

**POSTGRADUATE PROGRAM
ADMINISTRATION**

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*PGY3 Emergency Medicine Program
Coordinator:*
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REQUEST FOR INFORMATION	FURTHER DETAILS	CONTACT PERSON
Resident Recruitment	Enquiries re CaRMS process, applicant files, schedules & arrangements, transfer requests, applicants for PGY3 (excluding EM/FM)	Ms. Lin Hill
Residents (PGY1 & 2)	Scheduling placements, accommodations	Ms. Sharon Story
	Start & end dates, program requirements, long term leaves, program completion dates, CCFP exam applications	Ms. Sharon Story
	Policies, Resident Handbook, Vacations	Ms. Dianne Brooks
	Academic Program: Half Days, behavioral medicine, pall. care teaching, ethics; credit system	Ms. Kari McLennan
	Evaluations: Academic Program	Ms. Kari McLennan
	Evaluations: rotations	Ms. Lin Hill
	Reimbursements: mileage, accommodation, conference fund	Mr. Pat Yong
Pre-Residency Program	Schedules, teaching opportunities, evaluations, payments	Ms. Liz McInnis
Adjunct Faculty	Scheduling of residents in your practice	Ms. Sharon Story
	Payments for teaching	Ms. Sharon Story
	Evaluations of residents	Ms. Lin Hill
	Problems/concerns re specific residents	Ms. Sharon Story
	Contact Information changes: office address, phone & fax #, email address	Ms. Dianne Brooks
PGY3 Residents	Schedules for specialized Enhanced Skills programs	Ms. Lin Hill
Committees: schedule of meetings, agenda, minutes	Postgrad & Postgrad Executive	Ms. Sharon Story & Ms. Lin Hill
	Academic Program	Ms. Kari McLennan
	Enhanced Skills	Ms. Lin Hill
Accommodation Providers	Schedules, payments	Ms. Sharon Story
Resident Projects	Support to residents with their projects, review of project prior to submission to preceptor, submission & evaluations of resident projects	Ms. Kelsey Klages
	Project Day arrangements	Ms. Lin Hill
Resident Graduation	Arrangements	Ms. Lin Hill