SITE ORIENTATION

DEPARTMENT OF FAMILY MEDICINE

Urban Stream
2017 - 2018 Academic Year
Table of Contents

On-Call Procedures .............................................................................................................................................. 3
  Clinic Hours .......................................................................................................................................................... 3
  Responsibilities.................................................................................................................................................. 3
  Pager and Cell Phone ....................................................................................................................................... 3
  Call Schedule .................................................................................................................................................. 3
  Off-Call Requests ............................................................................................................................................ 4
  Planned Absences ............................................................................................................................................ 4
  Unplanned Absences ......................................................................................................................................... 4

Clinical Curriculum Overview ............................................................................................................................ 4

Weekly Schedule .................................................................................................................................................. 8

Family Medicine Block Time Program Schedules ............................................................................................ 9

Urban Stream Contacts ...................................................................................................................................... 10
  Family Medical Centre (FMC).......................................................................................................................... 10
  Access River East ............................................................................................................................................ 12
  Kildonan Medical Centre (KMC) ..................................................................................................................... 12
On-Call Procedures

Clinic Hours
Clinic hours are as below:
Monday: 1000 - 1700
Tuesday: 1000 - 1200
Wednesday: 1320 - 1700
Thursday: 1030 - 1700
Friday: 1400 - 1700

On-call responsibilities begin 0800 and end when transfer of patients is completed the next AM.

Responsibilities
Residents are responsible for community calls from FMC patients, new admissions (FMC & unassigned “teaching” patients), hospital inpatients, FMC deliveries (Artemis currently optional), and unassigned newborns on weekends. Your attending physician approves all admissions. Attendance at all hospital rounds is mandatory unless a specific arrangement has been approved. Rounds take place Monday at 0900, Tuesday through Thursday at 0830, and Friday at 1300.

You are expected to have seen your patients and completed your documentation before rounds begin. At minimum, you should have begun a note by 0900, including Self-Directed Learning Time (SDL) Fridays, so that the nursing staff knows who to call for that patient during the day.

NOTE: The only typing allowed during rounds is for adding new orders, answering questions, or updating the shared patient list; generally, only one team member needs to be using the computer.

Pager and Cell Phone
Wear your pager (cell phone) at all times during clinic hours (800 to 1700). The hospital staff may need your input for care of your patients even when you are not on call.

The clinic answering service will text your phone with community calls. The hospital will use your personal pager. Please supply your cell phone number to the office manager.

Call Schedule
The chief residents will prepare the call schedule.
Off-Call Requests
Submit your off-call requests promptly when asked - please note that these are not guaranteed. If you are asked to cover an absence, it is a professional expectation that the members of the team will work together to cover their absence.

Planned Absences
To plan for an absence, complete an Absence From Clinic Form, which is to be approved and signed by your unit director or education director. Ensure that you give the form to the receptionists with enough advance time to allow re-booking of patients. Forms are available on the Department of Family Medicine website at http://umanitoba.ca/healthsciences/medicine/units/family_medicine/

Unplanned Absences
It is imperative that you notify the office manager as soon as possible if you will be absent. The office manager will ensure that your clinic patients are rescheduled. It is also your responsibility to arrange coverage for your in-patients by contacting one of your colleagues on your team.

Clinical Curriculum Overview
All are considered mandatory; some are specifically tracked.

Psychiatry - Horizontal Behavioural Medicine  (Mandatory)
•  R1 Wednesday AM sessions Dr O’Keeffe and Psychology, Monday PM assigned clinics with social worker
•  Interviewing and managing psychiatric problems
•  R2 Wednesday AM community psychiatry

Postgraduate Family Medicine Scholar Program
•  Scholar Basics, Advanced
•  PEARLS (3 R1, 1 R2)
•  Clinical Chart Audit (Group Presentation for Unit & written report (R1) (Individual Presentation for Department & written report (R2)
•  Journal Clubs
•  Guideline Reviews

Urban AHD
•  SAMP Prepare & Defend or 99 Topic Presentation (R1, R2) Evidence Based Therapeutics (R2)
•  PBSG (R2)

Clinical Chart Audit (Tracked)
•  Group in R1, with unit presentation and written summary (rubric) (generally Thursday AM) Individual in R2, program presentation

LINKS
Policies (absences and leaves)
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/8195.HTML

Documents and Forms
HTTP://UMANITOBA.CA/FACULTIES/HEALTH_SCIENCES/MEDICINE/UNITS/FAMILY_MEDICINE/POSTGRAD/FORMSANDDOCUMENTS.HTML

PEARLS
PEARLS WORKSHEETS, SUBMISSION FORMS AND RESOURCES
(early May), paper two weeks later)

• Develop a clinical question
• Literature review to support
• Devise a strategy to query Accuro
• Query to obtain Data
• Synthesis and Analysis of Data
• Prepare presentation to stimulate discussion with focus on system barriers, solutions… Lead presentation including your advice for change
• Write a summary (rubric for marking)

**PEARLS - CFPC Critical Appraisal Tools (Tracked)**

• Friday mornings assigned
• R1 - Diagnostic Test, Therapeutic Effectiveness, Systematic Review/ Met-analysis (Friday AM)  R2 - Guideline Review

• Begin with a clinical question, select an article based on the theme, use the PEARLS worksheet to critique the paper and assess if it answers your clinical question

**Neil John Maclean Library**

• [http://libguides.lib.umanitoba.ca/familymedicine](http://libguides.lib.umanitoba.ca/familymedicine)
• Includes Up to Date, Lexicomp, on-line FM books plus lots of other stuff
• The 99 tab contains recent Family Medicine centered reviews related to the 99 topics. Clinical Guidelines, Reading lists, Fetal Monitoring tutorial, SAMP collection

**Academic Day All Streams (Tracked)**

• Fourth Tuesday, all day as scheduled
• Core Curriculum, Scholar Development, Exam Practice (SAMP, SOO, OSCE), Skills, Practice Management

**Academic Half Day Urban (Tracked)**

• Tuesday PM with KMC, separate R1 and R2 curriculum, 99 Topics
• Alternate Learning Opportunity to meet Attendance Requirements (Remedial SAMP) R1 Basics
• Ethics R1R2
• MSK R1
• Health Literacy for Patients R1
• Evidence Based Therapeutics R2
• SAMP prepare & defend R1R2

• Assigned residents write SAMP using current literature; all practice committing to SAMP answers, resident will lead a discussion about the answers. (Alternate - give presentation on a 99 topic) PBSG Modules R2 , resident facilitators.
The department purchases this for all residents. Watch for your email with your user name and password.

Courses
- ACAW (Mandatory - Tracked) BLS, ACLS
- ALARM (R1) (Mandatory - Tracked) NRP (R1) (Mandatory - Tracked) (PALS) (ATLS)

In Unit Seminars (Mandatory)
Wednesday AM (occ Thursday lunch) begins promptly at scheduled time

Variety of seminars on clinic related topics

Core Curriculum PGME (Mandatory - Tracked)
- http://umanitoba.ca/faculties/medicine/education/pgme/core_curriculum.html

Journal Club (Mandatory)
- First Wednesday of month after clinic
- R1s present as scheduled
- Begin early, to find your articles, review with your faculty host and give to the program assistant to circulate to your colleagues. Confirm location and number of attendees with your faculty host.

Guideline Review (Presentation Tracked)
- Mondays at lunch, R1 & R2
- Using Canadian guidelines (NICE, American if necessary), review common problems; great tool for exam prep.
- Top Ten Guidelines
  http://libguides.lib.umanitoba.ca/content.php?pid=231300&sid=1913166
  http://www.cma.ca/clinicalresources/practiceguidelines
  http://www.bcguidelines.ca
  http://www.topalbertadoctors.org/cpgs
  http://sogc.org/clinical-practice-guidelines
  https://www.hypertension.ca/en/chep

SOOs (R1, R2 scheduled)
- Friday mornings Exam Prep

SAMPs (R1, R2 during AHD & teaching rounds)
- Exam Prep

Teaching Rounds
- Tuesday, Wednesday, Thursday (0830, R1/R2)
- W/E Review, Monday (0900)
- W/E Signout, Friday (1300)

LINKS

Short Answer Management Problems (SAMPS)
HTTP://WWW.CFPC.CA/SAMPS/

Simulated Office Orals (SOO)
HTTP://WWW.CFPC.CA/SOOS/
• Case based, related to medical problems of our admitted patients, faculty preceptor or R2s may provide teaching sessions.

**Case Discussion**
• Thursday morning (0930) (R1, R2). All contribute!
• Come prepared with cases you have seen during the week, or with clinical or ethical questions you would like to explore.

**Inter-professional Faculty Clinics**
• You will be scheduled with each of the inter-professional faculty in clinic during Family Medicine Block Time (FMBT). You will gain an understanding of their particular skills and approaches to problems and will learn how to refer and collaborate with the health professions they represent.

**Newborns Saturdays Mornings**
• Unassigned newborns accepted for on call residents to manage during their hospital stay.

**Teen Clinic (R2)**
• Monday evenings, assigned resident attends instead of clinic afternoon

**Health Literacy for Patients**
Two sessions during AHD with SBGH Librarian. Advanced library skills beyond your medical school training

**Undergraduate teaching**
• Selected R1 & R2
• Med 1 or 2 teaching during block time, depending on clinic and academic needs
• Complete physical examination review with Med 2 during AHD

**Self Directed Learning (SDL)**
• Some Friday mornings (12-18 half days per year)
• Can be used for reading on priority topics, preparing guideline review, Family Medicine rounds, or clinical chart audit. May be used to set up elective time with other clinicians or inter-professional faculty. Specific SDL experiences (with educational objectives) can be set up during clinic time, if approved by education director and the absence from clinic form is submitted well in advance; subject to adequate coverage of clinic patients.

**Horizontal Selective**
• By arrangement R2
• Work with selected family physicians with sub-specialty practices (palliative care, sports medicine, teen clinic, mature women clinic, etc). You arrange, start early to be approved by education director or unit director. Use SDL or another half day as approved.
Family Medicine Forum or Annual Scientific Assembly, Winnipeg

All residents are encouraged to attend (if in good academic standing). While on Family Medicine Block Time (FMBT) you must complete absence from clinic forms; off-service residents must arrange time away from their services. As this is a recommended activity, you can certainly state this is a program expectation; you may need to ask the Urban Stream’s program assistant to assistant of the off-service rotation to help facilitate this. Start early; don’t wait until the week before. Limit the added travel time away from clinic by taking later flights.

Conference Leave

PARIM contracts includes five days of conference leave, time granted at discretion of your rotation.

Weekly Schedule

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 - 9:50 Weekend Case</td>
<td>8:30 - 9:20 Teaching Rounds - 4B, SBGH</td>
<td>8:30 - 9:20 Teaching Rounds - 4B, SBGH</td>
<td>8:30 - 9:20 Teaching Rounds - 4B, SBGH</td>
<td>SDL SOOs PEARLS</td>
</tr>
<tr>
<td>10:00 - 12:00 Clinic Observations with J Sisler</td>
<td>10:00 - 12:00 Clinic</td>
<td>9:30 - 11:00 In Unit Seminar</td>
<td>9:30 - 10:30 Case Discussion, 7th Fl Conference Room</td>
<td></td>
</tr>
<tr>
<td>10:00 - 12:00 Clinic</td>
<td></td>
<td>11:00 - 12:00 in Unit Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 - 12:00 Psychology Seminar: 1st</td>
<td>11:00 - 12:00 Clinic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 - 12:00 Psychology Seminar: 2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:00 - 12:00 Psychiatry Seminar: 3rd 4th 5th</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30 - 1:20, Guideline Review - 7th Fl Conference Rm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 Psychiatry Clinic with Dr. O’Keeffe: Academic Half Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:20 - 5:00 FMC Clinic</td>
<td>1:20 - 5:00 FMC Clinic</td>
<td>1:00 - 1:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:20 - 4:30 IPF/NP Clinic</td>
<td>1:20 - 4:30 IPF Clinic</td>
<td>Weekend Sign-Out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal Club- 1st Evening</td>
<td></td>
<td>4B; SBGH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:20 IPF Clinic</td>
<td></td>
<td>2:00 Clinic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:20 Clinic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Family Medicine Block Time Program Schedules

These schedules will change often. Diarize and check for changes.

Journal Club
First Wednesday of the month - evening

Guideline Review
Mondays - lunchtime

PEARLS
Friday periodic - mornings

SOO Practice
Friday periodic - mornings

Group Clinical Chart Audit
During Thursday case conference

R1 Academic Half Day Presentation - SAMP Prepare & Defend
R2 Academic Half Day Presentations - 99 Topics
R2 PBSG Facilitation
Tuesday afternoons
Urban Stream Contacts

Family Medical Centre (FMC)
St. Boniface Hospital
5th Floor–400 Taché Ave. Winnipeg, MB R2H 3C3

Tel: 204-940-1155
Fax: 204-231-2648 (5th floor, clinical)
     204-235-0341 (5th floor, non-clinical)
     204-233-3053 (7th floor)

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gerald Konrad</td>
<td>Unit Director</td>
<td>204-789-3314</td>
<td><a href="mailto:gkonrad@sbgh.mb.ca">gkonrad@sbgh.mb.ca</a></td>
</tr>
<tr>
<td>Dr. Mary Jane Jamieson</td>
<td>Education Director</td>
<td>204-237-2863</td>
<td><a href="mailto:mjamieson@sbgh.mb.ca">mjamieson@sbgh.mb.ca</a></td>
</tr>
<tr>
<td>Susan Snusher</td>
<td>Program Assistant</td>
<td>204-237-2893</td>
<td><a href="mailto:ssnusher@sbgh.mb.ca">ssnusher@sbgh.mb.ca</a></td>
</tr>
</tbody>
</table>

STAFF PHYSICIANS - TEAM 1

M. Polan        Staff Physician     3870
         Resident Line       3771
B. Kvern        Staff Physician     2873
         Resident Line       3612
N. Rush         Staff Physician     3043
         Resident Line       2895
A. Singer       Staff Physician     2885

STAFF PHYSICIANS – TEAM 2

L. Waye         Staff Physician     1372
         Resident Line       3404
G. Konrad       Staff Physician     2866
         Resident Line       2130
MJ. Jamieson    Staff Physician     2054
         Resident Line       2378
         Locum              3440

OTHER STAFF

Pauline Curpen Billing Clerk      3875
Joanne Parker Clinical Nurse Specialist 2880
         Dietitian            3071
Olivia Caceras Medical Records Assistant 2896
<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Labossiere</td>
<td>Nurse Practitioner</td>
<td>2872</td>
<td></td>
</tr>
<tr>
<td>Chandra Furet</td>
<td>Patient Scheduling Assistant</td>
<td>6625</td>
<td></td>
</tr>
<tr>
<td>Joanna Talastas</td>
<td>Patient Scheduling Assistant</td>
<td>6287</td>
<td></td>
</tr>
<tr>
<td>Olivia Caceras</td>
<td>Patient Scheduling Assistant</td>
<td>6466</td>
<td></td>
</tr>
<tr>
<td>Kieran O'Keefe</td>
<td>Psychiatrist</td>
<td>2606</td>
<td></td>
</tr>
<tr>
<td>Carol Colucci</td>
<td>Records Transcriptionist</td>
<td>2892</td>
<td></td>
</tr>
<tr>
<td>Jessica Smith</td>
<td>Records Transcriptionist</td>
<td>2892</td>
<td></td>
</tr>
<tr>
<td>Ruth BZ Thomson</td>
<td>Social Worker Medical</td>
<td>2877</td>
<td></td>
</tr>
<tr>
<td>Jason Hillier</td>
<td>Supervisor</td>
<td>2802</td>
<td></td>
</tr>
<tr>
<td>Gisele LeBlanc</td>
<td>Unit Assistant</td>
<td>2869</td>
<td></td>
</tr>
<tr>
<td>Shannon Benderski</td>
<td>Unit Assistant</td>
<td>2867</td>
<td></td>
</tr>
<tr>
<td>Ann Staren</td>
<td>Unit Assistant</td>
<td>3297</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 Management</td>
<td>204-237-1210</td>
</tr>
<tr>
<td>Cadham Lab</td>
<td>204-944-0270</td>
</tr>
<tr>
<td>Conference Room</td>
<td>204-237-2876</td>
</tr>
<tr>
<td>Gamma Dynacare</td>
<td>204-233-4023</td>
</tr>
<tr>
<td>Manitoba X-Ray</td>
<td>204-237-8559</td>
</tr>
<tr>
<td>Tache Pharmacy</td>
<td>204-231-1739 (2868)</td>
</tr>
</tbody>
</table>
Kildonan Medical Centre (KMC)

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Tunji Fatoye</td>
<td></td>
<td>204-632-3203</td>
<td><a href="mailto:tfatoye@sogh.mb.ca">tfatoye@sogh.mb.ca</a></td>
</tr>
<tr>
<td>Dr. Opeyemi Sobowale</td>
<td>Assistant Director, Education</td>
<td>204-632-3203</td>
<td><a href="mailto:osobowale@wrha.mb.ca">osobowale@wrha.mb.ca</a></td>
</tr>
<tr>
<td>Audrey Golondrina</td>
<td>Program Assistant</td>
<td>204-632-3207</td>
<td><a href="mailto:agolondrina@sogh.mb.ca">agolondrina@sogh.mb.ca</a></td>
</tr>
</tbody>
</table>

Seven Oaks General Hospital
2300 McPhillips St.
Winnipeg, MB R2V 3M3
Tel: 204-632-3203
Fax: 204-694-5697

Access River East

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Paul Sawchuk</td>
<td>Site Medical Lead</td>
<td></td>
<td><a href="mailto:psawchuk@concordiahospital.mb.ca">psawchuk@concordiahospital.mb.ca</a></td>
</tr>
<tr>
<td>Dr. Erica Halmarson</td>
<td>Site Education Director</td>
<td>204-938-5050</td>
<td><a href="mailto:ehalmarson@wrha.mb.ca">ehalmarson@wrha.mb.ca</a></td>
</tr>
<tr>
<td>Audrey Golondrina</td>
<td>Program Assistant</td>
<td>204-632-3207</td>
<td><a href="mailto:agolondrina@sogh.mb.ca">agolondrina@sogh.mb.ca</a></td>
</tr>
</tbody>
</table>

975 Henderson Hwy.
Winnipeg MB R2K 4L7
Tel: 204-938-5000
Fax: 204-938-5449