



uOttawa  
Faculté de médecine  
Faculty of Medicine

Département de  
médecine familiale  
Department of  
Family Medicine

2019



# Faculty Orientation Manual

Département de médecine familiale | Department of Family Medicine  
[med.uottawa.ca/familiale](http://med.uottawa.ca/familiale) | [med.uottawa.ca/family](http://med.uottawa.ca/family)



uOttawa

# Faculty Orientation Manual 2019

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## Welcome from the Department of Family Medicine

Welcome to the Department of Family Medicine (DFM) and our Orientation / Faculty Development session. I can assure you that you are embarking on a rewarding experience in a unique and leading department of Family Medicine! The Department of Family Medicine at the University of Ottawa is a vibrant community dedicated to:

- Deliver outstanding programs for the training of our future family physicians in both French and English,
- Generate and translate knowledge for better patient care. through excellence in research and scholarship
- Advance our social accountability mandate locally and globally.
- And in a supportive and healthy workplace, promote leadership, collaboration and teamwork.

We do this in our eight training sites: the two urban Family Health Teams that include 4 clinics, two rural sites centered in Pembroke and Winchester, our Francophone sites centered at the Montfort hospital and our “community unit” which includes over 30 practices in and around Ottawa. We have a dedicated administrative team with a strong IT component to help connect the many parts of the program at all levels, undergraduate, postgraduate and faculty development. Today we will introduce you to our department, how we connect to the Faculty of Medicine and the University and where to find the information you will need as you join us in the journey of teaching and learning in Family Medicine.

Our colleagues and learners challenge us and help us to grow. Faculty Development provides you with the skills and tools to ensure you can meet the challenges ahead. I trust this day will be fun and informative. Please enjoy and contact any one of us for help at any time.

Welcome to the Department of Family Medicine!

## Mission, Vision and Values

The following is from the [2015-2020 Strategic Plan \(Vision 2020\)](#).

### DFM Mission

Through dedicated engagement and commitment, we advance the discipline of Family Medicine and prepare learners to excel as Family Physicians. We:

- Provide learner-centered medical education, model quality patient-centered care and respond to community needs.
- Advance the delivery of evidence-based medical education, medical practice and health services through, research, scholarship and teaching.
- Advocate locally, nationally and internationally, through academic, professional and government organizations for comprehensive patient care.

### DFM Vision

As leaders in Family Medicine, we deliver excellent education, innovative research and strong advocacy in support of high quality sustainable primary care in both official languages.

## DFM Core Values

Integrity, Equality, Innovation, Respect, Collaboration

The DFM 2015-2020 Strategic Plan is available online at: [med.uottawa.ca/family/about/publications](http://med.uottawa.ca/family/about/publications)

## DFM Faculty Orientation Goals and Objectives

### Goals

New faculty within the DFM and Faculty of Medicine:

- Will be motivated to become active members of a thriving and engaged community of physicians who value their role as teacher, researcher and scholar, modelling best practices to the next generation of physicians
- Will understand the importance of continuous professional development through faculty development and quality improvement initiatives within their department

### Objectives

New faculty within the DFM will be able to:

- Recognize the benefits of having an appointment at the uOttawa Faculty of Medicine.
- Identify roles within the uOttawa DFM-Undergraduate, Postgraduate and Research Training Programs where they see themselves contributing
- Outline the DFM, uOttawa Faculty of Medicine and CPSO expectations for the role of “teacher”
- Recognize teaching, research and leadership resources available to them and the necessary steps to secure support both for themselves and for their learners
- Identify opportunities through formal and informal faculty development to improve their professional competency and personal growth

## Introduction to the uOttawa Faculty of Medicine

The Faculty of Medicine Faculty Development Program would like to congratulate you on your new faculty position. Please read on to help orient yourself to the Faculty of Medicine and discover all the resources available to you – including the Health Sciences Library services. You are now one of our nearly 2,400 faculty members (not including support staff). To get better-oriented to the faculty, please acquaint yourself with the [instructional FAQs](#) found at:

**<http://med.uottawa.ca/professional-development/fac-development>**

Please note the information below is only part of what you will find in the above FAQs.

### Faculty of Medicine Departments/Schools

The uOttawa Faculty of Medicine consists of the following:

#### **Schools**

- Epidemiology, Public Health, and Preventive Medicine
- Medicine

#### **Non-Clinical Departments**

- Biochemistry, Microbiology and Immunology

- Cellular and Molecular Medicine
- Innovation in Medical Education

### **Clinical Departments**

- |                              |   |
|------------------------------|---|
| 1. Anesthesiology            | 7. Ophthalmology                        |
| 2. Diagnostic Radiology      | 8. Otolaryngology – Head & Neck Surgery |
| 3. Emergency Medicine        | 9. Pathology and Laboratory Medicine    |
| 4. Family Medicine           | 10. Pediatrics                          |
| 5. Medicine                  | 11. Psychiatry                          |
| 6. Obstetrics and Gynecology | 12. Surgery                             |

### **Faculty of Medicine Leadership Roles**

Leadership for clinical faculty members can include: Division Head/Service Chief, Department Chief, Chief of Staff, Hospital Executive Leadership Team and the CPSO.

Leadership for **educational issues** can include:

- Division Head/Service Chief
- Departmental Postgraduate, Undergraduate, Continuing Medical Education (CME) and Faculty Development Directors
- Department Chair
- Postgraduate and Undergraduate Medical Associate Deans
- Dean, Faculty of Medicine
- University
- RCPSC/CFPC

Leadership for **research issues** can include:

- Division head/Service chief
- Departmental Research Director
- Department Chair
- Director Research Institute
- Vice-Dean Research
- Assistant Dean Clinical and Translational Research
- Dean, Faculty of Medicine
- University of Ottawa
- Granting Agencies

Faculty of Medicine **Leadership Team** consists of:

- Dr. Bernard Jasmin, Dean
- Dr. Paul Bragg, Executive Vice Dean
- Dr. Ruth Slack, Interim Vice Dean, Research
- Dr. Sharon Whiting, Interim Vice Dean, Professional Affairs
- Dr. Melissa Forgie, Vice Dean, Undergraduate Medical Education
- Dr. Manon Denis-Leblanc, Interim Vice Dean, Francophone Affairs
- Dr. Paul Hendry, Vice Dean, Continuing Professional Development
- Dr. Alain Stintzi, Vice Dean, Graduate and Postdoctoral Studies
- Dr. Lorne Wiesenfeld, Vice Dean, Postgraduate Medical Education

## Faculty Appointments

Ranks

- Lecturer
- Assistant Professor
- Associate Professor
- Full Professor
- Adjunct Professor
- Visiting Professor

[Visit Faculty of Medicine Faculty Affairs website for promotion application information](http://med.uottawa.ca/Professional-Affairs)

[http:// med.uottawa.ca/Professional-Affairs](http://med.uottawa.ca/Professional-Affairs)

## Office of Faculty Affairs

**Dr. Sharon Whiting**, Interim Vice Dean – [proaff@uottawa.ca](mailto:proaff@uottawa.ca)

Includes offices of:

- Equity, Diversity and Gender (Director, Dr. Catherine Tsilfidis) – [edgissue@uottawa.ca](mailto:edgissue@uottawa.ca)
- Professionalism – [professionalism@uottawa.ca](mailto:professionalism@uottawa.ca)

The office oversees the faculty appointment and promotion processes as well as assists faculty members to seek appropriate assistance to ensure a healthy work experience in an environment of mutual respect and responsibility.

The offices of EDG and Professionalism are located within the office of professional affairs and faculty members are welcome to contact any of the offices with matters relating to their work experience at the Faculty of Medicine.

## Undergraduate Medical Education Office

**Dr. Melissa Forgie**, Vice Dean, Undergraduate Medical Education

Our medical school is the only bilingual medical school in Canada with two language streams, it has an indigenous program, an award winning e-curriculum, and a 95% residency placement rate - one of the highest in the country. We are proud that half of our students consistently chose family medicine as their specialty. We have approximately 1000 medical students in our faculty, which includes our home school (over 650 students) and visiting students.

We hope you will consider contributing to teaching our students through becoming a clinical preceptor, a case based learning (CBL) tutor, delivering a lecture, workshop, or lab, facilitating in Society and Individual in Medicine (SIM) or in Physical Skills Development (PSD) courses or being a mentor. Other areas of involvement can include curricular development, learning tool development, medical education research or medical education administration. Please contact your department's education administration to learn more or visit the [UGME website](#). **Please visit [ProfZone](#) for full information about the MD program and its curriculum.**

## Postgraduate Medical Education Office

**Dr. Lorne Wiesenfeld**, Vice Dean, Postgraduate Medical Education

The Faculty of Medicine offers 72 Postgraduate Medical Education (PGME) programs that lead to certification by the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC) and 5 Areas of Focused Competence (AFC) programs. Training in a Francophone milieu is offered in many programs at l'Hôpital Montfort and PGME offers unique training opportunities at its partner university in Lyon, France.

PGME is home to approximately 1,200 trainees. The office accepts:

- Upwards of 197 first-year residents enter programs through the Canadian Residency Matching Service (CaRMS) process annually;
- Upwards of 200 fellows both from Canada and abroad;
- Up to 150 foreign trainees from around the world;
- 450 elective requests each year.

Teaching hospitals affiliated with the University of Ottawa include:

- Bruyère Continuing Care
- Children's Hospital of Eastern Ontario
- Hôpital Monfort
- Royal Ottawa Health Care Group
- The Ottawa Hospital

Please refer to the [PGME website](#) for more information: [med.uottawa.ca/Postgraduate](http://med.uottawa.ca/Postgraduate)

## Office of Continuing Professional Development

**Dr. Paul Hendry**, Vice Dean, Office of Continuing Professional Development

The Office of CPD develops, supports and coordinates learning activities for physicians in practice. We are an integral part of the continuum of medical education that begins with the undergraduate program, extends through postgraduate programs and continues through life-long learning activities for licensed physicians. Please refer to [med.uottawa.ca/professional-development](http://med.uottawa.ca/professional-development).

This Office includes:

## Faculty Development Program

**Dr. Heather Lochnan**, Assistant Dean, Faculty Development Program and Educational Programming, Faculty of Medicine

Please note the Faculty of Medicine's Faculty Development Program collaborates with the Department of Family Medicine's Office of Faculty Development. The Faculty Development Program is part of the Office of Continuing Professional Development. Our mission is to facilitate the realization of the potentials of our faculty through enhancing teaching, research and leadership skills for personal and professional growth. If there is anything we can do to assist you in furthering your teaching or research skills or in career development, please contact us at [facdev@uottawa.ca](mailto:facdev@uottawa.ca) or at (613) 798-5555 x10622.

## Library Services at the Faculty of Medicine

Top things you should know about the University of Ottawa Health Sciences Library:

### **How do I get a uO library username and password?**

If you do not know your uO library username and password, there are two possible solutions:

- a. If you already have a university ID card or even just a uOttawa employee number, contact Information Technology (IT) service desk: (613) 562 5800 ext.6555. Ask them for your library account username and password. They will ask you for your employee ID number
- b. If you don't have an ID card or employee number, you should send an email to: [infomed@uottawa.ca](mailto:infomed@uottawa.ca) or phone them at (613) 562 5800 ext. 8117. Ask for your employee ID number. Once you have it, complete step a. described above.

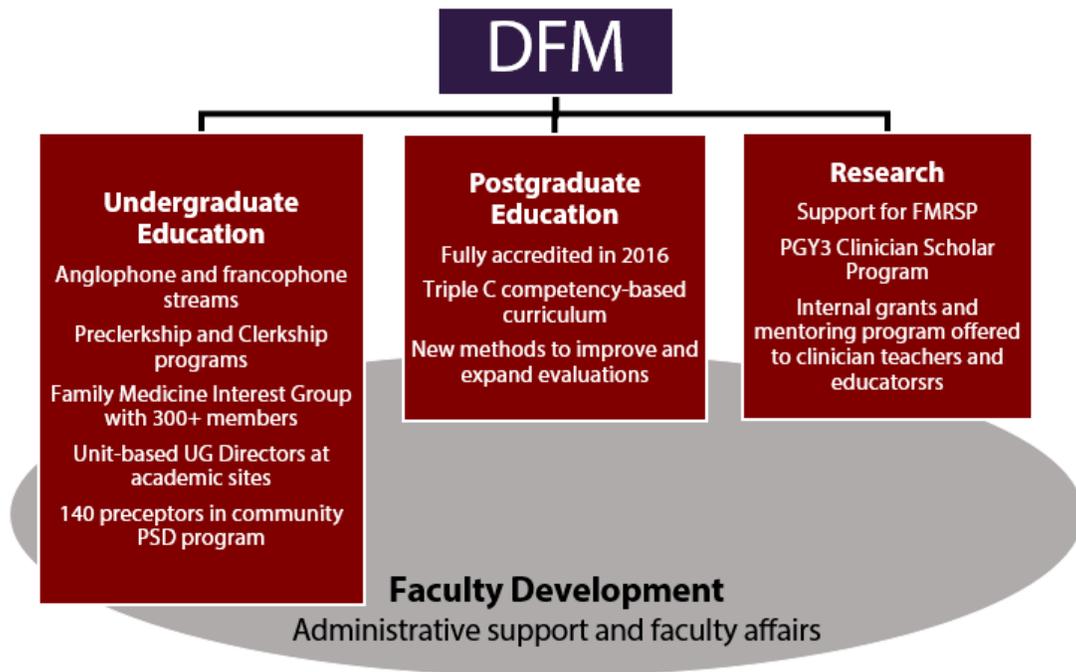
1. You have access to a comprehensive collection of databases, eBooks, eJournals, Point of Care tools, and much more from anywhere, anytime. All you need is the Internet and your login information to begin your search at the [uOttawa Library website](http://uOttawa Library website):  
**[biblio.uottawa.ca/en/health-sciences-library](http://biblio.uottawa.ca/en/health-sciences-library)**
2. The Health Sciences Library page includes links to an excellent series of guides to help you start exploring our many resources in subject areas such as:
  - [Anatomy](#)
  - [Grey Literature for the Health Sciences](#)
  - [Medical Humanities](#)
  - [Medicine](#)
  - [Mobile Apps for the Health Sciences](#)
  - [Pharmacology](#)
  - [Research Support for the Health Sciences](#)
  - [Systematic Reviews for the Health Sciences](#)
3. There are librarians who are more than happy to help you, in French or English. Email us at [bibliorgnlibrary@uottawa.ca](mailto:bibliorgnlibrary@uottawa.ca). We can help you with your teaching by finding resources or

giving a session to your students. We can also help you with your research or [literature review](#), and help organize your references with citation management software. We love searching, and you, no doubt, love finding.

4. We believe that medicine is a holistic process, and so is learning. You can join us in the RGN Foyer to check out our Medicine and Humanities Special Collection including graphic novels, biographies, and DVDs of popular medical series such as Grey's Anatomy. We also have puzzles and games that can be loaned out or played near our comfy couches. Please see our Research Guide on [Medical Humanities](#) for more information.
5. You will be able to directly access the full text of articles in PubMed/Medline, and other databases if you begin at our [website](#) or use this link: [PubMed via uOttawa](#).
6. Interested in 3D Printing? Curious about how it may fit in with your students' learning? We have a self-serve 3D printing service where you can print anatomy models for your classes or research.
7. Librarians can optimize your time by creating alerts in databases such as Medline, PsycINFO, or Scopus, so that your information gathering process is push rather than pull. Stay updated with a broader scope than simply receiving the Table of Contents for your favourite journals.
8. The Library offers a range of spaces. If you're looking for a space for teaching students (our computer lab has 22 student seats) or hosting a small research group, we may be able to accommodate you.

## Introduction to the Department of Family Medicine

### DFM Program Overview



The DFM has three major academic arms resting on a framework of Administrative Support and nourished by a robust Faculty Development Program.

- **Undergraduate:** DFM UG Faculty members play a foundational role in teaching medical students at the uOttawa
- **Postgraduate:** The DFM PG program is recognized nationally as cutting edge in the implementation of the CFPC Triple-C Curriculum and Evaluation program
- **Research:** Internationally recognized, DFM uOttawa researchers in Primary Care inform policy makers, family physicians and academics in best practices

### DFM Organizational Charts: Faculty and Administrative Staff

Institutional organizational charts are often daunting and complex however frequently useful when trying to figure out relationships and who best to call when presented with a dilemma. Many faculty members will find themselves participating in DFM activities that will involve faculty and staff in various parts of the organizational structure. It is recommended that you identify the key players with whom you will interact on a regular basis. They will know where to direct you should you need more in depth information. We suggest you highlight their names for easy reference. Organizational charts are available as Appendices I and II.

### Undergraduate Training Program

Key Contacts for the DFM Undergraduate (UG) program

#### **Faculty with UG Administrative Positions**



**Lina Shoppoff MD CCFP**  
Director, Undergraduate Medical Education (Family Medicine)  
Tel.(613) 562 6335 ext.1574  
[lina.shoppoff@uottawa.ca](mailto:lina.shoppoff@uottawa.ca)



**Kim Rozon**  
Education Manager  
Tel. (613) 562 5800 poste 2056  
[dfmpgmanager@uottawa.ca](mailto:dfmpgmanager@uottawa.ca)



**Carol Geller MD CCFP FCFP**  
Preclerkship Director, Anglophone stream  
Tel.(613) 562 6335 ext.1441



**Isabelle Burnier MD CCFP FCFP**  
Preclerkship Director, Francophone stream  
[iburnier@uottawa.ca](mailto:iburnier@uottawa.ca)

## **Faculty with UG Administrative Positions**

[cgeller@centretownchc.org](mailto:cgeller@centretownchc.org)



**Rita Hafizi MD CCFP**  
Clerkship Director, Anglophone stream  
Tel.(613) 562 5800 ext. 2793  
[rhafi078@uottawa.ca](mailto:rhafi078@uottawa.ca)



**Michelle Anawati MD CCFP**  
Clerkship Director, Francophone stream  
Tel.(613) 746 4621 x 6002  
[manawati@uottawa.ca](mailto:manawati@uottawa.ca)

## **UG Staff**



**Donna Williams**  
UG Coordinator, Anglophone Stream  
Tel. (613) 562 5800 ext. 6477  
[ugfmclerk@uottawa.ca](mailto:ugfmclerk@uottawa.ca)



**Marijke Cowick**  
Adjointe, Francophone  
Stream  
Tel.(613) 746 4621 ext.6002  
Fax (613) 748 4922  
[coor2emed@montfort.on.ca](mailto:coor2emed@montfort.on.ca)

## Grid of UG Teaching Opportunities

DFM Undergraduate Teaching Opportunities	Pre-Clerkship Year 1	Pre-Clerkship Year 2	Clerkship Year 3	Clerkship Year 4
<b>PSD tutor; interviewing skills; sensitive topics; Community Preceptor Program</b>	✓	✓		
<b>PBL tutor</b>	✓	✓		
<b>EBM instructor</b>	✓	✓		
<b>Integration/Link Unit</b>	✓	✓		
<b>Electives (includes visiting student in years 3 and 4)</b>	✓	✓	✓	✓
<b>Academic Leader</b>	✓	✓		
<b>FM Clerkship Preceptor</b>			✓	
<b>Clerkship Modules Facilitator</b>			✓	
<b>OSCE</b>	✓	✓	✓	✓
<b>ePortfolio Coach</b>	✓	✓	✓	✓

[Pre-Clerkship Webpage](http://med.uottawa.ca/family/undergraduate-education/preclerkship): med.uottawa.ca/family/undergraduate-education/preclerkship

[Clerkship Webpage](http://med.uottawa.ca/family/undergraduate-education/clerkship): med.uottawa.ca/family/undergraduate-education/clerkship

### Teaching Opportunities

- [Pre-clerkship](http://med.uottawa.ca/family/undergraduate-education/preclerkship): Physician Skills Development (PSD) Community Preceptor program, Integration Unit, PSD Course, electives  
med.uottawa.ca/family/undergraduate-education/preclerkship
- [Clerkship](http://med.uottawa.ca/family/undergraduate-education/clerkship): 3<sup>rd</sup> and 4<sup>th</sup> year med.uottawa.ca/family/undergraduate-education/clerkship
- [Professors' Handbook](https://curriculum.med.uottawa.ca/common/documents/Prof%20Handbook/Professors_Handbook_EN.doc)  
https://curriculum.med.uottawa.ca/common/documents/Prof%20Handbook/Professors\_Handbook\_EN.doc (access using your uO credentials)
- [E-Portfolio Coach](http://www.med.uottawa.ca/ePortfolio/WhatIsPortfolio.aspx#section1) www.med.uottawa.ca/ePortfolio/WhatIsPortfolio.aspx#section1
- [Clerkship Preceptor Manual](http://med.uottawa.ca/family/sites/med.uottawa.ca.family/files/180827_preceptor_manual.pdf)  
med.uottawa.ca/family/sites/med.uottawa.ca.family/files/180827\_preceptor\_manual.pdf
- [CPSO Guidelines: Professional Responsibilities in Undergraduate Education](http://www.cpso.on.ca/Policies-Publications/Policy)  
www.cpso.on.ca/Policies-Publications/Policy

Other opportunities to contribute:

- **Family Medicine Interest Group (FMIG):**
  - Resident's Night is held in October each year. This is an opportunity for medical students to interact with the UofO Family Medical Residents.
  - Meet and Greet is held in February each year. Physicians are invited to come and share your enthusiasm for FM with students.

- Clinical Skills is held in April each year. It is a great opportunity for students to practice and learn some clinical skills that are commonly seen in clinic. Physicians are invited to help with the workshops.
- **UG Faculty Development:** On-going skills development
  - Focused workshops for specific teaching roles
  - Financial compensation
- **Annual Clerkship and Exam Composition Retreat:** Fun and fulfilling. Physicians work together to create new questions for the clerkship exam. In addition, they receive Faculty Development sessions.

Family Medicine teachers are highly appreciated and recognized as integral players in the Undergraduate Training Program by the uOttawa Medical School under the direction of Dr. Melissa Forgie. Your contributions are valued and celebrated in yearly Teaching Awards.

[e-Learning Module: Preventing Mistreatment of Students](#) **MANDATORY**

The mistreatment of medical students is an important issue for all universities. Knowing what constitutes mistreatment will help you identify it so it can be avoided; thus creating a more positive learning environment for our students and ensuring the utmost quality in patient care. By understanding the issue, we can work together to stop the cycle of mistreatment. In this module, you will learn about the issues surrounding the mistreatment of students in the learning environment and the impact it has on patient safety and the quality of care, as well as on other health care professionals.

By the end of this module you will be able to:

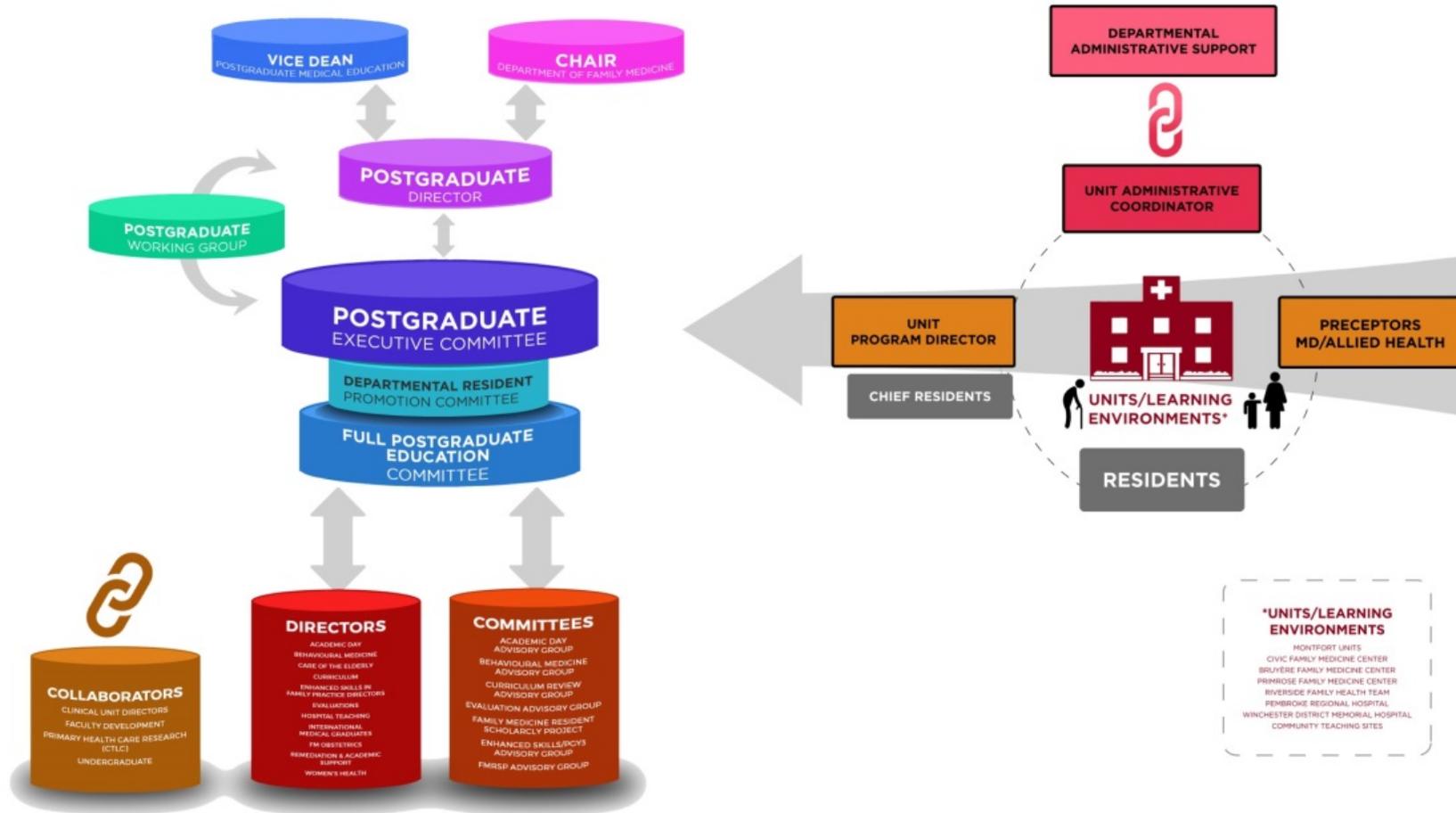
1. Describe the components of the medical students' learning environment.
2. Define mistreatment.
3. List the effects of mistreatment on students and the learning environment.
4. Be aware of the "Be In the Know" campaign and the Faculty of Medicine's policies surrounding mistreatment.

## Top 5 things to remember for UG!

1. Two programs running side by side, anglophone and francophone, teaching same objectives.
2. Continuous need for preceptors to teach Physician Skills Development (PSD) and Développement des aptitudes cliniques (DAC).
3. Family physicians are encouraged to teach at the UG level in all units and especially the Integration unit at the end of 2<sup>nd</sup> year.
4. 3<sup>rd</sup> year clerks have a mandatory family medicine rotation of six (6) weeks. Another area where family physicians can get involved.
5. Students also look for electives in sub-specialities in family medicine from year one to four.

# Postgraduate Training Program

Organizational framework for DFM Postgraduate program



## The DFM Brightspace Virtual Campus

The DFM Virtual Campus contains a lot of useful information and resources for our faculty members. Log in to the [Virtual Campus](https://uottawa.brightspace.com) at [uottawa.brightspace.com](https://uottawa.brightspace.com), or download the app (search "Brightspace Pulse" in your app store) using your uoAccess ID (i.e. the same login credentials as One45 and your uOttawa email). If you are unable to log in, please contact [commsdfm@uottawa.ca](mailto:commsdfm@uottawa.ca).

## Key Contacts for the DFM Postgraduate Program

### Key Contacts in Postgrad



**Ed Seale** MDCM, CCFP (EM), FCFP  
Director, Postgraduate Medical Education  
Tel. (613) 562 5800 ext. 2056  
[eseal2@uottawa.ca](mailto:eseal2@uottawa.ca)



**Kim Rozon**  
Education Manager  
Tel. (613) 562 5800 poste 2056  
[dfmpgmanager@uottawa.ca](mailto:dfmpgmanager@uottawa.ca)

### Faculty with Administrative Positions

#### Unit Program Directors

*See unit staff for contact details*

<b>Bruyère</b>	Martha Holt MD, CCFP
<b>Civic</b>	Deidre Young MD, CCFP
<b>Community</b>	David Tobin MD, CCFP
<b>Montfort</b>	Marjorie Pomerleau MD, CCFP
<b>Pembroke</b>	Richard Johnson MD, CCFP
<b>Primrose</b>	Jolanda Turley MD, CCFP
<b>Riverside</b>	Margaret Gluszynski MD, CCFP, FCFP
<b>Winchester</b>	Vikas Bhagirath MD, CCFP

#### Unit Medical Directors

*See unit staff for contact details*

<b>Bruyère</b>	Jay Mercer MD, CCFP, FCFP
<b>Civic</b>	Farhad Motamedi, MD, CCFP, FCFP
<b>Montfort</b>	Luis Rivero-Lopez MD, CCFP
<b>Pembroke</b>	Richard Johnson MD, CCFP
<b>Primrose</b>	Paul Crabtree MD, CCFP, FCFP
<b>Riverside</b>	Madeleine Montpetit MD, CCFP, FCFP
<b>Winchester</b>	Vikas Bhagirath MD, CCFP



**Alan Ng** MD, CCFP, FCFP  
Physician Lead, Behavioural Medicine  
Tel. (613) 230-7788  
[ang@bruyere.org](mailto:ang@bruyere.org)



**Lindsay Bradley** MD, CCFP  
Director, PGY3 Enhanced Skills Program  
Tel. (613) 562 5800 ext. 7667  
[lindsaybradley@gmail.com](mailto:lindsaybradley@gmail.com)

## Faculty with Administrative Positions



**Christiane Kuntz MD, CCFP, FCFP**  
Director of Women's Health  
Tel. (613) 737 0340  
[docjock@rogers.com](mailto:docjock@rogers.com)



**David Tobin MD, CCFP, FCFP**  
Director of Community Teaching Sites  
Tel.(613) 562 5800 ext. 7667  
[dtobin@uottawa.ca](mailto:dtobin@uottawa.ca)



**Kristine Whitehead MD, CCFP, FCFP**  
Director of Obstetrics Hospital Teaching Services  
Tel.(613) 738 8219  
[kwhitehead@toh.on.ca](mailto:kwhitehead@toh.on.ca)



**Taylor Lougheed MD, CCFP(EM)**  
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Tel. (613) 562-5800 ext. 6899  
[tloug027@uottawa.ca](mailto:tloug027@uottawa.ca)



**Helga Ehrlich MD, CCFP, FCFP**  
Director of International Medical Graduates (IMG)  
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**Gary Viner MD, Med, CCFP, FCFP**  
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[gviner@ottawahospital.on.ca](mailto:gviner@ottawahospital.on.ca)



**Denice Lewis MD, CCFP**  
Director of Curriculum  
Tel.(613) 562-5800 x 6899  
[dlewis@uottawa.ca](mailto:dlewis@uottawa.ca)

## Faculty with Administrative Positions



**Jason Leclair MD, CCFP**  
Director of Hospital Teaching Services (Civic)  
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## PG Administrative Staff



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## PG Administrative Staff

### Bruyère Unit

### Bruyère Academic Family Health Team



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### Civic Unit

### TOH Academic Family Health Team



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## PG Administrative Staff



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## Teaching Unit Contacts

### Pembroke Unit



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### Primrose Unit



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Bruyère Academic Family Health Team



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## Riverside Unit

TOH Academic Family Health Team



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## Winchester Unit

Winchester District Memorial Hospital



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**Catherine O'Neill**  
Unit Coordinator  
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[coneill@wdmh.on.ca](mailto:coneill@wdmh.on.ca)

## Opportunities in Postgraduate Training

Types of involvement: may include any/all of below:

- **Main preceptor:** Two-year commitment, may be a team approach
- **Supervisor for a block** (e.g. electives, focused practice, FM-Hosp/A5)
- **Sessional supervisor** (does not have the longitudinal responsibilities for a resident: e.g. relief, locum, could be a partner in the same practice as a preceptor, FM-OB case room supervisor)

- **Lecturer/workshop facilitator** (e.g. Academic Day, Behavioural Medicine Curriculum, In-Unit Teaching Rounds, etc.)
- **Curriculum Initiatives** (Matrix/Domain Leads and Curriculum Review Advisory Group member)
- **Various Advisory Groups** (e.g. Academic Day, Behavioural Medicine, Enhanced Skills –PGY3, Ethics, Evaluation, Evidence-based Medicine, Faculty Development, Global Health)

## Postgraduate Supervision

### Teaching

- Assumes role of Preceptor, Supervisor, Educator, Mentor, Role-Model, Coach, “Quarterback”
- Verifies that educational objectives can/are being met in the Family Medicine environment they work in
- Ensures quality of care and safety of patients

### Evaluation

This evaluator role reflects the faculty member’s position as quality gatekeeper for society and their institution. The tasks of evaluator involve both summative and formative assessment and documentation of this.

- Formative (Daily Observation cards, [Field Notes](#) , [Learning Plans](#))
- Summative ([Mid/Final rotation evaluation \(ITER\)](#))
- The College of Physician and Surgeons of Ontario (CPSO) has specific guidelines for the role of preceptor/supervisor for Postgraduate learners.
- [CPSO Guidelines: Professional Responsibilities in PG Medical Education](#)  
www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Professional-Responsibilities-in-Postgraduate-Medi

### One45

[One45](https://ottawa.one45.com/) is a web-based software tool (https://ottawa.one45.com/) that helps medical education training programs manage their learners scheduling, performance and experiences data.

- Do you know how to use it? Tutorials are available after logging in
- Do you know who to call if there is a technical issue? Administrative issue? Learner performance issue?
- Need Help with One45? Contact:

#### **PGY2 and Evaluations Coordinator**

Tel.(613) 562 5800 ext 6160

[Pgy2dfm@uottawa.ca](mailto:Pgy2dfm@uottawa.ca)

## The Preceptor Role

The most involved role a faculty member in PG training can have is undoubtedly the preceptor role.

- Two year commitment towards the same resident
- This learner will spend up to six (6) months of Family Medicine in-house training per year and weekly half-days back in your clinical environment

- Faculty members wishing to become a preceptor are expected to have a minimum of three (3) years of post-training clinical experience, have developed some teaching skills through supervision of residents and medical students in sessional clinical environments and have a strong interest and commitment to teaching as a whole

Why do it? Your colleagues have said they do it because:

- ✓ "It keeps me on my toes"
- ✓ "For the fun of it"
- ✓ "To give back"
- ✓ "For the love of teaching"
- ✓ "For recruitment"
- ✓ "For retention"
- ✓ "For the extra workforce"
- ✓ "Access to additional resources"
- ✓ "Benefits of a University appointment" (stipend, Mainpro C, software discounts, enrichment fund, etc.)

## Triple C Curriculum

The Postgraduate Training Program is in the process of expanding and rejuvenating its curriculum to align with the **CFPC's** new Triple C Curriculum. The Triple C replaces the old four pillars of Family Medicine with the focus on comprehensive **competency**-based training, **centered** in Family Medicine, with a focus on **continuity** of education and patient care.

The new PG Curriculum is a wonderful, relevant resource for both UG/PG supervisors. It is worth checking out! It has detailed information on the expectations for competency by the end of the residency period as well as a compilation of resources that support the attainment and maintenance of these competencies. Faculty are encouraged to use this site as part of their life long/CME learning strategies.

[Curriculum Framework Website:](https://www.med.uottawa.ca/fm_forms/ResidentPage/familymedicine/curriculum-framework/)

[https://www.med.uottawa.ca/fm\\_forms/ResidentPage/familymedicine/curriculum-framework/](https://www.med.uottawa.ca/fm_forms/ResidentPage/familymedicine/curriculum-framework/)

## Key Contacts on the PG Curriculum Team

### Curriculum Contacts



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## International Medical Graduate Experience

The DFM PG training program has a diversity of learners, one group of which are International Medical Graduates (IMG) who are:

- Canadians who have left the country to gain a medical degree abroad and are returning for postgraduate training
- Doctors who have immigrated to Canada with medical degrees from another country

## IMG Schedule

### Pre-residency Program

Six weeks at Centre for the Education of Health Professionals Educated Abroad – an introduction to the Canadian medical system. Attended by all of the IMGs for the six universities in Ontario

Seven weeks of shadowing PGY2s in our program through all the major clinical environments in our program. There is also a didactic component to introduce the learners to our environments and review basic skills such as suturing and EKGs.

### Assessment Verification Period (AVP)

The AVP is a 12 week period of evaluation within the residency context. Evaluation forms need to be filled out at weeks 2, 8 and 12. These evaluations are mandated by the Counsel of Faculties of Medicine of Ontario and guide the CPSO to administer educational licenses. The DFM and the Faculty of Medicine Postgrad office collect the evaluations, ensure the timing of signatures and facilitate their submission so that important timelines are met.

### Useful teaching resource

- [Association of Faculties of Medicine of Canada. A Faculty Development Program for Teachers of IMGs](https://afmc.ca/medical-education/faculty-development): provides educational materials including modules, videos and narratives from IMGs: <https://afmc.ca/medical-education/faculty-development>

## Key Contacts on the DFM IMG Team

### IMG Team Contacts



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## Supporting Learners on the Competency Trajectory

All learners experience some challenges during their training journey.

- As faculty members, it is our role to help support them as best we can
- Extra support for both Learner and Faculty is available
- The earlier issues are identified, the better!
- Early diagnosis is best: if you have an inkling that something is wrong, let us know – contact Carol Geller or Kim Rozon as soon as possible
- YOU ARE NOT ALONE! A support team can be mobilized to help support you and your learner

### Academic Support and Remediation Contacts



**Carol Geller MD, CCFP, FCFP**

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### Resources available

- [Academic Support Process \(ASP\) website](http://www.academicsupportplan.com): [www.academicsupportplan.com](http://www.academicsupportplan.com)
- Educational Diagnosis and Management of Challenging Learning Situations in Medical Education (Lacasse et al., 2009) ([Click to open](#))
- [Essential Teaching Skills 2: Supporting Learners in Difficulty](#) workshop and participant manual (PDF and eBook for iPad)  
[https://www.med.uottawa.ca/fm\\_forms/ResidentPage/familymedicine/ETS2/](https://www.med.uottawa.ca/fm_forms/ResidentPage/familymedicine/ETS2/)

### Family Medicine Resident Scholarly Project (FMRSP)

- You may be asked by a resident to supervise their Resident Scholarly Project. You are not obliged to, however other faculty report that it is rewarding, informative and fun... so why not give it a try? Warning: it could become addictive!
- Do you know who to call if there is a technical issue? Administrative issue? Learner performance issue?

## Key Contact for FMRSP

### FMRSP Contacts



**Courtney Maskerine MD, CCFP**  
Physician Lead, Family Medicine Resident Scholarly  
Project



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### Evidence Based Medicine (EBM)

The EBM curriculum is a department wide program with the focus on providing all residents with the knowledge and skills to apply evidence from the medical literature to their patient encounters and to practice assessment. EBM activities related to bringing evidence to patient interactions are primarily unit based and provide opportunities for the units/community practices and clinical supervisors to use the type of activities that they feel is best for their setting (e.g. Journal Club, Case of the Week, Info-Critique from Laval University).

There is an EBM/QI Advisory committee with representation from Faculty and residents to help guide the EBM curriculum. Faculty Development workshops relating to EBM topics are also available throughout the year.

If you have any questions please get in touch with us.

### EBM/QI Contacts



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## Tips and Tricks from the Postgraduate Trenches

- ✓ Get to know your PG coordinator (their number should be on your office phone speed dial)
- ✓ Open up a learner email file on each of your residents as they go through your learning environment – if you can, keep a DFM photo of them on file with your evaluations. File EVERYTHING you get from them for easy access and referencing. You are likely to get requests for reference letters at a later date; the information that you have gathered along the way will be invaluable
- ✓ The [DFM website](http://med.uottawa.ca/family) is filled with useful information and most likely has the answer to your query. BOOKMARK it! [med.uottawa.ca/family](http://med.uottawa.ca/family)

## Top 5 things to remember about Post Grad!

1. You are entering a community of educators. Welcome! It is a wonderful and supportive community
2. It takes time to gain a sense of the level of the learners, but trust your instinct.
3. If you feel a learner may need support to be at level, identify it early. It is much easier to help learners early before they are in trouble
4. If you need any resources or support, ask! Our job is to support you and help you develop your skills.
5. Teaching is wonderful! Enjoy

# DFM Research

## Key Resource

Visit and bookmark and [DFM Research website med.uottawa.ca/family/research](http://med.uottawa.ca/family/research). The site will introduce you to DFM's core team of 13 clinician-scientists and researchers, members of the Academy of Scientists (AoS), the impact of their work and how their research is being put to work by various knowledge users. AoS members are available to support faculty members through consultation and mentorship. This site also connects you to various tools and resources the team has developed as well as direct links to their publications. Bookmark this site for return visits to remain current about research developments as we regularly update the Research Toolbox and the Publications sections.

## Research Overview and Brief History

The research arm of the Department of Family Medicine of uOttawa is the C.T. Lamont Primary Health Care Research Centre (CTLRC), a centre within the Bruyère Research Institute (BRI). The Centre was established in 2000 thanks to a generous donation from Dr. Campbell T. Lamont, a former Chair of the Department of Family Medicine, uOttawa (1975-1981).

Over the last decade, Department of Family Medicine annual research funds increased from \$2.1 millions to \$13.3 million. Researchers and clinician investigators have made extraordinary contributions to the body of primary health care knowledge and have supported health systems transformation during a period of rapid evolution. Our research successes are attributed to our strong core team of 9 Family Physicians, 1 PhD Epidemiologist, 1 PhD Education Researcher, 1 Clinical Psychologist, and 1 Pharmacist, in addition to a Research Manager, Academic Research Advisor and Coordinator.

## What is Primary Care Research?

Primary Care Research is that which is directed toward gaining a better understanding of, and improving the practice of primary health care. It includes research that works to:

- Develop research methods in the discipline
- Inform clinical practice
- Improve health service delivery
- Inform policy to improve health systems
- Improve education for primary care clinicians

Research in primary care is essential for improving health outcomes and enhancing the field of primary health care.

## How do Family Physicians use Research?

Some family physicians carry out research; many participate in research, but all use research. In everyday patient care, family physicians evaluate, select, recommend, and explain new information and clinical interventions. Research also informs how primary care should be organized to deliver optimal care.

## The Need for Primary Health Care Research

Because it is the point of entry into the health care system, every Canadian is connected to primary health care many times over the course of his/her life. We all have a stake in seeing the best care is provided to our families and our communities.

Several health care leaders have indicated that an investment in primary health care is the best and most important investment that can be made in health care. Research in this area is also strongly supported by the World Health Organization (WHO). The WHO has identified primary health care as an essential component of health policy, and of health systems. The recognition of the foundational role primary care plays in our healthcare system has led to very meaningful investments in research to inform its structure.

The CTLC has been tremendously competitive for that funding with over 12 million research dollars at work in 2015 and contributed significantly to the body of knowledge of primary care and medical education with 59 publications and 115 presentations including 72 at the national and international level.

## Academy of Scientists

### Academy of Scientists



**Douglas Archibald** PhD (Education)  
Director, Research and Innovation

**Research Focus:** Interest in medical education research including educational technology and interprofessional education. Lead for Program of Research and Innovation in Medical Education (PRIME).

**Location:** Bruyère Research Institute

**E-mail:** [darchibald@bruyere.org](mailto:darchibald@bruyere.org)



**Marie-Hélène Chomienne** MD, CCFP  
MSc in Epidemiology  
Clinician Investigator

**Research Focus:** Interest in mental health in primary care and services for minority francophones in Ontario

**Location:** Montfort

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**Lise Bjerre** MD, FCFP, PhD (Epidemiology)  
Clinician Investigator

**Research Focus:** Interest in drug safety and effectiveness, methodological issues in large health databases, and using evidence synthesis to improve clinical practice.

**Location:** Civic Unit

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**Simone Dahrouge** MSc (Clinical Epi), PhD  
(PopHealth)  
Scientist

**Research Focus:** Interest in panel size and comparisons of various models of primary care delivery and its effect on quality of care, large health database analysis, and economic impacts

**Location:** Bruyère Research Institute

## Academy of Scientists



**Barbara Farrell** PharmD  
Clinician Investigator

**Research Focus:** Interest in polypharmacy, interdisciplinary collaboration and pharmacist activities in identifying and resolving drug related problems

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**Clare Liddy** MD, FCFP, MSc. (Epidemiology)  
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**Research Focus:** Interest in using facilitation to change physician behaviour, chronic disease self-management, and e-consultation services

**Location:** Riverside Unit

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**William Hogg** MDCM, MSc, MCISc, FCFP  
Clinician Investigator

**Research Focus:** Interest in performance measurement, models of care, facilitation as a means to change physician behaviour and patient outcomes, and Pan-Canadian research and knowledge translation currently exemplified in his lead role in the development of a SPOR network

**Location:** Bruyère Research Institute

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**Claire Kendall** MD, CCFP, PhD (Epidemiology)  
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**Doug Manuel** MD, MSc (Epid), FRCPC  
Clinician Investigator

**Research Focus:** Interest in the population health impact assessment of health interventions and the assessment of population health status using ICES health databases. Doug is also a scientist at ICES and a CIHR Chair in Applied Public Health

**Location:** Ottawa Hospital Research Institute (OHRI)

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## Academy of Scientists



**Kevin Pottie** MD, MCIsc (Clinical Science), FCFP  
Clinician Investigator

**Research Focus:** Interest in primary care access for immigrants and knowledge synthesis

**Location:** Bruyère Unit

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**Peter Tanuseputro** MHS, MD, CCFP, FRCPC  
Clinician Investigator

**Research Focus:** Interest in the population health impact assessment of health interventions and the assessment of population health status using ICES health databases and building tools to improve risk prognostication for those nearing end-of-life and long-term care needs. Peter also practices family medicine in the community.

**Location:** Bruyère Research Institute

**E-mail:** [ptanuseputro@ohri.ca](mailto:ptanuseputro@ohri.ca)

### What role can the uOttawa family physician play in doing research?

There are many opportunities for family physicians to contribute to the research enterprise such as supervising a resident's research or scholarly project (FMRSP), collaborating with an existing research team, contributing data for a larger study, as well as being the primary investigator of a funded project. Family physicians are needed at every level of research. Every family physician can participate in identifying and answering questions that change practice and improve the health of our patients.

### How do I start doing research?

The uOttawa Department of Family Medicine has opportunities for you to develop your scholarship skills: PRIME grant program, research support, and participation in the development of a new Practice Based Research Network within the Champlain LHIN.

Start with a role that uses your current knowledge and matches your clinical interests. Most importantly, speak to a faculty mentor who can guide your interests and support your work.

### Research Grand Rounds (RGR)

Once a month CTLC hosts RGR, which showcase two researchers during a two hour presentation and discussion forum. RGR provide an excellent forum to meet, disseminate and discuss all aspects of research. These sessions can provide the perfect forum to develop your research questions more definitively, network with students and established researchers, and to see what areas of research might interest you. All members of the faculty are invited – if you would like to present, send an e-mail to [prime@uottawa.ca](mailto:prime@uottawa.ca).

### Scholarship

Research is one form of scholarship. Recognized scholarship is not just publishing in an academic journal. Scholarship can also include:

- Facilitating a faculty development session
- Sharing a new innovation with your teaching unit

- Sharing best teaching practices with colleagues and residents
- Sharing innovation outside your teaching unit and the Department

Sample Show and Tell Posters Presented at the Curriculum Review Advisory Group:

- How to Make Home Visits Part of the Resident Experience During Half-Days Back
- Evaluating the Behavioural Medicine Curriculum
- Procedures Clinic at the Civic DFM Teaching Unit
- Tools for Creating a Learning Community
- Creation of eLearning Modules for Global Health
- Resident E-Dossiers

### **Who is a Medical Educator?**

Medical Educators actively reflect on what they do, using experience and available evidence to inform their educational practice and to enhance the teaching and learning of future healthcare professionals. A Medical Educator is:

- "... someone who critically reflects on the quality of the educational experience"
- "... someone who has a passion for bringing out the best in learners ... to help develop the best physicians we can"
- "... someone who uses theories and principles of education in their activities"

### **Opportunities for Scholarship in your own Teaching**

- What are you passionate about?
- What is really innovative that you are doing right now?
- How will you evaluate it?

### **Opportunities in Research Training**

We are developing several new initiatives to support family physicians with the creation, dissemination, application and translation of knowledge.

**Workshop series:** Various series are held to address the needs and interests of faculty members and to ensure appropriate resources and support are available to adequately accessed. Targetted Faculty Development sessions are available on-line through the Office of Continuing Professional Development.

**Clinic Visits:** Visits at each of our seven teaching sites will be held to increase interest and participation of Faculty members in scholarly and research activities. The site visits will be customized according to the needs and interests of the physicians at each clinic.

**Family Medicine Resident Scholarly Project:** The Academic Research Advisor provides support to residents completing research projects, as well as to their supervisors. This includes providing guidance on research question formulation, research methodology and design, instrumentation, choice of statistical analysis and result interpretation. The advisor also facilitates ethics

submissions and conducts project specific statistical analysis, when needed. Support is provided during scheduled one-on-one meetings and during the lunch hour of each Academic Day.

## **TCPS 2 CORE**

TCPS 2 CORE is an online, self-paced course featuring interactive exercises and multi-disciplinary examples that help to familiarize researchers with the TCPS 2 guidelines. CORE consists of eight interactive modules ranging from core principles to REB review. Following completion, you may print a certificate of completion free of charge. [Read more](#).

## **PRIME (Program for Research and Innovation in Medical Education)**

Our vision is to support, guide, and advice family medicine faculty who are interested in educational scholarship

PRIME can ...

- help you develop your ideas/innovations
- provide you with theories and principles of education
- help you develop conference abstracts and presentations
- provide support and guidance in program evaluation and medical education research

## **Top 5 things to remember about DFM Research!**

1. Think outside the box - Drive progress and innovation
2. The CT Lamont Primary Health Care Research Centre has a structure to support your scholarly pursuits - talk to us
3. Consider applying for funding to move your ideas forward - we can help
4. Be a scholar - be open to participating in research your colleagues are leading
5. On a promotion track? Talk to us about achieving your scholarship targets

## DFM Faculty Development

The mission of the Office of Faculty Development at the DFM and the Faculty of Medicine (FoM) is to facilitate the realization of the potential of our faculty through enhancing their teaching, scholarship and leadership skills for personal and professional growth.

### Key Players on the DFM Faculty Development team



**Eric Wooltorton** MDCM,CCFP  
Director of Faculty Development  
Tel.(613) 562 5800 ext.6899  
[ewooltorton@yahoo.com](mailto:ewooltorton@yahoo.com)



**Asiya Rolston**  
Coordinator, Faculty Development,  
Curriculum & Global Health  
Tel.(613) 562 5800 ext.6899  
[facdevdfm@uottawa.ca](mailto:facdevdfm@uottawa.ca)

### DFM Faculty Development Advisory Group (FDAG)

#### **Your voice is represented!**

DFM FDAG is made up from a number of faculty members who are interested in promoting faculty development within the department. It is through discussion and suggestions from our advisory group that we decide on interesting, relevant and important topics and themes to pursue in scheduling events, recruiting speakers, organizing retreats and setting up workshops and Road Shows.

### DFM Faculty Development Events

#### **Recurring or Existing Faculty Development Events**

- Half Days (mornings/afternoons)
- Essential Teaching Skills Series
- Annual Faculty Retreat
- Annual Community Retreat
- Road Shows
- Webcasts
- PBSG-ED/Problem Based Small Group Learning Modules
- Orientation
- SOO standardization Workshops
- Teleconferencing
- Teaching Tips videos (YouTube)

### Academic and Leadership Support Fund

The Department of Family Medicine Academic and Leadership Support Fund has been set up as a 5 year pilot program. A total of \$250,000 has been set aside for this pilot (\$50,000 per year for five

years). The fund is intended to recognize and support physicians who are involved in the training of our Family Medicine residents and medical students by providing them with an opportunity to further their continued education and/or enhance their leadership skills in as much as it relates to their academic role within the Department.

Specifically, this fund will allow the Department to support faculty seeking postgraduate educational degrees (e.g. Master of Education) or leadership courses that will enrich our academic mission, and allow for more effective succession planning.

To be eligible for either fund, applicants must be a member of the Department of Family Medicine with an academic appointment for at least two years.

The fund offers support to eligible DFM Faculty members through three streams:

- Tuition / Education Support
- Leadership Training Support
- Scholarly Presentation Support'

For more information please contact Stephanie Strong in the Chair's office at [fadfm@uottawa.ca](mailto:fadfm@uottawa.ca)

### Top 5 things to remember about Faculty Development!

1. Faculty Development goal is to support faculty to be better teachers, researchers and leaders.  
To attain this goal we support you by offering:
2. Mainpro accredited **faculty development events** in a variety of formats for your convenience (half days, full days and evenings).
3. An **Essential Teaching Skills Program** (ETS) to support you to be better teachers:
  - ETS1: for Preceptors
  - ETS2: Supporting Learners in Difficulty
  - ETS3: Professionalism
4. A **website** that provides a calendar of all available faculty development events
5. **Webcasts**– Our FacDev Connect series offers webcasts on a variety of topics. Look for these available on our YouTube channel at [goo.gl/wp4PN5](https://goo.gl/wp4PN5)

## DFM Faculty Affairs

To teach medical students or residents, you must have a faculty appointment. The Faculty of Medicine appoints clinical faculty members who are responsible to both the university and the teaching site.

The level of appointment you hold (primary, cross or adjunct) depends on your involvement in the DFM. The [Procedures Manual for Academic Appointments in the Faculty of Medicine](#) outlines the application process for all appointment types.

## Key Players on the DFM Faculty Affairs team



**Stephanie Strong**

Coordinator, Faculty Affairs  
Tel.(613) 562 5800 ext.3958  
[fadfm@uottawa.ca](mailto:fadfm@uottawa.ca)

## Global Health

The Department of Family Medicine's Global Health initiative allows our faculty, medical students and residents to bring their expertise in caring for people of all ages, cultures and circumstances to people who need it most. We work with underserved communities in Ottawa, Canada's far north and abroad. We offer the following elective opportunities:

- Rural and remote – Baffin Island, Moose Factory and Sioux Lookout
- International – Benin, Guyana
- Local – Ottawa Inner City Health and Ottawa Newcomers Clinic

The DFM also offers faculty interested in Global Health opportunities to get involved in electives, the [Global Health Training Track](#) and the [PGY3 in Global Health](#) program. We are currently looking for preceptors to teach the Guyanese residents: you can either teach remotely from Ottawa or teach in Guyana by volunteering two weeks or more of your time. Physicians who volunteer to stay longer than three months will be paid a local Guyanese salary. Please contact [jmercerc@bruyere.org](mailto:jmercerc@bruyere.org) to find more details and to confirm your availability.

For more information on global health and opportunities available in the field, visit:

Action Global Health Network <http://www.actionglobalhealth.ca/>

Faculty of Medicine - Global Health Office [med.uottawa.ca/internationalization/global-health-program](http://med.uottawa.ca/internationalization/global-health-program)

## Key Players on the DFM Global Health Team

### Global Health Contacts



**Taylor Lougheed MD, CCFP(EM)**  
Director, Global Health  
Tel. (613) 562-5800 ext. 6899  
[tloug027@uottawa.ca](mailto:tloug027@uottawa.ca)



**Asiya Rolston**  
Coordinator, Faculty  
Development, Curriculum &  
Global Health  
Tel.(613) 562 5800 ext.6899  
[facdevdfm@uottawa.ca](mailto:facdevdfm@uottawa.ca)

## Odds and Ends

### **Why no paper copies of this Orientation Manual?**

We want to make sure the information is timely, up to date, easily accessible and portable (hyperlinks don't work on paper!). We are trying to be more eco-friendly.

### DFM Policies and Procedures

What forms, policies and procedures do I need on hand?

- None!
- All relevant policies can be found on the [DFM Virtual Campus](#), and DFM Website (coming soon!).
- Any changes in evaluation instruments will be forwarded to you via your UG/PG directors and uploaded to the UG or PG faculty sites

### Performance Review Process

Frequency of performance review is based on the role a faculty member assumes within the DFM:

- Adjunct/lecturer/sessional supervisor: performance review = learner evaluations
- Full-Time Academic (FTA)/Faculty with administrative roles

### DFM Faculty Wellness

#### **We care about you!**

Our focus is on healthy, content, and competent family physicians modeling best practices to a new generation of family doctors.

- Work/life balance is supported within our Department. Please feel free to contact the Office of the Chair of Family Medicine or Faculty Development if you feel you need some extra assistance in this area

### Preparing for a Learner

To help integrate learners into your practice

- **Need to prepare patients:** inform them early of new teaching role, assure they will get time with you, use inclusive language, show plaque from the university, put up notices
- **Need to prepare reception/nursing staff:** define learner's role/expectations, recognize impact of teaching on clinic flow (fewer patients, concurrent office, etc.), how they can help assure a quality learning experience (orientation, teaching, help with accommodations etc.). Invoicing for teaching
- **Need to prepare colleagues:** share the load, give a broad clinical experience and diversity in style, avoids gaps in teaching, share the stipend

- **Preparing the physical environment:** designate a home base (for personal items, mailbox, labs, etc.), identify location of resources (passwords, etc.), more efficient if own exam room and workstation. Orientation binder is helpful
- **Preparing yourself:** review curriculum objectives to maximize targeted teaching. Schedule time for review of objectives, mid-evaluation and final face-to-face evaluation. Consider daily notes to self to document experience. Review next day schedule to avoid surprises. Contact UG or PG site directors/coordinators if there are any concerns or questions

### ***The Teacher's Orientation Check List***

- Pre-rotation introductory communications: time, place, contact information, dress code, description of practice, pre-reading
- Rotation specific: orientation to people and place, schedules, review of objectives, expectations (esp. call commitments), resources available, etc.
- Post rotation tasks: save a copy of evaluations (daily evaluation cards, field notes, mid-rotation evaluation, final ITER), photo for future reference letters

### ***Consider Clinical Log for Learner***

- **Record of witnessed/performed encounters:** e.g. Well baby /child encounters, Preventative Health Assessments, Chronic Disease Management, First prenatal/OB visits, Smoking cessation counselling, DM insulin initiation, Mental health assessment and counselling
- **Record of witnessed common office procedures:** e.g. throat swabs, IM/SC/intradermal injections, pap and GU swabs, IUD, endometrial Bx., anoscopy, ear syringing, prenatal doppler, joint injection/aspiration, nail removal etc.

### ***...but my learner didn't show up?***

- ✓ Scheduling errors are an unfortunate occurrence in any large training program
- ✓ Our administrative staff is always striving to provide faculty with the most up to date information they can
- ✓ Occasionally, glitches arise and often these have to do with various leave requests on the part of the learner
- ✓ Should your learner not be where they are expected, please call your designated contact person to advise them of the situation. They will be happy to look into it

### **Recommended Reading**

- Educational Diagnosis and Management of Challenging Learning Situations in Medical Education (Lacasse et al., 2009)
- The Doctor's Communication Handbook: 5th edition. (Peter Tate) 2007, Radcliffe Publishing (available through Chapter.Indigo.ca)

- Teaching in your Office: A Guide to Instructing Medical Students & Residents. (Alguire, DeWitt, Pinsky & Ferenchick) 2010, ACP Teaching Medicine Series.ACP Press. (available through Chapters.Indigo.ca)

Finally, we as a Department are thrilled to welcome you into this vibrant and enthusiastic medical education community. The Faculty Development team and the Office of the Chair of the DFM appreciate Orientation can be a period of intense information overload and fraught with many questions. We hope that by providing you with an Orientation manual, we have helped reduce some of the confusion that arises with taking on any new task. Occasionally, questions persist and the easiest thing is to speak to someone directly about your concerns. Please do not hesitate to call Asiya Rolston in the Faculty Development Office and she will be pleased to find an answer to your queries or refer you to the right person: [facdevdfm@uottawa.ca](mailto:facdevdfm@uottawa.ca) or (613) 562 -5800 ext.6899.

Welcome! You are amongst friends.

**APPENDIX I**

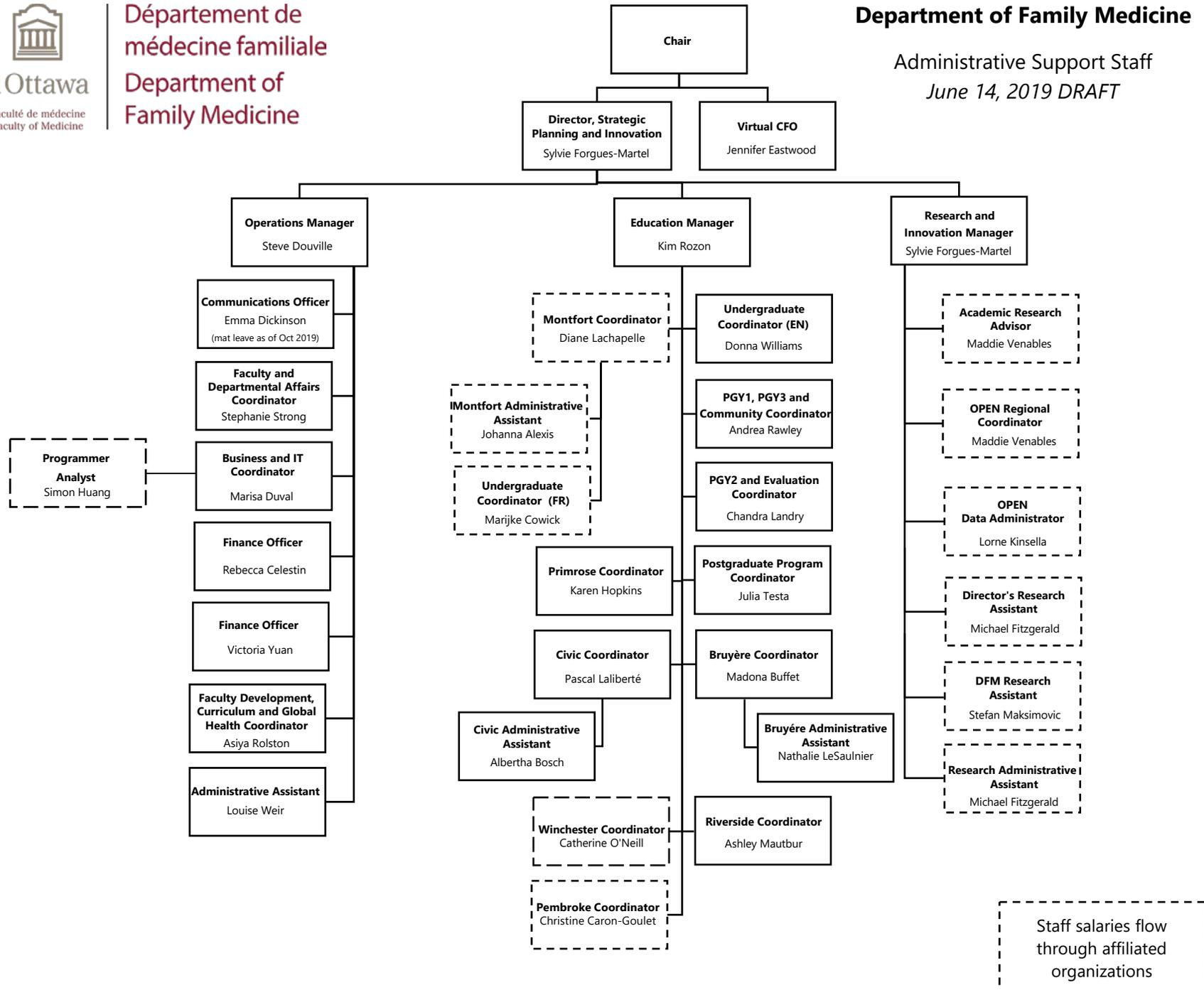


**Département de  
médecine familiale  
Department of  
Family Medicine**

**Department of Family Medicine**

Administrative Support Staff

June 14, 2019 DRAFT



# APPENDIX II



Faculté de médecine  
Faculty of Medicine

## Department of Family Medicine Faculty with Administrative Positions

DRAFT Effective July 1, 2019

**Chair**  
Dianne Delva

**Senior Leadership Team**

**FACULTY DEVELOPMENT**  
Director  
Eric Wooltorton

**POSTGRAD PROGRAM**  
Director  
Ed Seale

**RESEARCH and INNOVATION**  
Director  
Doug Archibald

**UNDERGRAD PROGRAM**  
Director  
Lina Shoppoff

**GLOBAL HEALTH**  
Program Director: Taylor Lougheed  
Inner City Health: *Vacant*  
International Health: David Ponka  
Rural and Remote Health: Ed Seale

**QUALITY IMPROVEMENT**  
Director: Liz Muggah

**UNIT MEDICAL DIRECTORS**  
Bruyere: Jay Mercer  
Civic: Farhad Motamedi  
Community: David Tobin  
Montfort: Luis Rivero-Lopez  
Pembroke: Richard Johnson  
Primrose: Sohil Rangwala  
Riverside: Madeleine Montpetit  
Winchester: Vik Bhagirath

**ACADEMIC DAY**  
Director: David Tobin

**ACADEMIC SUPPORT AND REMEDIATION**  
Director: Carol Geller

**BEHAVIOUR MEDICINE**  
Physician Lead: Alan Ng (Sabbatical)

**COMMUNITY TEACHING SITES**  
Director: David Tobin (Eng)  
Marie-Claude Gagnon (Fre)

**CURRICULUM**  
Director: Denice Lewis

**INTERNATIONAL MEDICAL GRADUATES (IMG)**  
Director: Helga Ehrlich

**FMRSP**  
Director: Courtney Maskerine

**EVALUATION**  
Director: Gary Viner

**ENHANCED PROGRAM SKILLS (PGY3)**  
Director: Lindsay Bradley

**Program Directors:**  
Clinician Scholar: William Hogg  
Care of the Elderly: Ami Chin  
FM/Emergency Medicine: Avik Nath  
FP Anaesthesia: Spencer Gutcher  
FP Oncology: Anna Wilkinson  
Global Health: Taylor Lougheed  
Palliative: Christopher Barnes  
Sports Medicine: Lindsay Bradley  
Women's Health/Maternal Skills: Christiane Kuntz

**MONTFORT UMF**  
Director: Marjorie Pomerleau

**TOH HOSPITAL TEACHING SERVICE**  
Director: Margaret Gluszynski (Civic)  
Jason LeClair (Civic)  
Neel Chadha (General)  
Elizabeth Gottman (General)

**OB TEACHING**  
Director: Kristine Whitehead

**Women's Health**  
Director: Christiane Kuntz

**PG UNIT PROGRAM DIRECTORS**  
Bruyere: Martha Holt  
Civic: Michael Malek  
Community: David Tobin  
Montfort: Marjorie Pomerleau  
Pembroke: Richard Johnson  
Primrose: Jolanda Turley  
Riverside: Margaret Gluszynski  
Winchester: Vik Bhagirath

**ACADEMY OF SCIENTISTS BRI:**  
Doug Archibald  
Simone Dahrouge  
Barbara Farrell  
Bruyere: Claire Kendall  
Kevin Pottie  
Civic: Lise Bjerre  
OHRI/ICES: Doug Manuel  
Peter Tanuseputro (ICES)  
Montfort: Marie-Hélène Chomienne  
William Hogg  
Primrose: Sharon Johnston  
Riverside: Clare Liddy

**CLERKSHIP (YRS 3 & 4)**  
Director: Rita Hafizi (Eng)  
Lina Shoppoff (Fre) interim

**PSD Community Preceptor:**  
Carol Geller (Eng)  
Isabelle Burnier (Fre)

**PSD Interviewing Skills:**  
Leonard Bloom (Eng)  
Isabelle Burnier (Fre)

**UG UNIT PROGRAM DIRECTORS**  
Bruyere: David Ponka  
Civic: Dave Davidson  
Community: Haig Ashkian  
Montfort: Helene O'Connor  
Primrose: Rita Hafizi  
Riverside: Tania Fitzpatrick

**SITE VISITS**  
Director: David Tobin (Eng)  
Marie-Claude Gagnon (Fre)