

**Professional Development for New Professional Staff
2015-2016**

Registration can be done at:
http://www.londonhospitals.ca/departments/medical_affairs/courses/prof_educate.php

Structure

- Mandatory for all new Professional Staff (PS) entering from Residency/Clinical Fellowships and for PS new to the Ontario healthcare system
- Voluntary participation/selective options for experienced PS transferring from another Ontario hospital
- Sessions will be held at alternating sites
- Case based/interactive format where possible

No.	Date	Room	Title	Time	Objectives	Topics
Management						
1.	Friday October 09, 2015	UH Aud A	Grants, and Grant Writing Managing your Research, Research Staff,	800am - 12:00	To provide information on how to conduct research at UWO and Lawson	1. Managing your Research: <ul style="list-style-type: none"> a) Budget b) People c) Lab 2. Conducting Clinical Studies 3. Hiring Requirements 4. Grant Development 5. Grant Process 6. Grant Resources and Grant Funding 7. Research Online Administration 8. CIHR and AMOSO Funding Opportunities 9. Writing Suggestions 10. Grant Timelines 11. Providing Feedback and Setting Expectations 12. Research Ethics (Note: link to any other learning opportunities, resources, and contact information)
Management						
2.	Friday December 18, 2015	VH B2-124	Supervising the Learning Environment	8:30am - 10:00am	To share best practices and tips on methods and structures to promote excellence in teaching	Teaching Tips <ul style="list-style-type: none"> 1. What questions to ask of students 2. How to evaluate students 3. How to give students feedback.
			Supervising Residents and Clinical Fellows			Dr. Chris Watlin, Associate Dean, Post Graduate Medical Education
			Supervising Staff	10:15am - 1200pm	To understand the Supervisor's role of learners and staff	HR 101 <ul style="list-style-type: none"> 1. Recruitment and Hiring Process 2. Performance Appraisal/Supervision 3. Due Process/Severance 4. Union vs. Non-Union Secretaries/Self Hire 5. Labour Law: Hours of Work, etc. 6. Review Boundaries 7. Providing feedback and setting expectations 8. Dealing with Difficult Co-Workers

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3	Friday February 12, 2016	St. Joseph's E1-122 Lawson Meeting Room	Managing Ethical Situations and Decisions	08:00-10:00am	A case based approach to explore and discuss ethics in a clinical setting To understand your role and obligations in clinical and organizational ethics	1. Ethical Dilemmas 2. Clinical Dilemmas 3. Business Ethics 4. SJH Uniqueness/ethics 5. Resources Available 6. When to Bring in the Ethicist
			Managing Patient Information... Understanding Physicians' Obligations	10:00-11:00am	A case based approach to share and discuss your legal obligations and role in patient privacy	1. PHIPA 2. Audits 3. Encryption 4. Lock Box, Anonymous 5. Health Records/Chart Completion 6. Complaints Process
			Leading Quality Initiatives	11:00-12:00pm	To highlight patient safety initiative and the quality process that can/are being used to address them To highlight the role of PS to address these initiatives	1. Quality Processes: FMCA, CQI, LEAN, SIXSIGMA 2. Safety Initiatives: Handwashing, WBIT, Consent, Disclosure, etc. 3. Understanding Rapid Cycle Improvement
Leadership						
4.	Thursday March 24, 2016	SSH Education Building Room 32 and/or VH C3-301A if South Street is closed	Leading Yourself: Self Awareness and Reflective Practice	0800-10:00am	To discuss and discover how self awareness and the awareness of others helps daily practice, interdisciplinary care and interactions with patients	- Why Self Awareness - Reflective Practice Tools - Practical Applications in a Multiple Disciplinary Setting
			Leading Your Career Towards Promotion	10:00-1130	To share and discuss the elements and process for PS to achieve Associate Professor and promotion	1. Clinical, teaching, research requirements 2. Teaching dossier 3. One45 4. Role Categories
			Acuity Star	1130-1200		

This program meets the accreditation criteria of The College of Family Physicians of Canada and has been accredited by Continuing Professional Development, Schulich School of Medicine & Dentistry, Western University, for up to 4.0 Mainpro-M1 credits. This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification Program of The Royal College of Physicians and Surgeons of Canada, approved by Continuing Professional Development, Schulich School of Medicine & Dentistry, Western University. (4 hours) Each participant should claim only those hours of credit that he/she actually spent participating in the educational program.

This program has no commercial support



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