ACADEMIC STAFF ORIENTATION MANUAL

UNDER REVISION FEBRUARY 2018
Faculty of Medicine & Dentistry – Orientation Manual Table of Contents

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Faculty of Medicine & Dentistry Academic Orientation Manual

Introduction
We are the Faculty of Medicine & Dentistry at the University of Alberta, one of the world’s elite academic health sciences centres, where top students are taught by award-winning educators and mentored by renowned scientists in a dynamic learning environment.

We conduct our teaching, research and patient care in accordance with the highest international standards. We work with our partners in education, research and health care for the greater good of the local, regional and global community.

Faculty highlights
Our medical students consistently score near or at the top on national medical licensing exams. As a group, they scored highest overall on the Medical Council of Canada Evaluation Examination Part 1 in 2011 and 2012.

The John W. Scott Health Sciences Library houses and provides access to a comprehensive collection of materials to support the teaching and research activities of the faculties of medicine and dentistry, pharmacy and pharmaceutical sciences, nursing and rehabilitation medicine.

NOTE: https://www.library.ualberta.ca/

With more than $1 billion in construction and upgrading projects, the faculty is spread across 27 buildings on or near the University of Alberta North Campus, plus clinical teaching/learning sites throughout metro Edmonton and parts of northern Alberta.

NOTE: http://www.campusmap.ualberta.ca/

Accreditation
The University of Alberta medical school is accredited by the Liaison Committee on Medical Education (LCME).

The University of Alberta dental school is accredited by the Commission on Dental Accreditation of Canada (CDAC).

Centres of Excellence
The Alberta Diabetes Institute, home of the landmark treatment for Type 1 diabetes, the Edmonton Protocol.

Note: http://adi.ualberta.ca/
The Li Ka Shing Institute of Virology, headed by Michael Houghton, co-discoverer of the Hepatitis C virus and Canada Excellence Research Chair recipient.

Note: http://likashingvirology.med.ualberta.ca/

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Programs of Note
The Faculty of Medicine & Dentistry at the University of Alberta has 52 medical residency approved by Royal College of Physicians and Surgeons of Canada, and the College of Family Physicians of Canada. Some of these include the:

Rural Medicine Program
Indigenous Health Initiatives Program
Gilbert Scholars Program
Arts & Humanities in Health & Medicine Program

Funding
Total value of research funding to the faculty in 2011–2012: $143,571,082
- $28,317,713 from the Canadian Institutes of Health Research
- $1,668,567 from the Natural Sciences and Engineering Research Council of Canada
- $10,629,233 from the Canadian Foundation for Innovation

Philanthropy
Funds raised in fiscal year 2011–2012:
- Total Gifts: $5,532,348
- Total Pledges: $7,858,705

Faculty Recognition
- 5 national 3M Teaching Awards
- Alan Blizzard Award
- 40 University of Alberta awards recognizing excellence in teaching:
  - 4 University Cup winners
  - 17 Distinguished University Professorships
  - 12 Rutherford Awards for Excellence in Undergraduate Teaching
  - 2 William Hardy Alexander Awards for Excellence in Undergraduate Teaching
  - 2 Teaching Unit awards
  - Award for Excellence in Graduate Teaching
  - Provost’s Award for Early Achievement of Excellence in Undergraduate Training
  - Vargo teaching Chair

Learner Recognition
- 2 Prix Galien Gold Medals (the highest honour for pharmaceutical research and development)
- 1 Burroughs Wellcome Fund investigator
- 2 Fellows of the Royal Society (London)
- 32 Fellows of the Royal Society of Canada
- 13 awards from ASTech (Alberta Science and Technology Foundation) for excellence in scientific research
- 74 AIHS Investigators
- 11 CIHR New Investigators
- 2 CIHR RxD Chairs and 2 CIHR Clinician Scientists

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
- 2 Distinguished Clinician Scientists and 3 New Investigators: Heart and Stroke Foundation of Canada
- 2 KRESCEnt New Investigators: Kidney Foundation of Canada

At a glance
Medical school founded in 1913
Dental school founded in 1917
- 22 departments
- 1 stand-alone divisions
- 8 research groups
- 15 centres and institutes
- 6 undergraduate degree programs
- 3 diploma/certificate programs
- 52 medical residency programs
- 17 PhD programs
- 13 Masters programs

Where we work
U of A facilities:
- Dentistry Pharmacy Centre
- Environmental Engineering Building
- Li Ka Shing Centre for Health Research Innovation
- Heritage Medical Research Centre
- National High Field Nuclear Magnetic Resonance Centre (NANUC)
- Katz Group Centre for Pharmacy and Health Research
- Medical Sciences Building
- Zeidler Ledcor Centre
- Edmonton Clinic Health Academy
- Research Transition Facility
- Clinical Sciences Building
- University Terrace
- College Plaza
- Spruce Grove clinic

Facilities affiliated with Alberta Health Services:
- Walter C. Mackenzie Health Sciences Centre; University of Alberta Hospital & Stollery Children's Hospital
- Mazankowski Alberta Heart Institute
- Out-Patient Residence
- Edmonton Clinic
- Aberhart Building
- Cross Cancer Institute
- Royal Alexandra Hospital; Lois Hole Hospital for Women
- Misericordia Community Hospital
- Grey Nuns Community Hospital & Health Centre
- Glenrose Rehabilitation Hospital

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Sacred Heart – McLennan, AB.
Northern Lights – High Level, AB.

Provincial government facilities
Canadian Blood Services

By the numbers

Learners

- **1,042** undergraduate students:
  - MD – 673
  - MD/PhD - 4
  - MLS – 86
  - DDS – 140
  - DH – 143

- **597** graduate students
- **874** medical residents
- **152** postdoctoral fellows

Faculty

- **643** tenure-track faculty members
- More than **1,688** clinical academic colleagues, which comprises physicians and dentists in the community who teach our students in hospitals, clinics and private practices.
- **2,027** administrative, clinical and research staff

Alumni

Graduates from the Faculty of Medicine & Dentistry: **13,695**

- Bachelor of Medical Science: 82
- BSc in Dental Hygiene Science: 354
- BSc in Dentistry: 27
- BSc in Medical laboratory Science: 790
- BSc in Medicine: 12
- Diploma in Dental Hygiene: 1,342
- Doctor of Dental Surgery: 2,635
- Doctor of Medicine: 6,715
- Doctor of Philosophy (PhD): 937
- Master of Science: 761
- Postgraduate Diploma in Dentistry: 20

Number of alumni who work and serve Albertans: **11,008**

- Bachelor of Medical Science: 65
- BSc in Dental Hygiene Science: 3,174
- BSc in Dentistry: 21
- BSc in Medical Laboratory Science: 588
- BSc in Medicine: 5
- Diploma in Dental Hygiene: 999
- Doctor of Dental Surgery: 1,634
- Doctor of Medicine: 3,631

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NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/

- Doctor of Philosophy (PhD): 438
- Master of Science: 447
- Postgraduate Diploma in Dentistry: 6

**Leadership & Governance**

**Dean's Office**
Nine administrative councils govern the Faculty of Medicine & Dentistry; this is where you’ll find information on how to get in touch with specific committees and its members.

http://www.med.ualberta.ca/about/governance

**Terms of Reference**

**Dean’s Executive Committee**

http://www.med.ualberta.ca/about/leadership

**Faculty Council**
Welcome to Faculty Council. Faculty Council provides you the opportunity to contribute to the strategic and operational decisions of your Faculty. Terms of reference, including membership information, may be found at:

https://www.ualberta.ca/medicine/about/governance/faculty-council

Minutes of previous meetings and meeting schedules can be reviewed at the above link.

**Contact the Faculty of Medicine & Dentistry**

https://www.ualberta.ca/medicine/about/contactfomd

**Academic Staff Orientation Manual – On-line Version**
The on-line version of the academic staff orientation manual is attached.

http://www.med.ualberta.ca/-/media/medicine/AboutUs/manuals/academic-staff-orientation-manual.pdf

**Faculty Policies**
The Faculty of Medicine & Dentistry follows these policies related to faculty, staff and learners:

http://www.med.ualberta.ca/about/policies. Policies include:

- Academic
- Academic Integrity
- Academic Appeals
- Diversity Policy
- Ethics and Scientific Integrity
- Professionalism
- Practicum Intervention
- Privacy
- Safety of Faculty and Students
- Skills Lab
Evaluation of Faculty

Introduction

Under the AASUA, the University of Alberta Faculty Agreement and the FSO Agreement, and in keeping with the University of Alberta’s Policies and Procedures Manual regarding Faculty Evaluation Committees (FECs), each Faculty is required to publish guidelines to assist its Department Chairs and the Faculty Evaluation Committee (FEC) in their deliberations regarding merit increments, awarding of tenure, and promotions. These guidelines provide parameters for the assessment of acceptable and unacceptable academic performance for individual faculty members, including the category of performance classed as “unacceptable academic performance” (Article 14). The 2006 FEC guideline document represents a modification of the 1996 version and was developed after wide internal consultation and examination of similar national and international documents.

The Faculty of Medicine & Dentistry is a unique and complex environment, and thus requires skilled individuals who perform a variety of functions. Each faculty member will have a written job description outlining his/her University responsibilities with clearly defined expectations for teaching, research/scholarship, administration, and clinical practice (if applicable). It is expected that the job description outlining the explicit roles, responsibilities, and duties upon which the faculty member’s performance is judged will be reviewed annually as it represents the joint agreement between the Faculty member and the University. Changes in job description are negotiated by the Faculty member with the Department Chair and are approved by the Dean.

Each faculty member should normally have responsibilities in each of the categories of teaching, research/scholarship, and administration. Faculty members with clinical skills (e.g. physicians, dentists, dental hygienists, medical physicists) will also have clinical duties. Responsibilities will be discharged according to the faculty member’s job description with, at least, adequate performance in each category. Performance will be assessed using objective criteria whenever possible. The expectations for performance will increase with increasing rank and be commensurate with the faculty member’s seniority. Performance criteria for various job categories (e.g. teaching, research) are provided in this document to guide the Chair and faculty member during the review process. Although the Chair (and/or designate) is expected to provide career guidance to the faculty member, the responsibility for performance ultimately rests with the faculty member.

The Faculty of Medicine & Dentistry is committed to the values of scholarship; respect; compassion and caring; integrity; excellence; partnership; and stewardship and has defined behavioral expectations in a Code of Conduct: http://www.med.ualberta.ca/-/media/medicine/AboutUs/policies/fomd-code-of-conduct18062013.pdf. The Faculty embraces the concept of life-long learning and professional development. Beyond expert knowledge or skilled practice in a given field, there is the expectation that each faculty member will demonstrate professional behaviors including altruism, collaboration and teamwork.

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responsibility and accountability, and leadership in all areas of work. Each faculty member is expected to provide mentoring to those he/she supervises including trainees. All faculty members are expected to be role models in the Faculty environment.

Each faculty member is expected to provide some administrative service to his/her discipline, the Department/Faculty/University and the Hospital/Health Authority (if applicable) which is considered an aspect of faculty citizenship. Extra-Faculty activities unrelated to the faculty member’s discipline or academic position are optional and though encouraged as a facet of community citizenship will not be considered as a basis for merit considerations, tenure, or promotion.

General Guidelines

FEC Membership and Authorities
FEC considers the performance of all academic members in the Faculty except that of the Dean and Department Chairs. Departmental Chairs are evaluated by the Dean and the Dean by the Provost. FECs do not evaluate the performance of APOs (see 4.0 Policies and Procedures Manual regarding Faculty Evaluation Committees [FECs] August 2005). Clinical faculty appointments, at times referred to as part-time faculty, are evaluated within their respective departments.

The composition of FEC shall be: the Dean (as Chair), all Department Chairs, and at least two tenured faculty members elected by Faculty Council. Ideally, at least one elected representative shall be present at meetings of FEC although quorum shall be 80% of the committee membership. Decisions shall be decided by a majority of those present. The Dean, as Chair of FEC, votes only in the event of a tie.

Performance Reviews
On an annual basis, each faculty member’s progress will be reviewed by the Department Chair and FEC based on Article 7 (University Responsibilities), Article 8 (Supplementary Professional Activities) and Article 13 (Faculty Evaluation). At appropriate times after the initial appointment, each faculty member will be considered for tenure and/or promotion (Article 12). If a faculty member is granted one or more leaves during a probationary period and, if the length or type of leave is such that it materially affects the performance on which the faculty member is to be assessed, the probationary period shall be extended for one or more years. This extension shall be made by the Vice-President (Academic) on the recommendation of the Dean following consultation with the Department Chair and the faculty member. It is the responsibility of the Chair and FEC to ensure that the faculty member is not disadvantaged by such leave(s). Part time continuing tenure track appointments of less than 1 FTE (full time equivalent) will be evaluated based either on proportionally reduced expectations or with an extension of the probationary period(s). The standards of performance are not changed. A special conditions agreement will be negotiated with the Department Chair and Dean pre-employment or, if a change from full time, at least one year before the faculty member’s case is heard at FEC.

In the Faculty of Medicine & Dentistry, annual reviews of performance will be based on job description and contributions in the following categories: teaching, research/scholarship, administration, and clinical practice (if applicable). Except under unusual circumstances and in
the case of FSOs, the minimum research and teaching contributions for any academic appointment should each constitute at least 10% of the assigned duties.

In addition to the Annual Faculty Report, which follows a precisely defined format, objective documentation addressing the faculty member’s contributions may include formal and informal feedback from students, peers, or supervisors; for those faculty members who are also members of interdisciplinary teaching and/or research groups (e.g. institutes, centres), input from team members outside the Department and/or Faculty will be considered. Administrative contributions may include but are not limited to policy development, major administrative or curricular portfolios, the organization of special events or activities, search and selection committee participation/organization, and/or commitments to major infrastructure proposals or fundraising. It is the responsibility of the faculty member to provide the appropriate documentation to the Chair.

For the Faculty of Medicine & Dentistry, the period of performance review is the calendar year July 1, to June 30.

The complete document entitled “Guidelines for the Evaluation of Academic Staff for Merit Increments, Tenure, and Promotion” may be found at:
https://aro.med.ualberta.ca/Library/Documents/fec_guidelines.pdf

**Mentorship Program**

The goal of our Faculty is to insure that all incoming Assistant Professors and Associate Professors without tenure and faculty service officers (FSO) have a mentor within the FoMD. Many departments have an established process of assigning mentors for incoming faculty and this is often done by the Chair of the Department in consultation with the Divisional Director and Faculty member. The Faculty Mentorship manual is linked to the ARO sign on page as well as in the mentorship entry section.

http://confluence.med.ualberta.ca/download/attachments/3538947/FOMD%20mentorship%20manual%20April%202013.pdf?version=1&modificationDate=1366831070647&api=v2

**Annual Report Online**

https://aro.med.ualberta.ca

Annual Report Online (ARO) is used by academic staff to report on their activities of the current year. All academic staff members holding continuing, contingent term, or limited term appointments are required to complete an annual report. For more information: https://aro.med.ualberta.ca/Library/Documents/fec_guidelines.pdf.

The Annual Report Online application (ARO) is now ready for use. You may access it through the website address: https://aro.med.ualberta.ca. You may log in with your University of Alberta CCID username, and password.

As always,
- Organize your input material based on the Table of Contents of the ARO and your experience from the previous year.

- Use the directory, and glossary (under Help section of Navigation bar) to get an idea of where things can be reported and to clarify the meaning of various acronyms or terms used in the ARO. Both have been revised and expanded.

- Use the help files that are associated with each section, (under the Help section of Navigation bar or the context sensitive Quick Links). This material has been expanded and updated.

We continually strive to improve the ARO and are grateful for any comments and suggestions you might have on how to do so (aro@med.ualberta.ca)

For specific information, regarding procedures utilized in your Department for Annual Reporting, please contact your Department Chair or APO.

**Human Resources for Academic Staff**
https://www.ualberta.ca/faculty-and-staff

**Association of Academic Staff**
https://aasua.ca/

**Faculty Agreement**
http://www.hrs.ualberta.ca/MyEmployment.aspx

**Salary Scales**
http://www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx

**Academic Staff Benefits**
http://www.hrs.ualberta.ca/Benefits/Overview/Highlights/Academic.aspx

Reimbursement for health care (medical, dental and Health Spending Account) may be made directly on-line via Sun Life. Members are encouraged to sign up for WEB access:
https://www.sunnet.sunlife.com/signin/mysunlife/home.wca

**Relocation of New Faculty**
Housing Support Procedure (See Information for Prospective Staff)

**Employee Self Service**
Employee Self Service in Bear Tracks provides a tutorial and information pertaining to accessing your pay cheque, direct deposit, tax slips, benefits and personal information.

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Holidays and Winter Closure
Holidays and Winter Closure details [http://www.hrs.ualberta.ca/Holidays.aspx](http://www.hrs.ualberta.ca/Holidays.aspx),

Learning and Development
Opportunities for learning and development may be accessed via: [http://www.hrs.ualberta.ca/Learning.aspx](http://www.hrs.ualberta.ca/Learning.aspx)

Funding for Staff Development
Funding sources for Staff Development may be accessed via: [http://www.hrs.ualberta.ca/Learning/Funding.aspx](http://www.hrs.ualberta.ca/Learning/Funding.aspx)

Professional Expense Reimbursement
Please note that most academic staff receive a Professional Expense allowance in the amount of $1,400 per academic year that may be used for learning opportunities. Additional information is available at: [http://www.hrs.ualberta.ca/Benefits/Funding/PER.aspx](http://www.hrs.ualberta.ca/Benefits/Funding/PER.aspx).

Remission of Tuition Fees
Eligible staff can have tuition fees remitted for University of Alberta credit courses. The website below provides details (number or courses, forms, etc.) required to utilize this funding: [http://www.hrs.ualberta.ca/Benefits/Funding/TuitionRemission.aspx](http://www.hrs.ualberta.ca/Benefits/Funding/TuitionRemission.aspx)

Health Promotion and WorkLife Services (HPaWS)
Health Promotion and WorkLife Services provides a client focused staff benefit assisting individuals and work groups to achieve personal and professional excellence within a meaningful, creative and effective work and learning environment. Programs and are aligned to support departments in providing a psychologically healthy and safe workplace. Specifically, HPaWS offers and facilitates access to programs, services and resources to enhance individual and organizational health. Services are designed to assist either individual staff members and work teams achieve their full potential by promoting well-being, health and life balance. Consultation services are also provided to individuals in a leadership role. [http://www.hrs.ualberta.ca/HealthandWellness.aspx](http://www.hrs.ualberta.ca/HealthandWellness.aspx)

Health and Wellness
Employee and Family Assistance Program (EFAP)
The Employee and Family Assistance Program provides psychological counseling, along with a wide range of work life and wellness services. In addition to counseling, staff members and their eligible dependents have access to nutritional, legal and financial consultation, services of a personal trainer, e-learning courses, health and wellness resources, and work life services (e.g. Cultural Transition Support, child and eldercare resources, etc).

NOTE: Website links and information provided are current effective February 2018. Updates may be found at [http://www.med.ualberta.ca/](http://www.med.ualberta.ca/)
All University of Alberta staff and their eligible dependents have access to services through the EFAP, regardless of whether you are enrolled in a benefit plan.

All services provided through the EFAP program are held in the strictest of confidence. http://www.hrs.ualberta.ca/HealthandWellness.aspx

Leaves of Absence

Leaves shall be awarded following application for leave to be made by the staff member and approved by the appropriate officer. Leaves include Sabbaticals (Article 9), Medical Leave (Article 23) and Leaves (Article 24) including Assisted, Political, Childbirth, Parental and Other. Pertinent details regarding the various leaves may be found in the Faculty Agreement: http://www.hrs.ualberta.ca/Benefits/MedicalOtherLeaves.aspx http://www.hrs.ualberta.ca/~/~media/hrs/Benefits/VacationTimeOff/SabbaticalProcedures.pdf

Risk Management Services

Through six operational units, Risk Management Services provides the services and tools for resource planning and risk management at the University. http://www.rms.ualberta.ca/
The six operational units include:

- Protective Services
- Emergency Management
- Environmental Health & Safety
- Insurance & Risk Management
- Policy Standards Office
- Resource Planning

Office of Safe Disclosure & Human Rights

The Office of Safe Disclosure & Human Rights (OSDHR) is a safe, neutral and confidential space for the University of Alberta community to disclose concerns about how the University of Alberta policies, procedures or ethical standards are being applied. If you are not sure where to go about concerns such as safety violations, financial mismanagement, ethical concerns, discrimination or harassment, then our office is a great place to start.

Strategic advice and referral service are provided to University of Alberta staff, students and faculty on matters such as fraud, theft, harassment, discrimination and duty to accommodate. Through training and educational awareness campaigns, OSDHR promotes positive safe disclosure and human rights behaviours and practices of those that live, study and work at the University of Alberta.

Services are always confidential and open to all members of the university community. The OSDHR is committed to the principles of confidentiality and privacy.

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Conflict of Interest and Commitment Compliance Procedure

The University’s policy on Conflict of Interest and Commitment and Institutional Conflict applies to all staff. Any University staff member who believes they may have a conflict of interest or conflict of commitment must disclose the conflict to their Reporting Officer.

Policy
Conflict of Interest and Commitment, and Institutional Conflict

Procedures
Managing Conflict of Interest in Employment Procedure
Conflict of Interest and Conflict of Commitment Reporting and Assessment Procedure

Resources
Campus Computing ID (CCID)
You require a Campus Computing ID (CCID) and a password to access Bear Tracks as well as many other features at the University of Alberta.

Your Department prepares a request for an employee identification number and CCID when you have accepted an appointment at the University of Alberta. You will be provided with an e-mail from CCID Administration via your Departmental or Human Resources Administrator outlining your CCID and a temporary password which you will be required to change.

ONEcard Service Centre
The ONEcard is the official identification card of the University of Alberta. It provides you with access to University services such as campus recreation, libraries, door swipe access to University buildings, printing and photocopying, and as payment in selected businesses at the Students’ Union Building and card-accessed vending machines on campus.

The ONEcard Service Centre combines multiple services for undergraduate and graduate students, alumni, academic staff, support staff, contract staff and visitors in a single location on campus.

University of Alberta faculty and staff who are members of AASUA and NASA and/or receive full benefits are generally entitled to obtain a ONEcard. Information about obtaining a ONEcard can be found at: www.onecard.ualberta.ca.

Additionally, all University of Alberta employees, carrying a valid staff ONEcard, may use that card to travel anywhere between the South Campus and Churchill stations as well as to the Royal Alex Hospital. It is meant to facilitate transit between the University’s campuses.
If you already have a ONEcard, note that the word “staff” appears on the front of it. Most ONEcards have an expiration date on the back that indicates its validity. If your staff ONEcard does not have an expiration date, or if it is past expiry, please visit the ONEcard office to replace your card.

In many circumstances, the ONEcard is issued without charge to the cardholder, but there are replacement fees should it be lost or stolen.

**Campus Resources**

Various campus resources:

- Association of Academic Staff: University of Alberta
- Administration and Governance
- Bookstore
- Calendar, University of Alberta
- Campus Events
- Campus Recreation
- Computing Resources
- Faculty Club
- Faculty of Graduate Studies and Research
- Libraries
- OmbudService
- ONEcard Office
- Parking Services
- Postdoctoral Fellows Office
- Research Resources
- Professional Development
- Specialized Support and Disability Services
- Teaching Resources

**Educational and Program Resources**

**Accreditation**

Accreditation is a peer-review, quality-assurance, quality-improvement process that ensures that students receive the best education possible. Accreditation determines whether the quality of education in professional programs meets the high standards set across North America.

For more information visit the Accreditation website: [http://www.med.ualberta.ca/programs/resources/accreditation](http://www.med.ualberta.ca/programs/resources/accreditation)

**Undergraduate Medical Education**

The next full accreditation of the undergraduate medical education program will take place in March 2020. The undergraduate medical education program undergoes accreditation every eight years by a joint process run by the Committee on Accreditation of Canadians Medical Schools (CACMS) and the American body, the Liaison Committee on Medical Education (LCME).
Postgraduate Medical Education (PME)
The Royal College of Physicians and Surgeons of Canada (Royal College), the College of Family Physicians of Canada (CFPC) and the Collège des médecins des Québec (CMQ) have developed national standards for evaluation and accreditation of residency programs sponsored by the University. Assessments of each residency program are based on compliance with meeting these standards.

All residency programs at the University of Alberta are accredited, either by the Royal College or the CFPC. The accreditation process ensures that our residency programs meet the highest possible standards and that our resident physicians, upon completion of their programs, will be prepared to sit their RCPSC and CFPC examinations. Accreditation of residency programs at the University of Alberta occurs once every six years. The accreditation teams from the RCPSC and the CFPC review information obtained from our programs in advance through detailed Pre-Survey Questionnaires (PSQs), and also through a series of meetings during an on-site visit. After the site visit, the Accreditation Committee of each college will grant each residency program an accreditation status. In between the visits every six years, the residency programs undergo an Internal review process guided by the office of the associate dean PME. The University of Alberta was last reviewed February 14-18, 2011.

Dental Education
The Commission on Dental Accreditation of Canada (CDAC) is the body responsible for accrediting dental, dental specialty, dental residency, dental hygiene and dental assisting education programs across Canada. The CDAC is dedicated to the evaluation and improvement of educational programs located in post-secondary institutions and health facilities that prepare oral health providers to serve the Canadian public.

Accreditation of the School of Dentistry’s Doctor of Dental Surgery (DDS), Dental Hygiene (DH) & Orthodontics programs, occur every seven years

For more information please contact:
Suzanne Roy
Assistant Chair, Administration, School of Dentistry
Tel: 780-492-2101
Email: suzanne.roy@ualberta.ca

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Medical Laboratory Science
This program is accredited by the Canadian Medical Association Conjoint Accreditation Services. The CMA Conjoint Accreditation is a process designed to ensure national standards for educational programs in designated health science professions, thereby contributing to the competency of graduates and the quality of patient care in Canada.

For more information
https://www.ualberta.ca/medicine/programs/mls

Radiation Therapy
Radiation Therapy is one of three core health sciences disciplines responsible for the planning, delivery and quality management of therapeutic doses of ionizing radiation for patient treatment. The newly created Bachelor of Science in Radiation Therapy is a four-year program. The first year is a required pre-professional year that students can take at any Canadian post-secondary institution. The subsequent three-year professional program will reside in the FoMD, Department of Oncology, and will result in the award of a Bachelor of Science degree. There will be three distinct elements to the educational experience within the radiation therapy program: the pre-professional year provides students with a foundation in sciences, humanities and math necessary for entry into the program. After acceptance into the program in year two, the subsequent three years will have coursework in cancer biology, cancer treatment and clinical management of patients with cancer, medical physics, radiation safety and risk, radiobiology, cross-sectional anatomy, imaging and research methodology. Clinical education is a key component of the program with courses in simulation plus clinical practicums that are located throughout the province. For more information see https://www.ualberta.ca/medicine/programs/radiation-therapy

Assessment and Evaluation Services
Dr. Hollis Lai, Director of Evaluation and Assessment, provides leadership in the FoMD for the development, design and administration of student assessments. In addition, Dr. Lai is responsible for oversight in all student assessments and faculty evaluations in the undergraduate medical education program.

For more information please contact:
Dr. Hollis Lai, Assistant Professor
Director, Evaluation and Assessment
Tel: 780-492-8735
Email: hollis.lai@ualberta.ca

Academic Technologies
Reporting to the Director, Academic Technologies, the Academic Technology team (AcTech) provides support and consultation to programs, faculty and staff on academic technology solutions that address their needs.

AcTech helps clients to develop both small- and large-scale projects that improve teaching, learning and communication through the use of technology. Using an interactive design process,
supporting clients through all phases of project development, from needs analysis and ideation, to implementation and user testing, and finally to success analysis. Completed projects are then showcased as an example of leadership within the faculty, and clients receive training on how to manage their projects on a go-forward basis. All our services are underpinned by instructional design best practice.

Service, consultation and support are focused on four areas:

- **Online tools for collaboration and connectedness:** creation of learning management courseware, blogs, video capture and sharing and communication to enhance teaching and learning, scholarship and research.

- **Pedagogical advice:** Design of effective learning and collaboration spaces, creation of pedagogically sound online courses, learning activities and assessments and advice on the use of online tools for teaching and learning.

- **Creative services:** Facilitation of needs discovery, idea generation, project management, graphic design creation for projects and integration of online systems and custom application development.

- **Training:** Varieties of training formats are employed; from personalized desk visits through large group formats. Phone, email, short screen capture videos and integrated training within the project development process is available.

For more information contact:

[https://www.ualberta.ca/medicine/programs/actech](https://www.ualberta.ca/medicine/programs/actech)

Mark Karstad
Manager, Academic Technologies
Tel: 780-492-9102
Email: karstad@ualberta

**Awards and Recognition**
The FoMD has some of the finest teachers in the university and country. The prestigious 3M National Teaching Fellowship and the University Cup, two of the highest awards available for excellence in teaching, have been awarded within our Faculty. In addition we have four Distinguished Professor Awards and two Rutherford Awards for Excellence in Undergraduate Teaching.

**Award Nomination Assistance**
The Faculty provides assistance to faculty members who are in the process of being nominated for awards or are considering being nominated in the future. A variety of awards for teaching and leadership contributions and accomplishments are available for faculty at the departmental, faculty, and university levels. Faculty also have access to national and international awards. The
Faculty Development Associate has information about these awards and is able to offer assistance with the compiling of the documentation for nomination dossiers.

In addition to international, national, association and university awards, faculty can be nominated for two FoMD teaching awards:

**E. N. Skakun Award for Service to Education**
This Award is named in honour of Dr. Ernest N. Skakun, a leader in psychometrics and medical education in the FoMD at the University of Alberta, whose achievements model the behaviours we seek to recognize in this award.

**David Cook Award**
The David Cook award would be awarded annually to a faculty member (or a group of members) of the FoMD who has successfully planned and implemented a significant curricular innovation. This award is open to all levels of GFT, clinical academic colleagues, and FSO faculty members of the Faculty, and may be seen as a part of the pathway to national or international recognition.

This year teaching and education award recipients will be honoured at the first annual **Celebration of Teaching and Learning** event, co-hosted with the Medical Students’ Association Teaching Awards and Faculty Awards committees.

More information can be found on award applications: [http://www.med.ualberta.ca/programs/resources/awards/teachinglearning](http://www.med.ualberta.ca/programs/resources/awards/teachinglearning)

More information on the Celebration of Teaching and Learning can be found at: [http://www.med.ualberta.ca/programs/resources/awards/teachinglearning](http://www.med.ualberta.ca/programs/resources/awards/teachinglearning)

**Faculty Development and Health Professions Education Scholarship**
The FoMD at the University of Alberta provides consultation, collaboration and other supports to help faculty members achieve success and satisfaction in their academic roles.

Faculty members are offered workshops and seminars, guides and assessment tools, plus contacts for information, guidance and support. Faculty who wish to make teaching their primary area of responsibility can apply for the **Teaching Scholars Program** (TSP). This part-time certificate program focuses on curriculum development, educational scholarship and academic leadership skills.

More information can be found at: [http://www.med.ualberta.ca/programs/scholarship/studentship/tsp](http://www.med.ualberta.ca/programs/scholarship/studentship/tsp)

For further information and assistance, please contact Dr. Carol Hodgson, PhD
J Alan Gilbert Chair in Medical Education Research  
Tel: 780-492-1515  
Email: carol.hodgson@ualberta.ca

**Teaching and Learning Enhancement Fund (TLEF) and the McCalla Professorship**

TLEF is open to faculty from across the University, aiming to enhance student experiences through engagement, continue the integration of teaching and research, and promote the scholarship of teaching and learning. Please see the [Provost](http://www.med.ualberta.ca/) for application forms and guidelines. New investigators in the FoMD (anyone who has not received previous TLEF funds as a Principal Investigator) are strongly encouraged to submit their applications for pre-review by the FoMD TLEF Review Committee.

One McCalla professorship, also funded through the Provost’s office, is offered by the FoMD each year and applications are vetted and supported by the FoMD.

More information may be found at:
- [http://www.med.ualberta.ca/programs/resources/awards/mccalla](http://www.med.ualberta.ca/programs/resources/awards/mccalla)
- [http://www.med.ualberta.ca/programs/resources/grants/tlef](http://www.med.ualberta.ca/programs/resources/grants/tlef)

**Graduate Students**

[http://education.med.ualberta.ca/Programs/MScPhD/Pages/default.aspx](http://education.med.ualberta.ca/Programs/MScPhD/Pages/default.aspx)

The FoMD is a vibrant and complex Faculty consisting of 19 basic science and clinical departments, six divisions, and a number of research groups, centres and institutes. In 2012-2013, the FoMD hosted over 602 graduate students. The FoMD graduate studies website section can be used to navigate to individual graduate programs within the FoMD. Each graduate program has policies for student stipends, entrance and course requirements, etc. Awards available through the FoMD and elsewhere can be found at:
- [http://www.med.ualberta.ca/Home/Research/Awards/](http://www.med.ualberta.ca/Home/Research/Awards/)

**Postgraduate Medical Education (PME)**

The office of Postgraduate Medical Education administers the operation of high-quality residency training programs, to enable Residents to obtain certification from the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC), and to also provide a wide variety of clinical and research fellowship training to those who have completed Canadian certification or are not eligible for it. In addition PGME participates in worldwide medical education by providing residency and fellowship training for physicians from other countries. Our goal is to produce competent, caring physicians who will meet the medical needs of society, and through their research training, contribute to development of new knowledge.

In order to achieve this goal, collaboration with national accreditation agencies, the provincial licensing authority, Alberta Health and Wellness, Alberta Health Services (AHS), the Professional Association of Residents of Alberta (PARA), foreign governments, and other agencies to provide Residents and Fellows who seek postgraduate medical training at the
University of Alberta a quality educational and research experience occurs. Additional information on PME may be found at: http://www.med.ualberta.ca/programs/residency

**Undergraduate Medical Education (UME)**
The objectives of MD training are achieved through a four-year program that is under the direction of the Undergraduate Medical Program Committee (UMPC).

The goal of the Faculty of Medicine & Dentistry is to provide the best medical education to students. We offer innovative programs and initiatives:

- **Discovery Learning (DL)** - Problem-based, interactive, small-group learning which allows students to study “real-life” cases in the early stages of their education program.

- **Clinical Skills** - Unique program that exposes students to patient actors, medical simulators and real patients from the start of the medical program, forming a strong foundation for the immersive clinical experience that follows in Years 3 and 4.

- **Caring doctors** - Gilbert Scholars program pairs students with preceptors to learn proper communication and conduct with patients. This is complemented by awards from the Gold Humanism Honor Society, which recognize students and preceptors who demonstrate excellence in clinical care, leadership, compassion and dedication to service.

- **Rural initiatives** – Educational opportunities in rural environments begin early. Shadowing, 12-hour electives and rural skills days are available in Years 1 and 2. Elective opportunities are available in Years 3 and 4. Students are invited to apply to the Integrated Community Clerkship (ICC). In this program, established in 2007, Year 3 students are assigned to a rural community for nine months and learn the core disciplines of medicine in an integrated fashion, following patients through all venues of care.

- **Indigenous Health Initiatives Program (IHIP)** - Provides ongoing support to Aboriginal students considering medicine as a career, and assists these medical students to remain actively involved in community engagement initiatives while enrolled in the program.

- **Learning management system** - An online learning community developed in the faculty which provides students seamless access to courses, libraries, assessments and evaluation from anywhere at any time. These innovations also include lecture podcasting, personalized online schedules, discovery-learning workspaces, clinical simulations, case-based instruction, portfolios and community boards.

**Curriculum**
The curriculum that makes up the MD program of the Faculty of Medicine & Dentistry at the University of Alberta builds on foundation knowledge and skills in step-wise fashion, providing progressively increasing clinical exposure during Years 1 and 2, and ultimately evolving into a fully immersive clinical learning setting by the beginning of third year.

Pre-Clinical (Years 1 and 2)
The primary goal of Years 1 and 2 is to prepare medical students for supervised learning in the clinical environment. The material is presented in a series of system-based courses. Each course presents the material in a reasoned progression from basic information to clinical application. There are two separate, but coordinated courses, dealing with the social, sociological, ethical, legal and public health aspects of medicine, which are scheduled during this period. By the end of the pre-clinical program, students in the MD program are competent in medical expert knowledge content and ready for the transition to clinical learning.

A highlight in pre-clinical years is the Faculty’s full-dissection anatomy lab. It is one of only a few in the country and is kept open day and night to provide students a valuable learning experience through the dissection of human cadavers.

Clinical (Years 3 and 4)
Although medical students work with patients from the outset of their training, the core “hands-on” teaching on medical wards is completed in Years 3 and 4. The primary role of student intern is to understand and apply basic knowledge of medical science in a clinical setting. Clinical teaching is interwoven with information teaching sessions from experienced residents, allied health professionals and preceptors, many of whom are award-winning educators and researchers.

Following four years in undergraduate medical education, students continue post-graduate training for two to five years. The University of Alberta has one of the widest selections with over 50 sanctioned post-graduate programs, accredited by the Royal College of Physician and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

Research and the MD Program
The Faculty of Medicine & Dentistry is home to some of the top medical researchers in the world in their respective fields.

- The MD/PhD Program allows students to take a leave of absence after Year 2 to complete their PhD, then return to finish Years 3 and 4 of their MD degree.
- The MD with Special Training in Research (STIR) Program gives students a taste of academic medicine. Once accepted, students complete a minimum of 24 weeks in either basic or clinical research under faculty supervision.
- The Summer Student Research Program provides opportunities for undergraduate and medical students to work with faculty members on clinical and basic-science research projects throughout the summer.

MD/MBA Program
The MD/MBA program provides an opportunity for those interested in developing skills as a physician-leader. Upon admission to the MD program, students may apply to complete a

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
master’s in business administration (MBA) degree in an accelerated program while enrolled in the MD program.

World-Class Facilities
The Faculty of Medicine & Dentistry has access to world-class facilities for research, patient care and education. The majority of pre-clinical education is conducted on the university campus in proximity to the University of Alberta Hospital (UAH). During clinical education years, students train at a number of other major health-care facilities in the area including:

- Alberta Hospital
- Cross Cancer Institute
- Edmonton Clinic
- Glenrose Rehabilitation Hospital
- Grey Nuns Hospital
- Mazankowski Alberta Heart Institute
- Misericordia Community Hospital
- Stollery Children’s Hospital
- Sturgeon Community Hospital

The faculty and campus have experienced tremendous growth over the past decade. Medical students are taught in state-of-the-art laboratories, and new classrooms and educational resource centres.

- **Edmonton Clinic Health Academy** is a learner-focused centre where all University of Alberta health-science disciplines work collaboratively to develop a positive model for patient-centred care.
- **Li Ka Shing Centre for Health Research Innovation** is home to many of the world’s best diabetes researchers.
- **Katz Group Centre for Pharmacy and Health Research** houses a technologically advanced lecture hall and a number of breakout rooms which are open 24 hours for studying and small-group teaching sessions.
- **Zeidler-Ledcor Clinical Training Centre** includes custom-designed teaching clinic rooms equipped with closed-circuit digital video to allow students to review their clinical performance.

Scholarships, Bursaries and Awards
The Faculty of Medicine & Dentistry awards nearly $800,000 annually to students on the basis of academic achievement, humanism and financial need.

We are proud to have sent three students to Oxford University as Rhodes scholars since 2005. Rhodes scholarships are among the most prestigious in the world.

Additional information on UME may be found at: [http://ume.med.ualberta.ca](http://ume.med.ualberta.ca)

Learner Advocacy & Wellness
Student health, well-being and advocacy are priorities for the Faculty of Medicine & Dentistry. The Faculty provides counseling on both academic and personal matters and looks after students

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with special circumstances. Its aim is to ensure that students are not distracted by health or personal matters and are able to perform to the best of their abilities.

The Faculty also provides career counseling for all students and helps organize financial counseling.

The medical school encourages a life outside of academics, as this will help students grow into well-balanced physicians. With nearly 60 clubs, sports teams and special-interest groups, there is something for everyone.

UME Opportunities
There are many opportunities to support UME such as facilitation of MD Admissions process, leading small group sessions, or supporting assessment. Please see Appendix 1 for a brief description of the areas where faculty are needed. The activities are recognized contributions to medical education and may be documented in your Annual Report Online (ARO).

The Centre for Teaching and Learning (CTL)
The Centre for Teaching and Learning (CTL) provides educational leadership and supports excellence in teaching throughout the university community. CTL provides:

- Practical resources and tools including a central learning management system (eClass Moodle)
- Research-informed recommendations
- Pedagogical support from qualified experts who care about teaching

The Centre for Teaching and Learning provides a variety of services. If you are unsure of the type of support you need, please contact the Centre for Teaching and Learning directly.

- Teaching and Learning Sessions
- Concepts and Course Design Series – Designed to provide participants with the ability to make informed decisions about their teaching practice.
- Symposium Series – The symposium series are interdisciplinary sessions delivered by internationally recognized experts in the topic of discussion.
- Teaching Orientation – Provides opportunity for new and early career faculty members to meet others and learn about course design and delivery.
- Peer Consulting – Provides teaching staff with one-on-one support from a peer outside their given faculty.
- Moving Online – Created for instructors who have never taught online before and may or may not have any experience with a Learning Management System (LMS)
- Profiles of Extraordinary Instructors – Highlighting ordinary professors doing extra-ordinary things.

Additional information regarding programs and orientation programs offered by the Centre for Teaching and Learning may be found at: http://www.ctl.ualberta.ca/.

Research
FoMD Office of Research
NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
The Faculty of Medicine & Dentistry has an Office of Research that provides support to many aspects of research including strategic planning, application preparation, management of research funding, identification of funding opportunities, research space management, research training programs, and a variety of other research-related initiatives. Additional information can be found at [www.med.ualberta.ca/research](http://www.med.ualberta.ca/research). As your first point of contact to obtain assistance, please contact Mark Taylor in the Office of Research at 492-9720 or mtaylor4@ualberta.ca.

**FoMD Research E-bulletin**

The Office of Research distributes an email bulletin on a regular basis that provides updates on important news in the Office as well as general research funding opportunities. Archives of this bulletin can be accessed at: [www.med.ualberta.ca/research/fundingopportunities/e-opportunities](http://www.med.ualberta.ca/research/fundingopportunities/e-opportunities).

**Support for CIHR Applications**

The University of Alberta Grant Assist Program (Health Sciences) [formerly, the CIHR Special Project] supports applicants applying to CIHR through the delivery of feedback processes, bridge funding, workshops, resources, editing and general support. Support is designed to enhance the preparedness and quality of applications being submitted to CIHR. For additional information see [http://www.cihr.ualberta.ca/en/AboutGAPHS.aspx](http://www.cihr.ualberta.ca/en/AboutGAPHS.aspx), subscribe to their monthly e-bulletin at [http://www.industrymailout.com/Industry/Subscribe.aspx?m=27788](http://www.industrymailout.com/Industry/Subscribe.aspx?m=27788) or email Joanne Simala-Grant at jls24@ualberta.ca.

**Research Core Facilities**

Dr. Wendy Magee may be contacted regarding the research cores within the Faculty of Medicine & Dentistry. Wendy provides an overview of the cores, booking procedures, user fees, etc. Depending on anticipated research activities she may recommend meeting directly with some members of the research core staff. Making use of the research cores will allow optimization of research activities. General information on research cores may be found at: [http://www.med.ualberta.ca/research/corefacilities](http://www.med.ualberta.ca/research/corefacilities).

**Research Services Office (RSO)**


Account set up for researchers (start-up funds, research accounts, etc)

If eligible to hold a University of Alberta account [https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Eligibility-to-Apply-for-and-Hold-Research-Funding-Procedure.pdf](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Eligibility-to-Apply-for-and-Hold-Research-Funding-Procedure.pdf)

Please ensure that the Notice of Award, Scope of Work, Budget or Projected Expenditures reports and all certifications are completed in your request.

All signatures (other PIs, Chairs) must be in place prior to taking forms to the Office of Research for Faculty approval. Once Faculty approval is obtained, the package (complete with the required documentation), should be sent to the Research Services Office (RSO), 222 Campus Tower. Please allow ample time to allow for required signatures. [https://www.ualberta.ca/research/services/proposal-submission/signature-requirements](https://www.ualberta.ca/research/services/proposal-submission/signature-requirements)

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Indirect Costs
Research is expensive. Maintenance of and improvements to research infrastructure require ongoing reinvestment on a significant scale. For this reason, research project funding should cover the full costs of the research allowable under University policy. The indirect costs of research at the University of Alberta average 51% of the direct costs and must be recovered through a percentage assessment on the direct costs. A research project budget must include both indirect and direct costs where possible.

Additional information is available. Please view:

Researcher Home Page

https://www.ualberta.ca/research/services/about/resources/researcher-home-page

This administration tool provides support to the research community in order to ensure proper management of the University's research dollars.

From the Researcher Home Page, researchers can quickly access key project information and link to the Financial Overview – Flash Report. They can also view online attachments and track the progress of their applications (in the form of Proposals in PeopleSoft). The Financial Overview – Flash Report shows the total budget for the length of the project, as well as showing the project budget broken down by award period. Where applicable, indirect costs associated with a project are identified on this report.

Refer to either of the following two resources for more details about the Researcher Home Page and the Financial Overview - Flash Report:

- Brief video tutorial https://weblogin.srv.ualberta.ca/ (accessible under Researcher Training Resources in Researcher Self-Service in PeopleSoft)

Detailed information about services provided may be

Research Involving Human Participants, Animal Use or Biohazards
Any research conducted by University staff or students that involves
- living human participants or their data or human biological materials
- animal use, or
- biohazards
must be reviewed and approved by the appropriate body BEFORE the research starts, whether the research is conducted on campus or off, whether the research is funded or not.
Human Participant Research

Human participant research conducted by University of Alberta staff or students must be reviewed and approved by a University Research Ethics Board (REB) before the research starts. Ethics approval is valid for up to one year at a time and must be maintained for the duration of the human participant research activity. Using a proportionate review process, the REBs ensure that individual research projects involving living human participants, identifiable data and/or human biological material meet the requirements of the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (2nd edition) and University policy as well as provincial, federal and other legislation and regulations.

There are five Research Ethics Boards (REBs) or Panels serving researchers at the University of Alberta, Alberta Health Services and Covenant Health. Each of these REBs specializes in particular research methods and participant protections associated with those methods. Research involving health information or AHS resources or facilities must be approved by the Health Research Ethics Board (HREB). Research that does not involve health information can be approved by any of the five REBs. Adult oncology studies are reviewed by the Alberta Cancer Research Ethics Committee, which is managed by AHS. Pediatric oncology studies are reviewed by HREB. Additional information is available from the REO website http://www.reo.ualberta.ca/ or by contacting 780-492-0459.

The Use of Animals for Research, Teaching, Testing or Display

The use of animals for research, teaching, testing of display by University researchers must be approved by a University Animal Care and Use Committee (ACUC) before the animal use starts. Ethics approval is valid for up to one year at a time and must be maintained for the duration of the animal use. Relying on a peer review process and applying the ethical principles of the Three Rs (Replacement, Reduction and Refinement), the ACUC ensures that individual animal use applications meet or exceed standards established the Canadian Council on Animal Care (CCAC) and conform with University policy as well as provincial, federal and other legislation and requirements.

There are three Animal Care and Use Committees (ACUCs) serving researchers at the University of Alberta. Each committee specializes in particular animal models. Note that all University personnel associated with an animal use project must be named in the application and must have Part 1 Institutional Animal User Training. In addition, personnel who handle animals must also have appropriate, species specific training. Additional ethics and ACUC information is available from the REO website http://www.reo.ualberta.ca/en/AnimalResearchEthics.aspx or by contacting the Research Ethics Office reoffice@ualberta.ca or 780-492-0459. Contact Health Sciences Laboratory Animal Services (HSLAS) for additional information about animal facility services.

All REB and ACUC applications are prepared, submitted, reviewed and administered online using the Research & Ethics Management Online (REMO) system which is managed by REO. https://remo.ualberta.ca. If your ethics application is connected to a research grant, contract or clinical trial agreement, RSO or NACTRC will be notified when your ethics application is approved and your research funds will be released.

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Biohazards certification is required when research involves pathogens, bio-engineered entities, biological by-products, animals carrying pathogens, and others. Certification is available through Environmental Health and Safety Biosafety Division, http://www.ehs.ualberta.ca/. If human participant research or animal use involves biohazards, chemical or radiation safety, the approval is provided online, in parallel with the ethics application.

Research Contracts
Research contracts are negotiated by the Agreements Administrators at the Research Services Office.

Clinical Trials and Northern Alberta Clinical Trials and Research Centre (NACTRC) http://www.clinicaltrials.ualberta.ca/
NACTRC is a joint venture between Alberta Health Services and the University of Alberta. NACTRC was established in 1999 to provide pharmaceutical and research-intensive companies with a higher standard in quality, cost-efficient clinical trial research.

NACTRC is committed to quality, from research to ethics to protocols to contracts. NACTRC is partnered with 13 hospitals and 6 primary care centres in the Alberta Health Services/Edmonton area with access to a network of over 250 qualified researchers and clinicians in all health disciplines.

FoMD Space Policy
Space is a valuable resource that must be effectively and efficiently managed. Working together with our partners, FoMD will maximize and efficiently utilize all resources to achieve our mission. Space is allocated to the Dean of the FoMD and assigned on the basis of programmatic need as well as academic, research clinical and administrative priorities. Guidelines and principles may be found at: https://www.ualberta.ca/medicine/about/policies/

Event and Meeting Space Management
The FoMD occupies a number of learning, clinical, research and administrative spaces and on occasion needs to hold small group meetings and large-scale events. These spaces bring together Faculty members to share information, communicate new initiatives, support decision-making, research and learning activity collaboration and to celebrate our achievements. It is important that FoMD members are aware of the location and type of meeting and event spaces available for their use and make appropriate plans to use these spaces in a manner that respects the resource and the health, safety and security of our people and our guests. The link below provides a number of principles and resources to guide your usage of meeting rooms and event spaces in the Faculty. http://www.med.ualberta.ca/about/facilities/space

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
**University Orientation**
General University orientation for new faculty is held 3 times per year.
http://www.hrs.ualberta.ca/Learning/Programs/facultystafforientation.aspx

**Policies and Procedures**
University of Alberta Policies and Procedures Online (UAPPOL)
http://www.policiesonline.ualberta.ca

In May 2003, the Board of Governors approved the [Policy Development Framework](http://www.policiesonline.ualberta.ca) to which all University policy developers must now comply.

The framework requires that all policy development will be sponsored by the central governance office accountable for the issue. The “sponsor” acknowledges which office will be responsible for administering the policy and appoints an appropriate “lead” person to be accountable for developing the material. The lead is responsible for ensuring proper research, writing, vetting and approval and ensuring that new documents do not overlap existing material.

All policy published in UAPPOL must be in compliance with the Policy Development Framework. UAPPOL is the endpoint of the policy development process - a place for developers to share their work and for users to easily access standardized information.

UAPPOL differentiates between five main “document types”: policy, procedure, appendix, information document and form. All material in development must conform to one of these document types.

Once a document has been published in UAPPOL, the only official copy of that document is the online version. The material can be printed if necessary, but the printout should be considered an unofficial copy. Before using printed material in any capacity, users should always check the online system again to ensure that they have the latest version of the material.

Any document that has been approved at the University’s senior governance levels has the same force and therefore all approved documents have an equal expectation of compliance from all members of the University community. The Office of Administrative Responsibility for the document in question will deal with non-compliance.

**Searching UAPPOL**
UAPPOL is a document server designed to hold and organize important documents. The system has several features designed to help users find things quickly and simply.

**Keyword Search**
The search box can be found in the upper right of this page and users can quickly and easily search for policies and procedures utilizing keyword(s).

**A-Z Index**
This is another way for users to look for policies. It is an index of all the policies in UAPPOL sorted alphabetically and listed with their associated procedures and appendices.

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NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
**Subject Areas**
There are currently nine subject areas in UAPPOL: Academic Policies; Research Policies; Human Resources Policies; Finance Policies; Administrative and Operations Policies; University Relations Policies; Health & Safety Policies; Information Management and Information Technology Policies; and, Facilities, Properties and Equipment Policies. Subject areas are assigned to a document by the policy developer at the time of publication and are designed to sort information into large categories for the user. A document will only be assigned to one subject area.

There are also separate subject area pages, each showing a list of all the policies and related procedures in a particular subject area.

**Financial Management**

**Financial Management and Practices Policy**

The University of Alberta is accountable for the effective and efficient stewardship of its funds. As well as legislative related compliances, a large component of the funding received by the University is restricted in use by the terms and conditions attached by sponsors and donors. These and other requirements compel the University to have an effective system of financial internal controls.

The University’s system of financial internal controls consists of policies, procedures, and financial systems that provide for financial transaction processing as well as financial reporting for control, planning and decision making purposes. These policies, procedures and financial systems support many areas such as the determination and collection of revenues, control of expenditures, safeguarding of assets, and management of liabilities and risks. Financial controls provide guidance on the authorization of transactions and activities, appropriate segregation of duties, adequate documents and records and adequate safeguards over access to and use of assets and records.

To ensure financial management activities and practices that promote appropriate and effective stewardship of all University funds (all University funds includes both unrestricted and restricted funds), the University of Alberta conducts its financial operations within the following guiding principles:

- complying with applicable legislation, University of Alberta policies and procedures, sponsor and donor terms and conditions
- reporting in accordance with Canadian generally accepted accounting principles (GAAP)
- maintaining appropriate and effective systems of internal controls with the emphasis on relevant institutional policy and procedures, data integrity and clearly defined roles and accountabilities
- maximizing utilization of available resources
- not paying interest, except in specific situations (refer to Interest Procedure - Restricted Special Purpose and Restricted Research Accounts)
- disallowing over expenditures, except in specific situations (refer to Budget Variance Accountability Procedure, Research Over Expenditure (Authorized) Procedure
- using a best practices approach, and
- leveraging technology

Published procedures of the Financial Management policy include:

- Cash Handling Procedure
- Cash Register Float Procedure
- Cash Sales Deposit Procedure
- Cash Sales Procedure
- Cash Sales Receipting Procedure
- Electronic Funds Transfer (EFT) Incoming Payment Procedure
- External Billing Procedure
- Financial Controls Self-Assessment Procedure
- Financial Controls Self-Assessment Procedure - Instructions for Completing the Checklist (Appendix A)
- Gift Expenditure Procedure
- Hospitality, Working Sessions/Meetings and University Employee Functions Procedure
- Interest Procedure - Restricted Special Purpose and Restricted Research Accounts
- Payment by Electronic Banking/Direct Deposit Procedure
- Petty Cash Procedure
- Research - Over Expenditure (Authorized) Procedure
- Research - Over Expenditure (Unauthorized Procedure)
- Tender Types & Related Procedure
- University Contingency Procedure

Supply of Goods and Services Policy
It is advantageous for the University to take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the University. Toward achieving this, the relevant administrative units need act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedure is in place for the University community. The purpose of this policy is to ensure the supply of goods and services is undertaken in a fair and open way that provides the greatest benefit to the University while remaining in full compliance with legislation and other related University policy and procedure.

The University will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the University that includes and addresses acquisition, receiving, distribution, direct payment or expense reimbursement, and asset management.

The supply of goods and services must be undertaken as follows:

- In full compliance with applicable legislation, other related University policy, and established University procedures
- In a timely, efficient and ethical manner

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Through fair, open and transparent processes
With due regard to the effective stewardship of the University’s financial resources

For all funding sources, Supply Management Services (SMS) is the signing authority to commit the University to binding agreements for the acquisition of goods and services. The specific authority to acquire goods and services, whether under such agreements or not, extends to campus through certain distributed procurement methods/systems and compliance with established University of Alberta purchasing procedures. Appendix 2 outlines the UA Competitive Bid Thresholds effective July 1, 2009.

Published Procedures of the Supply of Goods and Services Policy

- Acquisition of Foreign Goods and Services Procedure
- Competitive Bid Exception Procedure
- Competitive Bid Procedure
- Competitive Bid Thresholds
- Contracting for Project Management, Design, Maintenance and Trade Services Related to Facility Construction Procedure
- Contracting for Services with Individuals and Small Businesses Procedure
- Corporate Purchasing Card System Procedure
- Customs Export Procedure
- Customs Import Procedure
- Customs Permit Procedure
- Emergency Purchases Procedure
- Expense Reimbursement - Goods and Services Procedure
- Low Dollar Purchase (LDP) System Procedure
- Mail Distribution Procedure
- Metered Mail Procedure
- Moving Services Procedure
- On Campus Courier Services Procedure
- Payment Procedure (Accounts Payable)
- Preferred Supplier Agreement Procedure
- Purchase of Restricted Items Procedure
- Purchase of Restricted Items Procedure (Appendix A) Controlled Substances
- Purchase of Restricted Items Procedure (Appendix B) Ethyl and Specially Denatured Alcohols
- Purchase of Restricted Items (Appendix C) Radioisotopes and Sealed Sources
- Purchase Order System Procedure
- Receiving and Distribution Procedure
- Shipping Procedure
- Standing Purchase Order System Procedure
- Travel Advance Procedure
- Travel Card Procedure
- Travel Expense Procedure
- Travel Expense Procedure – Appendix A – Schedule of Allowable Travel Expenses
- Warehouse Services Procedure

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Financial Services (FS) Bulletin

FS-Bulletin is an email listserv that Financial Services and other units in the Finance Sub-System use to communicate with their users. One bulletin is issued each month regarding month-end close. The bulletin is also used periodically to communicate on other financial matters, if required, in advance of the month-end bulletin. To subscribe to FS-Bulletin, please go to the following link:  

Supply Management Services (SMS) Bulletin

The SMS Bulletin contains news and information pertinent to Supply Management Services operations, including Distribution Services, Office Imaging Solutions, Supply Operations, Supplier Payment Services, and Travel. To subscribe to SMS-Bulletin, please go to the following link:  

Important UAPPOL Links

Travel and Hospitality Expenses Procedures

It is recommended to review the information contained at the websites listed below prior to travel and entertainment is undertaken. You may also wish to discuss these procedures with your Departmental/Divisional administrator prior to incurring these expenditures.

- Expense Reimbursement Procedure - Goods & Services
- Travel Expense Procedure
- Travel Expense Procedure – Allowable Expenses
- Hospitality, Working Sessions/Meetings and University Employee Functions Procedure
- Gift Expenditure Procedure

Travel Management Services

Travel Management Program is to provide efficient, cost effective travel products and services. They negotiate preferred rates with travel suppliers, provide effective and efficient travel booking tools, offer a reliable travel and expense reimbursement system, and provide on-going training and field questions pertaining to travel policy and procedures for all University travelers and stakeholders. Procedures and the parent policy are outlined in the Supply of Goods and Services section of UAPPOL. External links of interest for the University traveller or visitor are provided below.

- CAUBO Car Rental Rates
- CAUBO Hotel Rates
- Currency Converter
- Maps

Procurement and Contract Management

The University of Alberta purchases a wide range of goods and services. The goods and services can range in price from just pennies per unit to well over $1,000,000.00. Procurement and Contract Management is responsible for providing the University of Alberta with efficient and effective procurement and contract management processes and systems. Procurement and Contract Management also ensures that procurement activity at the University complies...
with the [Supply of Goods and Services Policy](http://www.med.ualberta.ca/) and related procedures and all applicable Federal and Provincial legislation and regulations.

- **Preferred Supplier Contact List**
- **Services Requisition Terms and Conditions**
- **Supplemental Conditions of Purchase Order**
- **Terms and Conditions for Request for Bid**
- **Terms and Conditions of Purchase Order**
- **Contact Procurement & Contract Management**

It is recommended to review the information contained at the websites listed below prior to purchasing at the University of Alberta. It will also be helpful to discuss these procedures with your Departmental/Divisional administrator to understand Departmental/Divisional procedures and the assistance they can provide.

- **Emergency Purchases Procedure**
- **Low Dollar Purchase (LDP) System Procedure**
- **Purchase of Restricted Items Procedure**
- **Purchase Order System Procedure**
- **Standing Purchase Order System Procedure**

**Payment Procedure (Accounts Payable)**

[https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Payment-Procedure.pdf](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Payment-Procedure.pdf)

The purpose of this procedure is to ensure that payments to external entities are:

- Paid in the correct amount and in a timely manner
- Supported by appropriate documentation
- Paid only for goods and services received in satisfactory condition (if applicable)
- Approved by the **account holder**
- Expensed to the correct **chart of accounts (COA)**
- Recorded in the fiscal year in which the goods or services were received or the transaction took place

It is important to note that all invoicing must be issued through U of A PeopleSoft processes. You will require your Departmental/Divisional administrators’ assistance to do so. It is recommended to review the information contained at the website listed above prior to invoicing.

**Human Resources**

This subject area includes the full breadth of Human Resource issues as well as post-employment and professors emeriti. Contributors to this subject area will normally include Academic Services, Support Staff Resources, Payroll Operations, Staff Programs, Organizational Learning and Effectiveness, Office of Safe Disclosure and Human Rights, and the ONEcard Office.

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All those charged with administering Human Resource (HR) related functions are expected to comply with the same institutional policies and procedures that apply to non-HR activities. For example, financial policies and procedures apply institution-wide.

**Recruitment Policy (how to hire and/or terminate staff)**
https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=69
Recruitment policy information is now available in the Human Resources section of UAPPOL. The purpose of this policy is to establish transparent practices in the recruitment of individuals employed by the University of Alberta. The University’s aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the University’s mission.

Your first point of contact should be your Departmental Administrator or Departmental Human Resources Coordinator who will assist you with this process. There is also an abundance of information available on the Human Resources website located at:
http://www.hrs.ualberta.ca/HiringandManaging.aspx

**Payroll Operations (how to pay staff)**
Information is not available on the UAPPOL website on how to pay staff. Again, your first point of contact should be your Department Administrator or Departmental Human Resources Coordinator. Additional information is available at:

**Pay Administration**
This section has information you need to ensure people are paid appropriately. Resources include a list of employee types, a job and account code directory, information on completing different types of payments, tax waivers and exemptions, and using smart forms to help process employment changes.

**Information Technology for FOMD**
https://www.ualberta.ca/medicine/about/tech-support

**Information Technology Group - (MedIT), FoMD**
http://medit.med.ualberta.ca/Pages/default.aspx
The Faculty of Medicine & Dentistry's MedIT group provides a full range of information technology services. This includes maintaining computer workstations and developing software, and keeping faculty members and support staff connected to each other and the Internet.

MedIT runs the Faculty's databases, and stores all of its information. It looks after an extensive network of thousands of faculty computers located in more than a dozen buildings across the University of Alberta campus and some Alberta Health Services buildings.

MedIT staff members are assigned to three areas:
- Service Desk
- Infrastructure services
- Application development services

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Alberta Health Services (AHS) Information Technology
For all computer-related questions, computer problems, training and requests for service for staff on the Alberta Health Services’ network, call (780) 735-4357 (HELP).

Telehealth
http://insite.albertahealthservices.ca/telehealth.asp

Telehealth enables the delivery of health-related services and information via telecommunications technologies through one of the largest and best integrated telehealth networks in North America.

Using a multitude of technology solutions for clinical, education and administrative services, AHS Telehealth plays a significant role in providing a patient-focused, quality health service that is accessible and sustainable for all Albertans.

AHS Telehealth Services

- **AHS Clinical Telehealth Services**
  - Information for Patients and Family Members
  - SOMB Information for Consulting Physicians
- **AHS Telehealth & Multimedia Services**
  - Project Implementation & Quality Management
  - Digital Media Services
  - Telehealth End User Experience
    - Videoconference Scheduling
    - Videoconference Core Services (VTAC)
    - End User Technical Support

Joseph Dvorkin Video Conference Centre
Effective June 1, 2009, Alberta Health Services (AHS) Telehealth assumed the management of the Dvorkin Video Conference Centre located on the second floor of the University of Alberta Hospital (across the hall from 2J3). AHS Telehealth has full responsibility for scheduling and technical support. Technical support is provided by Sofia Fernandez.

To schedule a videoconference please go to sites below:

- **Videoconferencing Scheduling Request Form**: http://vcscheduler.ca\ahs
- **Videoconference Technical Support Inquiries**: 310-VTAC (8822)
- **Edmonton Zone VC Scheduling General E-mail**: edm.telehealthscheduling@albertahealthservices.ca

U of A Telehealth Technicians
Sofia Grossberndt
Office: 780-407-3262
Cell: 780-906-5457
Email: sofia.grossberndt@albertahealthservices.ca

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
Tasha Unguran  
Cell: 780 863 6271  
Office: 780 407 3262  
Email: Tasha.Unguran@albertahealthservices.ca

Aryn Piragoff  
Cell: 780 934 8956  
Office: 780 407 3519  
Email: Aryn.Piragoff@albertahealthservices.ca

For additional information, please contact: Jennifer Hesse, Technical Manager, Telehealth, Alberta Health Services, tel: (587) 782-2332, cell: 780-394-2718, or Jennifer.Hesse@albertahealthservices.ca.

**Alberta Health Services (AHS) Clinical Information**

**Medical Staff Information**

[http://www.albertahealthservices.ca/medicalstaff.asp](http://www.albertahealthservices.ca/medicalstaff.asp)

The Medical Staff website is a centralized information resource intended to provide timely, consistent and clear communication between AHS and physicians, dentists, oral & maxillofacial surgeons; podiatrists, and scientist leaders working in Alberta (referred to collectively as Medical Staff).

As the leading channel for communications with physicians, the AHS Medical Staff website offers you the ability to access clinical resources, communicate with Medical Leaders, and stay linked in to the information you need to improve your practice.

**AHS Organization and Orientation**

[http://www.albertahealthservices.ca/7068.asp](http://www.albertahealthservices.ca/7068.asp)

This section provides orientation information for current and new members of the Medical Staff, information about the Alberta Health Services (AHS) Medical Leadership structure and venues for physician input. The purpose of organization and orientation is to provide the information, training and opportunities necessary to support physicians and Practitioners to optimally function within AHS.

For more information please see:

- AHS Medical Staff Bylaws and Rules
- AHS Medical Leadership
- Physician Input Venues
- New Physician Orientation

For comments, feedback or general inquiries, please contact medicalstaff.info@albertahealthservices.ca.

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NOTE: Website links and information provided are current effective February 2018. Updates may be found at [http://www.med.ualberta.ca/](http://www.med.ualberta.ca/)
New Physician Orientation

The above website provides invaluable information regarding:

- Before Arrival Checklist
- Alberta Medical Practice permits
- Canadian Medical Protective Association membership
- AHS Medical Staff Appointment & Clinical Privileges
- AHS Security Check
- Workers’ Compensation Board (WCB) billing number application form
- Alberta Medical Association (AMA) membership
- As well as many valuable quick reference links.

Alberta Netcare Portal
http://www.albertahealthservices.ca/5287.asp

The Alberta Electronic Health Record (Alberta EHR) known as the Alberta Netcare Portal (ANP) is a health information repository provided by Alberta Health and Wellness that contains the health information of all Albertans. The ANP is available to all recognized health care providers to aid in providing a health care service to their patients. Health care providers are required to adhere to the ANP Information Exchange Protocol (“IEP”), the Health Information Act, and the policies of participating custodians.

Health care providers that have access to the ANP may use their access for research upon meeting the requirements set forth in the ANP Information Exchange Protocol. Researchers that do not have ANP access for patient care purposes cannot obtain access solely for research. Researchers may approach a participating custodian and request the custodian to provide them with the information contained in the ANP. ANP access may be granted for clinical trial research as the research involves a component of health care service to the research participants.

Health care providers using their ANP access for research, or researchers conducting clinical trials must meet the following conditions before the health information in the ANP may be collected. They are:

1. The research must be approved by one of the recognized health research ethics boards in Alberta.
2. Research participant written consent must be obtained prior to access. Consent must meet all of the requirements as defined in the Health Information Act.
3. The researcher must adhere to the Health Information Act – including the requirement for a research agreement.
4. The collected information is restricted to the information describe in the research proposal and approved by the research ethics board. Research assistants who are not AHS affiliates, who are working for a health care provider (Principal Investigator) with access to the ANP, may request ANP access for the purpose of accessing the health information of clinical trial participants.

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
A registration form to request access to the Alberta Netcare Portal is found at:

For training on ANP, visit: https://portallearn.albertanetcare.ca/ab/NetcareLogin.htm.

**Continuing Professional Development, Royal College of Physicians and Surgeons of Canada**
http://www.cpsa.ab.ca/services/ContinuousProDev/CPDOverview.aspx

**AHS SITES:**

Alberta Hospital Edmonton
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=6337

Royal Alexandra Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=6598

University of Alberta Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=6600

Stollery Children’s Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=1024457

Northeast Community Health Centre
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=3904

Leduc Community Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=7825

Glenrose Rehabilitation Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=7822

Sturgeon Community Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=1000932

Caritas Health Group
Grey Nuns Community Hospital
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=3880

**Misericordia Community Hospital**
http://www.albertahealthservices.ca/facilities.asp?pid=facility&rid=7820

**Edmonton Information**
An abundance of information is available on the Edmonton Economic Development Corporation (EEDC) website at www.edmonton.com, including a guide to working, living and obtaining training in Edmonton (http://www.edmonton.com/moving-to-edmonton.aspx) and Edmonton.

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
economic statistics at:  

EEDC recently created a “Lure Brochure” which is available from your Department Administrator or from the Dean’s Office, Director, Faculty Initiatives.
### Appendix 1 – UME Opportunities

<table>
<thead>
<tr>
<th>AREA</th>
<th>DETAILS</th>
<th>TIME COMMITMENT</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Mini Interview (MMI)</td>
<td>MMI Interviewers for applicants to the Doctor of Medicine Program.</td>
<td>* Mandatory 1.5 hour training session for &quot;new&quot; interviewers in March.</td>
<td>Gisele LePage-Wilcox, Administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* March 15th or 16th, 2014 0700 - 1600 hours</td>
<td>MD Admissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: 780.492.9524</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>E-Mail: <a href="mailto:glepagemilcox@ualberta.ca">glepagemilcox@ualberta.ca</a></td>
</tr>
<tr>
<td>MED516 Physicianship Course</td>
<td>Year one medical students' longitudinal course. Approx 10 students per group.</td>
<td>Should sign up for all dates. (as this is a new course, commitment of dates &amp; times have not been confirmed).</td>
<td>Melissa Coumont, Administrator Curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: 780.248.1311</td>
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<td></td>
<td></td>
<td></td>
<td>E-Mail: <a href="mailto:Melissa.Coumont@ualberta.ca">Melissa.Coumont@ualberta.ca</a></td>
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<tr>
<td>Discovery Learning (DL)</td>
<td>Years 1 &amp; 2 medical small group sessions. Approx 10 students per group.</td>
<td>3 sessions per week - maximum of 6 weeks (5 hrs per week)</td>
<td>Lisa Williamson, Administrator Curriculum</td>
</tr>
<tr>
<td>MED526 Patient Centred Care - Part II</td>
<td>Year two medical student's longitudinal course. Approx 10 students per group.</td>
<td>Should sign up for a complete section. 2-6 hours.</td>
<td>Tel: 780.492.5024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E-Mail: <a href="mailto:lisa.williamson@ualberta.ca">lisa.williamson@ualberta.ca</a></td>
</tr>
<tr>
<td>MED531 Clinical Problem Series</td>
<td>Year 3 medical small group sessions. Approx 10-15 students per group.</td>
<td>Four, 3 hour sessions per year. 1 hour training provided for each session.</td>
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</tr>
<tr>
<td>MED541 Clinical Problem Series</td>
<td>Year 4 medical small group sessions. Approx 10-15 students per group.</td>
<td>Four, 3 hour sessions per year. 1 hour training provided for each session.</td>
<td></td>
</tr>
<tr>
<td>MED529 Clinical Skills/Gilbert Scholars</td>
<td>Year Two Approx 4-5 students per group.</td>
<td>Fifteen, 2 hour sessions.</td>
<td>Jennifer Kam, Administrative Assistant</td>
</tr>
<tr>
<td>Objective Structured Clinical Examination (OSCE)</td>
<td>OSCE's</td>
<td>Thirteen, half day sessions</td>
<td>Clinical Skills &amp; Examinations</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: 780.492.0279</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>E-Mail: <a href="mailto:jennifer.kam@ualberta.ca">jennifer.kam@ualberta.ca</a></td>
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</tbody>
</table>

NOTE: Website links and information provided are current effective February 2018. Updates may be found at [http://www.med.ualberta.ca/](http://www.med.ualberta.ca/)
Appendix 2 – University of Alberta Competitive Bid Thresholds

University of Alberta – Supply Management Services (SMS)
Competitive Bid Thresholds – Effective 01 July 2009

A competitive bid process must be conducted by the Procurement & Contract Management Division in SMS, based on the total dollar value of the acquisition.

TOTAL VALUE CANADIAN FUNDS (GST Excluded) $75,000 $200,000

GOODS

DISCRETION

COMPETITIVE BID REQUIRED
POSTED ON ALBERTA PURCHASING CONNECTION (APC) WEBSITE

SERVICES

DISCRETION

COMPETITIVE BID REQUIRED
POSTED ON ALBERTA PURCHASING CONNECTION (APC) WEBSITE

STANDING ORDERS
(Goods & Services)

DISCRETION

COMPETITIVE BID REQUIRED
POSTED ON ALBERTA PURCHASING CONNECTION (APC) WEBSITE

CONSTRUCTION SERVICES

DISCRETION

COMPETITIVE BID REQUIRED
POSTED ON APC/COOLNET

TOTAL VALUE CANADIAN FUNDS (GST Excluded) $75,000 $200,000

DISCRETION

Competitive bid process at the discretion of department / faculty

COMPETITIVE BID TILMA (APC or COOLNet)

Competitive bid process required as outlined in the Trade, Investment and Labour Mobility Agreement effective April 1, 2009 for MASH Sector. Bids must be advertised on the Alberta Purchasing Connection (APC) Website.

If you have questions please call Supply Management Services 780.492.4668

NOTE: Website links and information provided are current effective February 2018. Updates may be found at http://www.med.ualberta.ca/
NOTE: Website links and information provided are current effective August 2013. Updates may be found at http://www.med.ualberta.ca/