

Student Guide to Clerkship



2020-2021



UNIVERSITY OF SASKATCHEWAN
College of Medicine
UNDERGRADUATE MEDICAL EDUCATION
MEDICINE.USASK.CA

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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 graduated responsibility for patient care in a supportive setting where a balance will be established between time for service and learning.

Clerkship consists of a mandatory two-week orientation course, Success in Medical School III. The rest of Year 3, which consists of two different courses that run concurrently as follows: Core Rotations, and Selected Topics in Medicine. Year 4 begins the following August and consists of three courses: Electives, Selective Clinical Rotations, and Preparation for Residency. Year 4 ends in April, and graduation is 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.

Site and Assignment Rotation Policy (Year 3)

Year 3 content entails a rotation-based clerkship in which the student will rotate through seven core rotations: Anesthesia/Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery. Year 3 also includes two separate Assessment Weeks that make up the entire 46 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. Student 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 CACM 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 at: <https://medicine.usask.ca/policies/clerkship-attendance-and-absence-policy.php>

Clerkship Elective Policy

The complete College of Medicine Elective Policy and related documents are located at <https://medicine.usask.ca/policies/clerkship-elective-policy.php>

Professionalism Standard Operating Procedure

The complete College of Medicine Professionalism Policy and related documents are located at <https://medicine.usask.ca/policies/professionalism-standard-operating-procedure.php>

Mistreatment, Discrimination & Harassment

If you feel you are being mistreated or harassed:

- **SAY NO:** Whenever possible, tell the offending party that his or her behavior is unwelcome and that you want it to stop
- **SEEK HELP:** For a confidential consultation, contact the Coordinator or one of the Directors, Student & Resident Affairs, College of Medicine; the Associate Dean, Medical Education; the Coordinator of Discrimination and Harassment Prevention Services, 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 at <https://medicine.usask.ca/policies/mistreatment-discrimination-harassment.php>

Clerkship Work Hours and Call Policy

The complete College of Medicine Clerkship Work Hours and Call Policy, related documents are located at <https://medicine.usask.ca/policies/clerkship-work-hours-and-call-policy.php>

Confidentiality Policy

All students are required to respect the confidentiality policies in place within the health authority. The confidentiality policies are located on the following websites:

- Saskatoon Health Authority (SHA) – Privacy Policy:
<https://www.saskatoonhealthregion.ca/patients/Pages/Privacy-and-Health-Records.aspx>
- Former Regina Qu'Appelle Health Region (RQHR); now a part of provincial SHA – Privacy Policy:
<http://www.rqhealth.ca/privacy-policy>;
- Former Prince Albert Parkland Health Region, now part of the provincial SHA – Privacy Policy:
<http://paphr.ca/privacy-policy>

Additionally, students will be 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 his or her patient.

Assessment

The purpose of the Undergraduate Medical Education Student Assessment Policy is to establish student assessment practices within the undergraduate medical education program (UGEM) 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: 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 at <https://medicine.usask.ca/policies/personal-communication-and-computing-devicesguidelines.php>

Dress Code

The complete College of Medicine Dress Code Policy and related documents are located at <http://medicine.usask.ca/policies/dress-code-policy.php#Policy>

Exam Policy

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

<https://medicine.usask.ca/policies/electronic-exams-policy.php>

Invigilator Expectations

The main duties of invigilators are to assist in setting up the room (if necessary) and watching over the students as the exam proceeds, to prevent incidents of academic misconduct. In order to prevent incidents of misconduct, invigilators may do the following:

- Ask the student to change where they are seated
- Ensure that students do not have a cell phone, PDA's or smart watches on their person
- Request that students turn your pockets inside out
- Ensure clerks sign in and out for NBME exams
- May ask to examine any book bags or handbags, purses, laptop cases, dictionaries (print or electronic), instruments, calculators, electronic devices capable of data storage and retrieval or photography (computers, tablets, cell phones, personal music devices, etc.), or any other personal belongings, if there is a reasonable suspicion that they contain evidence of academic misconduct. With your permission, any such searches must be done in the presence of the student; the presence of another invigilator, as a witness, is recommended but not necessary
- May confiscate any notes or unauthorized materials
- May take photographs or video recordings of any evidence or of the student
- Ask the student to produce evidence, which they believe is hidden
- Inform students that they will be filing an Exam Incident Form

Examination Procedures (Remote Invigilation exams)

Although students will be writing your exams remotely using electronic exam software and remote exam proctoring software, our expectations are that you will approach these exams as though you were writing them in person.

1. Students must adhere to the guidelines outlined in the [Electronic Exam Information](#) on the College of Medicine website.
2. Students are expected to start their exam at scheduled start time for the exam.
3. Students starting their exam later than 30 minutes after the start of the examination 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.
4. At the end of the scheduled examination time, the exam software will automatically close the exam.

5. Students who need to get up and move out of the camera view any reason (e.g. washroom break, address an urgent issue), must clearly indicate the reason prior to moving. Students must return to the exam as quickly as possible to their exam and not make multiple stops prior to returning.
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.
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. Use of headphones is not permitted during exams. Students may use earplugs to reduce sound, but not noise cancelling headphones.

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:

- Students should wear clothing acceptable in an in-person environment,
- Students should avoid using inappropriate language that would be heard on camera,
- Students may have water and 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
- Students should avoid whispering or talking to themselves during the exam
- Students need to ensure that their camera lens is clean prior to the exam and that the angle is appropriate to allow for proper viewing (ie. 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. Running a preview of the view will help with this.
- Students should make every effort to reduce external noises, although we recognize that this may not always be possible given the circumstances.
- Students should not change rooms while writing an exam, unless it is for an urgent reason. Students should explain the reason for changing prior to moving.
- Students should write the exam in a private space (bedroom, office) to avoid the potential for other people entering the camera view.

Exam Procedures for NBME exams:

NBMEs will be written remotely on the student's own laptop and invigilated over Webex. Prior to each exam students will be sent instructions to help prepare for the exam (including diagnostic tests to be sure laptops are running the appropriate software, as well as instructions for specific procedures to follow during the exam). Students will also need to provide a cell phone number so the person invigilating the exam can be in contact, if needed.

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 5D, Royal University Hospital. 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) 766-4016

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

All Clerks will be issued pagers during orientation at the Saskatoon and Regina sites. The Prince Albert site does not provide clerks with pagers. Clerks 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 follow this process:

1. Go to the hospital switchboard and get a loaner pager.
2. Return their original pager to the Clerkship administrative team when the UGME office opens and receive a new pager.
3. Return the loaner pager to the hospital switchboard.

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 on 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 his or her service. During regular duty hours, the clerk assigned to the unit, or the doctor, should see the patient immediately after notification of admission. As long as the patient's urgent need exists, the clerk should complete the necessary attention to his or her 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 on an area of the hospital for any purpose, will go immediately, and carry out whatever service he or she 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 his or her opinion, the patient's condition is unsatisfactory. The clerk should record the results of examinations, the patient's progress, and all orders shall bear his or her 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 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 contradictions) are expected to be immunized for influenza. 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 infectious diseases/symptoms, 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.

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 at:

<https://medicine.usask.ca/policies/blood-or-body-fluid-exposure-procedure.php#relatedForms>

Duty Hours

An important measure of education and service is the quality of performance in carrying out professional duties during the term of appointment. A high standard is expected of all clerks and residents, as well as the proper discharge of responsibilities, and requires full-time effort while on duty. Clerks and residents 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 and out at the Information Desk 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 has to 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 working. 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 and residents will, while on duty, maintain a friendly and cooperative, yet strictly professional relationship towards 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. The clerk should consult freely with such services and attempt to provide holistic, patient-centered care. He or she should not overlook the valued assistance he or she can frequently obtain for his or her patient's religious or spiritual counselors.

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 is 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 his or her term of service, 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 Assistant Dean, or other Senior Administrator for investigation and consideration.. Confidential support and advice for clerks regarding the process of reporting a concern or complaint is 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 through to the end of year 4 (21 months). 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.

If you take a leave from your undergraduate medical studies or discontinue the program, you will no longer be eligible to receive the clerkship stipend payments, and must immediately contact Laura Bennett (306) 787-4746 Medical Services Branch.

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

SITE SPECIFIC INFORMATION

College of Medicine – Saskatoon

Administrative Contacts

Dr. Schaana Van De Kamp	Year 3 Chair/Site Coordinator	schaana.v@usask.ca
Dr. Joelle McBain	Year 4/5 Chair, Year 3 Site Coordinator Regina	mcbainjoe@me.com
Dr. Ashley Selvig	Year 4 Chair/Site Coordinator	ashley.selvig@usask.ca
Carolyn Blushke	Administrative Coordinator	carolyn.blushke@usask.ca
Tami Golding	Administrative Support	Tami.Golding@usask.ca
TBD	Administrative Support	

Anesthesia

Dr. Paul Korchinski	Rotation Director	p.korchinski@usask.ca
Georgie Blackwell	Administrative Support	georgie.blackwell@saskatoonhealthauthority.ca

Emergency Medicine

Dr. Schaana Van De Kamp	Rotation Director	schaana.v@usask.ca
Leah Chomyshen	Administrative Support	leah.chomyshen@saskhealthauthority.ca

Family Medicine

Dr. Chantal Ansell	Rotation Coordinator	chantal.ansell@usask.ca
Tracy Lewis	Administrative Support	dafm.ugme.saskatoon@usask.ca

Internal Medicine

Dr. Rahul Mainra	Rotation Director	rahul.mainra@usask.ca
Dr. Alex Zhai	Rotation Coordinator	alex.zhai@gmail.com
Tenille Shivak	Administrative Support	tenille.shivak@usask.ca
Angela Kuffner	Administrative Support	angela.kuffner@usask.ca

Obs/Gyne

Dr. Melissa Mirosh	Rotation Director	melissa.mirosh@usask.ca
Larrisa Wudrick	Administrative Support	obgyn.ugme@usask.ca

Pediatrics

Dr. Ghita Wiebe	Rotation Director	gan048@usask.ca
Nancy Groeneveld	Administrative Support	nancy.groeneveld@usask.ca

Psychiatry

Dr. Alanna Baillod	Rotation Director	alanna.baillod@usask.ca
Laura White	Administrative Support	laura.j.white@usask.ca

Surgery

Dr. Alexandra Mortimer	Rotation Co-Director	alexandra.mortimer@saskhealthauthority.ca
Dr. Laura Sims	Rotation Co-Director	las710@usask.ca
Marilyn Baniak	Administrative Support	surgery.education@usask.ca
Dr. Anne Dzus	Orthopedics Coordinator	anne.dzus@usask.ca

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

All SHA pagers have five digit pager numbers. The number can start with 10, 11, 50 or 80 (e.g. 11052 or 50235).

- If a pager requires repair, the site-specific UGME office must be informed.
- If a pager is left at one hospital when a clerk goes to another, Switchboard must be informed at the new site, and provided with the clerk's name and pager number so they are aware of the student's whereabouts. After a clerk has completed their time at the second site, Switchboard must be contacted and this information conveyed to them.
- If a clerk is in a call room at night and he or she is not sure if he or she will hear his or her pager, he or she can call Switchboard and give the operator the number at which he or she can be reached.
- If a clerk is carrying a numeric pager and there is a stat call, Switchboard will put "00" in front of the number to be called. On alphanumeric pagers, the word "stat" is placed in front of the number on the pager.

The SHA paging system can be accessed by dialing 2337 from a 655 number or 655-2337 from a non-655 number. Students may provide the access and pager numbers their families for direct contact, if necessary. **Please note, however, that the SHA paging system is for hospital-related pages and is not to be used for personal pages unless they are urgent.**

When students are on a Code Blue or Trauma Team, they will carry two pagers. Individual pages will come through on the personal pager and only Code Blue or Trauma pages will come on the second pager. The Code Blue and Trauma pagers are issued to from the units at RUH and it is the student's responsibility to pass the pager to the next Resident or CLERK on call.

- If students are doing a rotation at Saskatoon City Hospital (SCH) and are responsible for responding to a Code Blue, Code Blue pager can be picked up at the SCH Switchboard.
- If students are doing a rotation at St. Paul's Hospital (SPH), and are responsible for responding to a Code Blue, a second pager is unnecessary as Code Blue pages are announced overhead.

Overhead Paging (not available at SCH)

- Normal paging goes to all areas except critical care areas, conference rooms, sleeping rooms etc.
- Code Blue, Trauma, and Stats are heard everywhere including critical care areas, conference rooms, and sleeping rooms etc.
- There is no overhead paging after 2300 hours except for Code Blue, Trauma, Stats or other emergencies.
- When a four-digit number is announced overhead, it is a 655 prefix or a park call that will start with 35.
- Any number that does not have a 655 prefix will be announced with all seven digits e.g. 966-1523.

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 on 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 16 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 a number of "transferable transponders," which clerks will need to have in order to enter and exit the parkade.

The transponders are available for pick up on the day the clerk is on call from Janine Corbett in the College of Medicine Office at St. Paul's. Janine is located in Room 2.8.01, which is on the 2nd floor, A Wing. When taking the A Wing public elevators to the second floor, the office is located just to the right. Janine Corbett's phone number is 655-5004. Clerks will need to sign out the transponder and will be responsible to return it to Janine the following morning. Janine works Monday to Friday, 0830 – 1630, with a banked day every third Friday. It is a recommendation for clerks to notify Janine Corbett, at least one day in advance, to pick up the transponder. If a clerk needs to use the transponder over the weekend, they can arrange with Janine to pick it up during the week, and return it on Monday.

When a Clerk's shift is over it is imperative that the transponder be returned to Janine as soon as possible – it should NOT be passed it on to someone else

It is especially important during the overlap period to contact Janine Corbett and give her as much notice as possible when transponders are needed so that she can ensure there are enough transponders for everyone.

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.

Writing Orders

The policy regarding clerk order writing is determined by the SHA. Clerks are authorized to write all necessary orders for investigations and treatment of patients. All orders must be written on the appropriate order form and must have clear documentation of agreement (ex. countersignature) by the Most Responsible Physician or other approved prescriber (ex. resident) before being acted upon by Pharmacy or Nursing. As a result, the attending physician or resident must sign/co-sign orders before they can be actioned. Clerks **MUST NOT** change a physician's orders without their approval.

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. Joelle McBain	Year 4 Chair/Year 3 Site Director	mcbainjoe@me.com	(306) 766-4890
Dr. Gill White	Associate Dean	gill.white@saskhealthauthority.ca	(306) 766-3705
Kris Schoenhofen	UGME Manager	kris.schoenhofen@saskhealthauthority.ca	(306) 766-3763
Annie Ethier	Administrative Coordinator	anne-marie.ethier@saskhealthauthority.ca	(306) 766-4890

Anesthesia

Dr. Ryan Pikaluk	Rotation Director	drp253@mail.usask.ca	
Kim Gilbert	Administrative Support	kimD.gilbert@saskhealthauthority.ca	(306) 766-3710

Emergency Medicine

Dr. Bijhan Ebrahim	Rotation Director	bijhan.ebrahim@usask.ca	
Ann Finch	Administrative Support	ann.finch@saskhealthauthority.ca	(306) 766-3706

Family Medicine

Dr. Regina Kamrul	Rotation Director	regina.kamrul@usask.ca	
Dr. Kaitlyn Hughes	Rotation Coordinator	llsmed2014@gmail.com	
Kristen Fuchs	Administrative Support	kristen.fuchs@saskhealthauthority.ca	(306) 766-3763

Internal Medicine

Dr. Liz Gibbings	Rotation Director	lgibbings40@gmail.com	
Shanda Litke	Administrative Support	shanda.litke@saskhealthauthority.ca	(306) 766-3447

Obs/Gyne

Dr. Rashmi Bhargava	Rotation Coordinator	rbhargava@accesscom.ca	
TBD	Administrative Support		(306) 766-3705

Pediatrics

Dr. Shauna Flavelle	Rotation Director	shauna.flavelle@gmail.com	
Tracey Murray	Administrative Support	tracey.murray@saskhealthauthority.ca	(306) 766-3707

Psychiatry

Dr. Temitayo Peluola	Rotation Director	temitayo.peluola@medportal.ca	
Shanda Litke	Administrative Support	shanda.litke@saskhealthauthority.ca	(306) 766-3447

Surgery

Dr. Steve Pooler	Rotation Director	sdpooler@mac.com	
Francine Kurk	Administrative Support	francine.kurk@saskhealthauthority.ca	(306) 766-3708
Dr. Jordan Butchko	Orthopedics Coordinator	jordan.butchko@gmail.com	

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.

Writing Orders

The policy regarding clerk order writing is determined by the SHA. Clerks are authorized to write all necessary orders for investigations and treatment of patients. All orders must be written on the appropriate order form and must have clear documentation of agreement (ex. countersignature) by the Most Responsible Physician or other approved prescriber (ex. resident) before being acted upon by Pharmacy or Nursing. As a result, the attending physician or resident must sign/co-sign orders before they can be actioned. Clerks **MUST NOT** change a physician's orders without their approval.

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

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

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

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. Be prepared to supply your own lock.

Mail

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

College of Medicine – Prince Albert

Administrative Contacts

Dr. Tom Smith-Windsor	Associate Dean, DM	dr.tom@sasktel.net	(306) 765-6788
Nicole Toutant	Administrative Coordinator	nicole.toutant@usask.ca	(306) 765-6787

Anesthesia

Dr. Erwin Chao	Rotation Coordinator	ermich@sasktel.net
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Emergency Medicine

Dr. Matthew Parsons	Rotation Co-Coordinator	mathew.d.parsons@gmail.com
Dr. Jacobus Van der Merwe	Rotation Co-Coordinator	vandermerwe_cobus@yahoo.com

Family Medicine

Dr. Tom Smith-Windsor	Rotation Coordinator	dr.tom@sasktel.net
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Internal Medicine

Dr. Paul Acheampong	Rotation Coordinator	p.acheampong1@yahoo.com
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Obs/Gyne

Dr. Joanne Siverston	Rotation Coordinator	siverston@sasktel.net
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Pediatrics

Dr. Ayaz Ramji	Rotation Coordinator	ayazramji@shaw.ca
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Psychiatry

Dr. Edward Odogwu	Rotation Coordinator	edwardodogwu@yahoo.co.uk
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Surgery

Dr. Allison Hunter	Rotation Coordinator	allison.hunter@usask.ca
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Meals

Each student will be provided with a meal card to use in the cafeteria for on-call meals. The student will only be issued one card so if the full amount is used prior to the end of clerkship or the card is lost, the region will **not** replace or reissue.

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

Clerks may park in designated public lots, or staff lots. No learners may park in the Physician Lots at any time. Parking passes will be provided at no cost to the student at Orientation. If the learner fails to park in the correct lot, they will be responsible for any fines incurred.

Writing Orders

The policy regarding clerk order writing is determined by the SHA. Clerks are authorized to write all necessary orders for investigations and treatment of patients. All orders must be written on the appropriate order form and must have clear documentation of agreement (ex. countersignature) by the Most Responsible Physician or other approved prescriber (ex. resident) before being acted upon by Pharmacy or Nursing. As a result, the attending physician or resident must sign/co-sign orders before they can be actioned. Clerks **MUST NOT** change a physician's orders without their approval.

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 his or her 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)

College of Medicine – Meadow Lake

Dr. Tara Lee	SLIC Director	tara.lee@usask.ca	
Dr. Rebecca Epp	Site Director	epp.rebecca@gmail.com	
Bailey Edelman	Administrative Coordinator	bailey.edelman@usask.ca	(306) 234-3108

College of Medicine – Estevan

Dr. Tara Lee	SLIC Director	tara.lee@usask.ca	
Dr. Edward Tsoi	Site Director	edward.tsoi@sasktel.net	
Kristin Dupuis	Administrative Coordinator	kristin.dupuis@saskhealthauthority.ca	(306) 637-2401

College of Medicine – Melfort

Dr. Tara Lee	SLIC Director	tara.lee@usask.ca	
Dr. Michael Stoll	Site Director	michael.stoll@usask.ca	
Dr. Geoffrey Zerr	Site Director	geoffrey.zerr@usask.ca	
Mabel Ryhorchuk	Administrative Coordinator	mabel.ryhorchuk@saskhealthauthority.ca	

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.

For further information/instructions for logging procedures, please refer to the one45 user guide here: <https://share.usask.ca/medicine/one45/kbase/Help%20Topics%20for%20Learners.aspx>

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:

<https://medicine.usask.ca/policies/clerkship-attendance-and-absence-policy.php#relatedForms>

Contacts for Notification of Absences

UGME Office Clerkship Administrators:

Saskatoon: Year 3 Administrative Assistant – Tami Golding

tami.golding@usask.ca, (306) 966-8828

Year 4 Administrative Assistant – TBD

Clerkship Administrative Coordinator – Carolyn Blushke

carolyn.blushke@usask.ca, (306) 966-7693

Regina: Clerkship Administrative Coordinator – Annie Ethier

annie.ethier@saskhealthauthority.ca, (306) 766-4890

Prince Albert: Clerkship Administrative Coordinator - Nicole Toutant

nicole.toutant@usask.ca, (306) 765-6787

Meadow Lake: Clerkship Administrative Coordinator – Bailey Edelman

bailey.edelman@usask.ca, (306) 234-3108

Estevan: Clerkship Administrative Coordinator – Kristin Dupuis

kristin.dupuis@saskhealthauthority.ca, (306) 637-2458

Melfort: Clerkship Administrative Coordinator – Mabel Ryhorchuk

mabel.ryhorchuk@saskhealthauthority.ca,

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