



Département de
médecine familiale

Department of
Family Medicine

FACULTY ORIENTATION MANUAL

2024



Table of Contents

Welcome from the Chair of the Department of Family Medicine	1
Mission, Vision and Values	2
DFM Vision	2
DFM Mission	2
DFM Core Values	2
Department of Family Medicine Strategic priorities	2
Pillar 1: Our People	2
Pillar 2: Education	2
Pillar 3: Research & Innovation	2
Pillar 4: Social Accountability	2
DFM Faculty Orientation Goals and Objectives	3
Goals	3
Objectives	3
Faculty Affairs	3
Family Medicine Scholarship Fund	3
Academic Appointment Ranks	4
Reappointment/Renewal Process	4
Promotion	4
Faculty Development	5
Faculty Development Advisory Group	5
Office of Continuing Professional Development, Faculty of Medicine	5
Postgraduate Training Program	6
The Preceptor Role	6
Opportunities in Postgraduate Training	6
Enhanced Skills of Family Practice (PGY3 program)	6
Undergraduate Training Program	6
Teaching Opportunities	6
Project Management Office	7
Innovation Portal	7
Media Lab	8
Get Involved	8
Research	9
Communications	9

DFM Organizational Charts – Faculty	11
.....	11
DFM Organizational Chart - Administrative Staff	12
.....	12
Resources	13

Welcome from the Chair of the Department of Family Medicine

Dear Faculty,

Welcome to the Department of Family Medicine (DFM) and our Orientation session! I can assure that you are embarking on a rewarding experience in our unique and dynamic Department of Family Medicine, which is leading the way in the delivery of family medicine education.

The Department of Family Medicine at the University of Ottawa is a vibrant community dedicated to:

- Delivering outstanding programs for the training of our future family physicians in both French and English.
- Generating and translating knowledge for better patient care. through excellence in research and scholarship.
- Advancing our social accountability mandate locally and globally.
- Providing a supportive and healthy workplace, and promoting leadership, collaboration and teamwork.

We do this at our following eight training sites: two urban Family Health Teams, which include 4 clinics; two rural sites located in Pembroke and Winchester; a Francophone site located at the Montfort hospital, and a “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 facets of our program at all levels - from undergraduate and postgraduate - to our Faculty Development program.

Today, we will introduce you to our department and provide information on where to find the resources you will need as you embark on 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 that this day will be both enjoyable and informative.

Best wishes on your journey with the Department of Family Medicine!

Dr. Clare Liddy

Chair
Department of Family Medicine
University of Ottawa

Mission, Vision and Values

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 Mission

Through dedicated engagement and commitment, we advance the discipline of family medicine and prepare learners to excel as Family Physicians by:

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

DFM Core Values

Compassion, diversity, inclusion, integrity, professionalism, respect, social accountability, sustainability, transparency, wellness.

Department of Family Medicine Strategic priorities

Pillar 1: Our People

Our learners, faculty members, staff, and the patients they serve, are the foundation of our department. To deliver the best family medicine program, we commit to providing the support, tools, and resources required to promote faculty, staff and learner well-being.

Pillar 2: Education

Our department is committed to supporting learners as they develop the skills needed to provide Canadians with comprehensive primary care. Our faculty must deliver evidence-based education adapted to the changing landscape of the society we serve

Pillar 3: Research & Innovation

Supporting research is a core part of our department's mission. We are building research expertise, continuously seeking out funding, maximizing existing infrastructure and partnerships to advance research in primary care for all Canadians.

Pillar 4: Social Accountability

Social accountability will remain a guiding principle in our learning environment and a critical component for training our future doctors and improving the health care of our population. We will promote an atmosphere of social accountability through all departmental initiatives focusing on improving health equity in our community and beyond.

More information can be found in the [2021-2026 Strategic Plan](#).

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 teachers, researcher, and scholar, modeling best practices to the next generation of physicians
- 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 University of Ottawa's Faculty of Medicine.
- Identify roles within the University of Ottawa's DFM Undergraduate, Postgraduate, and Research Training Programs where they see themselves contributing
- Outline the expectations of the Department of Family Medicine (DFM), University of Ottawa's Faculty of Medicine, and the College of Physicians and Surgeons of Ontario (CPSO) for the role of a 'teacher'."
- Recognize teaching, research, and leadership resources available to them and the necessary steps to secure support for themselves and their learners
- Identify opportunities through formal and informal faculty development to improve their professional competency and persona growth.

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 for 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.

Family Medicine Scholarship Fund

The Department of Family Medicine is investing in you! The [Family Medicine Scholarship Fund \(FMSF\)](#) is a relaunched and expanded initiative that will dedicate half a million dollars to our faculty members over the next 5 years, a doubling of our investment since the inception of this funding program in 2018.

To advance our department's growth as a leading clinical department within the Faculty of Medicine, we

have created new opportunities to apply for funding across **7 different categories**. Applications are accepted throughout the year on a quarterly basis to increase opportunities to apply for this funding. Application deadlines are **February 1st, May 1st, August 1st and November 1st**.

Applicants must be at the rank of Assistant Professor to apply for funding. If not at the rank of Assistant Professor, please contact the Chair's executive team at fadfm@uottawa.ca to inquire about career advancement.

Academic Appointment Ranks

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

[Academic Appointment - DFM | Faculty of Medicine \(uottawa.ca\)](#)

Reappointment/Renewal Process

A summative review will be conducted at the end of a 3-year initial appointment term and every 5 years thereafter. It is conducted by the Department Chair or their delegate and will result in a recommendation on the renewal of the appointment.

The following describes the 3-year review process:

- **Faculty Member and Department Chair will be notified:** Faculty members will be notified 8-12 months prior to their term expiring. The Office of Professional Affairs will notify the Department Chair and the faculty member whose term is set to expire about the upcoming summative review and associated deadlines. The Department Chair will notify a designate (the Faculty Affairs Director), if appropriate.
- **A Summative Review will be conducted:** The faculty member will complete the self-assessment portion of the academic review form and submit it to the Faculty Affairs Director. The Director will review this information and assess the performance of the faculty member to determine eligibility for reappointment.
- **A meeting** will take place between the faculty member and the Faculty Affairs Director to discuss the results of the review.

Contact person: Joel Richard – dfmrenew@uottawa.ca

Promotion

Promotion within the University ranks is the single most important way in which the University can recognize the excellence of its faculty for their contributions to all facets of University life - teaching, research and scholarly work, and other professional activities both within and outside the University. Criteria for promotion and the procedures followed in the granting of promotion from one academic rank to the next, are covered by the collective agreement for regular full-time faculty members and by the Standards & Procedures for Promotion of Clinical Faculty for faculty members who are not members of the Association of Professors of the University of Ottawa (APUO)

Tenure, granted to regular full-time faculty members, recognizes the contribution of faculty members to these academic activities and their value to the University and gives a certain 'job security' that allows for the expression of academic freedom.

Tenure is generally only available to regular full-time faculty members, covered by the collective agreement between the University and APUO. The criteria for tenure and the process of applying for and granting tenure are governed by the collective agreement.

For more information on the promotion process, please refer to the Faculty of Medicine's [Academic Promotion](#) webpage. Contact person: Andrea Rawley – fadfm@uottawa.ca

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.

The program offers various faculty development sessions each year:

- Essential Teaching Skills 1, 2, 3
- New Faculty Orientation
- Faculty Development Half days
- Mentorship sessions

Additional workshops and learning activities are offered through the Office of Continuing Development. Please visit their website for more information: [CPD Learning activities](#)

Faculty Development Director: Dr. Veera Mirdavoudi

Contact person: Rebecca Celestin - facdevdfm@uottawa.ca

Faculty Development Advisory Group

Your voice is represented!

The DFM's **Faculty Development Advisory Group (FDAG)** is comprised of a few faculty members who are interested in promoting faculty development within the department. It is through discussion and suggestions from this 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.

Office of Continuing Professional Development, Faculty of Medicine

Dr. Eric Wooltorton, *Vice Dean, Office of Continuing Professional Development*

The Office of Continuing Professional Development (OCPD) develops, supports and coordinates learning activities for physicians in practice. They 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 [CPD's website](#).

Postgraduate Training Program

The Preceptor Role

The most involved role a faculty member will have in Postgraduate training is undoubtedly the preceptor role. It involves a two-year commitment with the same resident. This learner will spend up to six (6) months of Family Medicine in-house training per year and weekly half-days in the preceptor's clinical environment.

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

Opportunities in Postgraduate Training

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

- **Main preceptor:** Two-year commitment, maybe 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** (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)

If you are interested in being involved in any of the above-mentioned teaching activities, please contact Kim Rozon at dfmpgmanager@uottawa.ca

Enhanced Skills of Family Practice (PGY3 program)

The Department of Family Medicine offers a wide range of enhanced skills opportunities. For more information about this program, please review our [PGY3 Enhanced Skills Programs](#) webpage.

Faculty members wishing to become a preceptor in any of these areas may contact esfpdfm@uottawa.ca

Undergraduate Training Program

Teaching Opportunities

Preceptors play a foundational role in teaching medical students at the University of Ottawa. The Department of Family Medicine is continually recruiting preceptors to teach medical students. The areas in which you can be involved are listed below. Visit our [program overview](#) webpage for more information.

If you are interested in teaching medical students, please contact: ugfmclerk@uottawa.ca

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

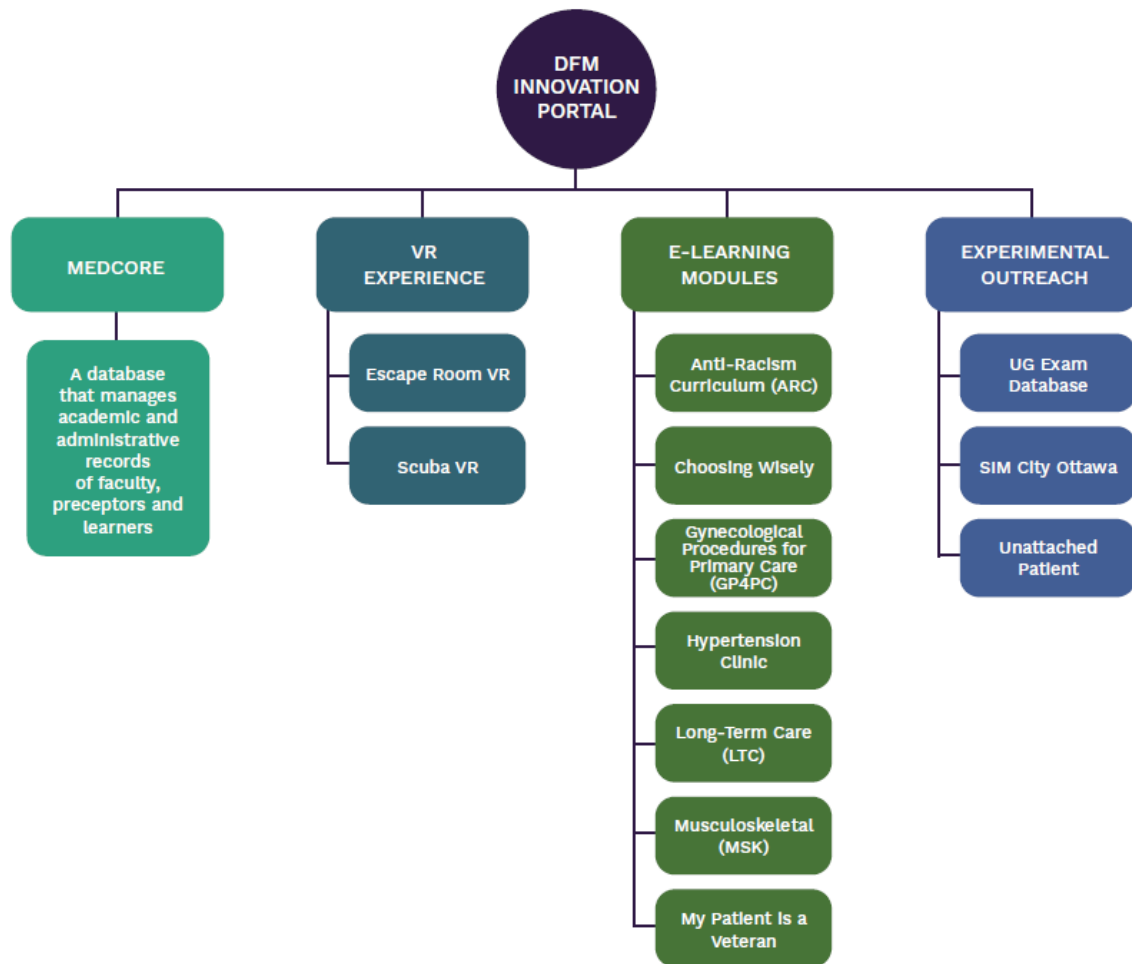
Project Management Office

The goal of the Project Management Office (PMO) is to support educational excellence through a dynamic and adaptable environment that reflects the evolving landscape of learning and aligns with the department's strategic pillars—our people, education, research and innovation and social accountability—and contribute to the University's Transformation 2030 plan.

The PMO provides support and expertise in all areas of digital content development. From the development of design documents including wireframes, storyboards, branding and marketing material, to the application software development, implementation and long-term support and maintenance required to maintain the content developed, our team of specialists provide their expertise to support advancing the delivery of evidence-based medical education.

Innovation Portal

The Innovation Portal (uodfm.ca) is the repository for our department's projects that have been undertaken since 2020. These initiatives embody the vision for the future of medical education. The Innovation Portal addresses the growing demand for digital and asynchronous learning resources, catering to the needs of both learners and faculty members. By providing a digital platform, we aim to enhance accessibility to cutting-edge medical education while meeting the needs of modern learners. Our commitment includes creating and sharing digital projects with the aim of fostering curriculum standardization across our academic units for a more streamlined learning experience.



Media Lab

The DFM's Media Lab is a shared multimedia production space that is used to create transformative technologies and experiences to reimagine the way knowledge is shared and connections are made. Whether you are interested in producing podcasts, capturing simulations, or documenting special events, we have the technology and expertise on hand to help.

While we encourage creativity, exploration and innovation, the use of departmental resources may require validation and approval by an appropriate committee.

Get Involved

The DFM encourages innovation and creativity to advance the discipline of family medicine. If you are interested in creating a shared resource like those created in partnership with the PMO, please approach a member of the Senior Leadership Team (SLT) (or contact pmodfm@uottawa.ca) with your project plan, resource requirements and intended audience (students, residents, faculty). Your proposal will be reviewed by the SLT to confirm that it aligns with the DFM's mission and values, which will ensure that appropriate resources are reserved and prioritized among other departmental initiatives.

Research

The Department of Family Medicine is a national leader in primary health care research.

We are engaged in practice-relevant research about the organization and delivery of primary health care, focused on:

- Health Services Delivery Models
- Medication: Appropriateness and Deprescribing
- Access and Equity: Disadvantaged Populations
- Population Health: Modifiable Risk Factors and End-of-life Care
- Mental Health & Francophone Health
- Medical Education Innovations

We have affiliation agreements with the following research institutes:

- Institut du Savoir Montfort (ISM)
- Bruyère Research Institute (BRI)
- Ottawa Hospital Research Institute (OHRI)

In addition, a number of our researchers and clinician-investigators are affiliated with the Institute for Clinical Evaluative Sciences (ICES). Residents may have the opportunity to work with health administration data.

We offer research advisory services to clinician-investigators, researchers and residents, including:

- Deploying the FMRSP curriculum (Residents and Supervisors)
- Refining research questions and project aims
- Assisting with Research Ethics Board submission and consultation
- Advising and mentoring: statistical analysis, methodology, study design, literature reviews, data interpretation, designing tools, data interpretation, manuscript writing, study logistics
- Providing Faculty Development – Essential Research Skills

You are invited to attend our monthly Family Medicine Grand Rounds (FMGR) that are held virtually, via [Zoom](#) on the 4th Thursday of the month, from 8:00-9:00 a.m.

- Previous FMGR sessions can be viewed on our DFM [FMGR YouTube channel](#).
- Additionally, join the DFM Research Community of Practice, which meets virtually, via [Zoom](#) on the 1st Thursday of the month, from 10:00-11:30 a.m.

Visit [Our Research webpage](#) for more information about funding opportunities, the latest list of DFM peer-reviewed publications, DFM researchers' and clinician investigators' profiles and contact information.

For research related questions or request for information – contact our team at RechercheDFM@uOttawa.ca

Communications

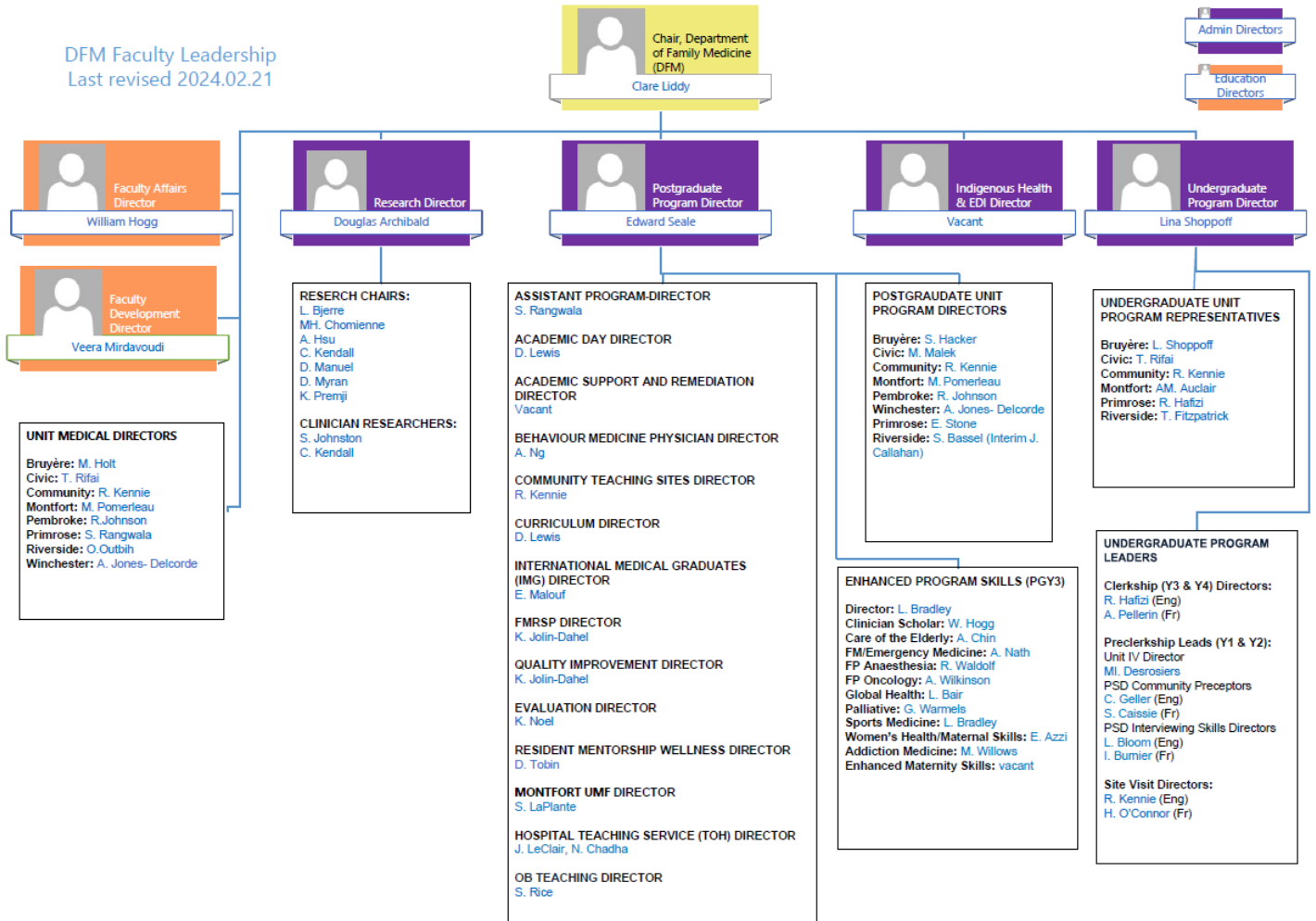
The DFM's Communications office is dedicated to keeping you well-informed about news and announcements pertinent to faculty, residents, and support staff. Regular updates, highlights, and achievements are shared through various channels such as the Chair's Highlights, the Bulletin and the Annual Report.

We send out monthly communications. All previous publications can be found on our website: [DFM - Communications](#)

We invite you to subscribe to our communications list, follow us on social media, and share your ideas for future publications with us at commsdfm@uottawa.ca

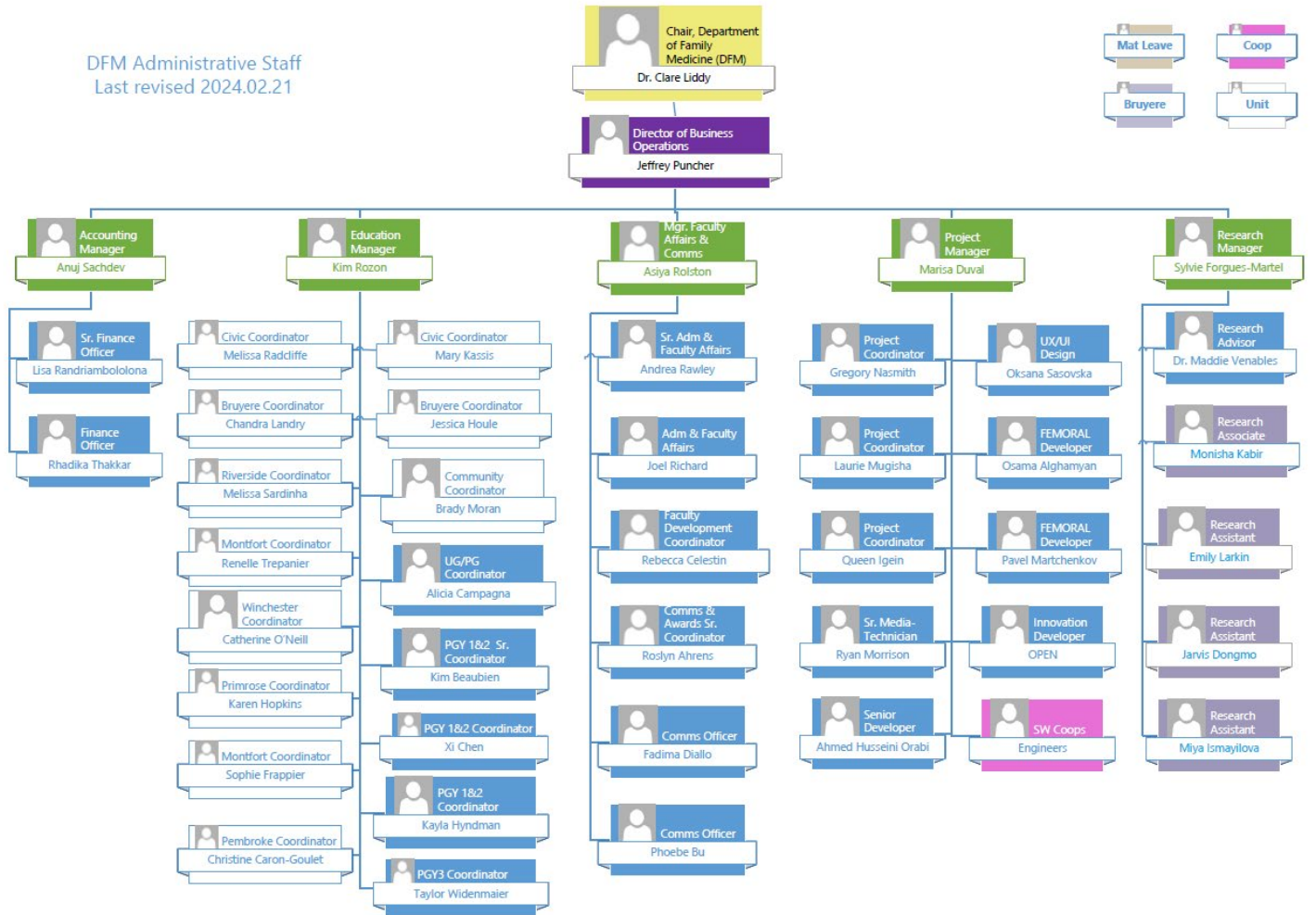
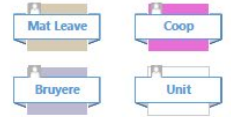
DFM Organizational Charts – Faculty

DFM Faculty Leadership
Last revised 2024.02.21



DFM Organizational Chart - Administrative Staff

DFM Administrative Staff
Last revised 2024.02.21



Resources

Source	Benefit /Support	LINK	
	(TLSS) – Teaching and Learning Support Service	<ul style="list-style-type: none"> • Expert consultation and support services to faculty in the development and implementation of: <ul style="list-style-type: none"> – Technology-based courses – Online teaching and learning materials – Multimedia learn-ware materials <ul style="list-style-type: none"> – Presentations – Research publications – Free Zoom accounts – Resource Centre 	<ul style="list-style-type: none"> • https://uottawa.saea-tlss.ca/en/
uOttawa	Library	<ul style="list-style-type: none"> • Physical and Digital Resources • Research Assistance • Publication access 	<ul style="list-style-type: none"> • https://uottawa.libguides.com/c.php?g=265062&p=1771155
	Bookstore	10% discount to employees on certain clothing apparel and some books	<ul style="list-style-type: none"> • https://www.bkstr.com/ottawastore
	Centre for Academic Leadership	<ul style="list-style-type: none"> • Workshops <ul style="list-style-type: none"> – Research – Writing – Resources 	<ul style="list-style-type: none"> • https://www.uottawa.ca/academic-leadership/
	DocUcentre	<ul style="list-style-type: none"> • Posters (minimum cost) • Printing (minimum cost) 	<ul style="list-style-type: none"> • https://it.uottawa.ca/print/
	UniWeb	Academic CV Tool	<ul style="list-style-type: none"> • https://uniweb.uottawa.ca/home
	Brightspace	Learning management	<ul style="list-style-type: none"> • https://uottawa.brightspace.com/
	Fitness Facilities	Numerous recreational activities at discount prices	<ul style="list-style-type: none"> • https://www.geegees.ca/en/rec/abonnements/employees-and-retirees
Faculty of Medicine	CPD	<ul style="list-style-type: none"> • Faculty Development • Conference Planning • Academic Leadership Series • Teaching Skill Attainment Awards 	<ul style="list-style-type: none"> • https://med.uottawa.ca/professional-development/fac-development
	Research	<ul style="list-style-type: none"> • Awards and Grants • Resources 	<ul style="list-style-type: none"> • https://med.uottawa.ca/research-innovation/research-highlights/prizes-awards
	MedTech	<ul style="list-style-type: none"> • Information Management Services <ul style="list-style-type: none"> – Access to MS Office 365 – IT assistance 	<ul style="list-style-type: none"> • https://med.uottawa.ca/information-management/

	Wellness Supports	Support your overall wellness	<ul style="list-style-type: none"> • https://www.uottawa.ca/faculty-medicine/faculty-affairs/faculty-wellness-program/wellness-supports
Department of Family Medicine	Faculty Development	<ul style="list-style-type: none"> • New Faculty Orientation • Essential Teaching Skills 1, 2, 3 • Faculty development sessions (free) • Mentorship 	<ul style="list-style-type: none"> • https://med.uottawa.ca/family/faculty/faculty-development-dfm
	Research	<ul style="list-style-type: none"> • New Innovator Award • Funding Opportunities • Toolbox 	<ul style="list-style-type: none"> • https://med.uottawa.ca/family/research
	Funding	Academic and Leadership Support Fund	<ul style="list-style-type: none"> • https://med.uottawa.ca/family/faculty/faculty-development-dfm/academic-and-leadership-support-fund
	Retreat	Annual Departmental Faculty Retreat (Highly subsidized)	<ul style="list-style-type: none"> • https://med.uottawa.ca/family/faculty/faculty-development-dfm/faculty-retreat
	Administrative	Executive Office, Administration and Operations	<ul style="list-style-type: none"> • https://med.uottawa.ca/family/our-people/our-staff