



# CHIEF RESIDENT WORKSHOP: DIGITAL TOOLS

Guillaume Leclair

Pediatrics PGY4

# OBJECTIVES AND DISCLOSURE

- Offer you digital tools for efficient task management
  - Quick email tips
  - MailChimp
  - Sharepoint
- Disclosure
  - I am not chief





A man with dark hair, wearing a red jacket, is sitting on a throne made of many wooden spears or logs. He is smiling and holding a hammer in his right hand. The background is a dark, textured wall.

# ACKNOWLEDGEMENT

Lei Xia



## EMAIL TIPS

- Use a separate chief email account
- Only touch an email once (Inbox Zero)
  - Delete, delegate, respond, defer, or do
- Check your chief email only when you have time to respond
- Set expectations of a reasonable timely response



# MAILCHIMP

- Free email marketing software
  - Unless you send >12 000 emails/month
- Email lists
- Easy templates
- Custom reports

## Block 12 Call Schedule Prelim

[Campaign Preview](#) [HTML Source](#) [Plain-Text Email](#) [Details](#)



Greetings Test First Name,

### Call Schedule

The **block 12 preliminary call schedule** has been posted. It looks like things should be getting back to normal for call. Please pay attention as **you may be doing call even if you are not on anesthesia**.

### Bear Pit

Bear pit will be from 8:30am - 9:30am **every** full academic half day. This is the time and place not only to address any questions or concerns, but also to discuss details about decisions made at RPC and other important things.

### Closing Remarks

Let me know if there are any issues with the prelim. Keep up the good work everyone. As always, feel free to contact me with anything :)

Cheers,

[Campaigns](#)[Templates](#)[Lists](#)[Reports](#)[Automation](#)

Chief  
UofS Anesthesia Chief

[Help](#)

## Anesthesia Residents 31

Stats ▾ [Manage subscribers ▾](#) Add subscribers ▾ Signup forms Settings ▾ 

[Toggle Columns ▾](#)[Export List](#)

1 – 31 of 31

Segments ▾		All Subscribers ▾					
▾	Email Address	First Name	Last Name	Member Rating	Last Changed	Date Added	
<input type="checkbox"/>	jayden.cowan@usask.ca >	Jayden	Cowan	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	andrew.jun@usask.ca >	Andrew	Jin	★★★★★	7/6/15 11:54PM	7/6/15 11:54PM	
<input type="checkbox"/>	stefan.kojic@usask.ca >	Stefan	Kojic	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	fabio.magistris@usask.ca >	Fabio	Magistris	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	patrick.valcke@usask.ca >	Patiric	Valcke	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	julie.yu@usask.ca >	Julie	Yu	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	sarah.chomicki@usask.ca >	Sarah	Chomicki	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	
<input type="checkbox"/>	stephen.lee@usask.ca >	Stephen	Lee	★★★★★	2/7/16 7:09PM	6/22/15 11:07PM	
<input type="checkbox"/>	brent.francis@usask.ca >	Brent	Francis	★★★★★	11/23/15 10:49AM	6/22/15 11:07PM	
<input type="checkbox"/>	calen.sacevich@usask.ca >	Calen	Sacevich	★★★★★	1/14/16 9:05AM	6/22/15 11:07PM	
<input type="checkbox"/>	chl093@mail.usask.ca >	Catherine	Lacny	★★★★★	6/22/15 11:07PM	6/22/15 11:07PM	



Help

Preview and Test ▾

Save as Template

Save And Exit ▾

Drop Content Blocks Here



Greetings \*|FNAME|\*,

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I know many people are making their summer plans already, and are asking about long weekends off. I think we should continue the tradition of making a long weekend schedule for the entire year.

Todd and Peter, in their first role as chiefs (as Farrukh and I did a year ago), will be tasked to make the long weekend schedule.









## Closing Remarks

## Text

## Content

Style

## Settings

**B** *I* U        Clear Styles 

Styles  Font  Size  **A**     Merge Tags   

|Greetings \*|FNAME|\*,

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Chore

**Save & Close**

We'll autosave every 20 seconds

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Recipients > Setup > Template > **Design** > Confirm

Next >



Campaigns

Comparative

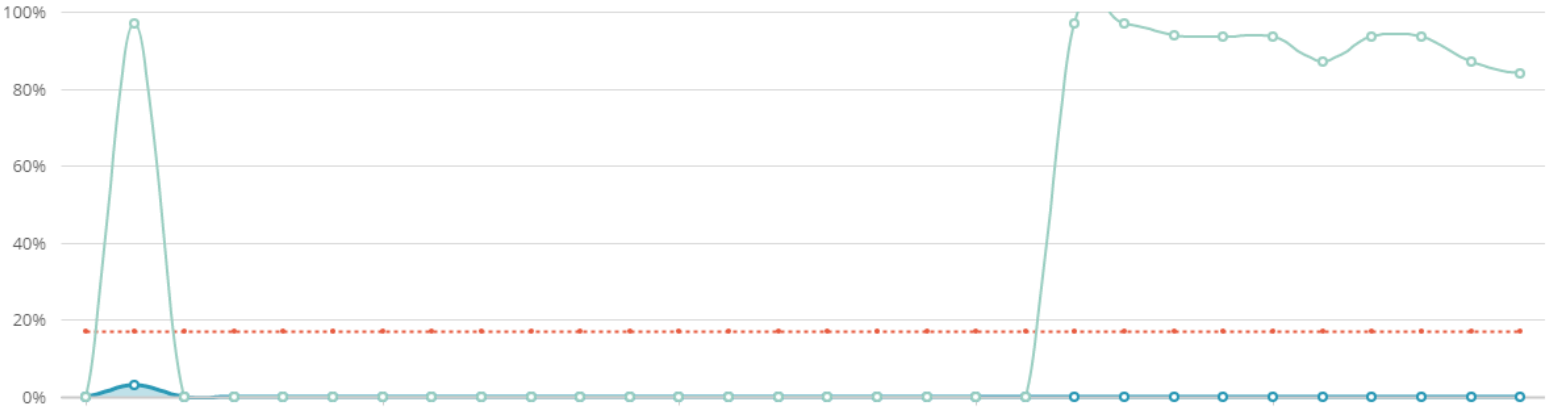
Automation

Overview

Revenue

All Lists

Open rate Click rate Industry avg. open rate



Folders

Filter

Download All Reports



Block 12 Call Schedule Prelim

Regular • Anesthesia Residents  
Sent on Sun, Apr 17, 2016 11:06 pm

31

Subscribers

83.9%

Opens

0.0%

Clicks

View Report



Block 12 Call Schedule

Regular • Anesthesia Residents  
Sent on Mon, Apr 11, 2016 12:46 am

31

Subscribers

87.1%

Opens

0.0%

Clicks

View Report







# SHAREPOINT

- Microsoft SharePoint is a powerful web-based content management platform
- You can share and edit documents, calendars, and discussion boards
- Complete control who can read, edit, or make changes
- USASK server undergoes a full backup nightly, with hourly incremental backups
- Access only requires a NSID
- \*You have free access to Microsoft office suite through the Microsoft Student advantage program at UofS!



- Libraries
- Call Schedules

Curriculum Seminars

Weekly Schedule

Simulation

Rotation Resources

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Resident Manual

Grand Rounds

Daily Slates

Anesthesia Articles

Journal Research Club

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Office Staff Contacts

Door Access Codes

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- Discussions
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Welcome to **anesthesia.usask.ca**

This is your one stop for everything you need to succeed in anesthesia at the U of S. Feel free to browse around and make contributions to this expanding collection of knowledge. Remember, if you make a change to a file on this site, it will change for everyone.

If you have problem signing in on certain computers, try "USASK\nsid" as your username.

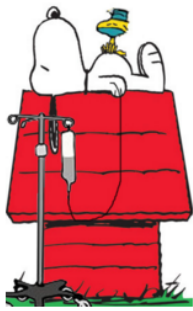
Use the Sharepoint Discussion Board if you have any questions or suggestions to make. You can contact Lei through any means necessary as well.

Current chief: Lei

Announcements

+ new announcement or edit this list

✓	Title	Modified
	New Guidelines for Peds Anes Rotations and Palliative Care	... February 24
	Curriculum Seminar Changes	... January 18
	Intimidation & Harrassment Policy Update	... November 25, 2015
	Elective Call Stipend	... November 13, 2015
	2015-2016 Department of Anesthesiology Email List	... July 2, 2015
	Processes for Leave Requests, Sharepoint Schedules, Switches, etc	... October 15, 2014
	Reimbursement Guidelines for Conferences and Regina Rotation	... December 2, 2013



Anesthesia Residents

Today Thursday, March 10

Friday, March 11

7:15am GR - The Techie Anesthesiologist - L. Xia

10:00am AHD - Regional Day - C. Lacny & J. Larson

1:00pm AHD - Regional Day - D. Lee & J. Larson

Monday, March 14

5:30pm Trauma Rounds

Tuesday, March 15

Call stipend schedule due in PGME office

Thursday, March 17

5:30pm Journal Club - N. Vipulanathan / B. Brownbridge

Friday, March 18

7:15am GR - [Not so] Bloody Easy: When to Pull the Tra

1:00pm AHD - Orthopedic Part 1 - Limbs & Joints - P. He

Wednesday, March 23

8:00am Simulator - B. Francis, G. Weisgerber & S. Chon

1:00pm Simulator - D. Lee, N. Vipulanathan & S. Lee

Friday, March 25

7:15am NO GRAND ROUNDS - EASTER BREAK

1:00pm NO AHD - GOOD FRIDAY

Events shown in time zone: Central Time - Regina + Google Calendar

Sharepoint Discussion Board

+ new discussion

Recent My discussions Unanswered questions

There are no items to show in this view of the "Sharepoint Discussion Board" discussion board.



# Pediatric Residents

Search this site



- Libraries
- Pictures
- Recent
- Site Contents

## Pediatric Residents UofS



### Announcements!





Welcome to our New R1 Colleagues!

### Learning materials and rotation information








[+ new document](#) or drag files here

Find a file



✓		Name	Modified
		Allergy and Immunology	February 17
		Cardiology	January 7
		Child psychiatry	January 7

## Schedules







✓		Name	Modified
		Archived Call Schedules 2015-2016	July 6
		August 2016 v2.2	July 21
		July 2016 v2.4	July 6
		Peds EM AHD Schedule 2016-2017	July 8
		Rotation Schedule 2016-2017 v2.0	July 21
		talk schedule 2016-2017 v2.1	July 6

## Resident Presentations

[+ new document](#) or drag files here

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✓		Name
		Admission Rounds
		ICU rounds
		Other
		Cardiology Resident Presentations
		Nephrology Resident Presentations

## Journal Club

[+ new document](#) or drag files here

✓		Name
---	---	------



## Libraries

Call Schedules  
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Weekly Schedule  
Simulation  
Rotation Resources  
Resident Forms  
Resident Manual  
Grand Rounds  
Daily Slates  
Anesthesia Articles  
Journal Research Club  
IT

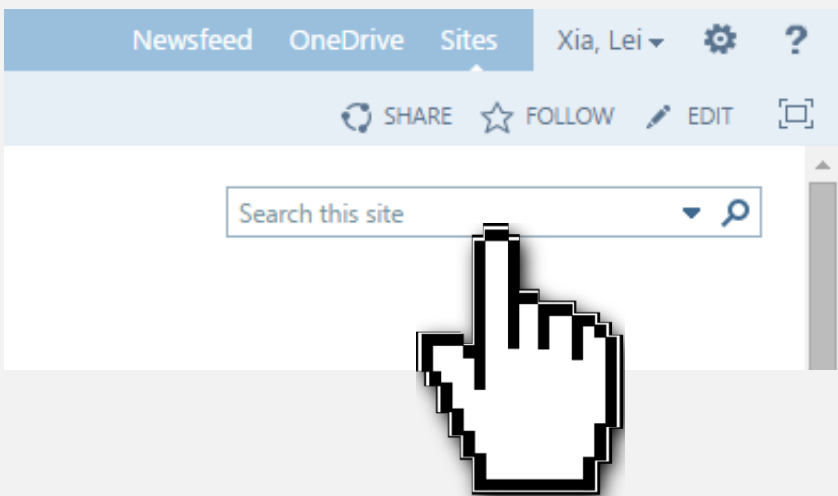


## Lists

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Chiefs Only Documents







Anesthesia Residents

SharePoint

UNIVERSITY OF SASKATCHEWAN Anesthesiology

Anesthesia Residents Research Wellness & Career Planning Leave Management RPC EDIT LINKS

# Search

Result type

Excel PDF PowerPoint Web page Word

Author

Xia, Lei  
Lei Xia  
McDonald, Andrea  
Kumar Amit  
Murk, Megan  
SHOW MORE

Modified date

One Year Ago Today All

scm

Results found in Anesthesia Residents Preference for results in English

How to Access **SCM** on your Mobile Device  
Requirements: Username and password to **SCM** (if you don't have access to **SCM**, please contact your department ... **SCM.Security@saskatoonhealthregion.ca** ...  
[share.usask.ca/.../IT/How to Access \*\*SCM\*\* on your Mobile Device.pdf](#)

How to Access the Daily Slate on Citrix  
Requirements: You must have previous access to ... If you don't, follow the "How to Access **SCM** on your Mobile Device" document ... Step 1: Open the Citrix Receiver app. Click on **SCM** Desktop ...  
[share.usask.ca/.../IT/How to Access the Daily Slate on Citrix.pdf](#)

Commonly- Used Abbreviations  
Abbreviations as used on the weekly ... Royal University Hospital (location listed after rotation ... Nighttime Call Shift at RUH, 4pm that afternoon to 8am next day \*\*note – in this ... **SCM** ...  
[share.usask.ca/medicine/itu/Lei/.../Abbreviations.docx](#)

**Resident Manual**  
Academics 8/11/2015 3:32 PM McDonald, Andrea 1.0 ... How to Access Sunrise Clinical Manager (**SCM**) on your Mobile Device 1/19/2015 3:49 PM ... How to Access the Daily Slate on ...  
[share.usask.ca/medicine/itu/.../Resident Manual/Forms/AllItems.aspx](#)

Guidelines for Learners  
The Department of Critical Care includes intensivists, nurses, and allied health professionals that you will come across during your rotation in the intensive care unit ...  
[share.usask.ca/.../Regina ICU Guidelines for Learners - November 20...](#)



Call Schedules - All Documents

← → ↺

https://share.usask.ca/medicine/itu/Lei/AnesthesiaResidents/Call%20Schedule/Forms/AllItems.aspx

SharePoint

BROWSEHELPFILESLIBRARY

UNIVERSITY OF SASKATCHEWAN Anesthesiology

Anesthesia ResidentsResearchWellness & Career PlanningLeave ManagementRPCEDIT LINKS

Call Schedules

⊕ new document or drag files here

All Documents...Find a file🔍

✓	📄	Name	...	Version	Modified	Modified By
	📁	Archived Call Schedules	...	1.0	August 13, 2015	<input type="checkbox"/> Xia, Lei
	📄	Block 01 Call Schedule 2015	...	15.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 02 Call Schedule 2015	...	11.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 03 Call Schedule 2015	...	9.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 04 Call Schedule 2015	...	11.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 05 Call Schedule 2015	...	9.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 06 Call Schedule 2015	...	8.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 07 Call Schedule 2016	...	4.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 08 Call Schedule 2016	...	7.0	February 15	<input type="checkbox"/> Xia, Lei
	📄	Block 09 Call Schedule 2016	...	13.0	5 hours ago	<input type="checkbox"/> Xia, Lei
	📄	Block 10 Call Schedule 2016	...	5.0	March 1	<input type="checkbox"/> Friesen, Angela
	📄	Long Weekend Schedule 2015 - 2016	...	3.0	January 5	<input type="checkbox"/> Munshey, Farrukh

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# Block 09 Call Schedule 2016



<https://sh>

Anesthesia Residents ▶ Block 09 C

FILE

OPEN IN EXCEL

14	t	23	Lee, S	Yu, J	cl
15	w	24	Gill, H	Li, E	jt, ic, kf, db, dw, cl
16	t	25	Lee, S	Yu, J	jt, ic, kf, db, dw, cy, cl
17	f	26	Gill, H	Balaton, B	jt, ic, kf, db, dw, cy, cl
18	s(am)	27	Li, E	Hedlin, P	sl, jt, ic, kf, db, dw, cy, cl
19	s(pm)	27	Hedlin, P	Jun, A.	sl, jt, ic, kf, db, dw, cy, cl
20	s(am)	28	Lee, D	Yu, J	sl, jt, ic, kf, db, dw, cy, cl
21	s(pm)	28	Li, E	Yu, J	sl, jt, ic, kf, db, dw, cy, cl
22	m	29	Munshey, F	Chan, I	sl, kf, hg
23	t	1	Yang, C	Boechler, D	sl, kf, hg
24	w	2	Li, E	Chan, I	sl, jt, kf, hg, dw
25	t	3	Lo, C	Munshey, F	sl, kf, hg
26	f	4	Li, E	Hedlin, P	sl, hg
27	s(am)	5	Lo, C	Magistris, F	sl, hg
28	s(pm)	5	Munshey, F	Magistris, F	sl, hg
29	s(am)	6	Lo, C	Yu, J	sl, hg
30	s(pm)	6	Li, E	Yu, J	sl, hg
31	m	7	Fedoruk, K	Williams, D	hg
32	t	8	Tuchscherer, J	Munshey, F	hg
33	w	9	Li, E	Yang, C	ic, kf, hg, dw
34	t	10	Lo, C	Munshey, F	jt, hg
35	f	11	Balaton, B	Yu, J	hg
36	s(am)	12	Francis, B	Lee, D	hg
37	s(pm)	12	Hedlin, P	Lee, D	hg
38	s(am)	13	Lee, S	Jun, A	hg
39	s(pm)	13	Lo, C	Jun, A	hg
40					

Microsoft Excel Web App						Xia, Lei				
F	G	H	I	J	K	L	M	N	O	P
	RUH	Wkday	Wknd Day	Wknd Night	Total					
	LO, Calvin - ANES R2	2	2	2	6	vacation				
	LI, Edmond - ANES R2	4	2	2	8					
	TUCHSCHERER, Jon - ANES R5	2			2					
	YANG, Churao - ANES 5	2			2					
	GILL, Hardave - ANES R4	4	0	1	5	elective				
	LEE, Stephen - ANES R2	3	2	1	6	vacation				
	MUNSHEY, Farrukh - ANES R4	5		2	7					
	SCH									
	CHAN, Ian - ANES R5	2			2					
	FEDORUK, Kelly - ANES R5	2			2					
	SPH									
	BOECHLER, Derek - ANES R5	2			2					
	WILLIAMS, Derrick - ANES R5	2			2					
	YU, Julie - ANES R2	3		3	6					
	OTHER									
	BALATON, Breanna - ANES R4	2		1	3					
	BOLTON, Tim - ANES R2									
	CHOMICKI, Sarah - ANES R2									
	COWAN, Jayden - ANES R1									
	EIZAHABI, A.J - ANES R1									
	FRANCIS, Brent - ANES R3		1		1					
	HEDLIN, Peter - ANES R3	1		2	3					
	JUN, Andrew - ANES R1	1		1	1					
	KOJIC, Stefan ANES R1									
	LACNY, Catherine R3									
	LEE, Danyela - ANES R3	1	2	1	4					
	MAGISTRIS, Fabio - ANES R1			1	1					
	MCDONALD, Todd - ANES R3									
	ORVOLD, Melanie - ANES R2									
	SACEVICH, Calen - ANES R3									
	VALCKE, Patrick - ANES R1									
	VIPULANANTHAN, Nirupan ANES R4									
	WEISGERBER, Grahme - ANES R4									
	XIA, Lei - ANES R4			1	1					



UNIVERSITY OF SASKATCHEWAN

Anesthesiology

Anesthesia Residents

Research

Wellness

# Staff Contacts

+ new item

All contacts

Find an item

Last Name

Abu-Ghazaleh

Akin

Berenbaum

Betcher

Bi

Bowler

Brownbridge

Burbridge

Burris

Campbell

Chakravarti

Chan

Chang

Chaya

Cherry

Clunie

Coquet

Cowie

Crichlow

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HELP

Save

Cancel

Paste

Cut

Copy

Delete Item

Attach File

ABC

Spelling

Commit

Clipboard

Actions

Spelling

Last Name \*

Chaya

First Name

Malone

Email Address

malone.chaya@saskatoonhealthregion.ca

Mobile Number

306-280-4209

Home Phone

306-931-7897

Specialty

Pager #

10308

Address

Notes

<div> </div>

City

State/Province

Postal Code

Created at 6/23/2013 2:24 PM by Xia, Lei

Last modified at 7/3/2013 1:31 PM by Xia, Lei

Save

Cancel

Lei

Newsfeed OneDrive Sites Xia, Lei

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Notes

Regina

Regina

Usually works at SPH.

Regina

Regina

Usually works at SPH

d/OBS Anes

Wellness

Regina

Regina

Regina

Anes

s

Regina

Regina

Research/Pediatric Anes





# SHAREPOINT

- Easy setup
- You can start small and easily build up
- Good community and faculty support
- Lynda.com free tutorials
  - <http://www.lynda.com/Office-tutorials/Managing-Documents-SharePoint-2013/163064-2.html?org=usask.ca>
- Login with NSID and password

# CONCLUSION

- Make technology your friend!
- Just like Tazocin  $\pm$  Vanco, makes almost everything better
- THANKS!

