Welcome

Year 2
Regina
June 2017

Greetings to Our Future Regina Year 2 students!

We are very excited to be welcoming you to Regina!

We know the transition to Regina comes with many questions. We hope that this booklet will provide you with some of the answers.

The courses and modules for Year in Regina are coordinated by a centralized team. The pre-clerkship team works in the Learning Centre where your classroom is and works closely with the College of Medicine in Saskatoon to ensure that you will receive a first class experience in Year 2.

The following pages give you information about the Regina site. If you have other questions, please contact one of the team members and we will work to answer them for you.

We believe our team will do a remarkable job of delivering Year 2 and we are keen to hear your feedback and suggestions as we proceed.

If you are in the city before the beginning of classes, you can get your RQHR photo id. This will grant you access to the learning centre. Please stop by the College of Medicine office on the main floor at RGH and ask to speak to Ann Finch. She will get you to security and help with getting the id.

Please note that the Personal Data and Consent to Photograph forms need to be filled out and sent to Sherry Lindenbach by August 1, 2017.

Sherry.lindenbach@rqhealth.ca   Fax 306-766-0538

Take care and we’ll see you very soon!

Pre-Clerkship Regina
One program, two sites....
# Regina Pre-Clerkship Team

**Fax #306-766-0538**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanette Bellavance</td>
<td>766-0558</td>
<td>Administrative Officer, Year 2 and clerkship</td>
<td>Payments, SP support, Clerkship support</td>
<td><a href="mailto:jeanette.bellavance@rqhealth.ca">jeanette.bellavance@rqhealth.ca</a></td>
</tr>
<tr>
<td>Alexis Berezowski</td>
<td>766-0556 Cell # 306-551-8454</td>
<td>Administrative Coordinator, Year 2</td>
<td>O&amp;G, Ethics, FIPE Simulation Pediatrics Phlebotomy Surgery Opthal &amp; Uro Family Medicine Medicine &amp; Society BCLS</td>
<td><a href="mailto:alexis.berezowski@rqhealth.ca">alexis.berezowski@rqhealth.ca</a></td>
</tr>
<tr>
<td>Dr. Jackie Kraushaar</td>
<td>766-0557</td>
<td>Physician Consultant, Regina Year 2</td>
<td>Medical liaison and direction in relation to Year 2 in Regina</td>
<td><a href="mailto:jackie.kraushaar@gmail.com">jackie.kraushaar@gmail.com</a></td>
</tr>
<tr>
<td>Christa Kaytor</td>
<td>766-3157</td>
<td>Educational Consultant, AHS</td>
<td>Coordination and implementation of Year 2 in Regina</td>
<td><a href="mailto:christa.kaytor@rqhealth.ca">christa.kaytor@rqhealth.ca</a></td>
</tr>
<tr>
<td>Sherry Lindenbach</td>
<td>766-0578</td>
<td>Administrative Officer, Year 2</td>
<td>Scheduling and general administrative duties related to Year 2</td>
<td><a href="mailto:sherry.lindenbach@rqhealth.ca">sherry.lindenbach@rqhealth.ca</a></td>
</tr>
<tr>
<td>Kayla Trevena</td>
<td>766-0632 Cell # 306-570-1565</td>
<td>Administrative Coordinator, Standardized Patients</td>
<td>Management of the SP, VP, &amp; SETA programs clinical scenarios, communication skills, OSCEs, PM&amp;R, geriatrics</td>
<td><a href="mailto:holly.doell@rqhealth.ca">holly.doell@rqhealth.ca</a></td>
</tr>
<tr>
<td>Megan Rodgers</td>
<td>766-0552</td>
<td>Administrative Coordinator, Year 2</td>
<td>Mental Health, IPBL, Integrative Cases, Internal Medicine, Surgery – MSK, Neurology: small groups MSK: small groups Nephro: small groups</td>
<td><a href="mailto:megan.rogers@rqhealth.ca">megan.rogers@rqhealth.ca</a></td>
</tr>
</tbody>
</table>
The College of Medicine delivers Year 2, 3, & 4 at the Regina General Hospital (RGH). The Academic Health Sciences (AHS) Learning/Resource Centre is your home base. In the learning centre you will find the offices of the Year 2 team and the classroom where Year 2 will receive its lectures. This area also houses the student lounge, a computer room, and meeting and exam rooms. It also includes study space for you.
Parking:

Is available through the RQHR Park and Ride program. If you want to take advantage of the park and ride system, please take the park and ride letter (found at the end of this handbook) to security services at RGH.

Shuttles:

Shuttle buses run between the major RQHR sites. The schedule will be posted on one45.

Floor plans:

**Floor plans are in a pdf on the handouts and links page of one45

More information about Regina Qu’Appelle Health Region is available at: [www.rqhealth.ca](http://www.rqhealth.ca)

**LOCKERS**

You will be provided with lockers, but will be responsible for your own locks. These will be shown to you during the tour on orientation day.

**DILAWRI SIMULATION CENTRE**

The centre has been up and running since the spring of 2012 and includes a lot of very cool equipment to practice on. Check it out at this link: [http://www.rqhealth.ca/programs/in_hospital_care/simulation/index.shtml](http://www.rqhealth.ca/programs/in_hospital_care/simulation/index.shtml)
**UNIFORM ROOMS:** Scrubs for rotations in surgery, etc. are available from the RGH and Pasqua uniform rooms. The rooms are staffed:

**Monday to Saturday 0645 - 1530**
(coffee breaks 0900-0920, 1115-1200, and 1400-1420)
**Sunday CLOSED Stat Holidays 0630-0930**

Uniforms are to be put into a BLUE linen bag only and are not to be removed from the facility and laundered at home. When term is done, any scrubs you have not returned may be charged to you through the College of Medicine.

**WRITTEN ASSIGNMENTS:** to manage tracking and submission of written assignments, they will all be submitted to the blackboard page associated with the course. Please submit only to the BB page – *do not send any assignments directly to a preceptor.* Your name, preceptor’s name, and date of session must be on all assignments.

**ATTENDANCE:**
- All Clinical Skills sessions and small groups are mandatory
- For all seminar-type sessions there will be an attendance sheet to sign. It is the student’s responsibility to sign the sheet DURING the session. Signing the sheet after the session has ended will not be allowed.
- Please refer to the Attendance Policy on the UGME website

**Application for Leave:**

If you have a planned absence (conference, family occasion, etc.) that will take you away from academic time, you must complete an application for leave and submit it to Christa a *minimum of 4 weeks prior* to the leave. The sooner it is submitted, the sooner any necessary arrangements for academic sessions can be managed.

- Please refer to the Attendance Policy on the UGME website
GYM FACILITIES

At the RGH: the fitness facility is available to you 24/7 after you complete a brief orientation. Fit Club membership also gives access to the gym and pool at the Wascana Rehabilitation Centre after hours, depending on the fitness class schedule. Students may also sign up for fitness classes offered at the Wascana Rehab. Centre but must pay the user fee.

At the UofR: Students wishing to use the Fitness and Lifestyle Centre at the University of Regina may do so and will be charged the appropriate fee for a student.

FROM:  Kris Schoenhofen
        Manager, Administration & Finance
        College of Medicine, Regina Campus

RE:  Fitness Facilities

In an effort to address a long standing concern of students related to access to recreational facilities in Regina, the College of Medicine has been able to secure the access to the fitness centre and swimming pool at the University of Regina.

The University of Regina has agreed to provide this access at the discounted rate of $136.50 / 4 months. This is $51.50 more than what students would pay for the same access on the University of Saskatchewan main campus. To ensure equity at both sites, the College of Medicine has agreed to reimburse students the $51.50 difference.

Students wishing to take advantage of the access at the University of Regina will need to pay for their access up front at the Fitness and Lifestyle Centre by indicating to the staff that they are a College of Medicine student and providing appropriate identification (U of S Student Card, RQHR ID, or driver’s license). You will need to submit your original receipt of payment to the College of Medicine office in Regina and they will submit it for reimbursement.

To ensure some efficiency in the reimbursement process we ask that students participating in this arrangement provide their receipts to the College no later than the following dates:

September 15 for access during the Fall Term (August –December)
January 31 for access during the Winter Term (January-April)
May 31 for access during the Spring/Summer Term (May-August)

The College will submit all receipts at once following these deadlines.

All of this is in addition to the existing free access to the RQHR FitClub facilities located at both the Regina General Hospital and the Wascana Rehabilitation Centre.
Pasqua Hospital is one of two major acute care hospitals in the Regina area and has a 90 year history of serving the healthcare needs of southern Saskatchewan. Formerly called the Grey Nuns Hospital, the Pasqua Hospital continues its tradition of care and community service as an integral part of the Regina Qu’Appelle Health Region. The Pasqua Hospital is recognized for provision of quality health care in several specialized areas. Highly qualified physicians and staff, along with advanced diagnostic equipment, have enabled the Pasqua Hospital to stay in the forefront of many programs, such as ophthalmology, orthopedics and cancer services. The Allan Blair Cancer Centre is located in the southwest area of the hospital.

Map of the location of the locked bike cage at Pasqua Hospital (security fee is a one-time fee):
The Wascana Rehabilitation Centre provides comprehensive medical rehabilitation programs for adults and children, as well as specialized long-term care. A wide variety of programming, including Functional Rehabilitation, Amputee Services, Spinal Cord Injury Services and Orthopedics, Children's Services, Adult Rehabilitation, Extended Care and Veteran's Services, are available to meet the particular needs of clients. The Centre serves the population of southern Saskatchewan.
Re: General Safety Notification for RQHR Staff, Clients & Visitors

The personal safety of our staff, clients and visitors is always very important to the Regina Qu’Appelle Health Region.

The RQHR has many sites with several of the facilities being 24/7 operations. RQHR Security & Parking Services would like to remind ‘everyone’ to be aware of their personal safety whenever arriving at or leaving any of our facilities.

We encourage everyone to practice common sense personal safety techniques. Take precautions when walking to or from a building such as walking in pairs or in a group whenever possible.

Be aware of your surroundings, watch for suspicious behaviour and don’t be afraid to remain in a building or in your car if you feel uncomfortable.

Security Services conducts mobile patrols in and around RQHR facilities and will continue to be vigilant to ensure the safety of everyone accessing RQHR healthcare facilities.

When available, Security Services will provide escorts to staff, visitors and clients from RQHR buildings to their vehicles or public transportation. Staff, visitors and clients are encouraged to utilize Security Services for an escort to their vehicles if they have no one to walk with them.

All staff are asked to assist any client or visitor in contacting Security Services for an escort. Contact numbers for Security Services are provided below.

If an incident occurs, staff should report the incident to Security Services immediately.

Security Services contact numbers:

- Pasqua Hospital Security 306-766-2900
- Regina General Hospital Security 306-766-3900
- Wascana Rehabilitation Centre Security 306-766-5900
- Pioneer Village Security 306-552-8424

Dale Orban
Manager – Security & Parking Services
BLOOD/BODY FLUID EXPOSURE PROCEDURE (for Regina Sites)  
(See RHD Policy & Procedure 1.5.3.02 for details)

EXPOSURE

↓

DO YOUR OWN FIRST AID  
(IMMEDIATELY WASH OR FLUSH EXPOSURE SITE)

↓

REPORT TO MANAGER/SUPERVISOR/CHARGE NURSE

↓

EMPLOYEE: REPORT TO OCCUPATIONAL HEALTH NURSE (OHN)  
(LEAVE MESSAGE IF NOT AVAILABLE)  
REPORT TO EMERGENCY DEPT WITHIN 2 HOURS OF EXPOSURE

↓

Charge Nurse (on Unit)

COMPLETE: SOURCE RISK ASSESSMENT (APPENDIX A)  
CONSENT FOR SOURCE SEROLOGY (APPENDIX B)  
PHYSICIANS STANDING ORDER SHEET (APPENDIX D)  
ENSURE EMERGENCY PHYSICIAN HAS RESULTS OF SOURCE RISK ASSESSMENT  
FOR WRC ONLY: Please refer to RN/RPN/RCC Checklist on Unit

Packages of Appendices available from the Print Shop at WRC by requesting “form RQHR 578 and Appendix 51”.

↓

INITIATE INCIDENT REPORT AND FORWARD TO OHN
RURAL/LTC BLOOD/BODY FLUID EXPOSURE PROCEDURE
(See RQHR Policy & Procedure 1.5.3.02)

Exposure

Immediately Conduct First Aid
Allow needlestick or cut to bleed. Wash exposure site well with soap and water.
If splashed, flush mucous membranes well for 15 minutes.

Report to Manager/Supervisor/Charge Nurse

Charge Nurse Responsibility

Locate: “Red Folder” Quick Reference Package
(for appendices and blood work requisitions)

Assess: Did an exposure occur that warrants further BBFE management steps?
Only if exposed to fluid that can transmit HIV, Hepatitis B, Hepatitis C
AND
fluid contacted the employee in such a way that allows for transmission to employee.
Decide using: Information for Exposed Person Following an Exposure to Blood or
Body Fluids (Appendix C). Give Appendix C to Employee.

Yes  No

Carry on with all BBFE flow chart steps below.  Submit incident report as non BBFE.
No further BBFE flow chart steps.

Complete: Source Patient Risk Assessment (Appendix A)
(coppy of results to Physician/Nurse Practitioner attending to Exposed Employee)

Obtain: Consent for Patient Testing (Appendix B)

Initiate: Blood work for source patient as per Physician’s Orders (Appendix D)
Ensure only requisitions with “Rural Source Blood” stickers are used.

Note: all completed original appendices A, B, D remain on source patient file

Exposed Employee Responsibility

Report: To Emergency Department if available on site. If not on site either travel to
nearest Emergency Department/Medical Clinic OR report to
Physician/Nurse Practitioner on-call for site as per facility process within 2
hours of exposure for assessment.
Ensure only requisitions with “Rural Staff Exposure” stickers are used.

Phone: Wascana Rehab Occupational Health Nurse (OHN) 306-766-5217
(leave message)

Fax: Incident Report to Wascana Rehab OHN 306-766-5815
Housing in Regina

The following links provide you with access to housing listings in Regina.

1) **Wascana Rehabilitation Centre**  
   Private rooms with bathroom and shower, personal temperature control and telephone are available at this facility. The hostel also provides laundry facilities, a recreation room, shared kitchenette, television rooms, quiet study areas, plug-in parking, daily housekeeping services, and gym facilities. The monthly rate is $472.50 + tax per month, subject to approval by their Manager. There is one double bed room, which is $47.25 + tax/night, and several single bed rooms, which are $37.50 + tax/night.

2) **University of Regina**  
   Off Campus Housing: [http://ursu.ca/services/housing#/Page/1/Type/for_rent](http://ursu.ca/services/housing#/Page/1/Type/for_rent)  

3) **Sask Polytechnic**  

4) [www.kijiji.ca](http://www.kijiji.ca) short term accommodations listing (or you may want to advertise for accommodations on their site)


6) Regina Leader Post classified ads  

7) [http://www.usedregina.com](http://www.usedregina.com) (updated daily with recent available rental properties)

8) [http://www.padmapper.com/](http://www.padmapper.com/)

9) **Six Three Furnished Suites in Regina.** They have furnished suites for rent and also have very limited unfurnished properties. They currently provide accommodations for any rotating residents from Saskatoon [www.sixthreesuites.com](http://www.sixthreesuites.com)
Family Physicians available to you

The following physicians are not accepting new patients, but have agreed to see any medical student that may need their services. **When you call to make an appointment, please make sure to tell them you are a medical student.**

Dr. O. Schussler – Male  
208 University Park Drive  
306-522-2306  
Fax 306-522-2308

Dr. H. Aito - Female  
Pasqua South Medical Centre  
3515 Pasqua Street  
306-525-6837  
Fax: 306-525-6846

Dr. M. Pole – Female  
2781 Avonhurst Drive  
306-543-4955  
Fax 306-545-7006

Dr. N. Parwez - Female  
University of Regina  
Aspen Medical Centre  
306-337-2640  
Fax 306-585-4417

Dr. A. Nwalusi - Male  
University of Regina  
Aspen Medical Centre  
306-337-2640  
Fax 306-585-4417

Dr. H. Anigboro - Male  
University of Regina  
Aspen Medical Centre  
306-337-2640  
Fax 306-585-4417

Dr. R. Radford – Male  
Warehouse District Medical Clinic  
1230 St. John Street  
306-352-2299  
Fax 306-569-5998
Important Information for Off-Campus Med Students of the University of Saskatchewan regarding the USSU and GSA Student Health & Dental Plans

The University of Saskatchewan student Health & Dental Plans have been put in place by the student associations to help students pay for the health services they need. The coverage includes health, dental, vision, and worldwide travel benefits, and is designed to pick up where provincial health care and other private health coverage ends.

As a student enrolled in an off-campus program at the University of Saskatchewan, you are not automatically enrolled in the USSU or GSA Health & Dental Plans, but you have the opportunity to enroll yourself, your spouse and/or dependents by contacting studentcare.net/works directly during the Fall Change-of-Coverage Period. Individual and family enrolments are completed by filling out the appropriate Enrolment Form, submitting it to studentcare.net/works, and paying an additional fee. Enrolments can only be processed during the Change-of-Coverage Period, which is from Sept. 1 – 30 for Term 1 students. Once successfully enrolled, coverage is valid from Sept. 1 – Aug. 31.

For more information, including benefit details and instructions on how to enroll yourself, your spouse and/or dependents in the USSU or GSA student Plans, please visit www.ihaveaplan.ca and find your student association in the drop down list.

Health & Dental Plan Office
Room 121, Main Level
Place Riel Student Centre
University of Saskatchewan
(306) 933-0093 or 1 877 795-4428
www.ihaveaplan.ca
Student Affairs

Dr. Nicole Fahlman, and Dr. Tiann O’Carroll are the student affairs physicians in Regina. They are available to you if you have any personal, medical, disability/accommodations, and/or academic concerns.

Dr. Nicole Fahlman  
nicole.fahlman@usask.ca  
306-209-0142

Dr. Tiann O’Carroll  
tiann.ocarroll@usask.ca  
(306)529-0777

Academic Accommodations:

Please be sure to let us know if you require any type of academic accommodations and we will work with you to ensure you have everything you need.

Do you have:
  o Exam accommodations?
  o Learning resource needs?
**Shadowing**

All physician shadowing is coordinated through the College of Medicine office on level 1B, RGH. Students can personally approach faculty regarding shadowing to discuss possible dates and times. If they set up a time with the preceptor, an official request must be submitted by the student to the CoM office to confirm.

**All shadowing requests must go through** the CoM office as we need to know where students are scheduled to be at all times. We also want to verify that there are no conflicts with other students who have potentially been scheduled with the preceptor as we do sometimes have capacity issues. In this scenario, students understand that although they may have spoken directly to a preceptor to arrange shadowing, the final confirmation must still come through our office.

Alternatively, if a student wants to shadow a particular area, but does not have any contacts to approach directly, they can submit a shadowing request to our office and we will work to find a preceptor for them.
APPLICATION FOR SHADOWING
Regina – College of Medicine

DATE: _________________________________

STUDENT NAME:  ____________________________________________________________

REQUESTED ROTATION: ______________________________________________________

REQUESTED PRECEPTOR: ______________________________________________________

REQUESTED DATES: ___________________________________________________________

REQUESTED TIMES (MAX 4 HOURS PER ROTATION): _______________________________

HAS THIS DATE/TIME ALREADY BEEN DISCUSSED WITH THE PRECEPTOR? □ YES □ NO

STUDENT SIGNATURE: _________________________________________________________

PHONE: ___________________________ EMAIL: ____________________________________

For Office Use Only

PRECEPTOR:   ________________________________________________________________

APPROVED BY: ______________________________________________________________

*This application is to be completed at least one week prior to the intended shadowing request. All forms can be emailed to Holly Doell at holly.doell@rqhealth.ca, faxed to 306-766-4833, or dropped off at the College of Medicine Office at the Regina General Hospital. If Holly is away, you can email the forms to Kris Schoenhofen at kris.schoenhofen@rqhealth.ca *if you have not received email confirmation of receipt within 48 hours, please follow up with Holly.
DATE: May 30, 2017

TO: Regina Based Undergraduate Students

FROM: Kris Schoenhofen
Manager, Administration & Finance
College of Medicine, Regina Campus

RE: City of Regina Bus Transportation

In an effort to address a concern of students related to access to bus transportation in Regina, the College of Medicine will reimburse students that would normally access U-Pass in Saskatoon as part of their tuition cost.

Regardless of the time of year students in Saskatoon currently pay $19.87 per month for U-Pass. The current rate for post-secondary students in Regina for city transit is $78.00 per month. (rates are listed below) To ensure equity at both sites, the College of Medicine has agreed to reimburse students the difference of $58.13 per month based on current rates.

Students wishing to take advantage city of Regina transit will need to pay for their access up front and provide proof that they are a College of Medicine student. You will need to provide U of S Student Card, RQHR ID, or driver’s license to the city of Regina. You will need to submit your original receipt of payment to the College of Medicine office in Regina – Kris Schoenhofen.

To ensure some efficiency in the reimbursement process we ask that students participating in this arrangement provide their receipts to the College no later than the following dates:

September 15 for access during the Fall Term (August –December)
January 31 for access during the Winter Term (January-April)
May 31 for access during the Spring/Summer Term (May-August)

The Regina Office will submit all receipts at once following these deadlines.

http://www.regina.ca/residents/transit-services/regina-transit/choose-your-fare/

https://students.usask.ca/money/tuition-fees/undergraduate-tuition.php#Studentfees
ALL STUDENTS & RESIDENTS HAVE ACCESS TO OUR SERVICES!

COURSES/TRAINING
The library can help you to develop the skills to find quality evidence quickly. We design and teach a variety of curriculum-related and customized courses on:

- Effective strategies for finding the best evidence
- Managing your results efficiently
- Critically appraising the literature

Group and individual sessions can be arranged.

RESEARCH PROJECT SUPPORTS
The library supports the research process by assisting with literature searches to scope out a question and/or to support your research projects with the RQHR Research Department.

Extensive research projects must be registered with the library. Forms are available.

LITERATURE SEARCH SERVICE [Available once seeing patients]
Expert searchers will consult with you on your question and search our resources.

Delivery of results:
- 1 to 3 business days when related to direct patient care. Other requests negotiable.
- A list of citations and search strategies delivered electronically.

WHO TO CONTACT
- Literature searches
- Learning to use library resources
- Citation management or copyright

Michelle Dalidowicz
306.766.4857 | michelle.dalidowicz@rqhealth.ca

Robyn Hocking
306.766.8936 | robyn.hocking@rqhealth.ca

Catherine Hana
306.766.4148 | catherine.hana@rqhealth.ca

Lance Fox
306.766.3833 | lance.fox@rqhealth.ca

- Access to articles or other materials
- Help with mobile apps
- Offsite access

Martina Hahnefeld
306.766.4142 | martina.hahnefeld@rqhealth.ca

Kathy Kreklewich
306.766.3838 | kathy.kreklewich@rqhealth.ca

Lily Walter-Smith
306.766.3834 | lily.waltersmith@rqhealth.ca

Amy Weisgarber
306.766.3840 | amy.weisgarber@rqhealth.ca

Susan Baer, Director of Library & Archives
306.766.3830 | susan.baer@rqhealth.ca
ALL STUDENTS & RESIDENTS HAVE 24/7 ACCESS TO OUR RESOURCES!

Access to the Regina Qu’Appelle Health Region library’s collection complements your school library access. Our collections are similar but not identical. This means:

- More clinical resources at your fingertips [e.g. PEMSoft, Pepid, Micromedex, NeoFax, VisualDx]
- Access available from any RQHR computer or when using the RQHR WIFI

**MOBILE APPS**
Available for your device free of charge. Includes:
- RQHR Antibiotic App
- Lexicomp Complete
- PEMSoft
- VisualDx
- Canadian Pharmacist’s Letter
- Davis’s Drug Guide

**KEEPING CURRENT**
Receive new issues of your favourite journals or email alerts on topics of interest.

**ARTICLE REQUESTS**
Never pay for an article you need. Request it from the library and receive a PDF to your email. Articles will be delivered within 1 to 2 business days.

**OFFSITE ACCESS**
hrl.libguides.com/rqhr
Barcode required- register with library

**CUSTOMIZE GOOGLE**
In Google Scholar Settings, add RQHR Library to your Library Links. A link for “RQHR Find It” will appear next to items that are available in our collection.

**PRINT COLLECTION and RESERVE ROOM**
The print collection contains materials useful for rounds and study. All books can be signed out for 3 weeks. You must be registered as a borrower with the library.
The reserve room is accessible 24/7 for students & residents only using your RQHR ID badge.
When unstaffed, sign out materials with the card located in the back of the book.

**LOCATIONS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Telephone</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0B, Regina General Hospital</td>
<td>1440-14th Avenue</td>
<td>306.766.4142</td>
<td>M-F 8:00 AM - 4:30 PM</td>
</tr>
<tr>
<td>3A, Pasqua Hospital</td>
<td>4101 Dewdney Ave</td>
<td>306.766.2370</td>
<td>M-TH 8:00 AM - 4:30 PM</td>
</tr>
<tr>
<td>2-402 Wascana Rehab Centre</td>
<td>2180-23rd Avenue</td>
<td>306.766.5441</td>
<td>M-TH 1:00 - 4:30 PM</td>
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FORMS TO FILL OUT AND
TO RETURN TO THE Year 2 TEAM

- Personal Data Sheet
- Consent to Photograph or record electronically – U of S
- Medical Media Consent - RQHR
- Application for leave, if you plan to be away during the first academic term (Aug-Dec)

Please note that the Personal Data and Consent forms need to be filled out and sent to Sherry Lindenbach by August 1, 2017.

Sherry.lindenbach@rqhealth.ca    Fax 306-766-0538

HANDBOUTS & FORMS AVAILABLE ON one45

- Regina Family Physicians
- Maps of the RQHR facilities
- Application for leave

Clinical Skills Session
preparation checklist

✓ Date
✓ Time
✓ Location
✓ Pre-reading
✓ Professional dress
✓ Transportation
✓ Safety glasses
COLLEGE OF MEDICINE
MEDICAL STUDENT
PERSONAL DATA SHEET
(Fields marked ** are mandatory)

**STUDENT NAME:
(Last) __________________________ (Previous Surname) __________________________
(First) ________________________ (Middle) __________________________

**Canada Post Mailing Address:
________________________________________________________________________
________________________________________________________________________
Postal Code __________________________

**PHONE NUMBER(S): Cell ______________________ Other ______________________
E-mail: ____________________________________________________________

**Date of birth – dd/month/year __________________________ Gender: Male □ Female □

**Student Number: ______________ NSID: ______________ MD Grad Year: _________________

**Saskatchewan Health Card #: __________________________

Site: RGH Dept: College of Medicine Position: Student

Were you previously employed/a student with the RQHR? Yes □ No □
If ‘Yes’, date(s) of employment: __________________________
Job/Dept/Site: __________________________

**EMERGENCY CONTACT INFORMATION:
Please provide information below as to whom you would like contacted in the event of an emergency.

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE # 1</th>
<th>PHONE # 2</th>
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<tr>
<td>1st</td>
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Please return this form by August 1st, 2017
Fax: 306-766-0538
Mail: Academic Health Sciences Learning Centre
      Regina General Hospital
      1440 – 14th Avenue
      Regina, SK S4P 0W5
      sherry.lindenbach@rqhealth.ca

If any of this information changes during year 2, please advise Sherry Lindenbach.
Consent to Photograph or Record Electronically

I permit the University of Saskatchewan (the “U of S”) to record a photographic image and/or audio or video (the “Recordings”) of me for educational or academic purposes. I hereby grant permission to the rights of my image, likeness, and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. The U of S may publish or use the Recordings in any manner that the U of S believes is proper including, but not limited to, video streaming and supplementary learning for students and faculty of the U of S.

The rights granted to the University of Saskatchewan herein are for all academic years, worldwide and irrevocable after which time the recordings shall be destroyed.

By signing this form I acknowledge that I have completely read and fully understood the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing the Recordings.

Name: ________________________________

NSID: _________________________________

Date: _________________________________

Signature: ____________________________
MEDICAL MEDIA SERVICES CONSENT FORM

The UNDERSIGNED hereby consent to be photographed and/or video taped by the Medical Media Services Department (MMS) authorized staff for the purpose of publication/broadcast. The UNDERSIGNED understands that the slides, negatives, prints, digital images and video tape produced are the property of the Regina Qu’Appelle Health Region (RQHR) and/or ____________________________

and that there is no financial compensation for their use. The UNDERSIGNED waives all claims that they may have at any time against the RQHR, its servants, agents and staff relating to the material recorded. I the Undersigned waive the right to inspect and/or approve the material recorded.

DATED at Regina, Saskatchewan, this _______ day of ________________ 20______

__________________________
Printed Name of UNDERSIGNED/or Minor

__________________________  ____________________________
UNDERSIGNED/or Guardian   Photographer/Videographer

Job # _____________________

Description _____________________________________________

Additional Signatures _____________________________________
APPENDIX A - MD PROGRAM REGINA PRE-CLERKSHIP
APPLICATION FOR CONSIDERATION FOR ABSENCE

PURPOSE FOR COMPLETING THIS FORM: To request consideration for an absence that has occurred or is planned to occur. For absences that have already occurred, this form must be submitted to the Undergraduate Medical Education (UGME) Office within 3 business days. Please note that not all absences will be approved. Ensure you review the MD Program Attendance and Absence Policy Overview. Please submit the signed form either in person to the UGME Office, Health Sciences Learning Centre, Fax: 306-766-3157 or e-mail Christa Keaytor (Phase B/C Regina)

Name: ___________________________ Student Number: _____________ NSID: ______________
Signature: ___________________________ Date: (DD/MM/YYYY): ______________

TYPE OF ABSENCE

☐ Absence from Mandatory Session (excluding assessments)  ☐ Absence from a Mandatory Assessment

Date(s) of Absence(s): ________________________________________________________________

Course(s)/Module(s)/Session(s) Affected: ______________________________________________

Assessment(s) Affected if Applicable: ________________________________________________

For a Planned Absence please indicate reason below:

☐ Religious Observance  ☐ Appointment(s) – Medical or Other
☐ Personal Event  ☐ Other
☐ Presentation at a Conference

Provide the required details as specified in “MD Program Attendance and Absence Policy Overview”

For an Unplanned Absence please indicate reason below:

Ilness/Injury/Personal Issue  Travel Issue (please describe): ____________________________
Family Emergency  Other (please describe): __________________________________________

Under the “MD Program Attendance and Absence Policy Overview”, the guidelines and process for notification and approval are outlined.

For UGME Office Use

Approved by: ___________________________ Date: ______________
Comments: ________________________________________________________________
Submit this form to request consideration for a planned absence from a mandatory session(s). Please note that NOT all absences will be approved. Ensure you review the MD Program Attendance and Absence Policy Overview for more information on absences and approval.

Please submit the signed form either in person or by email to your Year Coordinator: Year 1: Sara Dzaman, Year 2 Saskatoon: TBA, Year 2 Regina: Christa Kaytor.

Notify your Year Coordinator immediately if you are unable to attend a mandatory session and submit this form within 3 business days of the missed session.

Name of Applicant: __________________________________ NSID: ______________ Date of Request: __________

Type of Absence: □ Planned
□ Unplanned
□ Flex day

For an Unplanned Absence please indicate the reason:
□ Illness and/or injury
□ Family emergency
□ Transportation problem — please describe
□ Other — please describe

For a Planned Absence please indicate the reason:
□ Observance of a religious/faith holiday
□ Health care appointment that can’t be scheduled outside class time
□ Attendance at a funeral or memorial service
□ Presentation at an academic conference
□ Attendance at an academic conference
□ Invited and active participation in organized athletics or other competition
□ Active participation in a major personal celebration or event
□ Attendance at a CoM committee meeting
□ Appointment with another CoM or university
□ Vacation
□ Extended Education leave
□ Parental leave
□ Other planned and/or foreseeable absence

Provide the required details as specified in MD Program Attendance and Absence Policy Overview. Please attach a second page when necessary. Supporting documentation may be required. If the supporting documentation is confidential in nature, it may be submitted to the Student Affairs Office at the respective site.
Please provide a list of the **MANDATORY** sessions you will miss or have missed as a result of this absence.

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<tr>
<th>Date of Absence (DD/MM/YYYY)</th>
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<td>List each missed Session/Assessment/Rotation separately</td>
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**For UGME Office Use**

Date: ___________________ Administrative Coordinator Signature: ________________________________

This Absence is: □ Approved  □ Denied  □ *Conditionally Approved

*For Conditional Approval – student must complete the conditions listed below and return to the UGME
College of Medicine Parking

Year 2 Students - Park and Ride Only

Please provide a temporary parking permit at the Park and Ride rate for:

Name: ________________________________

Start Date: August 1, 2017

End Date: May 31, 2018

Authorized by: ________________________

Kris Schoenhofen
Manager
College of Medicine
University of Saskatchewan

Date: ________________________________