

**Professional Development for New Professional Staff  
2021-2022**

Registration can be done at:

Through ME(MyEducation) <https://ilearn.lhsc.on.ca>

Dates are tentative and may change due to speaker availability.

Invites will go to out 4-6 weeks prior to the event.

**Structure**

- Mandatory for all new Professional Staff (PS) entering from Residency/Clinical Fellowships and for PS new to the Ontario healthcare system
- Voluntary participation/selective options for experienced PS transferring from another Ontario hospital
- Sessions will be held at alternating sites
- Case based/interactive format where possible

No.	Date	Room	Title	Time	Objectives	Topics
<b>Management</b>						
1.	Friday October 8, 2021	WebEx	Grants, and Grant Writing, Managing your Research, Research Staff	8:00am - 12:00pm	To provide information on how to conduct research at the London Hospitals with Western and Lawson	<b>Six different speakers from LHSC, St Josephs, Western and Schulich</b> 1. Hiring Requirements 2. How to write a successful grant application 3. Research Ethics 4. Research Office Schulich School of Medicine & Dentistry 5. Grant Development, Lawson Health Research Institute 6. AMOSO Funding Opportunities
<b>Management</b>						
2.	Friday December 17, 2021	WebEx	Supervising the Learning Environment, Residents and Clinical Fellows	9:00am - 10:15am	To share best practices and tips on methods and structures to promote excellence in teaching	<b>TBD, Post Graduate Medical Education Teaching Tips</b> 1. What questions to ask of students 2. How to evaluate students 3. How to give students feedback.
			Hiring and Supervising Staff - Medical Secretaries	10:30am - 12:00pm	To understand the Supervisor's role of learners and staff	<b>Roxana Caraman, Manager, Medical Affairs, HR reps from LHSC and St Joseph's HR 101</b> 1. Recruitment and Hiring Process 2. Performance Appraisal/Supervision 3. Due Process/Severance 4. Union vs. Non-Union Secretaries/Self Hire 5. Labour Law: Hours of Work, etc. 6. Review Boundaries 7. Providing feedback and setting expectations 8. Dealing with Difficult Co-Workers

Management						
3.	Friday February 18, 2022	WebEx	<b>Managing Ethical Situations and Decisions</b>	09:00-10:30am	A case-based approach to explore and discuss ethics in a clinical setting  To understand your role and obligations in clinical and organizational ethics	<b>Marleen VanLaethem, Rob Sibbald - Clinical Ethics</b> 1. Ethical Dilemmas 2. Clinical Dilemmas 3. Business Ethics 4. SJH Uniqueness/ethics 5. Resources Available 6. When to Bring in the Ethicist
			<b>Patient Experience Office Co-ordinated and comprehensive care</b>	10:45-11:30am	Patient Experience vs. Patient Relations Improving Care Experiences Patient and Family Advisor Engagement	<b>Patient Experience Advocate and Specialists</b> Julie Gerber, Mary Beth Billick - Patient Experience Associates-TBC
Leadership						
4.	Thursday April 14, 2022	WebEx	<b>Leading Your Career Towards Promotion</b>	9:00-10:30am	To share and discuss the elements and process for PS to achieve Associate Professor and promotion	<b>Dr Laura Foxcroft-TBC</b> 1. Be familiar with the current Conditions of Appointment document 2. Understand the general principles of promotion 3. Describe the relationship between Academic Role Category (ARC) and Promotion 4. Learn about resources to assist them with career development and promotion 5. Be familiar with the Schulich Mentorship Program
			<b>Using Acuity Star</b>	10:45-11:30am	To discuss the STAR Application, and how it is used by the Clinical Faculty Members, including how it supports the Schulich promotion process.	<b>Derrick Gould, Clinical IT Manager</b> 1. To introduce faculty to Acuity STAR and how to find the STAR portal and STAR application on the internet using Google 3. To demonstrate to new faculty members how to find STAR, login and navigate to the report menu. 4. To demonstrate how to generate and print reports such as the SSMD Professional CV, the Promotion CV and Teaching Dossier 5. To give some specific helpful hints on how to ensure that the data entered into STAR is as complete and accurate as possible. 6. To explain the online help, the documentation, training material and secondary contacts available to help a faculty member when they have questions. 7. To answer any questions relating to STAR and promotions that the new faculty members may have.