

Faculty Development



2011-2012 Program

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**Bureau de perfectionnement
du corps professoral**
**Office of Faculty
Development**

The Office of Faculty Development, at the University of Ottawa, Faculty of Medicine, is dedicated to providing Faculty Members with opportunities and resources for personal and professional growth and renewal.

This document provides a list of our planned workshops, programs and events for the 2011-12 academic year. For more details, up-to-date information or to register for any of these events please visit our website.

www.medicine.uottawa.ca/facdev

If you have any ideas or suggestions for our programs, please share them with us.

Dr. Catharine Robertson
Director, Office of Faculty Development

Le Bureau de perfectionnement du corps professoral de la Faculté de Médecine à l'Université d'Ottawa s'engage à offrir aux membres de la faculté des ressources et des opportunités de croissance et de renouvellement personnels et professionnels.

Ce document contient la liste des événements, ateliers et programmes qui sont offerts pendant l'année 2011-12. Pour avoir plus de détails, des informations à jour et pour s'inscrire aux événements, s'il-vous plaît visitez notre site web.

www.medecine.uottawa.ca/facdev

Si vous avez des idées ou des suggestions, n'hésitez pas à les partager avec nous.

D^{re} Catharine Robertson
Directrice, Bureau de perfectionnement du corps professoral

Teaching Skills

Small Group Facilitation Skills – for new tutors

Case Based Learning – for previous tutors of PBL and/or new CBL tutors

CBL – Thursday, October 6th 2011, 4:00-5:00pm; Thursday October 27th 2011, 4:30-5:30pm; Thursday December 8th 2011, 4:30-5:30pm; Thursday January 19th 2011, 4:30-5:30pm; Thursday February 9th 2011, 4:30-5:30pm

SGF – Thursday February 9th 2012 2:00-4:00pm

*Instructors: Dr. Robert Bell and/or Dr. Ali Jalali
(Bilingual)*

Small group learning is an important part of our students' experience in first and second year in the form of Case Based Learning (for our first year students). This form of small group learning requires a tutor to facilitate and observe student interaction.

For faculty members who have never previously taught in a small group format, we would encourage you to register for our Small Group Facilitation Skills workshop.

For those with experience in small group facilitation or those who have already attended our Small Group Facilitation Skills workshop and are about to be a Case Based Learner tutor, please register to one of our Case Based Learning workshop. This workshop is mandatory prior to tutoring your first Case Based Learning session.

Supporting ePortfolio coaches

Thursday November 17 2011, 3:30-5:30pm

Thursday February 23rd 2012, 3:30-5:30pm

Thursday June 21st 2012, 3:30-5:30pm

*Instructors: Dr. Anna Byszewski, Dr. Pippa Hall
(Bilingual)*

This UGME initiative matches a faculty member (coach) with a group of first year medical students. This small group works together throughout all 4 years of medical school to assist the students' ethical and professional development. This interactive workshop is planned to help prepare and support ePortfolio coaches.

Putting the POW! In PowerPoint

Thursday October 20th 2011 1:00-3:00pm

Tuesday January 24th 2012, 9:00-11:00am

Thursday May 31st 2012, 1:00-3:00pm

*Instructor: Dr. Robert Bell
(English)*

This 2 hour workshop aims to help participants make effective use of PowerPoint features such as slide animation and the insertion of audio or video clips into presentations.

The target audience for this workshop is all Faculty Members who already have a basic working knowledge of PowerPoint but would like to make their presentations more interactive and interesting.

Giving Feedback: How to say what you mean to say

Tuesday November 29th 2011, 9:30-11:30am

Tuesday April 17th 2012, 9:30-11:30am

Instructor: Dr. Mary Johnston

(English)

This 2 hour workshop aims to help participants develop a systematic approach to offering feedback and improve their skills providing effective feedback. The target audience for this workshop is all Faculty Members involved in learner supervision; the examples used are geared towards clinical supervision.

Clinical Evaluation: Observation, Issue Identification & Articulation

Wednesday December 14th 2011, 2:00-4:00pm

Wednesday May 23rd 2012, 2:00-4:00pm

Instructor: Dr. Nancy Dudek

(English)

This two hour workshop is designed to help participants improve their skills in evaluating students and residents. The target audience includes all faculty members.

Adventures in teaching: Incorporating TBL in YOUR teaching

Tuesday November 29th 2012 2:30-3:30pm

Instructors: Dr. Ali Jalali

(English)

Team Based Learning is an interactive teaching format that can be used with large groups of participants. It draws on participants' previous knowledge and experience and requires them to work in teams to apply their knowledge to a complex new problem with no obvious answer. This workshop will help you create and facilitate a Team Based Learning session for use in your UGME, PGME or CME teaching.

The target audience for this event includes all faculty members.

How to incorporate iPad in your teaching

Tuesday November 22nd 2011, 1:00-3:00pm

Tuesday January 31st 2012, 1:00-3:00pm

Tuesday March 27th 2012, 1:00-3:00pm

Tuesday June 5th 2012, 1:00-3:00pm

Instructor: Dr. Ali Jalali

In this workshop different tablets and their use for medical education will be discussed. Come learn about the use of these tablets in the classroom and at the patient's bedside.

Learn how to use Social Networking effectively (Facebook, Twitter and LinkedIn) in your teaching.

Tuesday November 29th 2011, 8:30-10:30am

Tuesday April 10th 2012, 2:00-5:00pm

Tuesday June 5th 2012, 8:30-10:30am

Instructor: Dr. Ali Jalali

Did you ever wonder whether there was an alternative way of communicating with your students or colleagues? Ever wonder what our medical students are doing on their laptops, cell phones and iPads during your didactic sessions?

Come to this new Faculty Development workshop which will initiate you into the world of social media and will help you overcome your fear of this realm of communication. Learn how to communicate with your students using social media and become role models in its safe and professional use.

The target audience includes all faculty members. Participation is limited to 18 people.

Teaching, assessing & remediating Professionalism in Residency Training

Tuesday December 13th 2011, 4:30pm-6:30pm

Instructors: Jocelyne McKenna

Professionalism plays a central role in the education of physicians from the beginning of medical school and throughout their entire post-graduate training. Can you identify, evaluate and address issues of professionalism in your trainees?

This workshop helps attendees obtain a working definition of professionalism, become aware of the challenges and tools used in evaluating trainees as well as remediation strategies.

Developing Professionalism in our learners: Critical Conversations

Tuesday February 21st 2012, 3:00-5:00pm

Instructor: Dr. Heather Lochnan and Dr. Anna Byszewsky

This session will utilize the module from the PBSG-ED (Practice Based Small Group – Education) series. It is designed to enhance the educational skills of busy clinical teachers. The module has been designed to promote discussion with colleagues around challenging issues/dilemma that are likely to arise when working with learners. The purpose is to foster reflection and provide opportunities to refine skills – preparing the way for selected changes that can improve teaching and learning.

Stop reinventing the wheel! Find resources to enhance your teaching and save your time

Wednesday October 12th 2011, 9:00-11:00am

Instructors: Lee-Anne Ufholz

(Bilingual)

This workshop, offered in conjunction with the Health Sciences Library, aims to help you locate resources you can use in your teaching including searching the medical education literature as well as finding, evaluating and using other internet Med Ed teaching resources (eg. MedEd Portal).

The target audience for this workshop includes all faculty members. Participation is limited to 18 per session.

Community Preceptor Program

Thursday October 20th 2011, 12:30am-1:30pm or 1:30pm-5:00pm

Thursday February 16th 2012, 11:00am-1:30pm or 1:30-7:00pm

Thursday April 19th 2012, 2:00-7:00pm or 11:00am-1:30pm

Instructor: Drs. Mike Hirsh, Carol Geller, Mary Johnston and Barbara Power

This program is designed to provide information about the program itself and also includes a teaching skills session. The Department of Family Medicine and the Faculty of Medicine Office of Faculty Development work together to provide this program. Participants are approached and invited to register.

Career Development – skills for your professional growth

Time Management for the Time-Challenged

Wednesday November 9th 2011, 9:00-11:00am

Thursday April 5th 2012, 9:00-11:00am

Instructor: Dr. Derek Puddester

(English)

The Office of Faculty Development together with the Office of Faculty Wellness bring you a workshop aimed at helping you use your time more efficiently whether dealing with your paperwork, your email inbox or your meetings.

The target audience for this workshop includes all faculty members, but the examples used will be of particular relevance to those in clinical departments.

Everything you ever wanted to know about PubMed

Thursday November 3rd 2011, 9:00-11:00am (ENGLISH)

Tuesday November 22nd 2011, 2:00-4:00pm (FRENCH)

Instructors: Lee-Anne Ufholz

Are your searches fast, accurate and complete? This workshop, offered in conjunction with the Health Sciences Library, is aimed at helping you use PubMed efficiently and effectively to complete a focused but comprehensive literature search and create an account for automatic updates on your favorite topic.

The target audience for this workshop includes all faculty members, examples used may be of greatest interest to those involved in clinical work and/or research. Participation is limited to 18 people per session.

Efficient search strategies for researchers

Friday April 27th 2012, 9:00-11:00am

Instructors: Lee-Anne Ufholz

(Bilingual)

This workshop, offered in conjunction with the Health Sciences Library, aims to help you apply efficient search strategies to complete a focused but comprehensive literature search.

The target audience for this workshop includes all faculty members involved in research but the databases examined and examples used will be of most interest to those involved in clinical research. Participation is limited to 18 people.

Analyzing the impact of your research

Friday January 13th 2012, 9:00-11:00am

*Instructors: Lee-Anne Ufholz
(Bilingual)*

Understanding journal impact factors and citation analysis can help you analyze your success in the publishing arena. This workshop, offered in conjunction with the Health Sciences Library, aims to help you evaluate the impact of your work.

The target audience includes all faculty members. Participation is limited to 18 people.

Crucial Conversations

Wednesday January 25th 2012 6:00-9:00pm and Thursday January 26th 2012 9:30am-5:00pm

Wednesday May 16th 2012 6:00-9:00pm and Thursday May 17th 2012 9:30am-5:00pm (for Program Directors)

Tuesday May 22nd 2012 6:00-9:00pm and Wednesday May 23rd 2012 9:30am-5:00pm

*Instructor: Dr Derek Puddester
(English)*

A crucial conversation is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. Offered in collaboration with the Faculty Wellness Office, Crucial Conversations training will help you resolve disagreements, build acceptance rather than resistance, speak persuasively, not abrasively and foster teamwork.

The target audience for this workshop includes all faculty members.

Crucial Confrontations

Tuesday October 25th 6:00pm-9:00pm and Wednesday October 26th 2011 9:30am-5:00pm

Tuesday February 21st 2012, 6:00pm-9:00pm and Wednesday February 22nd, 9:30am-5:00pm

Wednesday May 23rd 2012 6:00-9:00pm and Thursday May 24th 2012 9:30am-5:00pm

*Instructor: Dr Derek Puddester
(English)*

A healthy confrontation can help you hold people accountable for their performance and in doing so, step up to problems, solve them and improve rather than harm relationships. Offered in collaboration with the Faculty Wellness Office, Crucial Confrontations training will help you deal with problems early, before they become chronic, discuss deviations, disappointments or poor performance in a way that doesn't lead to defensiveness, resentment or sabotage, and discuss challenges and barriers in a way that yields creative and supported solutions.

The target audience for this workshop includes all faculty members.

Influencer

Wednesday January 11th 2012 6:00-9:00pm and Thursday January 12th 2012 9:30am-5:00pm

Wednesday February 22nd 2012 6:00-9:00pm and Thursday February 23rd 2012 9:30am-5:00pm

Wednesday April 11th 2012 6:00-9:00pm and Thursday April 12th 2012 9:30am-5:00pm

*Instructor: Dr. Derek Puddester
(English)*

This award-winning training teaches a step-by-step approach for changing the behavior of teams and health organizations.

Offered in collaboration with the Faculty Wellness Office, Influencer Training will help you learn how to resolve long-term, persistent, and resistant problems using the strategies of the world's best influencers, attend our next session Influencer Training and trigger the changes you know will have tangible meaning to the lives you serve, train, and work with.

Mixed methods research: it's a matter of design

Monday January 16th 2012, 1:00-3:00pm

*Instructors: Doug Archibald
(English)*

This workshop will provide you with a basic introduction to designing mixed methods research studies starting with an understanding of the type of research question that best lends itself to a mixed methods approach.

The target audience includes all faculty members interested in learning more about combining quantitative and qualitative research methods; as the examples used will be from the field of medical education this workshop is likely to be of greatest interest to those interested or involved in health professions research. Registration is limited to 20 participants.

Educational Planning for Impact: Application of Evidence Based Strategies

Tuesday June 12th 2012, 8:30-10:30pm

*Instructors: Dr. Elizabeth Lindsay and Dr. Andrew Wiens
(English)*

At the end of this session participants will be able to:

- List evidence-based practices in the development of post graduate and continuing education programs
- Use the knowledge of these practices in educational planning committees
- Write measurable learning objectives to guide the preparation and delivery of educational activities.

The target audience includes all faculty members. Participation is limited to 18 people.

The UofO @ your fingertips

Tuesday June 19th 2012, 4:00-6:00pm

*Instructors: Dr. Marcio Gomez and Dr. Ruth Padmore
(English)*

At the end of this session participants will be able to:

- Access and review the objectives, teaching schedules, as well as the date, time and location of your lectures
- Download current lectures and upload new versions
- Download University templates, logos and 'stuff'
- Identify and contact the liaison officers, content experts and unit leaders that oversee your lectures
- Prepare standard MCQs for the Question bank
- Find the faculty development activities that attend your specific needs

The target audience includes all faculty members. Participation is limited to 18 people.

Career Development – your role at uOttawa

Orientation

(English with bilingual discussion)

This full day program, now mandatory for new faculty members, will be offered on April 3rd and June 6th, 2012. The goal of Orientation is to better acquaint participants with the Faculty of Medicine, its structure, its educational and research programs, and how they can get involved in teaching and research. Teaching skills and career development sessions are given. This event also provides a great opportunity to network with, and learn from, experienced Faculty members. This should help new Faculty members identify, and plan for, their Faculty development needs.

Are You on the Right Track?

Thursday November 24th 2011, 9:00-11:00am

Instructor: Dr. Jolanta Karpinski

(English with bilingual discussion)

This workshop will be of interest to anyone who would like more information about the Career Paths within the Faculty and how they relate to their day to day activities as well as academic promotion including answers to questions like: What is my Career Path? How does my Career Path match up with what I do every day? Why does the Faculty of Medicine have Career Paths? What is the difference between service and scholarship? What information should I be collecting about my activities for the eventual purpose of promotion?

The target audience for this event is those faculty members who are still a few years away from applying for promotion but would like to know if they are “on track”.

The what, why, when and how of keeping a teaching dossier

Thursday October 20th, 2011, 9:00-11:00am

Instructor: Dr. Jolanta Karpinski

(English with bilingual discussion)

Every faculty member is expected to teach, and in the era of accountability, a teaching dossier documents your teaching activities. This workshop will be of interest to anyone who has questions about what information they should be collecting for, why should bother with, when they should start and how they should organize a teaching dossier. Participants will discuss strategies to assemble and maintain their teaching dossier.

The target audience for this workshop includes all faculty members.

Academic Promotions

Thursday January 26th 2012 8:00am-12:00pm

Instructor: Dr. Rama C. Nair, Associate Dean, Professional Affairs

(English)

This workshop is held to assist those Faculty members applying for promotion in the coming academic year. The workshop reviews the Faculty Career Paths criteria for promotion and participants learn how to prepare their promotion package to best present their activities to the promotion committee.

The target audience for this event is those faculty members applying for promotion at all levels.

Sessions for preceptors in Distributed Medical Education sites

DME @ Queensway Carleton Hospital - Wednesday November 2nd 2011 1:00-6:00pm.

DME @ Arnprior - Friday March 30th 2012, 1:00-6:00pm

*(English) - **CANCELLED***

DME @ Renfrew - Friday April 27th 2012, 1:00-6:00pm

The Office of Faculty Development supports preceptors in the DME program with periodic on-site faculty development programs held in conjunction with the Dept of Family Medicine and the Office of Distributed Medical Education.

Individual sessions are developed based on preceptors expressed needs. For more information about a specific program please contact the Office of Faculty Development

Maintenance of Certification

Tuesday January 10th 2012, 3:00-5:00pm

Instructor: Craig Campbell

This workshop will help attendees become aware of the key changes to the Maintenance of Certification program implemented in May 2011 by the RCPSC. The functionality of the new MainPort site and developing a continuing professional development plan in alignment with the Maintenance of Certification program are also discussed.

Really Simple Syndication (RSS) Aggregators

Tuesday February 7th 2012, 9:00-11:00am

Instructor: Lee-Anne Ufholz

Use Really Simple Syndication (RSS) to monitor the table of contents of your favorite journals.

This workshop, offered in conjunction with the Health Sciences Library, is aimed at helping you use your time more efficiently when scanning the medical literature.

Really Simple Syndication allows you to select a group of your favorite journals and receive their table of contents in a direct link sent to your email address. The target audience for this workshop includes all faculty members. Participation is limited to 15 per session.

To register for any of these events please go to:

<http://www.med.uottawa.ca/facdev/eng/index.html>

Annual Faculty Development Half Day

*Tuesday October 25th 2011, 8am- 1:30pm
(English with bilingual discussion)*

This annual half day event is held on a morning in late October. A theme is selected for the program each year. Typically four workshops related to the theme are offered. The workshops are held concurrently twice during the morning, allowing participants to each attend two workshops of their choice.

The 2011 Faculty Development Half-day will focus on ***Developing and Maintaining Competence in Physicians.***

The target audience for this program is all faculty members and non-faculty members. Non-faculty attendance will be dependent on faculty members' attendance.

Annual Faculty Development Full Day

*Wednesday March 7th 2012, 8:30am-5:00pm
(English with bilingual discussion)*

This annual daylong event is held in late February or early March. The program generally includes two large group sessions and a total of 10 workshops on a variety of topics addressing the development of teaching skills as well as career development. Workshops are run concurrently; 5 are offered in the morning and 5 in the afternoon. A call for workshops is sent out each fall, with the deadline for submission of proposals in mid-November.

The March 7th 2012 Faculty Development Full-day will focus on ***The Legal Responsibilities of being a Medical Teacher.***

The target audience for this program is all faculty members involved in teaching learners at any level (undergrad, postgrad and/or CME).

Awards/Certificats

Teaching Skills Attainment Award

*Presented during lunch at the Annual Faculty Development Full Day scheduled for Wednesday March 7th 2012, 8:30am-5:00pm
(English with bilingual discussion)*

Do you attend teaching skills workshops?
Have you ever given one, or considered giving one?
Have you created an innovative way to teach or done research in how to teach?

The Teaching Skills Attainment Award acknowledges your commitment to professional development in medical education by rewarding participation in programs designed to enhance your teaching skills. Three levels of engagement are recognized, indicating degrees of involvement in scholarly activities related to teaching and education.

All faculty members are eligible to apply, and all applicants meeting the criteria will receive an award.

For information on the criteria and on how to apply, please visit the Faculty Development Office website at

http://intermed.med.uottawa.ca/facdev/eng/teaching_skills_attainment_award.html

Certificat en aptitudes à l'enseignement décerné aux membres du corps professoral et aux éducateurs de la Faculté de médecine

Présenté lors du déjeuner de la Journée annuelle de perfectionnement du corps professoral

Les membres de la Faculté de médecine de l'Université d'Ottawa ont l'occasion de faire reconnaître les efforts qu'ils ont investis dans le perfectionnement du corps professoral, y compris leur participation aux programmes de perfectionnement offerts par la Faculté de médecine. Trois niveaux de participation sont reconnus, précisant un degré croissant de participation dans les activités savantes liées à l'enseignement et à l'éducation.

Tous les membres de la faculté peuvent faire une demande et tous ceux qui rencontrent les critères établis recevront un certificat.

Pour plus d'information sur les critères et le processus de demande, s.v.p. visitez le site du bureau de perfectionnement du corps professoral à

http://intermed.med.uottawa.ca/facdev/assets/documents/Francais_Teaching_skills_attainment_award.pdf

Accreditation/Accréditation

Unless otherwise noted, Faculty Development events meet the accreditation criteria of the College of Family Physicians of Canada and are accredited for Mainpro-M1 credits as well as qualifying as an Accredited Group Learning Activity (section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada.

For each event, that has been accredited, participants will receive a certificate of completion.

La majorité des programmes de perfectionnement du corps professoral satisfont les critères d'approbation pour les du Collège des médecins de famille du Canada et sont approuvés pour les crédits Mainpro-M1.

La plupart des événements sont aussi approuvés comme Activités de formation collectives agréées (section 1) comme défini par le programme de Maintien du certificat du Collège royal des médecins et chirurgiens du Canada.

Pour chaque événement qui a été accrédité, les participants recevront un certificat de mérite.

Other Faculty of Medicine Resources

For your further educational needs, we are including a list of other Faculty of Medicine resources:

AIME Annual Medical Education Day

This is an AIME organized event. Please refer to their website.

http://www.med.uottawa.ca/AIME/eng/meded_meetings.html

AIME Healthcare Education Scholars Program

Dr Stan Hamstra

Weekly, September-May, Mondays 8:30am-12noon

This special series of small group sessions aims to foster your academic scholarship in health care education. Topics to be included are: basic principles of education and learning, educational assessment and evaluation, teaching methods and educational research methods and approaches.

The target audience includes faculty members interested in teaching and medical education. Enrollment is limited; you must apply to attend. Successful applicants will have committed to attend all 15 sessions.

For more information and for the application form, please contact the AIME office at aime@uottawa.ca

Bureau des affaires francophones (BAF)

BAF offers Faculty Development events given in French. Please refer to the website.

<http://www.med.uottawa.ca/BAF/>

Continuing Medical Education (CME)

For CME events, please refer to their website.

<http://www.med.uottawa.ca/cme/eng/>

Postgraduate Medical Education (PGME)

For PGME events please refer to their website.

<http://www.med.uottawa.ca/Postgraduate/eng/>

Undergraduate Medical Education (UGME)

For UGME events please refer to their website.

<http://www.med.uottawa.ca/Students/MD/eng/>