



Family & Community Medicine  
UNIVERSITY OF TORONTO

Student Welcome Package  
Class of 2019



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Family & Community Medicine  
UNIVERSITY OF TORONTO

Dear PA students,

Welcome to the Physician Assistant Professional degree program at the University of Toronto, in the Department of Family and Community Medicine. We are part of the collaboration known as the Consortium of PA Education. As your Medical Director, I would like to express our excitement in having you join our program, and participate in the development of the PA profession in Canada!

You have been selected from a group of competitive candidates. You each possess special qualities that will serve you well as a PA student and as a practicing PA. As you proceed through the program, you will be asked for your input and feedback, as we work collaboratively through the innovative, integrated, (mostly) on-line curriculum. The open lines of communication will serve us all well.

Our goal is to prepare you with the competencies required to practise as a compassionate, knowledgeable PA upon graduation. The key ingredients for your success will be your flexibility, comfort with uncertainty, and enthusiasm.

Thank you for having faith in the process and a commitment to the PA profession. I look forward to learning and growing with you on this journey.

Sincerely,

Maureen Gottesman MD, M.Ed, CCFP

**THE CONSORTIUM OF PA EDUCATION**

Physician Assistant Professional Degree Program, 263 McCaul Street, 3rd floor, Toronto, Ontario, M5T 1W7  
Tel: + 1 416 946-7173 · Fax: +1 416 946-3511 · [physician.assistant@utoronto.ca](mailto:physician.assistant@utoronto.ca) · [www.PAconsortium.ca](http://www.PAconsortium.ca)

## Welcome Class of 2019!

The University of Toronto Physician Assistant Student Association would like to take this opportunity to welcome you to the BScPA program! We hope you all have a wonderful summer and find the time to relax and enjoy yourselves. The next two years promise to be intensive and rewarding. Your student association aims to foster a community of support and provide quality services such as clothing sales and social events. All of you have unique qualities and a diverse range of academic and professional backgrounds that will help you to build yourselves into amazing PAs. Our goal as your association is to work alongside you as we continue developing our relationships with PAs, other PA students, and healthcare professionals in the community.

In the coming year, we encourage you to enjoy PASA events and initiatives including your Welcome Ceremony in September, the Annual Holiday Party in December and your graduation in November 2019!

Once again, congratulations on your acceptance into the program! We look forward to meeting you during the Residential Block in September!

Best Wishes,

Anthony, Alexandra, Brittini & Monica

CONTACT US	
<b>GENERAL ENQUIRIES</b> <a href="mailto:pasauoft@gmail.com">pasauoft@gmail.com</a>	<b>OUR WEBPAGE</b> <a href="http://www.uoftpasa.com">www.uoftpasa.com</a>
<b>Anthony Desloges</b> , President <a href="mailto:anthony.desloges@mail.utoronto.ca">anthony.desloges@mail.utoronto.ca</a>	<b>Brittini Andrew</b> , Treasurer <a href="mailto:brittini.andrew@mail.utoronto.ca">brittini.andrew@mail.utoronto.ca</a>
<b>Alexandra Forrest</b> , Vice-President <a href="mailto:alexandra.forrest@mail.utoronto.ca">alexandra.forrest@mail.utoronto.ca</a>	<b>Monica Monchis</b> , Secretary <a href="mailto:monica.monchis@mail.utoronto.ca">monica.monchis@mail.utoronto.ca</a>



## A. IMPORTANT DATES

DEADLINE	ITEM	NOTES
As per your Letter of Offer Terms and Conditions	<b>Payment Due:</b> \$500 Deposit	<ul style="list-style-type: none"> <li>• Non-refundable</li> <li>• Applied to your tuition and incidental fees</li> </ul>
Immediately	Apply for OSAP (if applicable)	<ul style="list-style-type: none"> <li>• Will depend on each student and their individual financial needs</li> </ul>
June 26, 2017	Purchase Medical Terminology Pre-Course course access code	<ul style="list-style-type: none"> <li>• See <a href="#">section D: “Medical Terminology Pre-Course”</a></li> </ul>
July 10, 2017	Medical Terminology Pre-Course starts	<ul style="list-style-type: none"> <li>• Course access code must be purchased in advance (<a href="#">See section D: “Medical Terminology Pre-Course”</a>)</li> </ul>
August 4, 2017	Deadline: submission of documents	<ul style="list-style-type: none"> <li>• See <a href="#">section C: “Required Submissions”</a></li> </ul>
August 28, 2017	<b>Payment Due:</b> tuition and incidental fees***	<ul style="list-style-type: none"> <li>• Details available by mid-July on ROSI (<a href="#">see section B “Tuition and Fees”</a>)</li> </ul>
August 25, 2017	Deadline: to defer fees if you qualify for OSAP	<ul style="list-style-type: none"> <li>• See Financial Aid Information in <a href="#">section B “Tuition and Fees”</a></li> </ul>
September 5, 2017	Residential Block	First day!! See Google Calendar at <a href="https://tinyurl.com/SepStartYr1">https://tinyurl.com/SepStartYr1</a>
September 7, 2017	T-Card	<ul style="list-style-type: none"> <li>• We strongly encourage you to obtain your T-card well in advance of this date. <a href="#">See section I “UofT Student Access”</a>.</li> </ul>
September 29, 2017	Online Modules due	<ul style="list-style-type: none"> <li>• See details in <a href="#">section E “Required Online Modules”</a></li> </ul>
October 2, 2017	On-line portion of Semester 1 begins	

**Welcome/Stethoscope Ceremony:** Each year, the BScPA Program holds a Welcome Ceremony to officially welcome new students into the program. More information will be provided in an Orientation package that will be sent to you in August. Please note, that **attendance is mandatory for students**, and we encourage family/guests to attend. It will also be streamed online for family who cannot attend in person. The ceremony will take place the first evening of the program (September 5, 2017). Students will be required to provide their own stethoscope for the ceremony (see Section J, Required supplies, for stethoscope requirements).

## B. TUITION and FEES

**It is the responsibility of the student to ensure all payments are received on time.**

## Fee Invoice and Payment Installments

The fees and payment schedule will be available to you at <http://www.fees.utoronto.ca/sessions.htm> and on ROSI (Repository of Student Information) <http://www.rosi.utoronto.ca> by mid-July. In ROSI, you can view the details of your account by clicking on the “Financial Account” tab on the left side of the screen. You will see the balance on your account and you can view reports and invoices pertaining to account activity.

## Fee and Refund Schedules

Specific deadlines exist for refunds of tuition and fees if withdrawing from the program on or before December 15, 2017. After that date, no refund will be issued. Further information for the 2017-18 year will be available at <http://www.fees.utoronto.ca/sessions.htm> by mid-July.

## Financial Aid Information / OSAP (Ontario Student Assistance Program)

As noted in your Letter of Offer Terms and Conditions, the BScPA Program is recognized by OSAP. It is possible that students enrolled in the BScPA program may qualify for a fee deferral from the Student Accounts office, if the student is awaiting OSAP support. **If you qualify for OSAP funding, deferral of fees must be requested (by selecting the Fee Deferral Option on the Repository of Student Information-ROSI) by August 25, 2017.**

Applications for OSAP are available at <https://osap.gov.on.ca/OSAPPortal/en/Home/index.htm>

If you are planning for OSAP, you should do so immediately in order to meet the **August 25, 2017** fee deferral deadline. For further information pertaining to financial aid please see:

<http://www.future.utoronto.ca/finances/financial-aid>

## Incidental Fees

Information on compulsory, non-academic, incidental fees can be found at:

<http://www.viceprovoststudents.utoronto.ca/publicationsandpolicies/guidelines/incidental-fees.htm>

## Paying your Fees<sup>1</sup>

All payments are to be made at a financial institution. You may make a payment at a Canadian branch of:

- Bank of Montreal
- Royal Bank
- CIBC
- Scotiabank
- TD Canada Trust
- HSBC Bank Canada
- most credit unions

If you do not have an account at one of these financial institutions, you may still make a payment at the teller with cash, money order, or certified cheque.

Payment method options:

- 1) **TELEPHONE** or **ONLINE** banking (if your financial institution offers this service).
  - a. You will need your account number and the name 'University of Toronto'.

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<sup>1</sup> Further information can be found at:

[http://www.fees.utoronto.ca/session/fall/Making\\_Payments/Making\\_a\\_Fee\\_Payment.htm](http://www.fees.utoronto.ca/session/fall/Making_Payments/Making_a_Fee_Payment.htm)

- b. Your account number is displayed on the top right-hand corner of the invoice from your financial account on the Student Web Service/ROSI. This consists of the first five characters of your surname (in capital letters) and 10 numbers, which is your student number with leading zeroes. Make sure you distinguish between the letter 'O' and the number 'zero.'

2) **BANK MACHINE** or at a **TELLER**.

- a. Take a copy of your financial account in invoice format printed from the Student Web Service/ROSI with you.
- b. Your account number & student number printed on the invoice are needed to ensure the payment is credited to your account.

Make sure you keep your receipt or your verification/confirmation number. It is your proof of payment and will be requested to follow up on any payment problems.

## **c. REQUIRED SUBMISSIONS – due by August 4, 2017**

### **1. Student Declaration of Understanding for Insurance**

BScPA students are eligible for Workplace Safety Insurance Board (WSIB) coverage of claims while on unpaid placements as required by the Program. Private insurance will be provided should the unpaid placement required take place with an employer who is not covered by WSIB.

The Ministry of Training, Colleges and Universities ensures that students on work placements receive WSIB for placement employers who have WSIB coverage and private insurance for employers who are not covered by WSIB for injuries or disease incurred while fulfilling the requirements of their placement. Please complete the form: “Student Declaration of Understanding for Insurance Workplace Safety and Insurance Board or Private Insurance Coverage Unpaid Student Trainees in Clinical Placements” available in the Appendix, and return it to the BScPA Program Office.

### **2. Sharing of Information and Media Release**

Although you will be a University of Toronto student in the Department of Family and Community Medicine in the Faculty of Medicine, the BScPA Physician Assistant Professional Degree Program is delivered in collaboration by the University of Toronto, the Northern Ontario School of Medicine, and The Michener Institute for Education at UHN. Together, these three institutions form the Consortium of PA Education. As a student in the BScPA program, your contact information (name, email, address) will be shared within the Consortium for the purposes of the administration of the BScPA program.

Please review the Media Release forms from the University of Toronto, the Michener Institute, and NOSM available in the Appendix. You are asked to consent to the release of your image for various promotions and public relations endeavors as we promote the Consortium of PA Education. Each institution (the University of Toronto, the Michener Institute, and NOSM) has a specific media release consent form. Please sign and return them to the BScPA Program Office. If you choose not to sign these forms, please cross out the form and return them, unsigned, to the BScPA Program Office.



### 3. Immunizations Form

As noted in your Letter of Offer Terms and Conditions, your offer of admission requires that you provide a record of up-to-date required immunizations. This requirement must be fulfilled in order to meet the Health Standards set forth in the Public Hospitals Act, Section 4.2, Ontario Regulation 518/88. The Immunization form can be found on our website at <http://paconsortium.ca/forms>. The form must be completed by a qualified healthcare professional, not by the student.

Any questions about the Immunization form should come from the healthcare professional, and can be directed to the University of Toronto's Faculty of Medicine's Enrolment Services at [registrar.medicine@utoronto.ca](mailto:registrar.medicine@utoronto.ca), or **416-946-8236**.

Students must submit this completed form<sup>2</sup> and the appropriate documentation via ShareFile<sup>3</sup> link <https://utmed.sharefile.com/r/62445a20ee8541da> (also found on the bottom of the screening form).

Before uploading the completed form:

- Save your file as:
  - PA - last name, first name - Immunization (e.g. PA – Smith, Percy - Immunization)
  - a single PDF document
- Check the resolution of your file – please retain the original copy of your form, as we may request for the original copy in the event that the submitted file has a poor resolution

All health information is handled confidentially. Please note that transmitting health information by email is not secure.

**Students are required to keep all immunization records up to date with the Program, for the duration of the program.**

### 4. Basic Cardiac Life Support Certification

As noted in your Letter of Offer Terms and Conditions, your offer of admission requires that you provide proof of valid Basic Cardiac Life Support certification<sup>4</sup> (Adult and Child CPR/Basic Rescuer C). Students are required to have a valid CPR certificate throughout the two-year program. **Please note that if there is no expiration date on the CPR certificate, the BScPA Program considers the expiration to be one year from date of issue.** Students are responsible for submitting a copy of the certificate (front and back) as evidence of their recertification, as appropriate.

A copy of your current Basic Cardiac Life Support Certification must be submitted via ShareFile here: <https://utmed.sharefile.com/r/93600ea590d24125> (Note that this is a different ShareFile link than the one to be used for immunizations).

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<sup>2</sup> Retain the original forms on file, as the Faculty of Medicine's Enrolment Services may request paper copies if the electronically submitted files have low resolution.

<sup>3</sup> ShareFile is a secure, cloud-based file-sharing system. For more information on ShareFile, please refer to: <http://dc.med.utoronto.ca/content/sharefile>.

<sup>4</sup> Retain the original forms on file, as the Registrar's Office may request paper copies if the electronically submitted files have low resolution.

Before uploading your CPR documentation:

- Save your file as:
  - PA - last name, first name - CPR (e.g. PA – Smith, Percy - CPR)
  - a single PDF document
- Check the resolution of your file – please retain the original copy of your form, as we may request for the original copy in the event that the submitted file has a poor resolution

## 5. Vulnerable Sector Police Records Check and Disclosure

As noted in the Terms and Conditions of your offer letter, your offer of admission requires that you provide a Vulnerable Sector Police Records Check and Disclosure. **As these checks can take many weeks**, we recommend that you begin the process as soon as possible to ensure compliance with our deadline.

You must obtain **two** copies of your report, and **submit one**. You must retain one copy, as some clinical sites require an original copy.

Should you have concerns about the Vulnerable Sector Police Records Check, please contact Enrolment Services, Undergraduate Medical Education at [registrar.medicine@utoronto.ca](mailto:registrar.medicine@utoronto.ca) or 416-946-8720.

*Please note that the Toronto Police Services Vulnerable Sector Screening process takes 2-4 weeks to complete. **Individuals who will be using Toronto Police Services** to obtain this record check must contact Enrolment Services, Undergraduate Medical Education for further details on the process **before** contacting the Toronto Police. (This is the same office where you will submit the completed check, once you receive it back from the Toronto Police.)*

## Summary of Required Submissions

Item #	Submission Item	Submission Method	Submission Location	Due Date
1	Student Declaration of Understanding for Insurance	Email, or fax, or mail	Physician Assistant Program (BScPA) 263 McCaul Street, Room 309 Toronto, ON, M5T 1W7 Fax: 416-946-3511 Email: <a href="mailto:physician.assistant@utoronto.ca">physician.assistant@utoronto.ca</a>	<b>August 4, 2017</b>
2	Sharing of Information and Media Release			
3	Immunizations form	On-line via ShareFile	<a href="https://utmed.sharefile.com/r/62445a20ee8541da">https://utmed.sharefile.com/r/62445a20ee8541da</a>	
4	Basic Cardiac Life Support Certification		<a href="https://utmed.sharefile.com/r/93600ea590d24125">https://utmed.sharefile.com/r/93600ea590d24125</a>	
5	Vulnerable Sector Police Records Check and Disclosure	In person or by mail	Enrolment Services, Undergraduate Medical Education Faculty of Medicine, University of Toronto 1 King's College Circle, Room 2124 Toronto, ON M5S 1A8	

**Note: If any submissions have not been received by the deadline, the Program reserves the right to revoke the offer of admission to the Program.**

## **D. MEDICAL TERMINOLOGY PRE-COURSE**

The purpose of the Medical Terminology pre-course is, in part, to help you become familiar with Blackboard™, the Learning Management System that is used at the University of Toronto.

The self-directed Medical Terminology pre-course **starts on July 10, 2017** and **runs until August 19, 2017**. The course outline is included in the Appendix, and includes the information about the course, schedule, and expectations.

In order to participate in the course, there are a number of steps to follow (see below). Please leave yourself enough time to get the access codes in advance of the start date.

### **1. Purchase the course code**

The Medical Terminology pre-course access code is available **only** from the University of Toronto Bookstore. Each student must purchase their own access code in order to participate in the course. You do not require the textbook, just the access code.

Product name: *Medical Terminology Online for Medical Terminology: A Short Course (User Guide and Access Code)*, 7th Edition (Author: Chabner).

Cost: Approximately \$50.

<b>Method of Purchase</b>	<b>Location Information</b>	<b>Payment Options</b>
In person	UofT Bookstore (St. George Bookstore) 214 College Street, Toronto, ON M5T 3A1 Phone: 416.640.7900 Fax: 416.640.5336	Cash, Debit, Credit
By phone <sup>^</sup>	UofT Bookstore – Medical Books: 1-800-387-4420	Credit
On-line <sup>^</sup>	<a href="http://uoftbookstore.com">http://uoftbookstore.com</a>	Credit

<sup>^</sup>For purchases made by phone or on-line, the hard copy of the product must be shipped to you. The additional cost for shipping is dependent on the location of delivery. Please allow at least 1 week for delivery.

### **2. Read the email from BScPA Program Office with your pre-assigned login code**

The BScPA Program office will email your qq code and password to access the course on Blackboard.

Logging in to Blackboard with the qq code provided to students for the Medical Terminology course will NOT provide access to the BScPA program courses. Unlike UTORids, the qq codes are temporary and do not provide full access to the library system. However, if you already have a UTORid, you must still use the qq code provided to you by the BScPA Program as only the qq code will allow access to the Medical Terminology Course.

### 3. Access the Medical Terminology Course

- a) Access the University of Toronto Blackboard/portal site ([www.portal.utoronto.ca](http://www.portal.utoronto.ca)).
- b) Log-in to the Portal (with your assigned qq code and password – do NOT use your UTOrid).
- c) Click on your course “FOM-PA-Evolve-MT-2017” under “My Courses.”
- d) Enter the access code you purchased from the Bookstore.
- e) For tips on how to use Blackboard, see [Information for Students \(developed by UofT\)](#) and [Blackboard Learn Videos \(developed by Blackboard\)](#).

## E. REQUIRED ONLINE MODULES – due by September 30, 2017

### Working Together: The Code and the Accessibility for Ontarians with Disabilities Act (AODA) module

As a physician assistant student, you are required to complete the [AODA module](#) by September 30, 2017 to ensure that you are able to:

- describe how the Ontario Human Rights Code and the AODA are in place to remove and prevent any barriers for people with disabilities.
- cite individuals’ rights.
- explain how the organizations are required to make accommodations.

After the training, you must fill out this [acknowledgement form](#)

### Worker Health and Safety Awareness module

As a physician assistant student, you are required to complete the [Worker Health and Safety Awareness](#) module by September 30, 2017 to ensure that you are able to:

- cite your rights and responsibilities as a medical student under Ontario’s Occupational Health and Safety Act
- describe how injuries and illnesses can be prevented by following workplace safety

You must upload your ‘Proof of Completion’ document to this secure [ShareFile link](#).

When uploading the document:

- save your file as:
  - last name, first name – WHSA (e.g. Smith, Percy - WHSA)
  - a single PDF document
- check the resolution of your file – please retain the original copy of your form, as we may request for the original copy in the event that the submitted file has a poor resolution

## F. PROGRAM SCHEDULE and ATTENDANCE

The BScPA Program is delivered mostly on-line, however, there are strategically placed Residential Blocks throughout the 24-months.

### Residential Blocks in Year 1

The Residential Blocks will take place in Toronto (downtown) on weekdays.

Dates for Year 1 are listed here. All dates are inclusive.

- September 5-29, 2017
- December 4-15, 2017
- April 9-27, 2018
- July 16-August 17, 2018

Please refer to the 'Program at a Glance' document for your cohort (Class of 2019) for your Year 1 and Year 2 details here: <http://paconsortium.ca/course-information-and-calendars>.

### **Attendance Guidelines**

**Attendance at Residential blocks is mandatory.** The Attendance Guidelines are available in the Student Handbook, available on the Program website at <http://paconsortium.ca/policies>.<sup>5</sup>

## **G. HOUSING**

For lodging options for the Residential Blocks, check out the Temporary housing information available at <http://www.housing.utoronto.ca/> <http://www.studentlife.utoronto.ca/hs/temporary>

Graduate House may also be used as temporary housing, although a 6 week commitment is required. Information can be found at <http://gradhouse.utoronto.ca/> or by emailing [information.gradhouse@utoronto.ca](mailto:information.gradhouse@utoronto.ca) or calling 416-946-8881.

The Michener Institute has an onsite residence with limited availability. For more information, see <http://michener.ca/students/residence/residence-information>

**Contact:** Ray Nielsen

Manager, Student Life

[residence@michener.ca](mailto:residence@michener.ca)

416-596-3141 or 1-800-387-9066 x3141

## **H. SUPPORT for STUDENTS**

### **Office of Health Professions Student Affairs**

The Associate Dean and staff of the Office of Health Professions Student Affairs (OHPSA) are dedicated to helping students adjust to Faculty of Medicine Programs and to achieve their full academic and personal potentials. Student Affairs promotes enrichment of student life and development of a healthy balance of work, extracurricular activities, and community involvement. Their goal is to ensure that student questions and concerns are addressed before they have any adverse effects on students. The OHPSA staff has over 100 years of accumulated experience assisting students with academic, interpersonal, health, emotional, housing, and family problems. They are willing and able to facilitate student access to extensive resources and networks within the University and surrounding community.

BScPA students are encouraged to contact the OHPSA directly to access confidential guidance, advice, support, and/or counselling. The BScPA program faculty may refer students to OHPSA when warranted.

### **Office of Health Professions Student Affairs (OHPSA)**

FitzGerald Building,

150 College Street, Rm 121

Toronto, Ontario

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<sup>5</sup> Please note the Personal Day Notification form (Yr1) and Absence Notification Form (Yr2) that go along with these guidelines are also found at <http://paconsortium.ca/forms>

M5S 1A8  
Tel: (416) 978-2764  
Fax: (416) 971-3056  
[ohpsa.reception@utoronto.ca](mailto:ohpsa.reception@utoronto.ca)  
<http://www.ohpsa.utoronto.ca/>

## Accommodations

The mission of Accessibility Services at the University of Toronto is to facilitate the inclusion of students with disabilities into all aspects of university life. Their focus is on skill development, especially in the areas of self-advocacy and academic skills. Any student with accommodation requirements must contact Accessibility Services in advance of the start of the program. We encourage you to begin this process as soon as possible.

### Accessibility Services, Robarts Library

130 St. George Street  
1st Floor (ground entrance off St. George St.)  
Toronto, Ontario M5S 3H1  
Telephone: 416-978-8060  
TDD: 416-978-1902  
Email: [disability.services@utoronto.ca](mailto:disability.services@utoronto.ca)  
Website: <http://www.accessibility.utoronto.ca/index.htm>

## I. UofT STUDENT ACCESS

### TCard

Your permanent University of Toronto TCard is a photo ID smartcard which provides identification for academic purposes, student activities and services, facility access and library services. The TCard also provides users the option to carry cash value in the computer chip, allowing the card to be used to purchase photocopies, computer printing, laundry services, and vending services at select locations at the University.

If you already have a University of Toronto TCard, you can continue to use that one. Your TCard is your University of Toronto Identification card for as long as you have an association with the University. There is no need to replace the card if the following conditions are met: the photograph on the card can still be used as identification; and, the technology on the card, the optical bar-code, the magnetic strip, and the gold memory chip still function. (<http://tcard.utoronto.ca/>)

#### ***What is required to get a TCard?***

##### **Proof of Citizenship**

##### **Student Number or UTOR/JOINid or Offer of Admission**

(see <http://tcard.utoronto.ca/> for details)

#### ***When should you get your TCard?***<sup>6</sup>

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<sup>6</sup> Please note: The University is closed Monday July 3rd, Monday August 7<sup>th</sup>, and Monday, September 4<sup>th</sup>.

Within the first week of September, during the Residential Block, students will have opportunities to get a TCard. However, if you are in the area, you may choose to get the Tcard earlier, provided you have paid your minimum tuition fees as listed in ROSI/ACORN (or officially deferred due to OSAP), as you must be a recognized student at the University of Toronto. (Please check the Tcard website for their current Office Hours <http://tcard.utoronto.ca/>).

### ***Where do you get your TCard?***

You can get your card at any campus Tcard office. The Tcard website has the contact information and Office Hours, as well as helpful FAQs.

#### **St. George Campus**

Room 2054A, Robarts Research Library.  
130 St. George Street, Toronto, Ontario. M5S 1A5  
416-946-8047  
[tcard.office@utoronto.ca](mailto:tcard.office@utoronto.ca)

#### **Mississauga Campus**

Davis Building, Room 2122  
3359 Mississauga Road N., Mississauga, Ontario. L5L 1C6  
905-569-4975  
[tcard.utm@utoronto.ca](mailto:tcard.utm@utoronto.ca)

#### **Scarborough Campus**

UTSC Library  
1265 Military Trail, Toronto, Ontario. M1C 1A4  
416-208-2660  
[tcardoffice@utsc.utoronto.ca](mailto:tcardoffice@utsc.utoronto.ca)

### **UTORid**

Your UTORid can be found on your Tcard. It is the same as the JOINid issued when you applied to the program (it becomes a UTORid once you register for the program). The UTORid is used to log into computers on campus, access all academic courses and to activate your University of Toronto email address. Incoming students are expected to activate their UTORid and UToronto email by the end of the first week of classes. Students may fall behind academically if there is a delay in activation.

### **E-mail**

At the Tcard office you will be given an instruction sheet that will guide you through the process of creating a UToronto email account. Your UToronto email is the official means of communication between all students, staff, faculty members, and the university.

### **Portal**

The Portal can be accessed using your UTORid and password. The Portal website ([www.portal.utoronto.ca](http://www.portal.utoronto.ca)) will provide you with access to your courses within Blackboard, the Learning Management System. In Blackboard, you will access all of your course materials including course overviews, assignments, lectures, and links to additional information. Logging into the Portal also grants you access to the University of Toronto's Library holdings.

Portal information for Students is available here:

<http://www.portalinfo.utoronto.ca/content/information-students>.

## J. REQUIRED SUPPLIES

### Computer Requirements

As indicated on the BScPA Program website and in the Letter of Offer Terms and Conditions, the majority of the BScPA Program is delivered on-line. You are responsible for ensuring that you have the following mandatory requirements available to you for the duration of the program.

#### *Mandatory Software*

- Operating system of Windows 7 or Mac 10.7 (**minimum**)
- Office 2010 (**minimum**)
- Compatible browser
  - Specific browsers have been tested and certified for optimal use with Blackboard (Firefox, Safari, Chrome, and IE9) – please see [Support for Browsers](#) as there are specific recommendations depending on your operating system

#### *Mandatory Hardware:*

- **A full computer (laptop or desktop) is required** (a tablet alone is not sufficient to participate in course activities)
  - A laptop is mandatory during Residential blocks and the Clinical Year.
- High-speed internet
- Webcam
- Good quality Headset and Microphone
  - Many on-line synchronous learning activities will occur in a webinar format. Students will need a webcam, headset and microphone in order to participate.
- Printer
  - The purchase of a printer is strongly recommended as there is a large number of documents and notes provided on Blackboard that you may want to print.

The following table is a list of the required supplies and the approximate time by which students are expected to have purchased these items. Students are eligible to receive a 10% discount at the UofT bookstore on these products as long as they provide proof of enrolment in the BScPA Program (e.g. Course Outline, Offer letter). In order for this offer to be valid, please ask for Don or Raj when making your purchase.

#### *Note from the President of the Physician Assistant Student Association:*

**Should you choose, PASA (Physician Assistant Student Association) will be organizing equipment orders July-August that can be picked up in Toronto on the first day of class. Students may choose to order from the bookstore directly themselves, or via PASA. If students order through PASA, it is expected that the student will be available via email, and will respond promptly to any directions/requests from PASA.**

Email: [pasauoft@gmail.com](mailto:pasauoft@gmail.com) Website: <http://www.uoftpasa.com/>



Required Item	Approx. Cost \$CDN (before tax)	When the Item is required for
Headset and Microphone <sup>+</sup>	variable	July 2017
Webcam <sup>+</sup>	variable	July 2017
Textbooks for Semester 1 <sup>++</sup>	variable	September 2017
Littmann Classic II Stethoscope	\$100	September 2017
Penlight	\$5	September 2017
Sphygmomanometer (Blood Pressure cuff)	\$35 - \$190 (wide range available)	September 2017
Gloves (box of 100 pairs) for Anatomy labs	\$20	September 2017
Lab coat for Anatomy Labs	\$15-35	September 2017
Fob card to access Student Study Space <sup>+++</sup>	\$20 Deposit	Available in September 2017
Otoscope/ophthalmoscope	\$450 - \$650	December 2017
Pocket Eye Chart	\$5	December 2017
Tuning forks (128 HZ AND 512 Hz)	\$8 - \$15	December 2017
Queens Square Hammer/Reflex Hammer	\$10 - \$20	April 2018

<sup>+</sup>A headset, microphone and webcam is used as part of the synchronous on-line meetings in the Medical Terminology pre-course

<sup>++</sup>The booklist will be available later in the summer

<sup>+++</sup> It is optional for students to get a Fob to access the student study space at 263 McCaul St on the 5<sup>th</sup> floor. The deposit is refundable upon return of the Fob.

## K. PROGRAM DETAILS and OTHER INFORMATION

### Course Descriptions

A complete list of all courses in the BScPA program and their descriptions are available on the program website at <http://paconsortium.ca/course-information-and-calendars>

### Longitudinal Clinical Experience (LCE) Course

Based on feedback from previous students, we are including an excerpt of the Course Outline for the LCE course to provide you with some guidelines (see Appendix). Please consider potential clinical sites you may wish to contact in advance for LCE placements as of October 2017 Students cannot book an LCE placement until the complete schedule is made available to you in September 2017 and all required documentation (see Section B) has been submitted and approved.

### Proctoring of Exams

We recognize that it may be difficult to travel to the Toronto campus for exams scheduled outside of the Residential Blocks. For this reason, we provide writing opportunities at each of the NOSM campuses (Sudbury and Thunder Bay). We also allow, for any students who live more than 100km from one of these campuses, to write tests/exams with a pre-approved “external” proctor.

If you live more than 100 km from any of the program sites: the BScPA Program Office in Toronto, the NOSM Sudbury campus, or NOSM Thunder Bay campus, the BScPA Program will arrange proctors for you. The BScPA Program will use existing test centres where possible. Many test centres charge the student a fee which can range from \$20 to \$60 per test. Bearing that in mind, the program works to

minimize the number of tests to be proctored per semester. Please anticipate 5 to 8 tests that require proctoring per semester in year 1.

### **Geographic Assignments for Clinical Placements**

The BScPA Program is designed so that students may remain in their home community for much of the Program, even during the second year, which is clinically-focused. During year 2, students are scheduled for 40 weeks of supervised direct clinical contact in rural and urban settings.

For all students whose primary residence is in Northern Ontario, their Home Training Location will be in the North. For all students whose primary residence is in Southern Ontario, their Home Training Location will be in the South. It is expected that, as much as possible, the student's Home Training Location will be in the same community as their primary residence. However, if the community in which they usually reside is not suitable for PA student training, the student will be expected to relocate to a suitable community within their geographic region (North/South). Additionally, all students will be allocated to a N/S Swap Training Location in the other geographic region (North or South) from their Home Training Location. Northern Ontario is defined by [communities affiliated with NOSM](#).

The Ministry of Health and Long Term Training (MOHLTC) supports the diversity of training accorded to students with the North/South Swap. To that end, they have committed to subsidize students when they are in their Swap training location. Additional details will be provided to students in preparation for the clinical placements.

PA Learners will be provided the opportunity to rank-order their clinical placement choices, based on what is available. Clinical rotation schedules will be assigned with student choices taken into consideration. Once set, the rotation schedule is not typically changed. In the event that a student believes their personal circumstances are extenuating and warrant consideration to change a rotation, a training site or a preceptor, the student must discuss their concerns with the Office of Health Professions Student Affairs. Only with the support of the OHPSA will any changes be considered, in consultation with the student, the counsellor, and the Clinical Coordinator (or Designate).

### **Mask Fit Testing**

Healthcare providers adopt infection control procedures, including the wearing of personal protective equipment. One of the key pieces of personal protective equipment is a properly fit-tested mask. The Ministry of Health has developed directives for health care professionals to wear an approved respirator/mask when droplet protection (as in the cases of SARS and H1N1) is required. In order to protect the health and safety of health care learners, the use of respirators/masks may be required if there is evidence of potential exposure to airborne infectious agents, chemicals, etc.

Fit test data must be updated every 18 months to 2 years, or when facial characteristics change because of weight gain/loss or facial trauma. For an adequate mask-to-face seal, learners must be clean shaven at the time of the mask fitting. Accommodation requests will be considered on a case-by-case basis.

PA learners are required to be tested for mask fit prior to clinical placements. The Program will arrange for mask fit testing for students during a Residential Block. Each student's mask fit information will be recorded as part of the Immunization and Certification record in the student's file.

### **Infectious Diseases and Occupational Health**

Applicants with known/diagnosed active tuberculosis (TB), Hepatitis B, Hepatitis C, or HIV infection are required **upon acceptance** to inform the Associate Dean, Health Professions Student Affairs of their

condition (see section F “Support for Students” for contact information for the Office of Health Professions Student Affairs). The diagnosis of any infectious disease in an applicant or learner shall remain confidential within a strict “need to know” environment.

For full details, please review the Infectious Diseases and Occupational Health Guidelines for Applicants to and Learners of the Faculty of Medicine Academic Programs found at <http://paconsortium.ca/policies>.

### University of Toronto, St. George Campus Tours

The University of Toronto provides free walking tours (approx. 1.5 hours in duration) weekdays at 11:00 am and 2:00 pm, and Saturdays at 11:00 am.<sup>7</sup> The Program highly recommends that you arrange to go on a tour, either before the first day of classes (if you are in the area), or as soon as possible once the program starts. You may not be on campus much during the program, but it will enhance your experience if you have a comfort level with the campus. For more information regarding the tours, please see <http://discover.utoronto.ca/connect/campus-tours/u-of-t-st-george-campus-tours>.

## L. CONTACTS and MAP

Name	Position	E-mail
Dr. Maureen Gottesman	Medical Director	<a href="mailto:m.gottesman@utoronto.ca">m.gottesman@utoronto.ca</a>
Dr. Peter Tzakas	Program Director	<a href="mailto:peter.tzakas@utoronto.ca">peter.tzakas@utoronto.ca</a>
Sharona Kanofsky, CCPA	Academic Coordinator	<a href="mailto:sharona.kanofsky@utoronto.ca">sharona.kanofsky@utoronto.ca</a>
John Shea, CCPA	Clinical Course Director	<a href="mailto:jshea@nosm.ca">jshea@nosm.ca</a>
Elizabeth Whitmell	Program Manager	<a href="mailto:paprogram.manager@utoronto.ca">paprogram.manager@utoronto.ca</a>
Melissa Rodway, Deide Konney	Program Assistants	<a href="mailto:physician.assistant@utoronto.ca">physician.assistant@utoronto.ca</a>
Office of the Registrar, Faculty of Medicine	Reception	<a href="mailto:registrar.medicine@utoronto.ca">registrar.medicine@utoronto.ca</a>
Office of Health Professions Student Affairs (OHPSA)	Reception	<a href="mailto:ohpsa.reception@utoronto.ca">ohpsa.reception@utoronto.ca</a>
Disability Services	Reception	<a href="mailto:accessibility.services@utoronto.ca">accessibility.services@utoronto.ca</a>
TCard Office – St. George Campus	Reception	<a href="mailto:tcard.office@utoronto.ca">tcard.office@utoronto.ca</a>
TCard Office – UofT at Mississauga	Reception	<a href="mailto:tcard.utm@utoronto.ca">tcard.utm@utoronto.ca</a>
TCard Office - Scarborough	Reception	<a href="mailto:tcardoffice@utsc.utoronto.ca">tcardoffice@utsc.utoronto.ca</a>

## MAPS

Use the following link to access an on-line map with details specific for the BScPA Program: <http://goo.gl/maps/Lg2Tq>

To help you find your way around easily, download the UofT Map App on your mobile device (Android, Iphone, Ipad): <http://map.utoronto.ca/c/getApp>

<sup>7</sup> Note that the tours are not available on national or civic holidays.

## M. APPENDIX

1. Student Declaration of Understanding for Insurance
2. Media Release Forms
3. 2017 Medical Terminology Course Outline
4. *Excerpt from* the LCE Course Outline

# APPENDIX

**Letter to Placement Employers – clinical sites with WSIB coverage**



Family & Community Medicine  
UNIVERSITY OF TORONTO

**Student Declaration of Understanding**  
**Workplace Safety and Insurance Board or Private Insurance Coverage**  
**Unpaid Student Trainees in Clinical Placements**

**Student coverage while on placements**

Students of health sciences programs as identified by their university or college are eligible for Workplace Safety Insurance Board (WSIB) coverage of claims while on unpaid placements as required by their program of study. Private insurance will be provided should the unpaid placement required by their program of study take place with an employer who is not covered by WSIB.

Ministry of Training, Colleges and Universities ensures that students on work placements receive WSIB for placement employers who have WSIB coverage and private insurance for employers who are not covered by WSIB for injuries or disease incurred while fulfilling the requirements of their placement.

**Declaration**

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on training placements as arranged by the university or college as a requirement of my program of study.

I understand the implications and have had any questions answered to my satisfaction.

I agree to immediately report any placement related injury or disease to the placement employer.

**Release of Information**

I understand that my personal information will be released to the placement employer in the event of a workplace injury or disease at the placement employer's workplace during an unpaid placement.

I understand that the Ministry of Training, Colleges and Universities, the college or university and placement employer will be required to release relevant personal information with each other and to the WSIB or a private insurance company.

Student name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Program/School: U of T BScPA Program

Date: \_\_\_\_\_



# Division of University Advancement University of Toronto

J. Robert S. Prichard Alumni House, 21 King's College Circle, Toronto, ON M5S 3J3

Tel.: 978-8638, Fax: 978-1632 Toll-free: 1-800-463-6048 E-mail: news.events@utoronto.ca Web: www.newsandevents.utoronto.ca

## MEDIA RELEASE FORM

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I \_\_\_\_\_ hereby authorize the University of Toronto, Division of University Advancement, Department of Public Affairs, as well as the Faculty of Medicine, Department of Family & Community Medicine, BScPA Program, to use my photograph/video, taken while I am a UofT student, in the use of any University of Toronto publication. I will not be paid to appear in any photographs or videos and will not receive any fees for the use of these in the future.

\_\_\_\_\_ - SIGNATURE

\_\_\_\_\_ - DATE

Advancement Services, Alumni and Development, Annual Fund, *The Bulletin*, GRADitude, Office of Gift Planning, Presidents' Circle, Public Affairs, *U of T Magazine*

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## Media Release Form



I hereby authorize The Michener Institute for Education at UHN and persons authorized by it to take and use for the purpose of promoting medical education and The Michener Institute, research, publication in scientific journals and other similar purposes photographs, films, and any other audio and/or visual reproduction of myself.

I hereby waive any right that I may have to inspect or approve the finished product or products that may be used in conjunction therewith.

I state further that I have read the above authorization, release and agreement, prior to its execution, and that I am fully familiar with the contents thereof.

Please Print.

Name:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Northern Ontario  
School of Medicine

## PHOTO CONSENT FORM

The undersigned does hereby authorize the Northern Ontario School of Medicine (NOSM) and/or its associates, assistants, or subcontractors to photograph/record

\_\_\_\_\_

Name (please print)

The undersigned authorizes the Northern Ontario School of Medicine to permit the use and display of said photographs and/or recordings in any School publication, multimedia production, display, or advertisement.

The undersigned agrees that the Northern Ontario School of Medicine may use name, likeness, or biographical information supplied by the undersigned.

The undersigned releases and forever discharges the Northern Ontario School of Medicine, its agents, officers and employees from any and all claims and demands arising out of or in connection with the use of said photographs / recordings, including but not limited to, any claims for invasion of privacy or defamation.

Accepted and Agreed:

\_\_\_\_\_

Signature of Subject

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date



**University of Toronto**  
**Physician Assistant Professional Degree Program**

**Medical Terminology Course Outline**

<b>Version</b>	2017 / V1
<b>Course Number</b>	FOM-PA-Evolve-MT-2015
<b>Instructor</b>	Jeff Straw, MPAS, PA-C, CCPA
<b>E-mail Address</b>	jeff.straw@utoronto.ca
<b>Meeting Times</b>	The majority of this course is conducted asynchronously, however there are 2 online synchronous meetings (held either on Friday or Saturday). For these meetings, students will be assigned to Group A or Group B for the two meetings on July 14 or 15, 2017; and August 18 or 19, 2017. (See the Course Schedule)

**Description**

The Course on Medical Terminology is a pre-course that prepares the newly admitted students in the Physician Assistant Professional Degree Program on the basics of medical terminology. The goal is to strengthen the knowledge of using Blackboard and medical terminology. The course offers a myriad of learning opportunities for online education, while accommodating diverse learning styles and circumstances. A wide range of auditory and visual elements and various interactive exercises amplify text content, synthesize concepts presented in the text, provide activities for reinforcement of learning, and demonstrate the practical application of medical language.

**Prerequisites**

Admission to and registration in the Physician Assistant Professional Degree Program.

**Textbooks required**

None

**Learner Supplies**

- Online Course Passcode (to be purchased by students from the University of Toronto Bookstore)
- Pre-assigned qq code and password to access the course on Blackboard

**Steps to access the Medical Terminology Course**

- 1) Access the University of Toronto Blackboard/Portal site ([www.portal.utoronto.ca](http://www.portal.utoronto.ca))
- 2) Log-in to Portal (with your assigned qq code and password)
- 3) Click on your course "FOM-PA-Evolve-MT-2017" in the list of courses you are taking
- 4) Enter the Passcode purchased by you from the Bookstore

**Course Competencies and Learning Objectives**

1. Participates and Interacts with Blackboard features and tools
  - 1.1. Read and reply to the Discussion Board
  - 1.2. Adopt best practices in using the Discussion Board
  - 1.3. Identify which document types can be uploaded to Blackboard
  - 1.4. View a document posted in Blackboard
  - 1.5. Send an email in Blackboard
  - 1.6. Submit an assignment using the Assignment Tool
  - 1.7. View your grades in Blackboard
  - 1.8. Explain and use the Wiki and Blog features
  - 1.9. Set your pop-up blocker and firewall settings to permit smooth operation of Blackboard
  - 1.10. Troubleshoot text editor settings for emails and discussion posts in Blackboard
  - 1.11. Access help with Blackboard
  - 1.12. Complete and submit a Test in Blackboard
  
2. Participates and Interacts with online tools external to Blackboard
  - 2.1. Participates in Blackboard Collaborate synchronous sessions
  - 2.2. Understands the use and purpose of Turnitin
  - 2.3. Acknowledge issues of academic conduct
  
3. Acquires a working medical vocabulary
  - Basic Word Structure*
    - 3.1. Divide medical terms into component parts
    - 3.2. Analyze, pronounce, and spell medical terms using common combining forms, suffixes, and prefixes
    - 3.3. Identify the roles and recognize examples of word roots, prefixes, suffixes, and combining forms
    - 3.4. Analyze, build, define, and spell medical terms
  - Organization of the Body*
    - 3.5. Describe the functions of specific body systems
    - 3.6. Locate body cavities and specific organs within them
    - 3.7. List the divisions of the back
    - 3.8. Identify three planes of the body
    - 3.9. Analyze, pronounce, and spell new terms related to organs and tissues in the body
  - Suffixes*
    - 3.10. Define suffixes representing conditions, structures and states
    - 3.11. Identify and define useful diagnostic and procedural suffixes
    - 3.12. Recognize and define the combining forms presented in the module
    - 3.13. Analyze, spell, and pronounce medical terms that contain diagnostic and procedural suffixes

*Prefixes*

- 3.14. Identify and define common prefixes used in medical terms
- 3.15. Analyze, spell, and pronounce medical terms that contain prefixes

*Medical Specialists and Case Reports*

- 3.16. Describe the training process of physicians
- 3.17. Identify the medical specialists and describe their specialties
- 3.18. Identify combining forms used in terms that describe specialists
- 3.19. Decipher medical terminology as written in case reports

*Body Systems*

- 3.20. Identify and define common body system combining forms
- 3.21. Identify and define key terms related to each system
- 3.22. Analyze, pronounce, and spell pathologic, diagnostic, and treatment terms related to each of the body systems covered in this module

**External Standards**

- II. Communicator 3. Accurately convey relevant information and explanations to patients, families and other health care professionals
- II. Communicator 5. Convey accurate oral, written and/or electronic information about a medical encounter

**Grading Information**

The Medical Terminology course is considered part of the Formative Assessments included in PAP299 Passport to the Profession. The PAP299 course is a compilation of exit requirements for the Bachelor of Science Physician Assistant BScPA degree program. It appears on the student transcript in Semester 6. As part of the PAP299 course, students are expected to demonstrate professional behaviour and integrate accumulated knowledge, skills and attitudes that have been developed as they progress through the other components of the BScPA program.

The different assessments in Medical Terminology Course are as follows:

- 8 Assignments, No grade value
- 1 Group Assignment, No grade value
- 6 Quizzes, No grade value
- 6 Exams, No grade value
- Attendance at 2 Blackboard synchronous online meetings

**Passing Grade**

There is **no** grade allocated to assessments. There is no Course Passing Grade. All quizzes and exams in the course are meant for self-assessment in order to prepare students for the BScPA Program on-line delivery.

**About Quizzes, Tests, Examinations**

Examination questions are directly related to the competencies (as outlined in the syllabus) and associated learning objectives (as outlined in the learning plans).

**About Assignments**

Students may be required to submit their course assignments to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their assignments to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site. The information required to log into TurnItIn is posted in the course.

**Academic Conduct/Offences**

The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University. The University of Toronto treats academic offences such as cheating and misrepresentation very seriously through formal procedures. The policies and procedures related to academic offences are included in The Code of Behaviour on Academic Matters available at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>

**Medical Documentation**

The University of Toronto Verification of Student Illness or Injury form must be submitted as supporting Medical Documentation if a request for an exemption from Faculty regulations, if illness is being used as the reason for the request. The claim of illness, however, is not sufficient grounds in itself to guarantee approval of the request. This certificate is available online at <http://www.illnessverification.utoronto.ca/> or at the Health Services <http://healthservices.utoronto.ca/>. The certificate is titled: Verification of Student Illness or Injury. Other medical notes will not be accepted. Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. The Faculty will not accept a statement that merely confirms a report of illness made by the student and documented by the physician.

**Course Dates**

The Google Course calendar can be viewed here: <http://tinyurl.com/medtermcal>

All course activities in this syllabus are indicated below. Course schedule is subject to change. Please refer to course Blackboard site and Google Calendar to verify actual dates.

<b>Assignment/ Activity</b>	<b>Content area</b>
Introduction Assignment #1	Class Introduction
Introduction Assignment #2	Self-orientation to Blackboard & Course on Medical Terminology
Meeting #1, Online with assigned groups	Brief introductions, Discussing meeting etiquette, Avoiding plagiarism and Use of Turnitin, Q & A
Assignment #1 Quiz & Exam #1	Course Module 1: Basic Word Structure
Assignment #2 Quiz & Exam #2	Course Module 2: Organization of the Body
Assignment #3 Quiz & Exam #3	Course Module 3: Suffixes
Assignment #4 Quiz & Exam #4	Course Module 4: Prefixes
Group Assignment (groups assigned)	Mastering the features of Blackboard for group collaboration, Academic integrity
Assignment #5 Quiz & Exam #5	Course Module 5: Medical Specialists and Case Reports
Assignment #6 Quiz & Exam #6	Course Module 6: Body Systems
Meeting #2, Online with assigned groups	Course debrief, Q & A, Course conclusion

# Longitudinal Clinical Experience Course Outline - *excerpt*

## Description

This is a longitudinal half-day per week clinical placement over the duration of Year 1. Students will shadow clinicians in various clinical setting in order to be exposed to the clinical environment and meet the course goals and objectives. Examples of clinical experiences include but not limited to: family medicine clinic, community outpatient lab, medical imaging department, pharmacy, social work, physiotherapy, home care, long term care institution.

In this course students will utilize the foundations of inter-professional collaboration as a base for their experiences. Students are expected to fulfill the LCE clinical requirements and find placements independently, with the guidance of the course director. As part of participation in an LCE, students are expected to submit the site information into the LCE log and participate in Discussion Board. Students are also required to log patient encounters on PXDX.

This course provides students with the opportunity to:

1. Complement their knowledge acquisition and integration of the rest of the curriculum, by having a variety of clinical experiences
2. Better understand the Canadian health care system and the different patient care settings
3. Understand and communicate the potential role of the PA in Canada as important members of the health care team (by having a better appreciation of the health care system)
4. Identify the challenges faced in health care today and how the PA role may contribute to potential solutions

## Time Commitment

Administration Time:

- Students are responsible for arranging their own placements and eight hours per semester is allotted for this. Most organizations require observer paperwork to be completed, so students should budget their time to allow for this administration requirements.

Student-determined Scheduling:

- Students are expected to spend a half-day per week (4 hours) on this course. Due to the challenge of coordinating the student schedule with the schedule of the potential preceptor, students are expected to arrange your LCE placements to fit their own schedule.

Managing Competing Commitments:

- It is recognized that students may choose to attend an LCE for more than 4 hours in one day. Students are NOT permitted to miss on-line course requirements in lieu of attending an LCE. Students are NOT allowed to take a Personal Day in order to attend an LCE. It is the expectation that while at LCE, other course work is NOT being completed, and the full focus is in the LCE itself. Completing any individual or group activities for other courses is the responsibility of each student, outside of the LCE hours. If it is determined that other course work is being completed during an LCE placement, the submitted LCE hours may not be counted.

Number and hours of LCE Placements:

- Students are expected to attend a MINIMUM of 2 different LCE placements with 2 different preceptors per semester. The MAXIMUM number of different LCE placements is 6, so there is an expectation that more than 4 hours will be spent in one location. Students must complete 32 hours of observation per semester. This is the minimum of 4 hours a week for 8 weeks. (Semester 1 has 8 weeks, Semester 2 has 12 weeks and Semester 3 has 10 weeks allocated for students to spend in LCE placements). The course runs throughout the first year of the program, and is equivalent to 40-hour credits per semester.

### **Contacting Potential Preceptors**

Students are not permitted to start observing as a student until they have been officially registered in the program in September.

Students are encouraged to use networking tools (e.g. previous employers, family, and friends) to contact potential preceptors, but please use your judgment to determine if this is appropriate. To assist in finding preceptors, students will have access to a Preceptor Database of previous LCE sites and a Discussion Board in Blackboard with previous and current LCE experiences included.

Students will be given an LCE Student Letter of Support to confirm their registration as a PA student in the Program (the Letters will be generated for each student once all the registration requirements for that student have been met, i.e. Police Check, Immunizations, etc). The LCE Student Letter of Support must be cosigned by EVERY preceptor and returned to the program EACH semester.

### **Guidelines to Choosing your LCE Placement**

While the program recognizes the task for students to coordinate their own placements, there is ample guidance and resources to assist in securing the most suitable placements for individual learning needs. The program suggests the following clinical settings for students to choose from during the year, to coincide with curriculum content and level of PA student skill development:

- **Semester 1:** Primary Care Medicine (e.g. Family Medicine, Rural Emergency Medicine, and Internal Medicine), Social Work, EMS Ride outs, Physiotherapists, Respiratory Therapists, CCAC.
- **Semester 2:** Primary Care Medicine, Medical Specialties (e.g. Cardiology, Gastroenterology, Orthopaedics, General Surgery, Plastic Surgery), Laboratory Medicine (e.g. Lab Technician), Diagnostic Medicine (e.g. Radiology, ECG technician, x-ray, ultrasound and CT technician), and Pharmacy.
- **Semester 3:** Primary Care Medicine, Medical Specialties, Pathology, Autopsy (e.g. Medical Examiner)