

**Professional Development for New Professional Staff
2017-2018**

Registration can be done at:
Through ME(MyEducation) <https://ilearn.lhsc.on.ca>

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 06, 2017	UH Aud B	Grants, and Grant Writing Managing your Research, Research Staff,	8:00am - 12:00	To provide information on how to conduct research at the London Hospitals with Western and Lawson	Eight different speakers from LHSC, St Josephs, Western and Schulich 1. Managing your Research: 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. AMOSO Funding Opportunities 9. Writing Suggestions 10. Grant Timelines 11. Providing Feedback and Setting Expectations 12. Research Ethics
Management						
2.	Friday December 15, 2017	VH B2-124	Supervising the Learning Environment, Residents and Clinical Fellows	8:30am - 10:00am	To share best practices and tips on methods and structures to promote excellence in teaching	Dr. Chris Watling, Associate Dean, Post Graduate Medical Education Teaching Tips 1. What questions to ask of students 2. How to evaluate students 3. How to give students feedback.
			Supervising Staff	10:15am - 12:00pm	To understand the Supervisor's role of learners and staff	Roxana Caraman, Manager, Medical Affairs, HR reps from LHSC and St Joseph's HR 101 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 16, 2018	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	Marleen VanLaethem, Rob Sibbald - Clinical 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	10:00-11:00am	A case based approach to share and discuss your legal obligations and role in patient privacy	Sue Collver and Betty Dann , Dr H Haensel 1. PHIPA 2. Audits 3. Encryption 4. Lock Box, Anonymous 5. Health Records/Chart Completion 6. Complaints Process 7. CPSO Peer review Process 8. The patient record and your obligation
			Patient Safety - Through the Eyes of the Patient and Staff	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	Pateint Safety Specialists
Leadership						
4.	Thursday March 29, 2018	UH Aud B	Leading Your Career Towards Promotion	8:00-9:30	To share and discuss the elements and process for PS to achieve Associate Professor and promotion	TBD 1. Be familiar with the current Conditions of Appointment document 2. Understand the general principles of promotion 3. Describe the relationship between Academic Role Category (ARC) and Promotion 4. Learn about resources to assist them with career development and promotion 5. Be familiar with the Schulich Mentorship Program
			Acuity Star	9:30-10:30		Derrick Gould, Clinical IT Manager 1.To introduce faculty to Acuity STAR and how to find the STAR portal and STAR application on the internet using Google 2. To discuss the STAR Application, and how it is used by the Clinical Faculty Members, including how it supports the Schulich promotion process. 3. To demonstrate to new faculty members how to find STAR, login and navigate to the report menu. 4. To demonstrate how to generate and print reports such as the SSMD Professional CV, the Promotion CV and Teaching Dossier 5. To give some specific helpful hints on how to ensure that the data entered into STAR is as complete and accurate as possible. 6. To explain the online help, the documentation, training material and secondary contacts available to help a faculty member when they have questions. 7. To answer any questions relating to STAR and promotions that the new faculty members may have.



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