



UNIVERSITY OF SASKATCHEWAN

College of Medicine

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# Student Guide to Clerkship

2025-2026



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SASKATCHEWAN





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## **A Message from Dr. Asma Noshewan, Academic Director, UGME**

Welcome to the 2025–26 academic year!

Whether you are beginning your journey or returning to continue your studies, we are thrilled to welcome you to another exciting year in the Undergraduate Medical Education (UGME) program.

This year, we are proud to welcome 108 new students into our Year 1 cohort. Your entry into medicine represents more than just the start of an academic journey—it is commitment to service, to lifelong learning, and to compassion in the face of human vulnerability. As you move through the program, we hope you will not only gain clinical knowledge and technical skills, but also deepen your sense of gratification, purpose, and connection in the work we are privileged to do. We're honored to support you as you take these first steps toward becoming compassionate and community-focused physicians.

At the heart of our program is a commitment to continual growth and collaboration, and your reflections are vital in shaping the future of our program. Each year, we thoughtfully review student feedback and make important curricular changes based on your insights. This year, we're thrilled to launch the restructured Year 4 curriculum, featuring the new Clinical Rotations II course. It includes a four-week Internal Medicine block, a two-week Surgical rotation, and a wide range of elective opportunities, offering greater flexibility and deeper clinical experience as you prepare for residency and beyond.

As part of our program's ongoing commitment to equity and reconciliation, we have introduced an Indigenous Studies prerequisite for admission to the MD program. More than a course requirement, this reflects our collective responsibility as future physicians

to provide culturally safe, respectful, and informed care to Indigenous patients and communities. Embedding this learning at the start of your journey supports our shared goal of creating a more equitable and responsive healthcare system for all.

We are fortunate to have an outstanding community of faculty, mentors, and staff who are dedicated to helping you become not just competent physicians, but truly caring, patient-centered leaders in healthcare. Their unwavering commitment ensures that your journey will be one of growth, challenge, and profound impact.

Thank you for choosing to be a part of this journey. We look forward to an inspiring year together—Your ideas and feedback matters and we encourage you to stay engaged and involved.

Wishing you a rewarding and memorable academic year ahead.



Dr. Asma Noshawan  
Academic Director, UGME Program  
Manager, UGME



Sherry Pederson  
Program

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## STUDENT GUIDE TO CLERKSHIP

Welcome to clerkship. Clerkship consists of Years 3 & 4 of the undergraduate medical education program. The clinical clerkship allows students to apply their basic knowledge and skills acquired in the first 2 years of medical school in the clinical setting. Students will work under the supervision of clinical faculty and other health care providers to care for patients. All students will experience a broad range of clinical exposure, including a mandatory minimum of four weeks of clinical training in a rural community. Students will be assigned to clinical units participating in the care of patients and will care for patients in the office, clinic, or hospitals under the direct supervision of faculty and residents. Students will have the opportunity to take graduate responsibility for patient care in a supportive setting where a balance will be established between time for clinical activities and learning.

Clerkship consists of a mandatory two-week orientation course, Success in Medical School III. The rest of Year 3 consists of two different courses that run concurrently as follows: Clinical Rotations I, 4 weeks of electives, and Selected Topics in Medicine. Some students will elect to take the SK Longitudinal Integrated Clerkship course instead of the Clinical Rotations course. Year 4 begins the following July and consists of three courses: Clinical Rotations II, and Preparation for Residency. Year 4 ends in April, and graduation is at the beginning of June.

Included in this guide are all policies relating to clerkship, promotion standards, as well as general information regarding each campus/site.

All policies that pertain to Year 3 & 4 also pertain to Year 5.



## CLERKSHIP POLICIES AND ASSIGNMENT ROTATION POLICY (YEAR 3)

Year 3 content entails a rotation-based clerkship (with the exception of the SLIC) in which the student will rotate through seven core rotations: Anesthesia, Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, Surgery, and Electives. Year 3 also includes an Assessment Week for all students which makes up the entire 50 weeks of the Year 3 curriculum.

It is recognized that students may have reasons for wanting to organize their rotations in a particular order. We use the One45 rotation selection process to aid in fair distribution of the rotation selection. Students will have two weeks from when the selection process opens in One45 to log in and submit their rank order for their clerkship rotations. After the closing date, the program will assign rotations to students through a matching process.

An appeal process in accordance with CACMS standard 10.11 Student Assignment states:

*“A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.”*

The appeal process for the matching process outcomes are located on the College of Medicine website.

### **Clerkship Attendance and Absence Policy**

The complete College of Medicine Attendance and Absence Policy and related documents are located [here](#).

### Clerkship Elective Policy

The complete College of Medicine Elective Policy and related documents are located [here](#).

### Procedures for Concerns with Medical Student Professional Behaviour

The complete College of Medicine procedure for concerns about medical student professional behaviour and related documents are located [here](#).

### Mistreatment, Discrimination & Harassment

If you feel you are being mistreated or harassed:

- **SAY NO:** Whenever possible, tell the offending party that their behaviour is unwelcome and that you want it to stop.
- **SEEK HELP:** For a confidential consultation, contact the Rotation? Coordinator or one of the Office of Student Affairs Coordinators, College of Medicine; the Associate Dean, Medical Education; the Coordinator of Discrimination and Harassment Prevention Services for the University, or seek assistance from another University official.
- **KEEP A RECORD:** Write down the details of incidents and how they were handled.

The complete College of Medicine Mistreatment, Discrimination & Harassment Policy and related documents are located [here](#).

### Clerkship Work Hours and Call Policy

The complete College of Medicine Clerkship Work Hours and Call Policy, related documents are located [here](#).

### Confidentiality Policy

All students are required to respect the confidentiality policies in place within the health authority. The confidentiality policy is located [here](#).

Additionally, students were required to sign confidentiality agreements for Saskatchewan's health authority when they first enter the MD program.

### **Medical Information**

In compliance with the Health and Information Protection Act (HIPA), any patient medical information is considered confidential, and Clerks must take every precaution to protect that confidentiality. Statements to friends and relatives must be guarded and in strict accordance with facts.

Persons other than relatives must be referred to the attending physician or the Vice-President (Medical). Inquiries over the telephone must be answered in a particularly careful manner.

### **Medical Records**

The medical record is the property of the hospital and cannot be removed, in part or in whole, by any person from the hospital. Photography of the medical record, in whole or in part, is forbidden. In accordance with the regulations under the Hospital Standards Act, the contents of this document are to remain confidential.

Clerks are required to record the history of all cases assigned to them and to complete physical examinations on all patients. The components of an adequate medical record (report on examination, provisional, final diagnosis, etc.) are established and their resident and teaching staff will advise clerks accordingly. The clerk should make regular progress notes of all significant facts in the progress of their patient.

### **Assessment**

The purpose of the Undergraduate Medical Education Student Assessment Policy is to establish student assessment practices within the undergraduate medical education program (UGME) at the University of Saskatchewan.

The policy has been developed by the Assessment Subcommittee, a standing subcommittee of the Curriculum Committee, tasked to “establish, monitor, and update an assessment system throughout the entire medical curriculum.” Details of assessment for each course in Clerkship are included in the relevant course syllabus.

### **Promotion Standards**

The complete College of Medicine Promotion Standards for Clerkship are found on the [UGME website](#).

### **Travel Fund Policy**

The purpose of the [UGME Student Travel Policy](#) is to prescribe college-level standards for approval of undergraduate medical students' travel for academic purposes and to ensure reimbursement of the students for such travel when appropriate.

### **Conflict of Interest**

A [conflict of interest](#) occurs when there is a separation between a university member's private interests, professional work outside of the university, and their obligations to the university, which could lead an independent observer to question whether the university member's professional actions, or decisions, are determined by considerations of personal gain, financial or otherwise.

This policy does not replace any other University policies but is intended to be exercised with other policies and/or collective agreements, which may address specific instances of conflict of interest.

### **Mobile Device Policy**

The complete College of Medicine Mobile Device Policy and related documents are located [here](#).

### **Dress Code**

The complete College of Medicine Dress Code Policy and related documents are located [here](#).

### **Academic Integrity**

Academic integrity means being honest and responsible in all academic work by completing your own assignments, avoiding plagiarism and cheating, and properly citing all sources. It promotes fair learning, supports personal and professional growth, and upholds the institution's reputation. It is embedded in the Success in Medical School curriculum and reinforced during orientation each year to remind students of its importance and to maintain the highest standards of honesty, accountability, and professionalism in both academic and clinical settings.

Violations—such as plagiarism, unauthorized collaboration, or falsifying information—can result in serious consequences, including failing grades, academic probation, or suspension. Students are encouraged to seek guidance from module directors, course chairs, or the academic support team if they are unsure about expectations or what is permitted.

### **Exam Policy**

The College of Medicine's UGME program uses Exemplify from ExamSoft, for administering some rotation-based exams. Exemplify must be downloaded and installed on the student's personal laptop and registered with ExamSoft. More information is located [here](#).

The National Board of Medical Examiners (NBME) exam will be used as a final exam for some rotations. This exam is typically administered during the last week of the rotation, unless otherwise specified.

## Examination Procedures

1. Students must adhere to the guidelines outlined in the [Electronic Exam Information](#) on the College of Medicine website.
2. All students are responsible for maintaining a laptop compatible with Examsoft for the entire Clerkship Year 3. At the start of any rotation that includes an Examsoft exam, students must verify their laptop is up-to-date with OS updates and Examplify updates. If there are issues, they should immediately contact the Medicine IT specialist in charge of Examsoft and get help well in advance of any Examsoft exam. Students are required to prepare and present a laptop to write any Examsoft exam.
3. Students are expected to start their exam at the scheduled start time for the exam.
4. Students starting their exam later than 30 minutes after the start of the exam may be denied the opportunity to sit the exam. Students denied the opportunity to sit the exam may apply to the College for a deferred examination for consideration.
5. At the end of the scheduled examination time, the exam software will automatically close the exam.
6. Students are not permitted to have any books, papers, notes, calculators, or any additional electronic devices (including tablets, cell phones, iPods, etc.) near them unless specified by the Course Director or if granted specific accommodations through AES (Access and Equity Services).
7. Communicating with any other individual in any way (voice or text, other than to speak to the screen for invigilation purposes) during exams is not permitted.
8. The use of headphones is not permitted during exams. Students may use earplugs to reduce sound, but not noise-cancelling headphones.

## Examination Procedures (Remote Invigilation Exams)

Currently, the only remote invigilation that may be offered is for students who are on the rural portion of their Family Medicine rotation when there is no invigilator available at that particular site. In the situation where students are writing exams remotely using

electronic exam software and remote exam proctoring software, our expectations are that all students will approach these exams as though they are being written in person.

We have additional expectations for remote exams, some of which are similar to in-person exams and some of which are specific to remote exams. Although students are alone for the exam, they must remember that someone will be reviewing their exam if incidents are identified.

Therefore:

- Wear clothing acceptable in an in-person environment.
- Avoid using inappropriate language that would be heard on camera.
- Students may have water and a small snack for the exam, but these must be ready before the exam. Students are not allowed to take breaks to get food or drinks.
- Students are not permitted to wear toques or hats. Religious or other cultural headwear and glasses are allowed, and we will not ask for them to be removed. Sunglasses are not permitted.
- Avoid whispering or talking out loud during the exam unless it is to address an issue.
- Ensure that the camera lens is clean prior to the exam and that the angle is appropriate to allow for proper viewing (i.e., should include head and shoulders, and not cut off a portion of the head or portion of the shoulders), and that the lighting in the room allows the exam reviewer to see the student's face. Lights should be in front of you rather than behind and avoid windows in the background if possible. Running a preview of the view will help with this.
- Make every effort to reduce external noises, although we recognize that this may not always be possible given the circumstances.
- Do not change rooms while writing an exam unless it is for an urgent reason. Students should explain the reason for changing prior to moving.
- Write the exam in a private space (bedroom, office) to avoid the potential for other people to enter the camera view.

- Students who need to get up and move out of the camera view for any reason (e.g., washroom break, address an urgent issue), must clearly indicate, by speaking audibly toward the camera/microphone, the reason prior to moving. Students must return to the exam as quickly as possible and not make multiple stops prior to returning.



## GENERAL INFORMATION

### College of Physicians and Surgeons of Saskatchewan

Clinical Clerks are required to register with the College of Physicians and Surgeons of Saskatchewan before working in any hospital in Saskatchewan. The UGME office will supply CPSS with a complete list of all year 3 students promoted to Clerkship.

### Continuing Medical Education

Medical education is a lifelong process. The [Division of Continuing Medical Education \(CME\)](#), College of Medicine, provides learning opportunities for all medical practitioners throughout the province. The physicians of Saskatchewan support the CME Office through the Saskatchewan Medical Association. The College of Medicine recognizes the need to familiarize medical graduates with facilities and services that are available in Saskatchewan to help them remain current with medical advances and to continuously improve quality of care.

The main function of the office is to assist practicing physicians in their efforts to improve the quality of their patient care and patient health by being lifelong participants in continuing education programs.

CME offers four major types of programs:

1. Regional conferences (in cooperation with district medical societies and hospitals open to clerks who might be on rotation in the community).
2. Major conferences (open to clerks).
3. Audiovisual programs.
4. Special joint programs in the areas of cardiovascular health and perinatal education, in cooperation with Continuing Nursing Education.

The CME office in Saskatoon is located at University of Saskatchewan 5B26, Health Sciences Building. In Regina, the CME office is at the Regina General Hospital. The

Perinatal Education Office for Southern Saskatchewan is at the Regina General Hospital.

**Saskatoon:** (306) 966-7787

**Regina:** (306) 766-0707

### **Notarization Services**

The UGME office provides notarization services to University of Saskatchewan medical students free of charge. Please contact the Clerkship team to make an appointment.

### **Pagers**

Regina clerks will be issued pagers during orientation.

Saskatoon clerks that want to use a pager in year 3 will be provided one by UGME.

The Prince Albert and SLIC sites do not provide clerks with pagers.

### **Clinical Information**

It is the responsibility of the clerk to supply adequate clinical information on all requisitions sent to the Departments of Medical Imaging and Pathology (directed to the investigation of patients in the clinical teaching units). Failure to supply this information may result in the postponement of the desired investigations or examinations. This applies to requisitions related to specimens in the operating room, as well as requisitions from all wards.

### **Patient Care**

Each clerk is responsible for patients admitted to their service. During regular duty hours, the clerk assigned to the unit, or the doctor, should see the patient immediately after notification of admission. So long as the patient's urgent need exists, the clerk should complete the necessary attention to their patient before reporting off duty. The member on duty on the evening and holiday roster for the service should see the patient as soon as possible after notification by the ward of the admission.

A clerk, when called to an area of the hospital for any purpose, will go immediately, and carry out whatever service they can. If the clerk has been called in error or feels there is unfairness, this may be adjusted later; however, the call must be answered immediately. Complaints should be referred to the Administrative Resident.

The clerk assigned and responsible for a patient's care should inform the attending physician, if, in their opinion, the patient's condition is unsatisfactory. The clerk should record the results of examinations, the patient's progress, and all orders shall bear their signature on the chart.

The clerk on the service must advise the attending physician and nurse in charge, promptly in the case of a seriously ill patient. When a death occurs, clerks should notify the attending physician immediately, regardless of the hour, day, or night.

The clerk shall consult with the attending physician, where any concerns arise, in the care or safety of a patient. If a difference of opinion continues to exist, it is the obligation of the clerk involved to report such concern to the appropriate rotation coordinator, departmental head, or the year chair at the earliest possible moment.

### **Patient Procedures**

It is the responsibility of the attending staff to ensure that all procedures and treatments performed by clerks are appropriately supervised, in accordance with the principle of graduated responsibility. It is also mandatory that the clerks inform the house, or attending staff if they are planning to perform any invasive procedure (except venipuncture), manipulation, or any other procedure that could possibly be dangerous to the patient.

If procedural and treatment responsibilities are assigned to a clerk, nursing staff may presume that they have had adequate experience to carry out these responsibilities.

The rules and regulations governing the different clinical services will be set up in consultation between the Head of the Department and the Nursing Director. It will be the

responsibility of the medical department head to ensure that adequate supervision of the student clerk is achieved, as well as all necessary precautions for the safety of the patients are taken.

### Completion of Death Certificates

Clerks may certify the death of a patient and so record it on the chart, but **MAY NOT** sign a death certificate. This is a legal document and must be signed by a licensed physician.

### Immunizations

All clerks must have received their mandatory immunizations OR shown proof of immunity prior to clerkship. Any clerk not having met this requirement must report to the Student Health Office or the Occupational Health and Safety Office within one week of commencement of clerkship. For patient protection, all students in the province (who do not have medical contraindications) are expected to be immunized for influenza and COVID-19. Students will be advised of any updates to provincial or regional public health policies, affecting influenza immunizations for health workers.

### Communicable Diseases

#### Student Health and Communicable Diseases

All students are expected to be in a state of health such that they are able to participate in all activities required to meet program requirements, including care of patients without posing a risk to themselves or others. Certain illnesses may infect patients or co-workers. Patients are susceptible and may have serious consequences from an infectious illness. If a student has an infectious disease/symptom, it is necessary to contact the Occupational Health Nurse (OHN) to determine if it is safe to work or whether restrictions are required.

As a student, you are required to care for all patients assigned to you, including those with communicable diseases. All students are expected to adhere to the infection control policies of the clinical setting in which they are working.

The [Policy on Student Health and Ensuring Safety of Others](#) describes the rights and responsibilities of the medical school in situations where a student's health may pose a safety risk to others including patients, other students, staff, faculty or members of the community with whom the student engages during learning activities.

### **Exposure to Infectious and Environmental Hazards Policy**

The purpose of the [Medical Student Exposure to Infectious and Environmental Hazards Policy](#) is to promote the health, safety, and well-being of medical students in the Undergraduate Medical Education program. This policy establishes college-level requirements for preparing, preventing, and responding to exposure incidents.

This policy ensures that the Undergraduate Medical Education program meets or exceeds the following Committee on Accreditation of Canadian Medical Schools (CACMS) accreditation standards:

#### **12.8 Student Exposure Policies and Procedures:**

*"A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including: a) the education of medical students about methods of prevention. b) The procedures for care and treatment after exposure, including a definition of financial responsibility. c) The effects of infectious and environmental disease or disability on medical student learning activities. All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk."*

The complete College of Medicine Exposure to Infectious and Environmental Hazards Policy: Clerkship and related documents are located [here](#).

Information on procedures for students experiencing COVID-19 symptoms and reporting exposures are contained in the [Clerkship COVID-19 Protocols](#).

### **Duty Hours**

An important measure of education and clinical responsibility is the quality of performance in carrying out professional duties during the term of appointment. A high standard is expected of all clerks, as well as the proper discharge of responsibilities, and requires full-time effort while on duty. Clerks must remain within the hospital during the hours of duty and be available on short notice, except under special circumstances.

During regular duty hours, when a clerk finds it necessary to leave the hospital for any period, they must obtain the verbal permission of their administrative resident and have arrangements made to cover their duty. The clerk must check in with the ward clerk and, if possible, should leave a number where they can be reached by telephone.

- Urgent or emergent duties directly related to patient care must be completed before going off duty, whenever possible.
- If a student must leave the hospital during regular duty hours, resumption of duty must occur as soon as feasibly possible.

Special arrangements for educational programs within the hospital, outside duty hours, may be made at the discretion and agreement of the student and the academic program supervisor of the department.

The night call roster in the clinical departments begins and ends at variable hours. Refer to the specific rotation for more information.

### **Uniforms/Scrubs**

Scrubs are only to be worn in the clinical area where clerks are engaged in clinical activities. There are general soiled laundry bins in each area, where dirty and used

scrubs need to be placed Scrubs are not to be worn outside of the facility, nor are they to be removed from the facility, as they are the property of the health authority. Labelled scrubs are designated for specific staff and should not be taken and used.

Please ensure that OR scrubs are returned to the OR, not left in the Medical Student Lounge. For any items lost in a scrub or in the general linen, Lost and Found forms are available on any unit or at the Linen Services Department on site. If the item(s) is found, the appropriate department will contact the owner and arrangements made for pickup or return.

If the dress code is unknown in a certain area, contact the manager for assistance, as this may vary.

## **Conduct**

It is expected that clerks will, while on duty, maintain a friendly and cooperative, yet strictly professional relationship with the nurses and other personnel. Clerks shall not, under any circumstances, attempt to discipline patients, nurses, or employees.

Clerks should be prepared to assist in giving instruction to medical students, student nurses, and others when required to do so.

Clerks should become familiar with community-based resources, as well as auxiliary services in the hospital. Clerks should consult freely with such services and attempt to provide holistic, patient-centered care. They should not overlook the valued assistance they can frequently obtain for their patient's religious or spiritual counsellors. Under no circumstances, should clerks accept remuneration from a patient, or friends of a patient, nor shall they witness wills, or become involved in any personal business of patients.

Guidance in any administrative matters can be obtained from the Vice-President Operations (Medical) during the day. At night, and on weekends, the senior nursing supervisor on duty acts on behalf of the Administration.

## Public Relations

Clerks must appreciate their role in creating and maintaining good public relations. Professional appearance and conduct are essential to achieving this.

Clerks must not give out information relative to the hospital, or concerning any patient, to any representative of the press or radio. The Administrative Offices will only issue such communications. No clerk, during their term of clerkship, is to speak in public on matters relative to the hospital without first putting their remarks in writing and receiving the approval of the Vice-President (Medical).

## Reporting Concerns

Any clerk with a concern should speak with the Rotation Coordinator, Rotation Director, or the College of Medicine Office. The administrator at either site will communicate the concern to the Year Chair, the Associate Dean and/or Academic Director, Assistant Dean Curriculum, or other Senior Administrator for investigation and consideration. Students may also use the [Program Feedback Tool](#) to report any concerns about the teaching or learning environment. Confidential support and advice for clerks regarding the process of reporting a concern or complaint are available through the Office of Student Affairs.

## Clerkship Stipend

The Ministry of Health provides a stipend payment during clerkship. The total amount of funding available is \$8,268.75 and is paid in monthly payments of \$393.75 at the end of each month, starting at the beginning of year 3 and continuing for 21 months through Clerkship. It can take up to 90 days for the Ministry to process the paperwork and issue the first payment.

The stipend is considered a bursary; therefore, you will receive a T4A for each calendar year of the funding period that will show the total amount of funding received. To ensure you receive the T4A in a timely manner, please advise the Medical Services Branch,



Ministry of Health, immediately of any address changes by faxing (306)787-3761 or emailing [accountingUnitMSB@Health.gov.sk.ca](mailto:accountingUnitMSB@Health.gov.sk.ca).

If a student takes a leave from undergraduate medical studies, please contact Laura Bennett (306) 787-4746 Medical Services Branch to stop payments while on leave. Students will need to contact Laura upon return to resume payments. Students who discontinue the program will no longer be eligible to receive the clerkship stipend payments and must contact Laura Bennett (306) 787-4746 Medical Services Branch to stop payment.

If a student has been issued their entire stipend (i.e., 21 months), and are asked to repeat clerkship, in part or in its entirety, they are no longer eligible for the stipend.

### **Access to U of S Library e-books, journals, databases**

Check out [this link](#) see these resources. E-book collections include AccessMedicine, AccessAnesthesiology, AccessEmergency Medicine, AccessPediatrics, AccessSurgery, and Clinical Key.

Use your NSID and password to get access all our ebooks, ejournals, and databases including Ovid MEDLINE, Embase, and more.

### **Apps**

Download DynaMed, Lexicomp, Read by QxMD, RxFiles, and VisualDx for free as part of the subscription fees paid by the library. Go to this site and choose “Mobile Apps” at the left to find out more.

### **Access to U of S Library Print collection**

Of course, you continue to have in-person access to all branches of the U of S Library. But the Leslie and Irene Dubé Health Sciences Library also mails print books, and scans and emails print journal articles, to students working and learning outside the USask campus. Go to [this site](#) to register for this service.

### **Interlibrary Loan**

If you need access to an article from a journal to which the U of S Library does not subscribe, fill in an interlibrary loan request (use the link that comes up when you click the Findit! Button); this is a free service, and usually takes only a few business days. You will receive an emailed link which allows you to download the article. Print books can also be requested through this service, but will take a bit longer, since a physical copy will need to be mailed to the U of S Library, and then, if you are outside Saskatoon, will need to be sent out to you.

### **Help finding information**

If you need advice on a literature search, have questions about our services, or have any other library-related questions, get in touch with the Clinical Medicine liaison librarian. Contact information is on [this site](#) at the upper right side of the page.

### **Leslie and Irene Dubé Health Sciences Library**

(306) 966-5991

1400, Academic Health Sciences Building

104 Clinic Place

Saskatoon, SK S7N 2Z4

[library.usask.ca/hsi](http://library.usask.ca/hsi)

## SITE SPECIFIC INFORMATION

### College of Medicine – Saskatoon

#### Administrative Contacts

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#### Anesthesia

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Shumaila Zafar	Administrative Support <a href="mailto:shumaila.zafar@usask.ca">shumaila.zafar@usask.ca</a>

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#### Emergency Medicine

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## Family Medicine

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## Internal Medicine

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## Obs/Gyne

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Michaela Balsoza

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## Pediatrics

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## Psychiatry

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Nadine Loran	Administrative Support <a href="mailto:nrm098@mail.usask.ca">nrm098@mail.usask.ca</a>

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## Surgery

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Sweta Soni	Administrative Support <a href="mailto:surgery.preclerkship@usask.ca">surgery.preclerkship@usask.ca</a>
Dr. Scott Willms	Orthopedics Coordinator <a href="mailto:scott.willms@usask.ca">scott.willms@usask.ca</a>

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## Meals

As a courtesy to the Clerks, the Saskatchewan Health Authority provides them with meal cards when they are doing in-house call. The cards can be used at the cafeterias

at St. Paul's, Saskatoon City, and Royal University hospitals as well as the Starbucks at RUH. Meal costs in excess of the value allotted must be paid in cash. If a clerk's card is lost or stolen, he or she should contact the health authority so the card can be cancelled and replaced.

### **Medical Education**

Clerks are expected to attend all ward rounds in the department to which they are currently assigned and all clinical-pathological, radiological rounds, and other posted or announced grand rounds or conferences, unless specific duty prevents such attendance.

### **Pagers**

If Clerks want to use a pager for year 3, they can pick one up from the UGME office. They will be required to sign a pager usage agreement, which establishes the student's responsibilities while they are a user of a College of Medicine pager.

Please note that these pagers are supplied by the College of Medicine, NOT the health authority. If a student has issues with their pager during UGME office hours, they are to come to the UGME office and they will be given a replacement.

If a student has issues with their pager outside of UGME office hours, they are to call the hospital switchboard and provide a cell phone number until a replacement pager can be obtained from the UGME office.

All College of Medicine pagers have five-digit pager numbers. If a clerk does not have their pager when on call, they must call the hospital switchboard and provide their cell phone number to be used.

If a clerk is in a call room at night and is not sure if they will hear their pager, they can call Switchboard and give the operator the number at which they can be reached. The

SHA paging system can be accessed by dialing 2337 from a 655 number or 655-2337 from a non-655 number.

### Code Blue / Trauma Paging

- If a clerk is doing a rotation at The Royal University Hospital (RUH) or Jim Patterson Children's Hospital (JPCH), and are on a Code Blue or Trauma Team, they will carry two pagers. Individual pages will come through on the College of Medicine pager and only Code Blue or Trauma pages will come on the second pager. The Code Blue and Trauma pagers will be received from the resident or clerk on the previous shift. It is the clerk's responsibility to pass the pager to the resident or clerk on the next shift.
- If a clerk is doing a rotation at St. Paul's Hospital (SPH) or Saskatoon City Hospital (SCH), and is responsible for responding to a Code Blue, a second pager is not provided as Code Blue pages are announced overhead.

Code Blue, Trauma, and Stats are announced on overhead paging at all hospitals and heard everywhere including critical care areas, conference rooms, and sleeping rooms etc.

### General Overhead Paging (not available at SCH or JPCH)

- General paging goes to all areas of RUH and SPH except critical care areas, conference rooms, sleeping rooms etc.
- When a four-digit number is announced overhead, it is a 655 prefix.
- Any number that does not have a 655 prefix will be announced with all seven digits e.g., 966-1523.
- There is no overhead paging after 2300 hours except for Code Blue, Trauma, Stats, or other emergencies.

## Parking

### RUH

Parking and Transportation Services on campus has reserved 65 spots in the stadium parkade for students beginning clerkship in summer. The College of Medicine will provide a list of year 3 students in Saskatoon to Parking Services by June 30. More information, including total parking costs, will be shared with students via email in early spring. Please note that any permits not picked up by August 9, 2024 will be reassigned to others.

### City Hospital

Parking is not provided at City Hospital, and street parking is very limited. It is important to pay close attention to the signage, as most street parking is restricted to 2 hours near the hospitals. It is normal to have to park at least several blocks away from the hospital.

### St. Paul's Hospital (SPH) Parking While on Call

When on call at SPH, clerks will have access to park in the parkade after hours (1530 – 0730). The Dean's office has purchased several "transferable transponders," which clerks will need to have in order to enter and exit the parkade.

The transponders can be picked up from the Saskatoon Emergency Medicine department administrator for those on an Emergency core rotation overnight shift at St. Paul's. Please contact (306) 655-1446 to make arrangements for pickup of a transponder. There is one transponder available to be picked up from the Saskatoon Surgery department administrator for those on a Surgery core rotation overnight shift at St. Paul's. Please contact (306) 966-5678 to make arrangements.

Transponders provide access to parking within the SPH Parkade (located at Avenue R and 21st Street) beginning at 17:00 until exit. Students scheduled for an Emergency Medicine overnight shift starting before 17:00 may arrange to park in Lot R (located on Avenue R and 20th Street); students may request more information about these arrangements from the Emergency department administrator.



Students are not permitted to distribute or share the transponders with anyone, as they are intended for the sole use of the assigned student during their overnight shift at SPH. Students are responsible for the safekeeping of the transponder from the time that they collect it until the time that they return to the department administrator. Please return the transponder as soon as possible so it can be used by the other students.

### **Telephone Numbers and Information**

Saskatchewan Health Authority numbers have the prefix of 655. When calling from another 655 number, it is only necessary to dial the last four digits. 966 extensions are University of Saskatchewan Campus numbers and are linked to the U of S phone system. To call a Saskatchewan Health Authority number from a U of S phone or vice versa, dial 9 and then the full seven-digit number (i.e., 9-655-xxxx, 9-844-xxx, or 9-966-xxxx).

To contact the switchboards: RUH Switchboard (306) 655-1000, SPH Switchboard (306) 655-5000, SCH Switchboard (306) 655-8000

### **Call Park Lines (Callers on Hold)**

Call Park numbers are in the 3000 to 3500 range. A call park can be accessed from any hospital (655) phone, regardless of where it originated. If calling from a 966 or an off-site number, call an operator at any one of the Switchboards and ask to be connected to the park number. When connected to a park number (either by dialing it or having the operator connect you) there will not be a ring tone as there is a direct connection to the calling party. If there is a busy tone after dialing a call park number, this indicates that the caller has hung up.

### **Order Writing Policy**

To ensure effective clinical supervision and to optimize patient safety, the following applies in all parts of the province, for undergraduate MD students:

- Pre-clerkship (Year 1 and 2) students are not able to write orders.

- Clerks (Years 3, 4 and 5 students) are authorized to write all necessary orders for investigations and treatment of patients, after discussion with their clinical supervisor. All orders must be written on the appropriate order form and must have clear documentation of agreement (e.g., countersignature) by the Most Responsible Physician or other approved prescriber (e.g., supervising resident) before being acted upon by Pharmacy or Nursing. Where applicable, the Most Responsible Physician or supervising resident may confirm the order by phone. Clerks must not change a physician's orders without their approval. The order writing policy can be found [here](#).

Related SHA policies include:

- Saskatchewan Health Authority (SHA) – [Clinical Documentation & Communication Standard - Practitioner Orders](#)
- Saskatchewan Health Authority (SHA) – [Clinical Documentation & Communication Standard – Co-Signing/Counter Signing](#)

### **RUH Clerk Lounge**

This lounge is on the fifth floor of RUH 5538 and is accessed using a proxy card. The space contains a kitchen area (containing two refrigerators and a microwave) as well as seating, entertainment (TV with cable, Xbox), phone, and wireless internet access. Connected to this is an additional room, which can be used for relaxation, study space or meetings. Locker space and access to scrubs are located across the hall in Room 5527. A computer room with computers, a printer and table are located in Room 5536.

## College of Medicine – Regina

### Administrative Contacts

Dr. Mofoloshade Onaolapo	3/4 Site Coordinator <a href="mailto:mho331@mail.usask.ca">mho331@mail.usask.ca</a>
Dr. Gill White	Associate Dean <a href="mailto:gill.white@saskhealthauthority.ca">gill.white@saskhealthauthority.ca</a> (306) 766-3705
Catherine MacKay-Wilson	UGME Manager..... <a href="mailto:Catherine.MackayWilson@saskhealthauthority.ca">Catherine.MackayWilson@saskhealthauthority.ca</a> (306) 766-3763
Nicole Gates Willick	Administrative Coordinator <a href="mailto:nicole.gateswillick@saskhealthauthority.ca">nicole.gateswillick@saskhealthauthority.ca</a> (306) 766-0559

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### Anesthesia

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Hazel Rich	Administrative Support <a href="mailto:Hazel.Rich@saskhealthauthority.ca">Hazel.Rich@saskhealthauthority.ca</a> (306) 766-3956

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### Emergency Medicine

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Katie-Lynn Jackson	Administrative Support

[Katie-Lynn.Jackson@saskhealthauthority.ca](mailto:Katie-Lynn.Jackson@saskhealthauthority.ca)  
(306) 766-0522

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## Family Medicine

Dr. Rejina Kamrul	Rotation Director <a href="mailto:rejina.kamrul@usask.ca">rejina.kamrul@usask.ca</a>
Dr. Danielle Earis	Rotation Coordinator <a href="mailto:Danielle.Earis@saskhealthauthority.ca">Danielle.Earis@saskhealthauthority.ca</a>
Jeanette Bellavance	Administrative Support <a href="mailto:jeanette.bellavance@usask.ca">jeanette.bellavance@usask.ca</a> (306) 766-0449

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## Internal Medicine

Dr. Anmol Cheema	Rotation Coordinator <a href="mailto:Anmol.Cheema@saskhealthauthority.ca">Anmol.Cheema@saskhealthauthority.ca</a>
Blessy Rajan	Administrative Support <a href="mailto:Blessy.Rajan@saskhealthauthority.ca">Blessy.Rajan@saskhealthauthority.ca</a> (306) 766-3704

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## Obs/Gyne

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Trisha DeMars	Administrative Support <a href="mailto:Trisha.DeMars@saskhealthauthority.ca">Trisha.DeMars@saskhealthauthority.ca</a> (306) 766-3771

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## Pediatrics

Dr. Naeem Parvez	Rotation Coordinator <a href="mailto:naeem.Parvez@saskhealthauthority.ca">naeem.Parvez@saskhealthauthority.ca</a>
Courtney Reddom	Administrative Support <a href="mailto:Courtney.Reddom@saskhealthauthority.ca">Courtney.Reddom@saskhealthauthority.ca</a> (306) 766-3772

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## Psychiatry

Dr. Godwin Udoh	Rotation Coordinator <a href="mailto:Godwin.Udoh@saskhealthauthority.ca">Godwin.Udoh@saskhealthauthority.ca</a>
Carlotta Stephenson	Administrative Support <a href="mailto:carlotta.stephenson@saskhealthauthority.ca">carlotta.stephenson@saskhealthauthority.ca</a> (306) 766-3705

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## Surgery

Dr. Abdalla Butt	Rotation Coordinator <a href="mailto:abb868@mail.usask.ca">abb868@mail.usask.ca</a>
Maria Liamzon	Administrative Support <a href="mailto:maria.liamzon@saskhealthauthority.ca">maria.liamzon@saskhealthauthority.ca</a> (306) 766-3447
Dr. Jordan Buchko	Orthopedics Coordinator <a href="mailto:jordan.buchko@usask.ca">jordan.buchko@usask.ca</a>

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## Pagers

Pagers will be issued during Orientation. Dial 929 from any hospital phone to access the paging system.

## Parking

Parking passes for accessed parking are issued from the Finance Department in Regina General Hospital. Parking is approximately \$45.00 monthly.

## Gym Facilities

Clerks wishing to use the Kinesiology facilities at the University of Regina may do so and will be charged the appropriate fee for a student (\$40 per month). In addition, there is a Fitness Centre at the RGH, which undergraduate students have free access once they have completed an orientation to the facility.

## Library

The Health Sciences Library is located at the Regina General Hospital, the Pasqua Hospital and the Wascana Rehabilitation Centre. The library provides reference and research services to meet the needs of all RQHR staff and physicians, providing access to a collection of texts, thousands of journals (print and/or electronic), audiovisual materials and other electronic resources. Members of the public can use the library during the hours posted below. Photocopiers are available at each location and the cost is \$0.10/page.

## Regina General Hospital

Location: 0B

Phone: (306) 766-4142, Fax: (306) 766-3839

Email: [library@saskhealthauthority.ca](mailto:library@saskhealthauthority.ca)

Hours: Monday - Friday 0800-1630

After-hours access: By access card. Obtain card from library during normal working hours.

### **Pasqua Hospital**

Location: 3A

Phone: (306) 766-2370, Fax: (306) 766-2565

Email: [lily.waltersmith@saskhealthauthority.ca](mailto:lily.waltersmith@saskhealthauthority.ca)

Hours: Tuesday - Thursday 0800-1200

After-hours access: By access card. Obtain card from library during normal working hours.

### **Wascana Rehabilitation Centre**

Location: 2-402 (2nd floor)

Phone: (306) 766-5441, (306) Fax 766-5460

Email: [joan.harmsworthdow@saskhealthauthority.ca](mailto:joan.harmsworthdow@saskhealthauthority.ca)

Hours: Monday - Thursday 0830-1630 (open but unstaffed on Fridays)

### **Lockers**

A number of lockers are available in the Clerk Lounge, 5B, Regina General Hospital. Students must supply their own lock. Lockers will be assigned during Year 3 Orientation.

### **Mail**

Students will receive an email if they have received mail, it can be picked up in the College of Medicine office.

## College of Medicine – Prince Albert

### Administrative Contacts

Dr. Ayaz Ramji	Year 3 Site Coordinator <a href="mailto:ayazramji@shaw.ca">ayazramji@shaw.ca</a>
Nicole Toutant	Administrative Coordinator <a href="mailto:nicole.toutant@usask.ca">nicole.toutant@usask.ca</a> (306) 765-6787

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### Anesthesia

Dr. Derrick Williams	Rotation Coordinator <a href="mailto:derrick.williams@usask.ca">derrick.williams@usask.ca</a>
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### Emergency Medicine

Dr. Matthew Parsons	Rotation Co-Coordinator <a href="mailto:matthew.d.parsons@gmail.com">matthew.d.parsons@gmail.com</a>
Dr. Jacobus Van der Merwe	Rotation Co-Coordinator <a href="mailto:vandermerwe_cobus@yahoo.com">vandermerwe_cobus@yahoo.com</a>

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### Family Medicine

Dr. Vipul Parekh	Rotation Coordinator <a href="mailto:vzp472@mail.usask.ca">vzp472@mail.usask.ca</a>
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## Internal Medicine

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## Obs/Gyne

Dr. Shelby Jenkins                Rotation Coordinator  
[Shelbylynnjenkins@gmail.com](mailto:Shelbylynnjenkins@gmail.com)

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## Pediatrics

Dr. Michelle DuRuss              Rotation Coordinator  
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## Psychiatry

Dr. Oladele Oladapo              Rotation Coordinator  
[oladele.oladapo@saskhealthauthority.ca](mailto:oladele.oladapo@saskhealthauthority.ca)

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## Surgery

Dr. Allison Hunter                Rotation Coordinator  
[allison.hunter@usask.ca](mailto:allison.hunter@usask.ca)

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## Meals

Each student will be issued a call meal stipend at the start of clerkship in PA by the health region. The stipend is issued one time and will not be reissued in the event the clerkship dates are extended.

### Pagers

Clerks in Prince Albert are not issued pagers; Clerks are expected to use their personal cell phones. The Health Authority will provide a small stipend to cover some of the expense.

### Parking

The SHA has implemented a change in their provincial parking policy effective February 1, 2024:

*“Parking Services is pleased to announce a paid parking solution for residents, students, and learners. Individuals can now sign up for monthly parking at Victoria Hospital at the same rates as SHA employees. Rates are \$30/month for electrified parking and \$10/month for non-electrified parking. To sign-up for these parking privileges, please fill out a parking application form and send via email to [parkingServices@saskhealthauthority.ca](mailto:parkingServices@saskhealthauthority.ca). Someone will then get in touch with you to set-up the pre-auth monthly payments from either your bank account or credit card.”*

If you plan to apply for parking it will be important to include that you are a U of S College of Medicine Student in your email and on your application. Kindly submit your application directly to Greg Panio – Manager of Provincial Parking Services [greg.panio@saskhealthauthority.ca](mailto:greg.panio@saskhealthauthority.ca). It will be important to do this as soon as possible as it takes time to process and receive your permit. Parking lots are being monitored regularly and the Saskatchewan Health Authority is not responsible for any parking tickets that may be incurred.

### Gym Facilities

There is no gym on-site at the hospital. Some gym facilities in the city provide a discounted or free membership for medical students.

### **Lockers**

There are lockers located right outside the College of Medicine office and they are available on a first come-first-served basis. The Clerk must provide their own lock.

### **Mail**

Each Clerk is provided a mailbox in the College of Medicine Student Lounge.

### **Audio Visual**

There is videoconferencing equipment (including a laptop and a projector) available to the Clerks in the College of Medicine Student Lounge.

## **Saskatchewan Longitudinal Integrated Clerkship (SLIC)**

Dr. Geoffrey Zerr                      SLIC Director  
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## **College of Medicine – Meadow Lake**

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## **College of Medicine – Estevan**

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Kristin Dupuis                      Administrative Coordinator  
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(306) 637-2401

## **College of Medicine – Melfort**

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Mabel Ryhorchuk                      Administrative Coordinator  
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## **College of Medicine – La Ronge**

Dr. Dr. Laura Marshall                      Site Director

	<a href="mailto:laurabaydamarshall@gmail.com">laurabaydamarshall@gmail.com</a>
Dr. Veronica McKinney	Indigenous Health Coordinator
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Janice Skilliter	Administrative Coordinator
	<a href="mailto:janice.skilliter@usask.ca">janice.skilliter@usask.ca</a>

## ACCREDITATION STANDARDS

There are multiple accreditation standards relevant to clerkship. One that is of particular importance for clerks to be aware of is 6.2 Required Learning Experiences.

Clerkship introduces some new features that will be used in One45:

- 6.2 Required Clinical Learning Experience logging
- Scheduling
  - Rotations, sub-rotations
  - Selected Topics in Medicine
- Rotation information, objectives, and handouts
- Evaluations
  - Rotation, site, etc. (by student)
  - Clerk (of student)

It is suggested that students familiarize themselves with these features on One45.

### 6.2 Required Learning Experiences

There must be a system with central oversight to assure that the faculty defines:

- The types of patients and clinical conditions that Clerks must encounter.
- The appropriate clinical setting for the educational experiences.
- The expected level of student responsibility.

The faculty must monitor student experience and modify it as necessary to ensure that the objectives of the clinical education program will be met.

This standard requires that a system be established to specify the types, patients, or clinical conditions that Clerks must encounter, and to monitor the Clerks' experiences with patients to remedy any identified gaps. The system, whether managed at the individual clerkship level or centrally, must ensure that all Clerks have the required

experiences. For example, if a student does not encounter patients with a particular clinical condition (e.g., because it is seasonal), the student should be able to remedy the gap by a simulated experience (such as standardized patient experiences, online or paper cases, etc.), or in another rotation.

One45 contains the most recent 6.2 procedures/exposures list for each rotation, along with how many entries are required for each item. Once you have logged the minimum required number of procedures/exposures for any particular item, you are no longer mandated to continue logging that particular item, but may do so for your own records.

For further information/instructions for logging procedures, please refer to the one45 user guide [here](#).

## ENTRUSTABLE PROFESSIONAL ACTIVITIES (EPAs)

The [Association of Faculties of Medicine of Canada \(AFMC\)](#) has developed 13 Entrustable Professional Activities (EPAs) for Undergraduate Learners.

The goal of EPAs is to define regular clinical activities — such as taking a history and performing a physical examination or formulating and implementing a management plan — that a student would be expected to exhibit competence in prior to graduation and the start of residency training, and to assess and give feedback to learners based on these activities.

The 12 EPAs are to be implemented by all Canadian medical schools to ensure a common frame of reference outlining what residency program directors can expect of an incoming Canadian medical graduate.

### **USask EPA implementation 2025-2026:**

For the 2025-2026 academic year, the USask College of Medicine will be assessing all of EPAs 1-13 in year 3 and 1-12 in year 4 alongside current assessment procedures.

- EPA 1 - Obtain history and perform a physical examination adapted to patient's clinical situation.
- EPA 2 - Formulate and justify a prioritized differential diagnosis.
- EPA 3 - Formulate an initial investigative plan based on the diagnostic hypothesis.
- EPA 4 - Interpret and communicate results of common diagnostic and screening tests.
- EPA 5 - Formulate, communicate, and implement management plans.
- EPA 6 - Present oral and written reports that document a clinical encounter.
- EPA 7 – Provide and receive the handover in transitions of care
- EPA 8 – Recognize a patient requiring urgent or emergent care, provide initial management & seek help



- EPA 9 – Communicate in difficult situations
- EPA 10 - Contribute to a culture of safety and improvement
- EPA 11 – Perform general procedures of a physician
- EPA 12 – Educate patients on disease management, health promotion and preventive medicine
- EPA 13 - Collaborate effectively with allied health professional on the interdisciplinary care of a patient (Year 3 only)

### **Year 3 Medical Students**

Year 3 students must complete a minimum of 14 EPA observations in a six-week rotation:

- Specific requirements for each EPA are outlined in the clerkship syllabus
- For rotations shorter than six weeks, the number of required EPAs will be prorated.

SLIC - minimum of three observations each week, distributed amongst EPAs 1-13

- Specific requirements for each EPA are outlined in the syllabus

### **Year 4 Medical Students**

Year 4 students must complete a minimum of 49 EPA observations:

- For the 2024-2025 academic year, all fourth-year Clerks will be required to complete a minimum of 12 EPAs every 6 weeks (average two per week) of Elective/Selective time. A minimum of 49 EPAs are required to be completed through the Electives/Selectives courses. Specific requirements for each EPA are outlined in the syllabi

### **Documentation**

- One45 is to be used, please use the preceptors' submission portal as much as possible.
- Please Contact departmental admin for login information - uses USask NSID.

## CONTACTS FOR NOTIFICATION OF ABSENCES

The College of Medicine has a Clerkship attendance and absence policy; please refer to [this policy](#) for guidelines and procedures.

### Contacts for Notification of Absences

#### UGME Office Clerkship Administrators:

##### **Saskatoon:**

Year 4 Administrative Assistant – Barb Smith

[b.r.smith@usask.ca](mailto:b.r.smith@usask.ca)

(306) 966-8828

Year 3 Administrative Assistant – Kanika Gupta

[Kanika.gupta@usask.ca](mailto:Kanika.gupta@usask.ca)

(306) 966-8828

Clerkship Administrative Coordinator – Tami Golding

[tami.golding@usask.ca](mailto:tami.golding@usask.ca)

(306) 966-5891

##### **Regina:**

Clerkship Administrative Coordinator – Nicole Gates Willick

[nicole.gateswillick@saskhealthauthority.ca](mailto:nicole.gateswillick@saskhealthauthority.ca)

(306) 766-0559

##### **Prince Albert:**

Clerkship Administrative Coordinator - Nicole Toutant

[nicole.toutant@usask.ca](mailto:nicole.toutant@usask.ca)

(306) 765-6787

##### **Meadow Lake:**

Clerkship Administrative Coordinator – Bailey Edelman

[bailey.edelman@usask.ca](mailto:bailey.edelman@usask.ca)

(306) 234-3108

**Estevan:** Clerkship Administrative Coordinator – Kristin Dupuis  
[kristin.dupuis@saskhealthauthority.ca](mailto:kristin.dupuis@saskhealthauthority.ca)  
(306) 637-2458

**Melfort:** Clerkship Administrative Coordinator – Mabel Ryhorchuk  
[mabel.ryhorchuk@saskhealthauthority.ca](mailto:mabel.ryhorchuk@saskhealthauthority.ca)  
(306) 921-9386

**La Ronge:** Clerkship Administrative Coordinator – Janice Skilliter  
[janice.skilliter@usask.ca](mailto:janice.skilliter@usask.ca)  
306-425-6409

**Swift Current:** Clerkship Administrative Coordinator – Tammy Schlamp  
[Tls356@usask.ca](mailto:Tls356@usask.ca)  
306-778-2395

Departmental Clerkship Administrative Assistants are to be contacted depending on rotation. Contacts are located on the lists per site.