine	4 weeks	Location: Windsor*
Electives/Selectives	12 weeks	Locations: Windsor * Pick any three (3) electives such as Dual Diagnosis, Palliative Care, Concurrent Disorders, FM, Geriatric Psychiatry, Research etc.

### Post-Graduate 2 (PGY2) Year

Rotation	Duration	Location / Notes
Inpatient Psychiatry	24 weeks	Inpatient Psychiatry will be at Windsor Regional Hospital.
Outpatient Psychiatry	24 weeks	Outpatient Psychiatry throughout Windsor at Windsor Regional Hospital & Hôtel Dieu Grace Healthcare, clinics & offices.

### Post-Graduate 3 (PGY3) Year

Rotation	Duration	Location / Notes
Child Psychiatry	24 weeks	Child Psychiatry located at Maryvale Adolescent and Family Services in Windsor.
Geriatric Psychiatry	24 weeks	Geriatric Psychiatry located at Hôtel Dieu Grace Healthcare, Windsor Regional Hospital, offsite clinics and offices.

## Post-Graduate 4 (PGY4) Year

Rotation	Duration	Location / Notes
Severe Mental Illness (SMI)	24 weeks	Work with patients that have severe mental illness that require long-term care. Clinics include EIP, W-PEP, Tertiary Care, ACT, Dual Diagnosis, Concurrent Disorders, Forensics, etc.
Consultation Liaison	16 weeks	Focus on the interface of medicine and psychiatry and improve the psychiatric care of patients with complex medical conditions.
Shared Care	8 weeks	Working in collaborative-care environment with Psychiatry patients.

## Post-Graduate 5 (PGY5) Year

Rotation	Duration	Location / Notes
Senior Elective/Selective	56 weeks	Electives & Selectives based on their Psychiatry specialty. Maximum of 2-1 blocks away.