

**Professional Development for New Professional Staff
2020-2021**

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

Dates are tentative and may change due to speaker availability.
Invites will go out 4-6 weeks prior to the event.

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 9, 2020	UH Aud A	Grants, and Grant Writing Managing your Research, Research Staff,	8:00am - 12:00pm	To provide information on how to conduct research at the London Hospitals with Western and Lawson	Six different speakers from LHSC, St Josephs, Western and Schulich <ol style="list-style-type: none"> 1. Hiring Requirements 2. How to write a successful grant application 3. Research Ethics 4. Research Office Schulich School of Medicine & Dentistry 5. Grant Development, Lawson Health Research Institute 6. AMOSO Funding Opportunities
Management						
2.	Friday December 18, 2020	VH B2-124	Supervising the Learning Environment, Residents and Clinical Fellows	9:00am - 10:15am	To share best practices and tips on methods and structures to promote excellence in teaching	TBD, Post Graduate Medical Education Teaching Tips <ol style="list-style-type: none"> 1. What questions to ask of students 2. How to evaluate students 3. How to give students feedback.
			Hiring and Supervising Staff - Medical Secretaries	10:30am - 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 <ol 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, 2021	VH B2-124	Managing Ethical Situations and Decisions	09:00-10:30am	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
			Patient Experience Office Co-ordinated and comprehensive care	10:45-11:30am	Patient Experience vs. Patient Relations Improving Care Experiences Patient and Family Advisor Engagement	Patient Experience Advocate and Specialists Julie Gerber, Mary Beth Billick - Patient Experience Associates
Leadership						
4.	Thursday April 1, 2021	UH C3-170 Boardroom	Acuity Star	10:45-11:30am		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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