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**DIVISION OF EMERGENCY MEDICINE**

**Program Teaching Info Sheet**

This table is made to assist with entering teaching into Acuity Star, by making the common choices more comprehensible. In program teaching section, select add new or clone. Under the Program section there is a drop down menu of different levels of courses (**CME, Undergrad and Postgrad**) with additional options for **Admin**. The first three tables are each of these without admin roles, and the last table is all levels with admin roles.

In all tables there are three main columns:

1. **Common Names** describes the name used colloquially, in the billing spreadsheets, or as seen on resumes.
2. **Type of Course/Activity** is the corresponding selection in the drop down menu in Acuity Star to the common name. Starred (**\***) courses in this section are not available in the drop down menu as of now, and so Other must be selected with the text in this column entered into the description. \*\* Means this course belongs in another section of Acuity Star, which will be stated after the stars.
3. **Course/Activity** is an area to put more detail about the course taught in Acuity Star. If this column has text already, this text **MUST** be entered into this box on Acuity Star, as this is used by administration to determine the point scheme awarded for this course. In all rows, more information can be added in this section that can provide a description of the activity. This can include the name of the lecture such as Toxicology Lecture or Emergency Care Week, the type of audience, such as Postgraduate Level 1, First Year Medical Students, or Allied Health Personnel, even if you used any teaching aids/ new strategies, or if you had any particular goals for that session.

**Other Notes on Program Teaching**

* The number of hours and number of sessions must be filled out
* For Admin (course directors/coordinators), these go in twice in program teaching (once in as the instructor, once as the admin), and can also go in Leadership Evidence and Curriculum Development
* Check the Initial Lecture box to show that this was your first lecture
* Check the Faculty Development Box for courses that improve the teaching skills of other faculty members
* It is ideal for activities spanning more than a year to be separated into one entry per year of the activity (ie 1990-1995 would be five separate entries for one year each)

**Undergraduate Medical Education**

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| **Common Names** | **Type of Course/Activity** | **Course/Activity** |
| Clinical Methods, PCCM, (if not any of the options below), PCCM Peds | Instructor- Clinical Methods | (Enter all that apply: Consolidation, Pediatrics) |
| Intro to Interv. | Instructor- Clinical Methods- Introduction to Interviewing |  |
| Advanced Interviewing, Clinical Methods Ad. Int. | Instructor- Clinical Methods- Advanced Interviewing |  |
| Primary Skills (Sept-Dec) | Instructor- Clinical Methods- Primary Physical Skills I |  |
| Primary Skills (Jan-Aug) | Instructor- Clinical Methods- Primary Physical Skills II |  |
| Consolidation Course | Instructor- Clinical Methods- Consolidation |  |
| Small Group Child Health, Child Health Sm Gr. | Lecturer- Medical School | Child Health Small Group Sessions |
| Meds II, Emergency Care Week, Schulich UndergradYR2SmGrp(Phys/lead), Small Group Sessions | Emergency Care |  |
| DOM Meds II Sim Sessions | Emergency Care | Simulation Sessions |
| Portfolio Course | \*Portfolio Course |  |
| MSK, Musculoskeletal Course | Instructor- Clinical Methods- MSK |  |
| OSCE | Supervisor/Examiner OSCE Year 2 or Year 4 |  |
| Meds III Clerkship Teach, DOM Clerk Seminars, Clinical Clerk Seminar, Clerkship Project | Instructor- Clerkship Seminar |  |
| DOM Meds III CStar, Undergrad Sim Sessions, DOM Meds III Sim Sessions, CStar, DOM Meds III Clerkship SIM, DOM Meds III CStar | Instructor- Clerkship Seminar | DOM Simulation Sessions |
| Meds III Clinical Service Teaching, Rotation Teaching | \*\*Use Clinical Service Teaching |  |
| Meds IV I & T, Transition Course, ICE Course, ICE CHCS, Consolidation Course | I&T- Integration and Transition (formerly ICE) |  |
| Meds IV Sim Day | I&T- Integration and Transition (formerly ICE) | Simulation Sessions |
| POCUS teach-undergrad | POCUS- Point of Care UltraSound |  |
| ACLS | Advanced Life Support | Advanced Cardiac Life Support |
| Observership | \*Medical Student Observership |  |
| Family Practice Elective | Instructor Classroom Teaching | Title of the class |
| WEMIG | Presenter – UME Seminar | Western Emergency Med Interest Group |
| IV Course | Instructor Clinical Skills | IV Training Course |

**Postgraduate Medical Education**

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| **Common Names** | **Type of Course/Activity** | **Course/Activity** |
| FRCP Core, FRCPC Core, Small Groups Resident, Chief’s Rounds | Instructor- Academic Half Day Seminars | Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents Core Content Sessions |
| CCFP Core, CCFP Tint Rd’s, Tint Rounds, CCFP EM, Small Groups Resident | Instructor- Academic Half Day Seminars | Canadian College of Family Physicians (CCFP) Residents Core Content Sessions |
| Summer School (if type of resident is not specified) | Instructor- Academic Half Day Seminars | Fellowship of the Royal College of Physicians and Surgeons (FRCPC) and Canadian College of Family Physicians (CCFP) Residents Core Content Sessions |
| Combined Core, Small Groups Resident, FRCP/CCFP | Instructor- Academic Half Day Seminars | Fellowship of the Royal College of Physicians and Surgeons (FRCPC) and Canadian College of Family Physicians (CCFP) Residents Combined Core Content Sessions |
| Core Rounds, CCFP Core Rounds | Department Rounds | Core Content Sessions (Include any that apply: Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Canadian College of Family Physicians (CCFP) Residents) |
| Combined Rounds | Department Rounds | Fellowship of the Royal College of Physicians and Surgeons (FRCPC) and Canadian College of Family Physicians (CCFP) Residents Combined Rounds |
| Winter Orals, Mock Orals, Practice Orals | Examiner-Practice Oral Exams | Mock Orals (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| Examiner, FRCPC training exam | Examiner- Royal College | (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| Examiner OSCE | Examiner- OSCE PGY1 or PGY4 |  |
| ACLS, ACLS- Post grad, ATLS, ATLS- Postgrad, APLS, PALS | Advanced Life Support | (Include any that apply: Advanced Cardiac Life Support , Advanced Trauma Life Support, Advanced Pediatric Life Support, Pediatric Advanced Life Support, Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| Resident Airway Day, Airway Course | Respiration and Airways | Western Airway Course (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| Airway Intervention and Management Education (AIME) Course (CAEP Curriculum) | Respiration and Airways | Airway Intervention and Management Education (AIME) (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| POCUS teach | POCUS- Point of Care UltraSound | Introductory Course |
| POCUS teach- Resident, US Resident, POCUS teach- Paeds, US Peds | POCUS- Point of Care UltraSound | (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| POCUS teach- Resident, POCUS exam- Resident, US Exam | POCUS- Point of Care UltraSound | Performing Ultrasound Examinations (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, or Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents, and Pediatric Residents) |
| Trauma SIM day, Resident SIM Day, FCRCP Sim Sessions, Low-Fi Sim Sessions, CCFP Sim Sessions, Family Practice Sim Sessions, Resident Sim Sessions | \*Simulation Teaching | Simulation Sessions (Include any that apply: Canadian College of Family Physicians (CCFP) Residents, Fellowship of the Royal College of Physicians and Surgeons (FRCPC) Residents or Pediatric Residents) |
| Combined Sim Sessions | \*Simulation Teaching | Fellowship of the Royal College of Physicians and Surgeons (FRCPC) and Canadian College of Family Physicians (CCFP) Combined Simulation Sessions |
| Family Med. Practicum | Instructor- Academic Half Day Seminars | Family Medicine Practicum |
| UME Seminar, Surgey Clerkship Seminar, | Presenter UME Seminar | Department of Surgery Clerkship Seminar Series |
| Bedside Teaching | \*\*Use Clinical Service Teaching |  |
| Lecture | Instructor- Academic Half Day Seminars/If it is 1 Hour and it doesn’t say Academic choose Presenter-Resident Lecture | Who was it for? What was the title |
| Family Practice Elective | Presenter – Resident Lecture |  | |
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**Continuing Medical Education**

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| **Common Names** | **Type of Course/Activity** | **Course/Activity** |
| POCUS- CME, US CME | \*Instructor- Hospital Staff | Point of Care UltraSound Techniques |
| POCUS- CME, US-CME | Instructor- Faculty Development Course | POCUS- Point of Care UltraSound Techniques Instructors’ Course |
| ACLS-CME | \*Instructor- Hospital Staff | Advanced Cardiac Life Support |
| ACLS-CME | Instructor- Faculty Development Course | Advanced Cardiac Life Support Instructors’ Course |
| ATLS, ATLS-CME | \*Instructor- Hospital Staff | Advanced Trauma Life Support |
| ATLS, ATLS- CME Instructors Course | Instructor- Faculty Development Course | Advanced Trauma Life Support Instructor’s Course |
| APLS | \*Instructor- Hospital Staff | Advanced Pediatric Life Support |
| APLS Instructor’s Course | Instructor- Faculty Development Course | Advanced Pediatric Life Support Instructor’s Course |
| PALS | \*Instructor- Hospital Staff | Pediatric Advanced Life Support |
| PALS | Instructor- Faculty Development Course | Advanced Pediatric Life Support Instructors’ Course |
| PALS Instructor’s Course | Instructor- Faculty Development Course | Pediatric Advanced Life Support |
| Emerge PE Half Day | \*Instructor- Hospital Staff | Emergency Department PE Half Day |
| Adult Airway Day | \*Instructor- Hospital Staff | Adult Airway Day |
| Adult Airway Day | Instructor- Faculty Development Course | Western Airway Course Instructor’s Course |
| Airway Intervention and Management Education (AIME) Course (CAEP Curriculum) | \*Instructor- Hospital Staff | Airway Intervention and Management Education (AIME) |
| Airway Intervention and Management Education (AIME) Course (CAEP Curriculum) Instructor Course | Instructor- Faculty Development Course | Airway Intervention and Management Education (AIME) Instructor’s Course |
| Paeds Fellows Core, PEM Fellows Peds ECG, PEM Fellows Crit. App., | Instructor- Fellow’s Teaching | Teaching Emergency Fellows, |
| Presenter Emergency Rounds | Presenter- Department Rounds |  |
| Division Guest Speaker GrdRds | Presenter- Grand Rounds |  |
| Day in Emergency Medicine | Presenter- Site Rounds |  |
| ACLS/PALS/AIME/APLS/US Course to local hospital in Southern Ontario as part of the Medical Education Support to the surrounding region | Invited Lecturer | (Choose one of Advanced Cardiac Life Support, Pediatric Life Support, Western Airway Course, Airway Intervention Management Education, Advanced Pediatric Life Support, Point of Care Ultrasound) (Enter if it is an Instructor’s Course or a Recertification Course) |

**Admin**

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| **Level** | **Common Names** | **Type of Course/Activity** | **Course/Activity** |
| Undergrad | Clinical Methods Courses, such as Advanced Interviewing or Primary Physical Skills | Coordinator- Clinical Methods | (Choose one: MSK, Introduction to Interviewing, Advanced Interviewing, Primary Physical Skills I, or Primary Physical Skills II) |
| Undergrad | OSCE Course Director, OSCE Course Coordinator | Coordinator- OSCE |  |
| Undergrad | Director of the Clerkship program (overseeing Medical Students Clerkship experience) | Director-Clerkship |  |
| Undergrad | (All other courses not listed above) | Coordinator- Curriculum Development |  |
| Postgrad | Course Coordinator | Program Director- PME/ Emergency Medicine | Advanced Life Support (Chose one of ATLS, APLS, PALS, AIME, or Western Airway Course) |
| Postgrad | Course Coordinator | Program Director- PME/ Emergency Medicine | Canadian College of Family Physicians (CCFP) Core Content Sessions |
| Postgrad | Course Coordinator | Program Director- PME/ Emergency Medicine | Fellowship of the Royal College of Physicians and Surgeons of Canada (FRCP) Core Content Sessions |
| Postgrad | Course Coordinator | Program Director- PME/ Emergency Medicine | POCUS- Point of Care UltraSound |
| Postgrad | Course Coordinator | Program Director- PME/ Emergency Medicine | Advanced Cardiac Life Support |
| Postgrad | Course Coordinator | Director- Simulation Program | Simulation Teaching |
| CME | Course Coordinator | Coordinator- Continuing Medical Education |  |
| CME | Course Director, CME Director | Director- Continuing Medical Education |  |
| CME | Rounds Coordinator | Coordinator- Site Specific Rounds |  |