Welcome

Year 2
Regina
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, 2018.

Sherry.lindenbach@saskhealthauthority.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>Phone</th>
<th>Role</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, advanced communications</td>
<td><a href="mailto:jeanette.bellavance@saskhealthauthority.ca">jeanette.bellavance@saskhealthauthority.ca</a></td>
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<tr>
<td>Alexis Robb</td>
<td>766-0556</td>
<td>Administrative Coordinator, Year 2</td>
<td>O&amp;G, Ethics, FIPE, Simulation, Pediatrics, Surgery Optphal &amp; Uro Family Medicine Medicine &amp; Society BCLS</td>
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<tr>
<td>Dr. Jackie Kraushaar</td>
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<td><a href="mailto:sherry.lindenbach@saskhealthauthority.ca">sherry.lindenbach@saskhealthauthority.ca</a></td>
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<td>Kayla Trevena</td>
<td>766-0632</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:Kayla.trevena@saskhealthauthority.ca">Kayla.trevena@saskhealthauthority.ca</a></td>
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<tr>
<td>Holly Doell</td>
<td>766-0552</td>
<td>Administrative Coordinator, Year 2</td>
<td>Mental Health, IPBL, Integrative Cases, Internal Medicine, Surgery MSK, Foundations small groups for MSK, Nephro, Neuro</td>
<td><a href="mailto:holly.doell@saskhealthauthority.ca">holly.doell@saskhealthauthority.ca</a></td>
</tr>
</tbody>
</table>
Regina General Hospital

1440 – 14th Avenue, Switchboard Phone # 306-766-4444

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.

You will be given 24 hour access to the learning centre with your Saskatchewan Health Authority ID badge. Please ensure you carry your ID with you at all times.
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. Lockers are assigned to you in the learning centre.

**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 the 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 Absence:**

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 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 process outlined on page 25 of this document.
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.
Regina Qu’Appelle Health Region

Security Services

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

To access Policy on Intranet
• Go to Home page
• >Manuals
• >Policy/Procedures RHD
• >Policy/Procedure Complete Listing
• >1.5.3.02 Protection for RHD Employees
  from Blood-Borne Infections

EHS OHN Contacts:
RGH: 4689 or 4431
WRC: 5217
PH: 2557 or 2518

August, 2008 revised May 2011
Employee Health and Safety Services
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 → Carry on with all BBFE flow chart steps below.
No → Submit incident report as non BBFE. No further BBFE flow chart steps.

Complete: Source Patient Risk Assessment (Appendix A)
(copy 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**
   http://www.rqhealth.ca/finding/long_term/wascana/wascana_rehab_hospital.shtml

   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

   On Campus Housing: https://www.uregina.ca/student/residence/future/application-process-saskstudents.html

3) **Sask Polytechnic**


4) **www.kijiji.ca** short term accommodations listing (or you may want to advertise for accommodations on their site

5) **Tourism Regina** http://www.tourismregina.com/default.aspx?page=2

6) Regina Leader Post classified ads
   http://www.regina.com/classifieds/

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

8) **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**
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
USSU and GSA Student Health & Dental Plans

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
Office of Student Affairs (OSA)

Lisa Persaud

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

Lisa Persaud
Lisa.persaud@saskhealthauthority.ca
306-766-0620

Academic Accommodations:

Please be sure to let OSA 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:

- Exam accommodations?
- 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 48hours, please follow up with Holly.
DATE:  May 30, 2018

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
Evidence for Better Care

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 Antibiogram 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

- 0B, Regina General Hospital
  - 1440-14th Avenue
  - Phone: 306.766.4142
  - Staffed M-F 8:00 AM - 4:30 PM

- 3A, Pasqua Hospital
  - 4101 Dewdney Ave
  - Phone: 306.766.2370
  - Staffed M-TH 8:00 AM - 4:30 PM

- 2-402 Wascana Rehab Centre
  - 2180-23rd Avenue
  - Phone: 306.766.5441
  - Staffed M-TH 1:00 - 4:30 PM
FORMS TO FILL OUT AND
TO RETURN TO THE Year 2 TEAM

- Personal Data Sheet
- 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, 2018**.

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

HANDOUTS & FORMS AVAILABLE ON one45

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

Clinical Skills Session
preparation checklist

- Date
- Time
- Location
- Pre-reading
- Professional dress
- Transportation
- Safety glasses
**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 #: ____________________________________

Were you previously employed/a student with the RQHR or Sask Health Authority?  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>
</tr>
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Please return this form by August 1st, 2018

Fax: 306-766-0538
Mail: Academic Health Sciences Learning Centre
Regina General Hospital
1440 – 14th Avenue, Regina, SK S4P 0W5
sherry.lindenbach@saskhealthauthority.ca

If any of this information changes during year 2, please advise Sherry Lindenbach.
MEDIA CONSENT FORM

By signing this I give my consent for
[please check one or both]

☐ myself and/or
☐ my child or dependent, or other individual
not able to provide consent, named:
[name of child or dependent]
☐ group consent: [sign document on back]

__________________________________________________________
(PRINT name[s] clearly)

to be;

• interviewed
• photographed
• video/audio taped
• or otherwise recorded

and for the information obtained to be used in any
form (e.g. print, electronic, web, social media), for
the purposes of, but not limited to:

• publicity or news
• promotion
• education
• research

by or on behalf of Saskatchewan Health Authority, its
affiliates and/or hospital/health care Foundations.

I understand that staff, when necessary for the
recording process, will be present when and where
health services are provided.

__________________________________________________________
[signature] (ALSO PRINT name – if signature is from
parent or guardian, or substitute decision maker)

__________________________________________________________
[date signed] [telephone]

__________________________________________________________
[e-mail]

Witness: (Can be an employee of the Saskatchewan
Health Authority or Affiliate, or other available
witness)

__________________________________________________________
[witness signature]

__________________________________________________________
[PRINT witness name clearly]

__________________________________________________________
[date signed] [telephone]
Process for Applying for Planned Absences:

- Students are advised that they should **avoid booking travel until their request is fully approved.** Students are responsible for any costs incurred if booked travel must be cancelled.
- The student must submit a request using the *Curriculum feedback* tool or appropriate *form* directly (email or in person) to the UGME (site specific) Administrative Coordinator (In Saskatoon this will be the Year Administrative Coordinator and in Regina the Education Consultant, Year 2). This should be done as soon as the student becomes aware of the need for an absence. The guideline is a minimum of **4 weeks** in advance of the planned absence.
- As part of the request, supporting documentation may be required. If the supporting documentation is confidential in nature (i.e. medical, or sensitive family matters), documentation can be submitted to the Student Affairs Office at the student’s site. The UGME office will consult with Student Affairs as part of their consideration, without breaching confidentiality.
- The College of Medicine will consider the request and provide a decision in a timely manner. The guideline is within **2 weeks** of the request or in advance of the absence, whichever is longer. *Note: each site will have a slightly different approval process. This process may include the relevant module or course personnel.*
- The Administrative Coordinator will either deny the request, approve the request, or conditionally approve the request.
- Conditional approvals may occur in the setting of a mandatory session, in which the Module or Course Director must be consulted to determine if/how an alternate learning experience or assessment can be provided. This may include the student requesting a deferral of an assessment (see Deferral Policy). In limited situations, this may include the Administrative Coordinator switching students between groups, with the agreement of both students.
- In the event of a conditional approval, the Administrative Coordinator and/or student will consult with the relevant Preceptor/Module or Course Director to determine if the requested absence can be accommodated.
- The Administrative Coordinator will advise the relevant Module or Course Director and/or Administrative staff member of an approved planned absence.
- In the event that a mandatory learning activity is scheduled for the student after a planned absence has been approved, the student will not be penalized professionally or by a loss of academic marks. However, typically a learning session will not be rescheduled for the student; marks for missed assessments will be addressed through re-weighting or alternate assessment if required as determined by the Module/ Course Director.
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, 2018

End Date: May 31, 2019

Authorized by: __________________________

Kris Schoenhofen
Manager
College of Medicine
University of Saskatchewan
Regina General Hospital

Date: __________________________