



**3A20 Health Sciences Building, 107 Wiggins Road  
Saskatoon SK S7N 5E5 Canada  
Telephone: 306-966-3240  
Fax: 306-966-2601**



***Dr. Meredith McKague***

Associate Dean, UGME

[m.mckague@usask.ca](mailto:m.mckague@usask.ca) | 306-966-6150

*Oversight of the UGME program from admissions through graduation*



***Dr. Asma Noshewan***

Academic Director, UGME

[a.noshewan@usask.ca](mailto:a.noshewan@usask.ca) | 306-966-2750



***Dr. Regina Gjevre***

Assistant Dean, Curriculum

[r.gjevre@usask.ca](mailto:r.gjevre@usask.ca) 306-966-5623



***Sherry Pederson***

Program Manager, UGME

[sherry.pederson@usask.ca](mailto:sherry.pederson@usask.ca) 306-966-6142



***Dr. Nicole Shedden***

Year 1 Chair

[nicole.shedden@mail.usask.ca](mailto:nicole.shedden@mail.usask.ca)



***Dr. Ginger Ruddy***

Student Services Director

Year 5 Extension Course Co-Chair

[ginger.ruddy@usask.ca](mailto:ginger.ruddy@usask.ca) 306-966-7275



***Dr. Schaana Van De Kamp***

Chair, Year 3

Year 2 site Coordinator. Saskatoon

[schaana.v@usask.ca](mailto:schaana.v@usask.ca)



***Dr. Ashley Selvig***

Year 4 & 5 Chair

Year 5 Extension Co-Chair

[ashley.selvig@usask.ca](mailto:ashley.selvig@usask.ca)



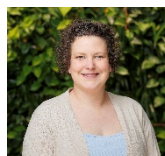
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**Dr. Athena McConnell**

Assistant Dean, Quality

[Athena.mcconnell@usask.ca](mailto:Athena.mcconnell@usask.ca) 306-844-1159



**Kailey Friesen**

Clerkship Elective Administrator

[Kailey.friesen@usask.ca](mailto:Kailey.friesen@usask.ca) 306-966-1472



**Vanessa Hindmarsh**

Project Specialist/Associate Dean Support

[Vanessa.hindmarsh@usask.ca](mailto:Vanessa.hindmarsh@usask.ca) | 306-966-8556

*Course Build, Student Registration, Professional Conduct Committee, Support UGME Associate Dean*



**Shannon Bay**

Executive Assistant

[shannon.bay@usask.ca](mailto:shannon.bay@usask.ca) | 306-966-8451

*Provides support to the Program Manager, UGME, and Academic Director, UGME, Awards support, Travel Fund Support, MD Verifications, Re-assessment forms*



**Cheryl Pfeifer**

Curriculum Integration and Evaluation

[cheryl.pfeifer@usask.ca](mailto:cheryl.pfeifer@usask.ca) 306-966-6138



**Sonja MacDonald**

Pre-Clerkship Administrative Program Coordinator

[s.macdonald@usask.ca](mailto:s.macdonald@usask.ca) 306-966-5354

*Academic Scheduling Year 1 & 2, Faculty Contact, Absence Request, CLRC Scheduling, One45/Canvas, Student Communication, Contact for Departmental Admin, etc*



**Jennifer Walton**

Clerical, Year 1

[Jennifer.walton@usask.ca](mailto:Jennifer.walton@usask.ca) 306-966-7202

*Clerical support for Year 1, Year 1 Sub-Committee, booking meetings for course directors/Chair, distributing teaching materials, tracking student assessments and grading, One45/Canvas, student communication and general inquiries.*



**Twyla Downing**

Clerical, Year 2

[Twyla.downing@usask.ca](mailto:Twyla.downing@usask.ca) 306-966-6151

*Clerical support for Year 2, Clinical Skills Sub-Committee, OSCE Working Group, Year 2 Committee, booking meetings for Year 2 course directors and Year Chairs, Student grades, Distributing teaching materials, Creating assignments in Canvas, Tracking assessments and faculty grading, student communication and general student inquiries*



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**Kim Basque**

Pre-Clerkship Administrator

[kimberly.basque@usask.ca](mailto:kimberly.basque@usask.ca) 306-966-6015

*Oversight of Pre-Clerkship Orientation, Foundations IV, CBL for first and second year courses, Support Clinical Skills Sub-Committee*



**Wren Mynhardt**

Communications and Event Coordinator

[Wren.mynhardt@usask.ca](mailto:Wren.mynhardt@usask.ca) 306-966-6439



**Tami Golding**

Clerkship Coordinator

[Tami.golding@usask.ca](mailto:Tami.golding@usask.ca) 306-966-5891

*Oversight of Clerkship, Oversight of Clerkship Orientation, policy/syllabi support, rotation administrative staff contact, scheduling core & selective rotations, booking meetings with Year Chairs/Site Coordinators, student communication.*



**Kanika Gupta**

Clerical, Year 3

[Kanika.gupta@usask.ca](mailto:Kanika.gupta@usask.ca) 306-966-8828

*Clerical support for Year 3, Selected Topics, Competency Committee, NBME exams, MSPRs, student gradebook, student leave requests, student communication and general student inquiries.*

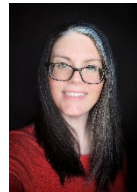


**Barb Smith**

Clerical, Year 4

[b.r.smith@usask.ca](mailto:b.r.smith@usask.ca) 306-966-7693

*Clerical support for Year 4, Clerkship Sub-Committee, Preparation for Residency, syllabi review, elective scheduling and assessments in One45, MSPRs, student grades, leave requests, student communication, general inquiries*



**Kyla Denton**

Senior Administrative Coordinator

[kyla.denton@usask.ca](mailto:kyla.denton@usask.ca) 306-966-6946

*Objective Structured Clinical Examinations (OSCE), tutor recruitment, FIPE Review, Clinical Re-Orientation.*



**Candace Suessmilch**

Clerical Assistant, OSCE's, Recruitment, Orientation, Integration and Evaluation

[c.suess@usask.ca](mailto:c.suess@usask.ca) 306-966-8437



**Neda Moslemi**

Assessment Specialist

[neda.moslemi@usask.ca](mailto:neda.moslemi@usask.ca) 306-966-4416



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**Dr. Josh Lloyd**

Director, Assessment

[joshua.lloyd@usask.ca](mailto:joshua.lloyd@usask.ca) 306-966-8906



**Dr. Ayesha Iqbal**

Academic Support Specialist

[ayi601@mail.usask.ca](mailto:ayi601@mail.usask.ca) 306-966-5287

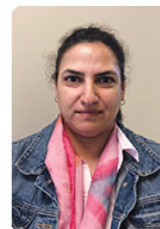


**Donna McLean**

Clerical Assistant, Academic Support and Assessment Teams

[donna.mclean@usask.ca](mailto:donna.mclean@usask.ca) 306-966-4596

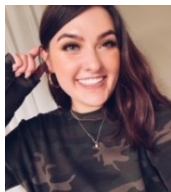
*Student meetings, exam reviews, exam feedback sheets  
Support for Assessment Subcommittee, narrative feedback  
process, organize exam edit sessions and recruitment of  
reviewers.*



**Dr. Ayla Mueen**

Academic Support Faculty Consultant

[ayla.mueen@usask.ca](mailto:ayla.mueen@usask.ca) 306-966-5768



**Joelle Cote**

Clerical Support, Educational Software

[joelle.cote@usask.ca](mailto:joelle.cote@usask.ca) 306-966-6585

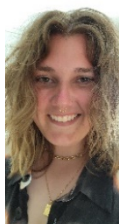


**Lisa Krol**

Curriculum and Program Specialist

[lisa.krol@usask.ca](mailto:lisa.krol@usask.ca) 306-966-4703

*Develops, maintains, and works to improve learning objectives across the  
medical education curriculum. Works with assessment and evaluation in areas  
of overlap and efficacy.*



**Kirsten Hanke**

Clerical Support, Assistant Dean, Curriculum

[kirsten.hanke@usask.ca](mailto:kirsten.hanke@usask.ca) 306-966-5445



**Krista Trinder**

Program Evaluation Specialist

[krista.trinder@usask.ca](mailto:krista.trinder@usask.ca) 306-966-5917

*UGME program evaluation, survey administration*



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**Chanda Legare**

Clerical Assistant, Program Evaluation/EPA Support  
[chanda.legare@usask.ca](mailto:chanda.legare@usask.ca) 306-966-8435



**Shari Smith**

Electives Coordinator  
[shari.smith@usask.ca](mailto:shari.smith@usask.ca)

*Schedules electives for U of S Clerks and visiting students (Canadian and International)*



**Karen Amundson**

Finance and Budget Coordinator  
[karen.amundson@usask.ca](mailto:karen.amundson@usask.ca) 306-966-8809

*UGME Budget, Academic Leadership Contracts and Payments,  
Teaching Payments, Accounts Payable, Travel and Expense  
Claims, Procurement Support*



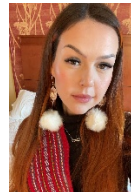
**Valerie Arnault-Pelletier**

Senior Lead, Indigenous Programming and Initiatives  
[valerie.arnault@usask.ca](mailto:valerie.arnault@usask.ca) 306-966-5901



**Michelle Gabayan**

Clerical Assistant to Senior Lead, Indigenous Programming and Initiatives  
[m.gabayan@usask.ca](mailto:m.gabayan@usask.ca) 306-966-2236



**Madison Marwood**

Indigenous Experiences Coordinator  
[Madison.marwood@usask.ca](mailto:Madison.marwood@usask.ca)



**Sherrill Bueckert**

Coordinator, Admissions  
[sherrill.bueckert@usask.ca](mailto:sherrill.bueckert@usask.ca) 306-966-6143



**Dr. Adeyemi Laosebikan**

Director Admissions  
[adl056@usask.ca](mailto:adl056@usask.ca) 306-966-4330



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**Krista Rhode**  
Admissions Officer  
[krista.rhode@usask.ca](mailto:krista.rhode@usask.ca) 306-966-6332



**Carla Millsap**  
Admissions Officer  
[carla.millsap@usask.ca](mailto:carla.millsap@usask.ca) 306-966-4030



**Davis Frerichs**  
Admissions and Recruitment Administrator  
[davis.frerichs@usask.ca](mailto:davis.frerichs@usask.ca) 306-280-9166



**Jisu Kim**  
Clerical, Faculty and Learning Environment, Sage Program  
[jisu.kim@usask.ca](mailto:jisu.kim@usask.ca) 306-966-8974



**Edith Conacher**  
Coordinator, Student Affairs  
[edith.conacher@usask.ca](mailto:edith.conacher@usask.ca) 306-966-4751



**Bev Digout**  
Coordinator, Student Affairs  
[bev.digout@usask.ca](mailto:bev.digout@usask.ca) 306-966-8224



**Sheldon Moellenbeck**  
Coordinator, Career Advising & Mentorship  
[sheldon.moellenbeck@usask.ca](mailto:sheldon.moellenbeck@usask.ca) 306-966-6473  
*Coordinates career advising program, including individual appointments and curricular sessions. Leads mentorship programs to support students' career development.*



**Emma Cai**  
Administrative Associate, Student Services and Career Advising and Mentorship  
[emma.cai@usask.ca](mailto:emma.cai@usask.ca) 306-966-7275  
*Provides support to the Director of Student Services, as well as the Office of Career Advising & Mentorship*



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***Tracey Baliski***  
Student Affairs Administrator  
[tracey.baliski@usask.ca](mailto:tracey.baliski@usask.ca) 306-966-7331



***Fazle Rafi***  
Active Learning and Technological Support Specialist  
[fazle.rafi@usask.ca](mailto:fazle.rafi@usask.ca) 306-966-3276  
*Faculty Support (Active learning, instructional design, remote learning, content creation for technological support). EPA app and dashboard administration.*