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I. INTRODUCTION
Welcome to teaching with the University of Manitoba's Department of Family Medicine. We hope you experience the rewards that come along with sharing your knowledge and skills with learners. Recognizing that we all have different starting points and strengths regarding teaching, we've put together this toolkit with the basic tools you need in the preceptor role. This resource is not a static document; content will be updated to reflect policy changes, new research, and curriculum change.

You will likely find the contents helpful at different points of your teaching path. We welcome your feedback and wish you the best in your teaching.

2. PROGRAMS

2.1 FACULTY DEVELOPMENT
As new faculty, your first encounter with faculty development is through orientation. Each family medicine site coordinates a local orientation, which generally includes an introduction to the particular organization, instruction on clinic work flows, and an explanation of how teaching is integrated into clinical care.

To assist you in developing competence as teachers, the Max Rady College of Medicine Office of Educational and Faculty Development offers a two-day teaching improvement workshop. Also, your clinic director, or a designated alternate, coaches new faculty members as they develop their clinical teaching skills. In addition, the university offers teaching resources through The Centre for Advancement on Teaching and Learning. Throughout the year, the Office of Educational and Faculty Development offers free workshops and seminars to improve various aspects of teaching. Some of these are offered as webinars that can be viewed at your convenience.

You are encouraged to attend Department of Family Medicine faculty development opportunities planned by the Department. Seminars and workshops are held throughout the year and planned locally. Topics commonly addressed include teaching in the clinical setting, feedback, and assessment.

Another excellent way to develop and improve teaching skills is through the McMaster Small Group Modules. The department has purchased a number of modules focused on core teaching skills and offers sessions on each. Sites can order copies as needed.

You may find it challenging to find time away from other duties to develop your knowledge and skills in the area of teaching. The reward, however, generally offsets the costs; faculty development within the department offers a time to reflect on your work and connect with others, which can be both validating and reenergizing.

Here's what some faculty have said in their end of session evaluation forms from the past several years:

“Sharing ideas on direct observation was helpful.”
“Good tips for challenging situations and re-framing situations.”
“It was beneficial to go over cases and come up with a plan as a team”
2.2 UNDERGRADUATE PROGRAM

There are several opportunities for family medicine faculty to participate in undergraduate medical education. Renewal of the undergraduate curriculum has identified generalism as a priority as well as the importance of increased exposure to family medicine throughout the curriculum.

Opportunities exist for both community-based clinical teaching and small group facilitation for both pre-clerkship and clerkship students.

These include the following:

• Clinical and communication skills teaching
• Clinical reasoning small group facilitation
• Community-based learning clinical placements
• Interprofessional education small group facilitation
• Elective clinical placements
• Comprehensive patient assessment facilitation
• Rural clerkship clinical placements
• Evidence-based medicine small group facilitation
• Academic half-day small group facilitation

For more information on these opportunities, or to find out how to get involved, please contact the undergraduate director. Contact information is available later in this section.

2.3 POSTGRADUATE PROGRAM

The goal of the University of Manitoba Department of Family Medicine Residency Program is to train family physicians who are able to provide comprehensive, high quality, continuous care in urban, rural, and remote settings. This would also include preceptors who teach enhanced skills as defined by the CFPC.

The CFPC has provided a description of the family medicine professional profile which helps to understand the goals of training and frame the work of family medicine doctors in Canada.

As teachers of residents, you will work within the Triple-C Curriculum framework which is Comprehensive, focused on Continuity of education and patient care, and Centered in Family Medicine. Residents are assessed based on levels of competency, and depending on your role (primary preceptor or competency coach, mentor, or academic advisor), you will be expected to provide residents with ongoing feedback as well as document assessment of competency.

You are also encouraged to become involved in academic sessions, and teaching in your area of interest. For more information on these opportunities, or to find out how to get involved, please contact your site lead. http://umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/about/contact-us.html

3. PRECEPTOR ROLES & RESPONSIBILITIES

In this section, appointment definitions and descriptions of responsibilities can provide context for your teaching activities. The section concludes with the Fundamental Teaching Activities Framework, which has been developed by the Section of Teachers, College of Family Physicians of Canada (CFPC). The framework provides a way to understand your teaching activities along a continuum and will allow you to identify not only where you fit, but also to consider areas in which you need development, training you can offer your peers, and activities you may want to include in your application for promotion. Finally, as teachers in family medicine you are part of an interprofessional team and will benefit from your work with others within a collaborative model.

LINKS

Undergraduate Website
UMANITOA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/UNDERGRAD/INDEX.HTML

Postgraduate Website
UMANITOA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/POSTGRAD/INDEX.HTML

Triple-C Curriculum
WWW.CFPC.CA/TRIPLE_C/

Residency Competency Framework
UMANITOA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/POSTGRAD/FORMSANDDOCUMENTS.HTML

College of Family Physicians of Canada (CFPC)
WWW.CFPC.CA/HOME/

FM Professional Profile
WWW.CFPC.CA/UPLOADFILES/ABOUT_US/FM-PROFESSIONAL PROFILE.PDF

See the end of this document for a full glossary
3.1 DEFINITIONS

These definitions help to understand the various preceptor designations and roles.

GFT - Geographic Full Time

NSA (previously known as NIL) - nil salaried appointment

Cross Appointment - a discontinued practice; in the past, a person might work primarily in one specialty such as Internal Medicine but also precept in another specialty such as family medicine. This person would hold a cross appointment.

Preceptor - a teaching health professional

Note: depending on profession, other terms may be used in lieu of precept such as ‘cover’ in nursing.

Clinical Preceptor - the domain of clinical preceptor falls into two categories:

1. **Clinical Coach** - a supervisor in day-to-day practice whose activities may include:
   - Explicitly embody the roles, attitudes and competencies of a family physician in clinical work
   - Promote and stimulate clinical reasoning and problem solving
   - Give timely, learner-centered, and comprehensive feedback
   - Use program assessment tools to document observed learner performance according to level of training
   - Employ reflective practices to refine clinical supervision

2. **Competency Coach** (primary preceptor) - an educational advisor along the course of learner training whose activities may include:
   - Assist learner in his or her professional development
   - Help learner design and update his or her individual education plan
   - Guide a comprehensive periodic progress review informed by the learner's self analysis
   - Adjust interventions to support a learner facing progression challenges

Mentor - An experienced individual who offers an ongoing supportive relationship to new faculty or learners. This relationship provides the opportunity to build knowledge in an open and non-judgemental environment. Mentorship may focus on career development, shared experiences, practical advice and provision of networking.

3.2 FUNDAMENTAL TEACHING ACTIVITIES FRAMEWORK

Section of Teachers of Family Medicine, CFPC

The Fundamental Teaching Activities in Family Medicine Framework for faculty development is a resource tool that facilitates teaching development. Created by the College of Family Physicians of Canada (CFPC)'s Working Group on Faculty Development, this framework includes three main teaching domains and the tasks that are commonly associated with each sphere. Each task is linked to fundamental teaching activities which can provide teachers with a sense of what is expected of them and how they may guide their own development within their role. Its purpose is to guide self-reflection, professional development and facilitation in developing programming in faculty development.

**LINKS**

Preceptor Administrative Duties and Responsibilities
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/POSITION_DESCRIPTION_COMMUNITY_PRECEPTOR.PDF

Fundamental Teaching Activities in Family Medicine Framework
WWW.CFPC.CA/UPLOADEDFILES/EDUCATION/PDFS/FTA_GUIDE_TM_ENG_APR15_REV.PDF

DFM Preceptor
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/STAFF/PRECEPTING.HTML
3.3 INTERPROFESSIONAL COLLABORATION MODEL

Interprofessional faculty (IPF) contribute to all aspects of the work of the FM Teaching Clinics and the Department of Family Medicine, including clinical practice, education and research and scholarly work. IPF are health professionals working with their physician colleagues in the Family Medicine teaching clinics. Together, IPF, physician faculty and family medicine residents work to provide high quality care, role modeling the values and principles of family medicine.

Interprofessional collaborative practice (IPC) is “the development of a cohesive practice between professionals from different disciplines, and the process by which professionals reflect on and develop ways of practicing that provides an integrated and cohesive answer to the needs of the client/family/population.”


TEACHING ACTIVITIES

Interprofessional faculty practice independently and collaboratively with physician faculty and a range of learners, demonstrating the scope of practice of their respective disciplines.

This team effort creates interdisciplinary learning opportunities in a family practice setting. Among the activities are the following:

• Lead and contribute to clinical quality improvement initiatives, facilitating learning opportunities for family medicine residents
• Participate in the selection of graduate medical learners (CaRMS processes)
• Supervise, coach, collaborate with learners
• Contribute to evaluation of learners, bringing a different lens to evaluation processes including: review of resident progress, simulated office oral examinations, and clinical observation
• Teach academic content e.g., clinical guideline review, undergraduate medical education undergraduate and post-graduate teaching in other health faculties
• Lead, contribute to research and scholarly activity, as well as helping to advance the research agenda of the Department of Family Medicine
• Coach and supervise learner scholarly projects, thereby contributing to the development of competencies associated with the Can-MEDS-FM Role of the Scholar, i.e., lifelong learning skills, research skills

The Interprofessional Faculty Committee advocates for and supports IPF in teaching, clinical practice/collaboration, and innovative scholarly activity within the department.

4. TRIPLE-C CURRICULUM

Family medicine programs across Canada are using a Triple-C Curriculum for postgraduate training. At the University of Manitoba, Triple-C principles are evident in the structure of training experiences as well as in the Competency Framework and assessment practices. Triple-C Curriculum is comprehensive, competency-based training that is centered in family medicine and offers continuity of education and patient care.

Resident learning is focused on gaining competency in caring for patients across lifecycles from a family medicine perspective. This shifts the focus of learning
experiences from particular problems or specialties, to the care of the patient. The CanMEDS roles encompass the various ways in which family physicians gain the necessary competencies. The program aims to train professionals in family medicine. For a description of the family medicine professional profile, follow this link: https://www.cfpc.ca/fmprofile/

As new preceptors and staff, you are encouraged ask questions, share your ideas, and contribute to the department’s implementation and improvement of the curriculum. By offering your observations and experiences, you help to build a strong program of learning with optimal outcomes for learners, patients and their families.

4.1 DEFINITION OF COMPETENCY-BASED EDUCATION

“Competency-based Education is an approach to preparing physicians for practice that is fundamentally oriented to graduate outcome abilities and organized around competencies derived from an analysis of societal and patient needs. It de-emphasizes time-based training and promises greater accountability, flexibility, and learner centeredness.”


4.2 CanMEDS-FM FRAMEWORK

The CanMEDS-FM tree (previous page) is adapted from the Royal College of Physicians and Surgeons’ CanMEDS roles to integrate the four principles of family medicine. In the image, seven roles include the family medicine expert as integrating role. The four principles are imagined as inspiring and informing the roles.

Image adapted from the CanMEDS Physician Competency Diagram with permission from the Royal College of Physicians and Surgeons of Canada.

FOUR PRINCIPLES OF FAMILY MEDICINE:
1. The family physician is a skilled clinician
2. Family medicine is a community-based discipline
3. The family physician is a resource to a defined practice population
4. The patient-physician relationship is central to the role of the family physician

The University of Manitoba Family Medicine program has identified family medicine foundational and domain-specific competencies that residents will achieve by the end of their residency. These have been organized under CanMEDS roles as described in the CanMEDS-FM 2017 framework. Foundational competencies are listed under each of the roles as follows.

### MEDICAL EXPERT

<table>
<thead>
<tr>
<th>FAM1</th>
<th>Practices generalist medicine within their defined scope of professional activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAM2</td>
<td>Provides comprehensive preventative care throughout the life cycle, incorporating strategies that modify risk factors and detect disease in early treatable stages</td>
</tr>
<tr>
<td>FAM3</td>
<td>Performs a patient-centred clinical assessment and establishes a management plan</td>
</tr>
<tr>
<td>FAM4</td>
<td>Demonstrates an effective approach to the ongoing care of patients with chronic conditions and/or to patients requiring regular Follow-up</td>
</tr>
<tr>
<td>FAM5</td>
<td>Performs family medicine specialty-appropriate procedures to meet the needs of individual patients</td>
</tr>
<tr>
<td>FAM6</td>
<td>Establishes patient-centered care plans that include the patient, their family, other health professionals, and consultant physicians</td>
</tr>
<tr>
<td>FAM7</td>
<td>Actively facilitates continuous quality improvement for health care and patient safety, both individually and as part of a team</td>
</tr>
<tr>
<td>FAM8</td>
<td>Establishes an inclusive and culturally-safe practice environment</td>
</tr>
<tr>
<td>FAM9</td>
<td>Contributes generalist abilities to address complex, unmet patient or community needs, and emerging health issues, demonstrating community-adaptive expertise</td>
</tr>
</tbody>
</table>

### COMMUNICATOR

<table>
<thead>
<tr>
<th>FAM10</th>
<th>Develops rapport, trust and ethical therapeutic relationships with patients and their families</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAM11</td>
<td>Elicits and synthesizes accurate and relevant information from, and perspectives of, patients and their families</td>
</tr>
<tr>
<td>FAM12</td>
<td>Shares health care information and plans with patients and their families</td>
</tr>
<tr>
<td>FAM13</td>
<td>Engages patients and their families in developing plans that reflect the patient’s health care needs, values, and goals</td>
</tr>
<tr>
<td>FAM14</td>
<td>Documents and shares written and electronic information about the medical encounter to optimize clinical decision-making, patient safety, confidentiality, and privacy</td>
</tr>
</tbody>
</table>

### COLLABORATOR

<table>
<thead>
<tr>
<th>FAM15</th>
<th>Works effectively with others in a collaborative team-based model</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAM16</td>
<td>Cultivates and maintains positive working environments through promoting understanding, managing differences, minimizing misunderstandings, and mitigating conflicts</td>
</tr>
</tbody>
</table>

**LINKS**

Residency Competency Framework
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCE/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/COMPETENCY_FRAMEWORK_2018-19.PDF
**LEADER/MANAGER**

**FAM17** Recognizes and facilitates the necessary transitions in care with other colleagues in the health professions, including but not limited to shared care, and/or handover of care to enable continuity and safety

**FAM18** Contributes to the improvement of comprehensive, continuity-based, and patient-centered health care delivery in teams, organizations, and systems

**FAM19** Engages in the stewardship of health care resources

**FAM20** Demonstrates collaborative leadership in professional practice

**FAM21** Manages career planning, finances, and health human resources in a practice

**FAM22** Responds to an individual patient’s health needs by advocating with the patient within and beyond the clinical environment

**FAM23** As a resource to their community, assesses and responds to the needs of the communities or populations served by advocating with them as active partners for system-level change in a socially accountable manner

**HEALTH ADVOCATE**

**FAM24** Engages in the continuous enhancement of their professional activities through reflection and ongoing learning

**FAM25** Integrates best available evidence, into practice with consideration given to context, epidemiology of disease, multi-morbidity, and complexity of patients

**SCHOLAR**

**FAM26** Contributes to the creation and dissemination of knowledge relevant to family medicine

**FAM27** Teaches students, residents, the public, and other health care professionals

**FAM28** Demonstrates a commitment to patients through clinical excellence and high ethical standards

**FAM29** Demonstrates a commitment to society by recognizing and responding to societal expectations in health care

**PROFESSIONAL**

**FAM30** Demonstrates a commitment to the profession by adhering to standards and participating in physician-led regulation

**FAM31** Demonstrates a commitment to physician health and well-being to foster optimal patient care

**FAM32** Demonstrates a commitment to reflective practice

**4.3 DOMAINS OF CARE & SPECIAL TOPICS**

In addition to their foundational competencies, residents will gain competency in various domains of care.

The domains focus on phases of a patient’s lifecycle; special topics address learning related to particular populations and patient needs. The scholarly curriculum addresses competencies physicians require to learn, put into practice, and disseminate research. Specific key and enabling competencies are itemized in the linked competency framework document (p. 8).
5. ESSENTIAL TOOLS FOR PRECEPTORS

From preparing your office for the learner to the nitty gritty of learning and assessment, this section provides basic pointers to consider in your role as preceptor.

5.1. PREPARING YOUR OFFICE FOR THE LEARNER

Integrating learners into a busy office practice is challenging. Here are some practical tips to prepare yourself and your office for the presence of a learner.

PREPARE YOUR OFFICE

Colleagues and staff need to be aware that a learner will be in your office. They also should be informed of the learner’s goals. Staff may be able to prepare patients to interact with the learner.

Ask staff to help orient the learner. Suggestions:

• Tour of the office
• Introduce key people within the office
• Provide your learner with a small workspace

Some physicians may find it helpful to alter their schedule (e.g., the wave schedule) when a learner is present.

• Wave scheduling allows the physician to see the normal number of patients
• Make sure to inform patients who will have ‘double visits’


PREPARE YOUR PATIENTS

Notify patients beforehand that a learner will be in your office. Suggestions:

• Ask staff to notify patients when they make their appointments or when they arrive in the office
• Post a sign in the office or on the door announcing the presence of a learner
• Ask for the patient’s permission to involve the learner before the learner enters the room
• Introduce the learner formally to the patient and explain that the learner is a part of your team
• Thank the patient at the end of the visit

PREPARE YOURSELF

• Review the objectives of the course/rotation
• Become familiar with learner level and previous experience
• Book time for learner orientation, mid-session feedback, and final evaluation
• Get to know learners as individuals; express interest in their development

QUESTIONS TO ASK YOURSELF

• How can the learner be welcomed into my office?
• What does the learner need to know about my office?
• What changes need to be made to my office and who can arrange that?

LINKS

Department of Family Medicine Curricular Grid
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/FAMILY_MEDICINE_RESIDENCY_CURRICULAR_GRID.PDF

Sample Wave Schedule
WWW.AAFP.ORG/FPM/2002/0100/P41.HTML

Preceptor Development Program - Online modules from University of Virginia
WWW.MED-ED.VIRGINIA.EDU/COURSES/FM/PRECEPT/INDEX.HTM
• Does a colleague have special knowledge they may want to share with the learner?
• Are there activities that a staff member or colleague might want to take the learner to?

5.2 ONE LEARNING MODEL & HOW TO APPLY IT TO TEACHING

As a preceptor, it is helpful to remember how learning happens. Teachers have become experts, and as such, much of their knowledge is tacit, and procedural knowledge automatic. When learning something new, it is helpful to have these tacit, automatic pieces made explicit and broken down. Depending on the type of task, scaffolding (individualized support removed once student has mastered a new skill), repeated practice, intermittent reflection, and frequent testing all help with learning.

FOUR STAGES OF COMPETENCE

One useful model of learning for competency-based education is the four stages of competence:

Stage 1: Unconsciously Incompetent
Learners do not know what they do not know or might need to know. Or, they might think they know how to do something and don’t realize they don’t until they have to do it.

Your role as teacher is to demonstrate the skill or create a situation in which the learner is challenged so that the learner realizes that s/he needs to learn.

Stage 2: Conscious Incompetence
Learners are aware that they don’t know and aware of their need to learn and practice.

Teachers offer opportunities to practice with instruction, modelling, supportive feedback, and repeated attempts. Mistakes are welcomed as learning opportunities.

Stage 3: Conscious Competence
Learners can perform the skill or demonstrate their knowledge without support. However, they may still not be completely confident or always right in their demonstration of knowledge of skill.

Teachers continue to offer practice opportunities with feedback as needed. Reinforcing what is done well or right goes a long way in moving to unconscious competence.

Stage 4: Unconsciously Competent
A skill or knowledge has become automatic: learners can use their knowledge and skills without conscious thought. In fact, at this level of expertise, it is sometimes difficult to explain or break down the skill or concept for others.

Teachers can encourage reflective actions of learners to make subcomponents/processes explicit so that learners can teach others or so that they can generalize to novel situations.

When considering the four stages in a learning cycle, you can link your teaching to what your learner needs.
Learning Environment
The environment for learning should be one where the learner feels safe and supported: where mistakes are opportunities to learn, where good learning is modelled, where discussion is respectful, and where feedback is tied to behaviours, not personalities.

5.3 HOW TO CREATE THE EDUCATION PLAN
The education plan involves residents in their own learning and allows preceptors to see individual learning in context.

If you are a competency coach (primary preceptor) you will help the resident to create the education plan and to revise it along the learning trajectory. The resident will have completed a Part 1: Resident Reflection and Self-Assessment Form which forms the starting point for the education plan. This form is part of the New Resident Intake Form (Part 1 and 2) found under Progress Review on the Documents and Forms website: http://umanitoba.ca/faculties/health_science/medicine/units/family_medicine/media/New_Resident__Intake_Form_-_Part_1_and_2_-_11May18.pdf

If you are not a competency coach, you can still use the education plan. Ask to see it at the start of a rotation to get to know the resident and help to inform your teaching. For example, a resident may be seeking out specific experiences or you may be able to spot signs of a learner in difficulty.

The University of Ottawa Department of Family Medicine offers a number of detailed academic support resources which may help you to determine how to move forward with a resident.

Initially, residents may require direction or modelling as they complete their education plans. As they become more competent in all roles, they should be able to self-assess and monitor their learning more independently.

5.4 ASSESSMENT
Assessment happens throughout the resident learning trajectory and may be formative or summative. Formative assessment is integral to learning, often happening in the moment or daily, principally in the form of oral or written feedback. Resident self-reflection is helpful in the formative process. Summative assessment occurs at the end of a learning block and is usually evaluative, for the purposes of determining competence.

Depending on your role, you will have more or fewer opportunities to document learner progress through various assessment tools. Mid-rotation assessments (MRAs) & ITARs will be filled out in Entrada, Max Rady College of Medicine’s online scheduling and assessment system. Program administrators will ensure that all preceptors at sites have access to Entrada.

Ultimate decisions about resident acquisition of competence, EPAs and decisions for promotion are made by the Departmental Resident Progress Subcommittee. The committee uses tools such as field notes, video-review forms, and In-Training Assessment Reports (ITARs) as evidence to determine if progress is satisfactory or not. The elements of the Department of Family Medicine’s education support and assessment process are explained in the following sections.

5.4.1 ORIENTATION
Each new resident receives an orientation to the teaching site and program.

Each resident completes a self-assessment, which provides the basis for the education.

LINKS
—
Resident Educational Support and Assessment Framework
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/ MEDICINE/UNIT/FAMILY_MEDICINE/MEDIA/RESIDENT_EDUCATIONAL_SUPPORT_AND_ASESSMENT_FRAMEWORK_2018_-19.PDF

University of Ottawa Department of Family Medicine Academic Resources
WWW.ACADEMICSUPPORTPLAN.COM/OPEN/HOME.ASPX

Learners in Difficulty
FHS.MCMASTER.CA/FACDEV/DOCUMENTS/ASSESSMENTFRAMEWORK2001.PDF
5.4.2 ASSIGNMENT OF A PRIMARY PRECEPTOR

Each resident is assigned a primary preceptor. The primary preceptor is responsible for professional coaching over the two years of his/her residency. This is achieved through regular planned meetings over the period of residency program.

5.4.3 SUPERVISION

Teachers within teaching sites ensure the supervision of clinical activities of residents. In teaching sites, a teacher is assigned to supervise a resident each time the resident does clinical work. The teachers are available to discuss cases and review patients.

5.4.4 FIELD NOTES

Field notes provide the preceptor and resident a focus for recording observed performance and, most importantly, for providing specific feedback to the resident at the end of e.g. a clinic or call-shift. In addition to confirming for the resident what he/she did well, preceptors use field notes to identify areas requiring improvement and to help the resident find ways to achieve this.

Daily feedback and documentation with field notes is recommended. Residents have created the following guide to Effective Feedback in FM Residency. Collectively, field notes provide a method of multiple sampling of performance over time by different observers, which leads to more reliable assessment.

Field notes can be initiated by residents or preceptors. A minimum of two faculty-generated field notes and two procedural field notes, and two resident-initiated field notes are required per week. Resident-initiated field notes are for self-reflection, discussion, and formative feedback. Faculty-initiated field notes inform ITARs and Review of Resident Progress (RoRP) and help to provide summative assessment.

Field notes can be initiated by residents or preceptors. A minimum of two faculty-generated field notes and two procedural field notes, and two resident-initiated field notes are required per week. Resident-initiated field notes are for self-reflection, discussion, and formative feedback. Faculty-initiated field notes inform ITARs and Review of Resident Progress (RoRP) and help to provide summative assessment.

5.4.5 DIRECT OBSERVATION

Direct observation of the resident occurs weekly during block time. To ensure reliability, multiple family medicine supervisors (3-4 per year) provide supervision to the same resident.

ITARS – IN-TRAINING ASSESSMENT REPORTS

Located in Entrada, ITARs allow you to rate resident behaviours using a scale from unsatisfactory to excellent.

Expected outcomes are listed according to the CanMEDS roles. Field notes and procedure logs (procedural field notes) would help to inform your rating. ITARs are required at every two-month period during family medicine rotations and at the end of the rotation.

They are also completed at the end of off-service rotations. Some rotations (ER, Obstetrics) use end of shift trainee feedback forms (depending on rotation) as data to be used in the completion of the end of rotation ITAR by the faculty lead.

5.5 TEACHING ON THE FLY

One of the biggest challenges of teaching in busy workplaces is lack of time or multiple competing demands on your time. Teaching on the fly implies that you need to recognize and use teachable moments wherever and whenever they arise.

Respecting patients and learners is important when teaching with patients present. Sometimes a few clear, brief explanations are enough to make patients comfortable with the process. As for helping learners, one model that’s been adopted widely for its usefulness in teaching.

NEW TO FIELD NOTES?

Some suggested reading:


RESIDENT INITIATED FIELD NOTES

Faculty Field Note
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/FACULTY_FIELD_NOTE_AND_DOCUMENT_GUIDE.PDF

Resident Field Note
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/RESIDENT_FIELD_NOTE_-_11MAY2018.PDF

Procedural Skills Field Note
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/PROCEDURAL_SKILLS_FIELD_NOTE_-_11MAY18.PDF

Entrada
HTTPS://ENTRADA.RADYFHS.UMANITOBA.CA/ITARs

Expected outcomes are listed according to the CanMEDS roles. Field notes and procedure logs (procedural field notes) would help to inform your rating. ITARs are required at every two-month period during family medicine rotations and at the end of the rotation.

They are also completed at the end of off-service rotations. Some rotations (ER, Obstetrics) use end of shift trainee feedback forms (depending on rotation) as data to be used in the completion of the end of rotation ITAR by the faculty lead.

5.5 TEACHING ON THE FLY

One of the biggest challenges of teaching in busy workplaces is lack of time or multiple competing demands on your time. Teaching on the fly implies that you need to recognize and use teachable moments wherever and whenever they arise.

Respecting patients and learners is important when teaching with patients present. Sometimes a few clear, brief explanations are enough to make patients comfortable with the process. As for helping learners, one model that’s been adopted widely for its usefulness in teaching.
The same folks have put together a handy description with examples of the steps of the One-Minute Preceptor:

- Get a commitment
- Probe for supporting evidence
- Reinforce what was done well
- Give guidance about errors and omissions
- Teach a general principle
- Conclusion

5.6 MENTORSHIP

Mentorship and role-modeling provide an opportunity for junior faculty and students to enhance their learning experience and their career development under the guidance of a more experienced faculty member. Mentorship is rewarding, but if you choose to mentor a learner, you will need to advocate for protected time. Faculty members may find mentoring difficult when asked to fill other leadership roles (supervisor; preceptor) simultaneously. To better understand such roles a mentor should consider the following:

Mentorship is not….

- A clinical coaching relationship
- A counselling relationship (behavioural/psychological)
- An academic supervising relationship
- A friendship

The mentoring session may take many forms. Many resources exist that assist the mentor with models for the mentoring session along with helpful strategic questions.

The GROW model of mentoring (from the University of New South Wales, Australia) offers one way to structure your mentoring session with a learner. The mentee (or learner) will set goals, discuss and reflect on current state, brainstorm for moving forward, and then concretize the discussion into an action plan.

As a mentor, making the resident feel comfortable and developing rapport will help promote growth. The Strategic Questioning Model (also from the University of New South Wales) lists a number of questions which can facilitate this exchange. The model also provides examples of open and closed questions.

Some key questions may include:

- What is one thing you could do to move forward in this situation?
- What is one of your greatest skills that you could offer in this circumstance?
- What would success look like in this instance?

5.7 TEACHING THE SCHOLAR ROLE

Over the course of their residency, residents will become proficient in selecting and critically evaluating the integrity, reliability, and applicability of health-related research and literature. They do this through a variety of scholarly activities which are outlined in the residency program description as well as online through the department’s resident orientation hub.

As a preceptor, understanding the University of Manitoba Family Medicine Scholar curriculum will help you in identifying opportunities to link learning to the scholar role and activities.

As well, depending on your role/location, you may teach/support residents in their chart audits, facilitating journal club, performing guideline reviews, or otherwise learning critical appraisal skills. Or you may be teaching/supporting residents in their QI practicum project.
Finally, in your own practice, you may be interested in pursuing quality improvement and as such are role modeling the scholar role. The DFM is part of a national CFPC training pilot. Through this training, practicing physicians, including teachers, extend their knowledge of quality improvement while addressing clinical questions particularly relevant to their practice.

**SCHOLARLY PROJECT**

During residents’ first year Family Medicine Block Time (FMBT), they will be assigned to a stream-specific small-group as part of the CanMEDS-FM Scholar Role curriculum and, as a group, are expected to produce a project composed of:

- A written paper, and
- A presentation based on that paper linked to the performance of a quality improvement project using chart audit as the method of measurement.

Guidelines for completing the project are detailed in a separate document and should be adhered to. Ethical considerations, policy requirements, and ‘how to’ steps are outlined clearly and will help you to assist residents as they navigate this process.

For forms related to the Scholar Projects, consult “Guides” in the following link:

http://umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/about/forms-and-documents.html

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**MENTORING**

- Focus on career development
- Shows the way
- Agenda set by mentee
- Shares experiences
- Provides advice
- Provides networks

**COACHING**

- Focus on skills development
- Gap analysis
- Identify weaknesses
- Action plan
- Well-defined goals
- Addresses short-term needs

**COUNSELLING**

- Focus on personal issues preventing career development
- Identifying underlying behavioural problems or issues

**SUPERVISION**

- Focus on academic achievement
- Power imbalance in relationship

---

**5.8 INTEGRATIVE MEDICINE AND TEACHING**

Residents have the option of participating in the Integrative Medicine in Residency Program (IMR). More information can be found here and for questions, you can contact Shandis Price. [http://www.umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/postgrad/integrative-med.html](http://www.umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/postgrad/integrative-med.html)

Integrative Medicine brings together conventional and complementary therapies in a coordinated way. Topics in the IMR program include focus on prevention and wellness, non-drug therapies, nutrition, supplements and botanicals, mind-body therapies, and whole medical systems.

The preceptor’s role in teaching/assessing Integrative Medicine is to encourage discussion with residents about non-drug therapies for any particular condition, especially chronic diseases. If you have residents participating in the IMR program, encourage them to take a lead during academic time in sharing the knowledge they have learnt in IMR program with their peers.

---

**6. ADDITIONAL TOOLS FOR PRECEPTORS**

At any point in your teaching, you may encounter situations or learners which challenge your existing knowledge or skills. The following content addresses possible areas of concern.
6.1 RESIDENT WELLNESS AND RESILIENCY

Encouraging and promoting resident wellness and resiliency is important as a preceptor. This can be addressed during resident assessments or any other time deemed appropriate. Resident wellness and resiliency is part of the academic day curriculum, and each site will have a resident wellness representative that will be a part of the Resident Wellness and Resilience Subcommittee. This subcommittee oversees the academic wellness curriculum and provides a venue for supporting resident wellness and resilience through program level and site specific approaches.

6.2 LEARNER IN DIFFICULTY

Learners may experience difficulty in a range of areas. You may notice the difficulty in professional behaviour, clinical factors, medical illness, lifestyle, practice management, or in a combination of areas. Identifying and addressing difficulty early on can prevent problems from worsening or becoming insurmountable.

**EARLY SIGNS OF DIFFICULTY**

Although not exhaustive, this list can help you to identify early signs of potential difficulty so that interventions can be put into place and learning supported. (Information from FMF workshop, 2013.)

- Resident seems unable to schedule time or find his/her way between points A to B
- Difficulty with EMR and perseverates
- Difficulty transitioning between tasks
- Lack of or inability to apply knowledge, e.g., from patient scenario to differential diagnosis
- Can’t come up with a management plan (bio/psychosocial)
- Not patient-centered at all
- Cannot see shades of gray (concrete, categorical, or rules-bound thinking)
- Seems unmotivated

Behaviours that warrant urgent intervention include issues of gross incompetence, professional misconduct, and substance abuse. (From Office of Educational and Faculty Development, ‘Red Flags’)

**ASSESSING AND ADDRESSING THE DIFFICULTY**

Based on their review of the literature, Lacasse, Théorêt, Skalenda, and Lee (2012) use a model analogous to the medical history and physical exam to approach “assessment, educational diagnosis, and management of challenging learning situations” (see linked document below).

As you consider possible reasons for learner difficulty, you formulate a differential diagnosis which you test through the following steps of focussed assessment:

- Identification or personal situation
- Past educational history
- Habits
- History of the present difficulties
- Review of systems (environment, teacher, learner)
- Objective examination

6.2 TEACHING ABOUT MEDICAL ERROR

You are a role model to the learners with whom you work. As such, your behaviours in recognizing and acknowledging errors will be instructive to residents. Strive to encourage adaptive responses from residents when errors happen and look for ways to reduce future risk of errors.

**LINKS**

- Resident Scholar Project - PGY1
  UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/RESIDENT_SCHOLAR_PROJECT_-_PGY1.PDF
- Individual Scholarly Project & Chart Audit PGY2
  HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/MEDIA/INDIVIDUAL_SCHOLARLY_PROJECT_AND_CHART_AUDIT_-_PGY2.PDF
- Candidate Guide
  WWW.CFPC.CA/UPLOAD/EDUCATION/_PDFS/FM_CANDIDATE_GUIDE.PDF
- College of Family Physicians of Canada (CFPC)
  WWW.CFPC.CA/HOME/
- Short Answer Management Problems (SAMPs)
  WWW.CFPC.CA/SAMPS/
- Simulated Office Orals (SOO)
  WWW.CFPC.CA/SOOS/
- Integrative Medicine in residency
  HTTP://WWW.UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/POSTGRAD/INTEGRATIVE-MED.HTML
- Objective Structured Clinical Examination (OSCE)
  UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/EDUCATION/CPD/LEARNING/EXAM_PREP/EXAMPAGE_HUB.HTML

**RESOURCES**

See the following link for more details on how to explore these facets affecting the learner experience to inform your plan moving forward:

WWW.CFPC.CA/CONTENT/58/4/481.FULL

For more information about PGSG modules, contact Bernice Katz at 204-272-3087 or bernice.katz@umanitoba.ca.
Frame your teaching in these instances to include the following elements:

**DISCLOSURE TO PATIENTS, SUPERVISORS, AND PEERS**

Know your legal obligations and reflect on ethical and moral considerations. Make sure you are aware of current Canadian Medical Protective Association advice on adverse clinical outcomes.

**SUPPORT FOR THE LEARNER**

Learner errors are often accompanied by distress that is magnified by harm to the patient. Feelings that follow may include self-doubt and be as extreme as desire to quit the profession.

**HARM PREVENTION**

Encourage learners to ask questions or let someone know when they are unsure of diagnosis or treatment. It is essential that you encourage a safe learning environment where questions are considered valuable learning opportunities and expertise is shared rather than showcased or paraded.

6.3 TEACHING INTERNATIONAL MEDICAL GRADUATES (IMGs)

In your teaching, you may work directly or indirectly with international medical graduate (IMG) learners. As with all residents, IMG learners have diverse backgrounds and bring different strengths and wants to their training. Although the teaching strategies you employ may not be that different from those you use with Canadian-trained learners, the focus and emphasis may be different.

**CANADIANS WHO STUDIED ABROAD (CSAs)**

Canadian citizens who have completed their medical training outside of Canada or the USA. These are also sometimes referred to as CSAs or Canadians who Studied Abroad.

These residents have the advantage of having grown up or been educated in Canada thus being privy to cultural norms and knowledge of both the country and its healthcare system.

**IMGs**

Canadian citizens or permanent residents who received their medical training outside Canada.

- Accessing training through IMG-specific programs
- Accessing training through the CaRMS match

**UNDERSTANDING THE IMG EXPERIENCE**

The immigrant experience is complex and will differ for each IMG. The multicultural nature of most Canadian practices means that most physicians have a reasonable sense of the issues that immigrants face. IMGs, while facing many of the same immigrant issues, also experience concerns specific to medicine. All IMGs will not have experienced all of these issues. However, most will have faced one or more. Common areas include loss (professional, extended family, culture), prejudice, trauma and language. In addition, there are both direct and indirect costs associated with practicing medicine for IMGs. Any of these issues may have a profound impact on everyday functioning.

Specifically pertinent to the culture of medicine, differences may present in IMG learners’ understanding of norms related to professional behaviour and different attitudes to gender, age and status. In the training setting, IMG learners may be more affected when they perceive loss of face if a lack of knowledge or skills is identified.

The manner in which you create the learning environment and then explicitly identify why and how feedback is given/received is therefore important. In addition, empathy and the willingness to engage the learner will go a long way in preventing misunderstandings or harmful behaviours from escalating.

**RESOURCES**

Call the Faculty Development Office to request the PBSG-ED by McMaster on Medical Mistakes for further information: 204-272-3087.

Teaching Module: Talking About Harmful Medical Errors with Patients

DEPTS.WASHINGTON.EDU/TOOLBOX/ERRORS.HTM

Most of this section is quoted from a presentation by Tunji Fatoye, MBBS, CCFP Orienting Teachers and IMGs. June 21, 2007


AFMC. (2006). A Faculty Development Program for Teachers of International Medical Graduates

AFMC.CA/TIMG/DEFAULT_EN.HTM


AFMC.CA/TIMG/EFB_EN.HTM
Find out the particularities, for example, of a perceived language barrier. And be prepared to confront your own preconceptions and prejudices.

**STRENGTHS OF IMG LEARNERS**

The strengths IMG learners bring to their Canadian practices are many. As preceptor, you are in the position of being able to highlight or utilize these areas of expertise.

- Training in other disciplines
- Exposure to diseases and disease processes with which Canadian physicians have little or no familiarity
- Diverse life experiences (often older)
- Well-developed clinical skills due to limited access to diagnostic tests and investigations Knowledge of cultures which may match patient experiences

**COMMON AREAS OF REMEDIATION OR CHALLENGE**

- Unfamiliarity with small group, active learning approaches due to previous training relying heavily on rote learning, large group didactic experiences
- Time lag since training or practice
- Familiarity with family medicine
- Resource use: access, judicious use, cost
- Learning and teaching roles and expectations—many come from highly hierarchical contexts with low expectations of learners re: risk, experimentation, exploration of clinical reasoning
- Evidence-based medicine
- Interprofessional relationships due to lack of experience and/or cultural differences
- Limited clinical experience re: patient contact or contact limited by gender, age, and race of patient or physician
- Clinical gaps: urogenital and rectal exams, obstetrical care, adolescent medicine, psychiatry, intensive care, geriatrics
- Psychosocial issues—psychiatric illness, family violence, abortion, rape, drug/alcohol abuse, gender roles and identities
- Doctor-patient relationship: paternalistic; unfamiliar with patient-centered approach

6.4. **ADVANCING YOUR ACADEMIC CAREER**

All teaching faculty are encouraged to apply for promotion commensurate with their activity within the department. Interprofessional faculty are encouraged to explore options for promotion with their leads.

Academic physicians build their careers on four pillars: their role as teachers; as scholars; as contributors to the Department, the wider University and to other professional organizations; and of course in patient care. Promotion through the professorial stream at the U of M is an important measure of achievement that you are encouraged to pursue. Some activities are key to success: carefully collecting learner evaluations, sharing your work at local and national meetings and/or through publication, and keeping your CV up to date as you add activities.

The Promotion and Awards Committee is here to help you succeed!

7. **CONCLUSION**

We hope the information and resources in this toolkit will be useful to you in your teaching practice. To conclude, we offer some tips to remember about your development as a preceptor.
TOP 5 THINGS TO REMEMBER ABOUT FACULTY DEVELOPMENT

1. TEACHING IS LIFELONG LEARNING
To become better at teaching, reflect on your practice, accept feedback from others, and unleash your curiosity to try new things.

2. YOUR PEERS ARE YOUR PARTNERS IN TEACHING
Often other preceptors have similar questions or have encountered similar situations to ones that stump or excite you. Share your knowledge and feel free to ask others. Building a community of practice with other teachers can save time and build excellence while giving you a sense that you’re not in it alone.

3. TAKE IT ONE BIT AT A TIME
You do not have to cram all your faculty development experiences into the first few years of teaching practice. But if you push yourself to engage in some aspect of faculty development a number of times each year, you will be more likely to incorporate what you learn into your practice.

4. THE DEPARTMENT IS THERE TO SUPPORT YOU
If you have a question, a suggestion, or a need to talk about your ideas or questions, remember that you can contact the key people listed in this toolkit. Programs improve through ownership and involvement. Your input is valued.

5. KEEP TRACK OF YOUR ACHIEVEMENTS
When you take the time to improve in your faculty role, you are modelling good habits for your students and residents. Keep certificates, credits, or a list of your involvements in one place such as a professional portfolio. Going beyond keeping track, spend ten minutes jotting down key learning points or reflections/questions after faculty development sessions and keep those in the portfolio as well. Over time, you will be able to track your evolution as a teacher.
8. RESOURCES FOR PRECEPTORS

The following resources have been selected by preceptors in the Department of Family Medicine.

**PRIMARY CARE RESEARCH GUIDE**
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/PRIMARYCAREGUIDE.HTML

**MCGILL UNIVERSITY**
Resources for (Medical) Teachers
WWW.MCGILL.CA/MEDICINEFACDEV/RESOURCES

**CANMEDS-FM 2017**
WWW.CFPC.CA/PROJECTASSETS/TEMPLATES/RESOURCE.ASPX?ID=3031&TERMS=CANMEDS

9. FREQUENT CONTACTS

**DEPARTMENT OF FAMILY MEDICINE FACULTY & STAFF**
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/ABOUT/CONTACT-US.HTML

**POSTGRADUATE MEDICAL EDUCATION**
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/EDUCATION/

**MAX RADY COLLEGE OF MEDICINE**
UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/INDEX.PHP

**UNIVERSITY OF MANITOBA ONLINE DIRECTORY**
UMANITOBA.CA/SEARCH/INDEX.HTML

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Vacant

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# 10. Glossary of Terms

## The Department of Family Medicine Acronyms and Activities

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>ACTIVITY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACLS</td>
<td>Advanced Cardiac Life Support</td>
<td>External course that all residents must pass before they enter residency and must keep current; certification is for two years; residents whose training lasts more than two years must recertify; cost is covered by PARIM/WRHA</td>
</tr>
<tr>
<td>ACoRN</td>
<td>Acute Care of the At-Risk Newborn</td>
<td>Newborn Health (during Northern Primer course work)</td>
</tr>
<tr>
<td>ACSS</td>
<td>Acute Care Surgery Service</td>
<td>One of the WRHA surgery services on which residents may complete their surgery rotation</td>
</tr>
<tr>
<td>AD or AHD</td>
<td>Academic Day or Academic Half-Day</td>
<td>Academic sessions that residents are required to attend; often are lecture-based small group sessions; there are Combined ADs which all residents must attend as well as stream-based. Mandatory attendance (75%). Absence due to being post-call is still marked as absent. Attendance is taken so if residents are late or absent they are responsible to advise Shannon Rankin, PG administrative assistant, by voicemail at 204-977-5663.</td>
</tr>
<tr>
<td>ALARM</td>
<td>Advances in Labour and Risk Management</td>
<td>An educational program designed to train individuals to improve patient outcomes and the process of intra-partum and immediate post-partum care. This is a two-day course. ALARM is being phased in as a replacement for the ALSO course.</td>
</tr>
<tr>
<td>ALSO</td>
<td>Advanced Life Support in Obstetrics</td>
<td>External course that all residents must pass before they complete their training; cost is covered by PARIM/WRHA. This course is being phased out in favour of ALARM.</td>
</tr>
<tr>
<td>ATLS</td>
<td>Advanced Trauma Life Support</td>
<td>External course that residents in the Northern/Remote and Rural streams must pass before they complete their training; cost is covered by PARIM/WRHA. To be completed prior to surgery rotation and before going North.</td>
</tr>
<tr>
<td>BLS</td>
<td>Basic Life Support</td>
<td>External course that all residents must pass before they enter residency and must keep current; this is a pre-requisite for ACLS; certification is for two years; residents whose training lasts more than two years must recertify; cost is covered by PARIM/WRHA</td>
</tr>
<tr>
<td>CaRMS</td>
<td>Canadian Residency Matching Service</td>
<td>Not-for-profit organization that provides an electronic application service and computer match for individuals wishing to enter into postgraduate medical training throughout Canada.</td>
</tr>
<tr>
<td>CCFP</td>
<td>Certificant, College of Family Physicians</td>
<td>The credential awarded by the College of Family Physicians of Canada (CFPC) to physicians who have passed the CFPC certification exam</td>
</tr>
<tr>
<td>CFPC</td>
<td>College of Family Physicians of Canada</td>
<td>National professional organization for family physicians in Canada; also sets the standards for residency training in family medicine and continuing professional development.</td>
</tr>
<tr>
<td>CME</td>
<td>Continuing Medical Education</td>
<td>Process by which physicians keep current in their field</td>
</tr>
<tr>
<td>CMG</td>
<td>Canadian Medical Graduate</td>
<td>Individual who has graduated from a medical school in Canada</td>
</tr>
<tr>
<td>CoE</td>
<td>Care of the Elderly</td>
<td>One of the Enhanced Skills Programs offered by Department of Family Medicine</td>
</tr>
</tbody>
</table>

Shading indicates Family Medicine Block (FMBT) activities.
<table>
<thead>
<tr>
<th>ACRONYM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CPD</td>
<td>Continuing Professional Development</td>
<td>A continuing process, outside formal undergraduate and postgraduate training, that enables individual doctors to maintain and improve standards of medical practice through the development of knowledge, skills, and attitudes.</td>
</tr>
<tr>
<td>CPGME</td>
<td>College Postgraduate Medical Education</td>
<td>The office that oversees all residency training at the University of Manitoba</td>
</tr>
<tr>
<td>CPSM</td>
<td>College of Physicians and Surgeons of Manitoba</td>
<td>Licensing body for physicians in Manitoba</td>
</tr>
<tr>
<td>CSA</td>
<td>Canadian studying abroad</td>
<td>Canadian citizen who attends medical school outside of Canada and thus is an IMG</td>
</tr>
<tr>
<td>CTU</td>
<td>Clinical Teaching Unit</td>
<td>A hospital unit or service that provides undergraduate and graduate medical education under the auspices of a Max Rady College of Medicine. The medical care of the patient is the function of the team or staff physician, resident and clinical clerk.</td>
</tr>
<tr>
<td>DFM</td>
<td>Department of Family Medicine</td>
<td>An accredited university training program that strives to teach whole person medicine through a combination of patient-centred care and complementary teaching sessions.</td>
</tr>
<tr>
<td>EA</td>
<td>Education Assistant</td>
<td>Support staff member within a stream who makes it all happen, also called an education or program assistant.</td>
</tr>
<tr>
<td>EBM</td>
<td>Evidence-based Medicine</td>
<td>A way of practicing medicine that emphasizes that decisions should be based on evidence (i.e, the medical literature) rather than the beliefs of practitioners.</td>
</tr>
<tr>
<td>EDEC</td>
<td>Enhanced Distributed Education Centre</td>
<td>See FMEDEC</td>
</tr>
<tr>
<td>EMR</td>
<td>Electronic Medical Record</td>
<td>“A computer-based patient medical record system used to manage patient information and care within the scope of the clinic’s practice. Features include billing, scheduling and clinical information. Typically, clinical information includes encounter notes, health conditions, allergies, family history, prescriptions and medications, diagnostic test results, referral letters and consult letters.” <a href="http://www.manitoba-ehealth.ca/emr-pcis-emr.html">www.manitoba-ehealth.ca/emr-pcis-emr.html</a></td>
</tr>
<tr>
<td>EPA</td>
<td>Entrustable Professional Activities</td>
<td>The mass of critical elements that define a profession and are only entrustable to a competent physician.</td>
</tr>
</tbody>
</table>
| EPR | Electronic Patient Record | The Electronic Patient Record (EPR) provides a picture of your visit to a hospital by compiling demographics, scheduling, clinical and emergency department information. It facilitates patient flow and timely access to clinical data, ensuring you receive the best possible care when you visit a hospital. The introduction of the EPR at St. Boniface Hospital in 2007 set the provincial standard, and various components of the EPR are now available in Winnipeg hospitals and other sites in Manitoba. Click below to read more about some of the components you may see during your hospital visit:  
  • admission, discharge, transfer (ADT)  
  • clinical EPR  
  • computerized provider order entry (CPOE)  
  • results reporting  
  • emergency department information system (EDIS)  

For more information about the EPR, please watch our video, Connecting Solutions to Care. [www.manitoba-ehealth.ca/about-epr.html](http://www.manitoba-ehealth.ca/about-epr.html) |

Shading indicates Family Medicine Block (FMBT) activities.
<table>
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</thead>
<tbody>
<tr>
<td>ESP</td>
<td>Enhanced Skills Program</td>
<td>Additional training which family medicine graduates can take after they've finished their two-year program. Department of Family Medicine offers the following ESPs: Care of the Elderly, Emergency Medicine, FP Anesthesia, Cancer Care, Obstetrics and Women's Health, Palliative Care, Sport &amp; Exercise Medicine, and Clinician Scholar: Integrated Longitudinal Program.</td>
</tr>
<tr>
<td>FCE</td>
<td>Focused Clinical Experience</td>
<td>An FCE is purposefully chosen to supplement learning in FMBT or during specialty rotations. It can be of variable duration (up to 2 weeks) and frequency. Activities are structured and generally include pre-reading.</td>
</tr>
<tr>
<td>FCFP</td>
<td>Fellowship in The College of Family Physicians of Canada</td>
<td>An honour which the College of Family Physicians of Canada (CFPC) confers upon Certificant members in good standing who have maintained their Certification for a minimum of 10 consecutive years and have included 25 Mainpro-C activities for two consecutive five-year cycles, demonstrating their ongoing commitment to continuing professional development and lifelong learning.</td>
</tr>
<tr>
<td>FMBT</td>
<td>Family Medicine Block Time</td>
<td>Periods of time in the resident’s training completed under the supervision of a family physician; comprises the vast majority of time in the program.</td>
</tr>
<tr>
<td>FMC</td>
<td>Family Medical Centre</td>
<td>One of the University of Manitoba family medicine urban teaching sites located across from St. Boniface General Hospital</td>
</tr>
<tr>
<td>FMEDECs</td>
<td>Family Medicine Enhanced Distributed Education Centres</td>
<td>Family medicine residency training locations outside the City of Winnipeg. FMEDECs usually train both residents and medical students. Currently sites include Steinbach, Boundary Trails, Brandon, Portage, and Dauphin.</td>
</tr>
<tr>
<td>GFT</td>
<td>Geographic Full Time</td>
<td>A physician faculty member in the Max Rady College of Medicine who is employed by the University to teach residents. GFTs can be part-time or full-time University employees.</td>
</tr>
<tr>
<td>Gold Trauma</td>
<td>HSC acute trauma</td>
<td>A general surgery service located at the Health Sciences Centre which specializes in acute trauma.</td>
</tr>
<tr>
<td>HDB</td>
<td>Half-Days Back</td>
<td>Half day a week at your clinic after FMBT for three months during OSR (excluding Adult EM)</td>
</tr>
<tr>
<td>HE</td>
<td>Horizontal Experiences</td>
<td>A clinical experience that is organized longitudinally during FMBT but equivalent to the time spent in a traditional block (min. 2 weeks). Often these experiences resemble those in physician practice.</td>
</tr>
<tr>
<td>ICAW</td>
<td>Indigenous Cultures Awareness Workshop</td>
<td>Two-day workshop offered by the WRHA which introduces a basic knowledge of the worldviews, spiritual and cultural values of Aboriginal peoples, highlights historical and contemporary issues that influence Aboriginal peoples, and honours the rich diversities within Aboriginal communities. Mandatory for residents; scheduled by PG administrative assistant.</td>
</tr>
<tr>
<td>IMG</td>
<td>International Medical Graduate</td>
<td>Individual who has graduated from a medical school outside of Canada. An IMG might be a CSA (Canadian who studied abroad).</td>
</tr>
<tr>
<td>IPC</td>
<td>Interprofessional Collaborative Practice</td>
<td>“The development of a cohesive practice between professionals from different disciplines, and the process by which professionals reflect on and develop ways of practicing that provides an integrated and cohesive answer to the needs of the client/family/population.”</td>
</tr>
</tbody>
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<tr>
<td>IPF</td>
<td>Interprofessional Faculty</td>
<td>All regulated health care professionals working in family medicine teaching sites. May include registered nurses, nurse practitioners, registered social workers, registered dieticians, pharmacists, research assistants, community liaison workers, shared care counsellors, psychologists occupational therapists, physiotherapists.</td>
</tr>
<tr>
<td>ITAR</td>
<td>In-Training Assessment Report</td>
<td>Form that is filled out to evaluate a resident’s performance in a rotation. A rotational mid-point evaluation is optional unless the resident is performing below expectations. Final rotational evaluations are required.</td>
</tr>
<tr>
<td>ITER</td>
<td>In-Training Evaluation Report</td>
<td>ITERs have been replaced with ITARs in the competency-based curriculum. Other programs may still use ITERs.</td>
</tr>
<tr>
<td>In-Unit Seminars</td>
<td></td>
<td>Site specific clinical and academic teaching events that frequently are patient centred or case based.</td>
</tr>
<tr>
<td>Journal Club</td>
<td></td>
<td>Resident led discussions with support from a faculty physician. The group discussion is based on one of two options determined by site:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• An article related to the clinical topic chosen by the resident</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The McMaster developed Problem Based Small Group Learning Modules covering a variety of clinical topics. These are provided by the Department.</td>
</tr>
<tr>
<td>KMC</td>
<td>Kildonan Medical Centre</td>
<td>One of the University of Manitoba family medicine urban teaching sites located at Seven Oaks General Hospital</td>
</tr>
<tr>
<td>MCCEE</td>
<td>Medical Council of Canada Evaluating Examination</td>
<td>Four-hour, computer-based examination which is required for International medical school graduates as a prerequisite for eligibility to the Medical Council of Canada Qualifying Examinations.</td>
</tr>
<tr>
<td>MCCQE1</td>
<td>Medical Council of Canada Qualifying Examination Part 1</td>
<td>A one-day, computer-based test that assesses the competence of candidates who have obtained their medical degree and is required for entry into postgraduate training programs.</td>
</tr>
<tr>
<td>MCCQE2</td>
<td>Medical Council of Canada Qualifying Examination Part 2</td>
<td>Examination that assesses the competence of physicians who have finished their residency training programs and is a requirement for medical licensure in Canada prior to entry into independent clinical practice</td>
</tr>
<tr>
<td>NBC</td>
<td>Newborn Care</td>
<td>Two-week experience with a physician at Health Sciences Centre.</td>
</tr>
<tr>
<td>NCMC</td>
<td>Northern Connection Medical Centre</td>
<td>An urban family medicine teaching site in the Northern-Remote program located near Health Sciences Centre on Elgin</td>
</tr>
<tr>
<td>NMU</td>
<td>J.A. Hildes Northern Medical Unit</td>
<td>NMU is now part of Ongomiizwin, the Indigenous Institute of Health and Healing that was officially launched in 2017 at the Rady Faculty of Health Sciences. Historically the NMU provided health care resources (e.g., family physicians, nurses, medical specialists, social workers and support staff) to various remote northern communities in Manitoba.</td>
</tr>
<tr>
<td>NRP</td>
<td>Neonatal Resuscitation Program</td>
<td>An educational program which provides individuals with the knowledge and skills to resuscitate newborn babies.</td>
</tr>
<tr>
<td>NSA</td>
<td>Nil-salaried appointment</td>
<td>An appointment to the faculty of the Department of Family Medicine which doesn’t carry with it a salary. A major benefit of such an appointment is access to the university’s libraries.</td>
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<tr>
<td>OSCE</td>
<td>Objective Structured Clinical Examination</td>
<td>The OSCE is an assessment of clinical competence. It involves a standardized patient (SP) and an examiner in a timed station.</td>
</tr>
<tr>
<td>OSR</td>
<td>Off-Service Rotation</td>
<td>A training experience with a service or specialty outside of family medicine.</td>
</tr>
<tr>
<td>PALS</td>
<td>Pediatric Advanced Life Support</td>
<td>An educational program that provides individuals with the knowledge and skills to resuscitate children.</td>
</tr>
<tr>
<td>PARIM</td>
<td>Professional Association of Residents and Interns of Manitoba</td>
<td>The professional association that represents residents. PARIM negotiates the contract that governs the residents' employment with the WRHA. All residents are members of PARIM and are employees of the WRHA.</td>
</tr>
<tr>
<td>PBSGL</td>
<td>Practice based small group learning</td>
<td>An approach to professional development/learning that uses small group discussion to facilitate change in knowledge, attitudes and skills.</td>
</tr>
<tr>
<td>PEARLS</td>
<td>Practical Evidence Applied to Real Live Situations</td>
<td>Three article evaluations. A self-directed evidence-based reflection exercise taking clinical questions, deciding on a course of action supported by the literature, then reflecting on the effectiveness of the process. A learning activity designed to enhance understanding and application of critical appraisal skills.</td>
</tr>
<tr>
<td>PG</td>
<td>Postgraduate</td>
<td>The period of training that encompasses an individual's residency.</td>
</tr>
<tr>
<td>PGME</td>
<td>Postgraduate Medical Education</td>
<td>Same as CPGE. However, these initials may also represent postgraduate medical education in family medicine. It is helpful to add 'FM' in the latter case.</td>
</tr>
<tr>
<td>PGY</td>
<td>Postgraduate year</td>
<td>PGY1 means first year in residency, PGY2 means second year in residency, etc.</td>
</tr>
<tr>
<td>PMI</td>
<td>Physician Management Institute</td>
<td>Canadian Medical Association physician leadership courses</td>
</tr>
<tr>
<td>PS</td>
<td>Procedural Sedation</td>
<td>A certified simulation session offered by the Department of Emergency Medicine to ER and family medicine residents.</td>
</tr>
<tr>
<td>QI</td>
<td>Quality improvement</td>
<td>A process by which changes are made to improve patient outcomes. The typical cyclical process includes review of evidence/literature, audits of performance, changes to practice, and re-evaluation of changed practice via audit.</td>
</tr>
<tr>
<td>RCPSC or Royal College</td>
<td>Royal College of Physicians and Surgeons of Canada</td>
<td>National professional organization for all specialist physicians in Canada; also sets the standards for residency training in specialties other than family medicine (e.g., pediatrics, surgery, internal medicine) as well as continuing professional development.</td>
</tr>
<tr>
<td>RoRP</td>
<td>Review of Resident Progress</td>
<td>A review of resident progress which takes place periodically during the two-year program.</td>
</tr>
<tr>
<td>SAMP</td>
<td>Short Answer Management Problem</td>
<td>Practice exams: These are constructed response-type questions requiring write-in answers ranging from a few words to a few sentences. A SAMP-style question consists of a minimum of two scenarios and at least 10 questions. The written portion of the College of Family Physicians of Canada (CFPC) Certification Exam consists of SAMPs.</td>
</tr>
<tr>
<td>SCA</td>
<td>Scheduled Clinical Activity</td>
<td>Learning activities that are planned and organized by the program to complement the curriculum. Such activities are typically arranged during time that is not filled with core family medicine northern experiences.</td>
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<td>SDL</td>
<td>Self-Directed Learning</td>
<td>A learning experience which is planned and organized by the resident. SDL experiences are used to further learning in a particular topic/area or to meet a personal learning objective. Examples of SDL activities include: studying for exams; reading journals; doing literature reviews; attending a specialty clinic (e.g., teen clinic or family planning clinic); working on resident scholarly activities.</td>
</tr>
<tr>
<td>SOO</td>
<td>Simulated Office Oral</td>
<td>A method for evaluation residents’ abilities to establish effective relationships with patients by using active communication skills. The emphasis is NOT on testing the ability to make a medical diagnosis and then treat it. The oral component of the College of Family Physicians of Canada (CFPC) Certification Exam consists of SOOs.</td>
</tr>
<tr>
<td>UG</td>
<td>Undergraduate</td>
<td>The three or four years of medical school, comprised of pre-clerkship and clerkship periods. At U of M it is a four-year program with preclerkship as the first two years and clerkship comprising the last two.</td>
</tr>
<tr>
<td>UGME</td>
<td>Undergraduate Medical Education</td>
<td>The office that oversees medical student training at the University of Manitoba.</td>
</tr>
<tr>
<td>WRHA</td>
<td>Winnipeg Regional Health Authority</td>
<td>The health authority that is responsible for providing health services people living in the City of Winnipeg as well as the surrounding Rural Municipalities of East and West St. Paul and the Town of Churchill, located in northern Manitoba.</td>
</tr>
<tr>
<td>VENTIS</td>
<td></td>
<td>A web-based curriculum management system used by PGME which includes scheduling, assessment, trainee portfolio and reporting functions.</td>
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