



**UNIVERSITY  
OF ALBERTA**

# **POSTDOCTORAL CLINICAL BIOCHEMISTRY FELLOWSHIP TRAINEE HANDBOOK**

Last updated: July 2, 2026

**Postgraduate Medical Education**



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# CONTACT INFORMATION

## YOUR FELLOWSHIP CONTACTS

**General Fellowship Inquiries**      [clinbioc@ualberta.ca](mailto:clinbioc@ualberta.ca)

### Fellowship Co-directors

Dr. Miranda Brun      [miranda.brun2@aplabs.ca](mailto:miranda.brun2@aplabs.ca)      780-722-4123

Dr. Victoria Higgins      [victoria.higgins@aplabs.ca](mailto:victoria.higgins@aplabs.ca)      780-451-3702

### Fellowship Program Administrator

Anita Simmons      [lpfellow@ualberta.ca](mailto:lpfellow@ualberta.ca)      780-492-0673

### Internal Web Page:

[Clinical Biochemistry | Department of Laboratory Medicine and Pathology](#)

## PGME FELLOWSHIP CONTACTS

**Marie Goudreau and Jamie Gowan**, Administrators, Fellow Administration

780-492-1779 or 780-492-9730

[pgfellow@ualberta.ca](mailto:pgfellow@ualberta.ca)

**Orientation App - [Download the Guidebook app](#)**

[Virtual app-Instructions and password](#)

\*Please refer to the Orientation App for the most up to date and emerging information throughout the year. You will be given an access code before your orientation date.

## OTHER HELPFUL WEBSITES

University of Alberta website (connect to library, gmail, Bear Tracks): <http://www.ualberta.ca>

Postgraduate Medical Education Website:

<https://www.ualberta.ca/medicine/programs/postgraduate-medical-education/index.html>

FoMD Office of Advocacy and Well-being:

<https://www.ualberta.ca/medicine/resources/faculty-and-staff/support-wellness/index.html>

University of Alberta Centre for Teaching and Learning

<https://www.ualberta.ca/en/centre-for-teaching-and-learning/index.html>

# BEFORE YOU START FELLOWSHIP

## HEALTH INSURANCE

The [Alberta Health Care Insurance Plan](#) (AHCIP) provides health care coverage for all Albertans. The health care plan covers all essential health care services including visits to a family physician and the emergency room. In order to apply for AHCIP, you must be able to provide proof of residency in Alberta such as a driver's license or a current utility bill that has your new address on it. There are no premiums for the plan. You are covered by AHCIP from the time you arrive in Alberta, but you must file your application within 90 days of arriving in Alberta.

If you are looking to obtain your Alberta health card please see: <https://www.alberta.ca>.

## REGISTRATION WITH THE UNIVERSITY OF ALBERTA

You must be registered with the University of Alberta for your fellowship (PGME will register you). **You will receive notification of your tuition fees once you are registered with the University.** All fellows registered with the University of Alberta pay tuition.

### [Payment Options](#)

You are responsible for ensuring your fees have been paid by the fee payment deadline. Your fees will be assessed and due as shown in Bear Tracks. You may be eligible for tuition reimbursement by Alberta Precision Laboratories. Please consult the program co-directors for more information.

# NEW TO UNIVERSITY OF ALBERTA?

## BEAR TRACKS

Bear Tracks is an interactive web-based service (<https://www.beartracks.ualberta.ca>). Use Bear Tracks to access your fees and to update your personal contact information. You will not be able to access Bear Tracks until you are registered and have your University of Alberta ccid.

## CHANGE OF ADDRESS

If you have a change of address while you are under contract with Postgraduate Medical Education, please change your address on Bear Tracks.

# HELPFUL RESOURCES - HOSPITALS AND CAMPUS

## PAGERS AND ID BADGES

*Your ID B\badge and pager will be available for pick-up at the in-person PGME orientation. You must have submitted the ID badge photo and pager agreement per the applicable deadlines in order to pick these up at orientation. You will have received information from PGME on how to submit this material online.*

You should have received a pager information package and pager agreement via email directly from AHS Academic Medicine. Your pager number has already been provided to your program, so there is no need to email PGME or AHS to request your pager number.

An AHS ID badge gives you access to the following hospitals:

- University of Alberta Hospital
- Royal Alexandra Hospital
- Grey Nuns Community Hospital
- Misericordia Community Hospital

## PARKING SERVICES

Fellows have the option to purchase parking placards. All fees are paid by the fellow. Parking placards are valid at the following institutions:

- University of Alberta Hospital
- Stollery Children's Hospital
- Royal Alexandra Hospital
- Misericordia Hospital
- Grey Nuns Hospital
- Alberta Hospital
- Glenrose Rehabilitation Centre
- Edmonton General Continuing Care Centre
- Cross Cancer Institute
- Sturgeon Community Hospital
- Leduc Hospital

Reciprocal parking information at each site can be obtained from the Parking Office at each site or on AHS Insite portal using AHS login credentials. Fellows paid by Alberta Health Services will have their parking fee deducted through payroll deduction. Parking passes are available through the parking offices at the University of Alberta Hospital and at the Royal Alexandra Hospital. Payment is made through payroll deduction; cheques, MasterCard, Visa, and American Express are also acceptable forms of payment.

### [AHS Hospital Parking Services](#)

#### **University of Alberta**

Tel: 780-407-8890

Room: Walter Mackenzie Center (WMC) 0H1.01

#### **Royal Alexandra Hospital**

Tel: 780-735-5630

Room: MMC 110

## **ONECARD (UNIVERSITY ID - LIBRARY PRIVILEGES)**

Your UAlberta ONEcard is your key to the campus. This is separate from the AHS ID badge or any other photo IDs you may have. The ONEcard acts as both a University campus ID, an access card to University-owned buildings, a student ID for discounts/etc., and an access card for opt-in services (e.g. Transit & Campus Recreation).

#### **What you need to do:**

Upload your photo prior to PGME orientation via the ONEcard website. [ONEcard system](#)

## **BUS PASS**

You can purchase a bus/LRT pass, known as an Arc Card, through the Edmonton Transit Service, at the University of Alberta SUBmart, or at other participating locations (<https://www.myarc.ca/features/where-to-buy>).

You may also be eligible to attach a Universal Transit Pass (U-Pass) to your Arc Card: <https://www.ualberta.ca/current-students/upass>. U-Pass is a group discount program, which lowers the cost of transit for University of Alberta students. The U-Pass program is available for all students, graduate and undergraduate, registered in classes in the Fall, Winter and Spring/Summer Terms. The U-Pass is much lower than the cost of purchasing monthly passes for the same period of time because costs are spread over a large participant base. U-Pass fees are collected by the University and transferred to transit providers to help fund the transit service.

**Note: If you are starting on July 1 and will be at the Orientation session at the end of June, U-Pass information will be available at Orientation.**

## **CCID ACCOUNT (COMPUTER) AND E-MAIL**

All fellows will be assigned a University of Alberta Campus Computing ID (CCID) with email privileges. You will receive your CCID and password by email one month prior to your start date. The CCID is used to access Bear Tracks. If you do not receive this, contact AICT Helpdesk at: [www.ualberta.ca/HELP](http://www.ualberta.ca/HELP) or call 780-492-0400. You will receive a U of A email address.

**Important - The PGME office will use your ualberta email address to send all correspondence once you start your fellowship program.**

## OPTIONAL SERVICES

As a postgraduate trainee, you may choose to 'opt in' for access to various services such as athletics & recreation. Please visit [Office of the Registrar](#) for more information.

## NEW TO EDMONTON

The Resident Wellbeing Committee (RWBC) has a comprehensive [New To Edmonton Resource List](#) that can be accessed online and includes resources for:

- Accommodations and finding a place to live
- Getting around Edmonton
- Dealing with Edmonton winters
- Enjoying Edmonton
- Finding a family physician
- [Child care resources](#)
- Parenting in Edmonton

The municipality of Edmonton also has good practical resources for those who are new to the city: [Edmonton.ca Newcomer's guide](#). This information is also available in different languages on the website.

In addition, you may need to set up a cell phone plan, internet access and utilities. There are many different companies in Edmonton with these services. We encourage you to talk to other fellows as well as your program co-directors or assistant for advice on these services.

## POSTGRADUATE TRAINEE WELL-BEING RESOURCES

All Fellows are able to access the Office of Advocacy and Wellbeing (OAW): [Postgraduate | Faculty of Medicine & Dentistry Office of Advocacy and Wellbeing](#)

**From the Office of Advocacy and Wellbeing :** "Learners can encounter a wide range of problems. These might include physical illness, personal or family crises, depression and anxiety, trouble with a partner, substance abuse, legal trouble or other issues. It is our job to help you deal with these types of problems. If we cannot help you, we will refer you to someone who can. When deciding if you want to contact someone in OAW, remember that there is no problem too small or insignificant. If it is bothering you, we are here to listen. It is important to note that OAW is at "arm's-length" from the academic offices. We do not share information with those making academic decisions on grades, promotions, etc., without your permission and unless it advantages you. Anyone facing academic difficulties should contact the OAW for additional advice and support. Postgraduate learners can also contact their program directors."

**\*Note - Some of the OAW resources may not be available to fellows. Please check in with your administration team or disclose your status as a fellow in order to check your eligibility when accessing these resources.**

**Please consult the following websites for additional information on resources/topics listed below:**

[Postgraduate Resources | Faculty of Medicine & Dentistry \(ualberta.ca\)](#)

and

[Postgraduate | Faculty of Medicine & Dentistry](#)

- Campus Food Bank
- Financial Aid Office - Frequently Asked Questions and Financial Tips for Residents & Fellows
- Cannabis Resource List
- Opioid Resource List
- Office of Safe Disclosure & Human Rights
- Accessibility Resources
- University Health Centre
- Academic Success Center
- Virtual Wellness
- Office of the Student Ombuds
- Responding to an Active Shooter Situation (Protective Services)

## ACADEMIC SUCCESS CENTRE

The Academic Success Centre provides professional academic support to help learners maximize their academic success and achieve their academic goals. They offer appointments, advising, group workshops, online courses, and specialized programming year-round to learners in all university programs, and at all levels of achievement and study. More information is available at: [Academic Success Centre | University of Alberta](#).

## EMERGENCY AND HELPFUL SERVICES

- **Emergency services: Fire, Ambulance, Emergency Police** – Dial 911
- **Non-Emergency Police (EPS)** – 780-423-4567
- **Alberta Poison and Drug Information Service (PADIS)Control** – 1-800-332-1414
- **City services concerns and transit** – Dial 311
- **Alberta Health Link: Health information from a registered nurse** – Dial 811
- **The Support Network: Crisis Single Access Point, Health, Human/Community Resources** – Dial 211
- **Canadian Mental Health Support Line** – Dial 988
- **24-hour Alberta Mental Health Line** – 1-877-303-2642

## STUDYING SPACES

There are study spaces and seminar rooms around the hospital (such as in Edmonton Clinic Health Academy, Kaye Edmonton Clinic) and university facilities that can be booked by students. To book a study space in a library, please use the link below: <https://www.library.ualberta.ca/services/book-study-space>. There are also quiet study rooms

that are available for use on various floors in ECHA [Information for UAlberta Students | Health Sciences Council](#)

In addition to the Library, the Kaye Edmonton Clinic Knowledge Common (KC) which is located at 1C.109 contains additional work spaces. It has 19 computer workstations and two group seminar rooms. Each of the seminar rooms, which can accommodate up to 8 people, is equipped with a 55" HD LED TV screen for viewing medical images. Consult program co-directors for further information on booking spaces.

## IMPORTANT CHECKLIST

There is a lot of paperwork that you will need to complete during your initial weeks. Much of this work has likely been done already as it was part of the PGME Checklist that was sent to you prior to your arrival.

Please check this list as there is additional information you may need:

- [Out of Phase New Fellow Intake Checklist](#)
- [New Fellow Intake Checklist](#)

Please ensure your Program Administrator receives copies of all your documentation (e.g., CCID, mailing address and contact phone number) to keep on file (not including banking information, SIN #, or private documentation).

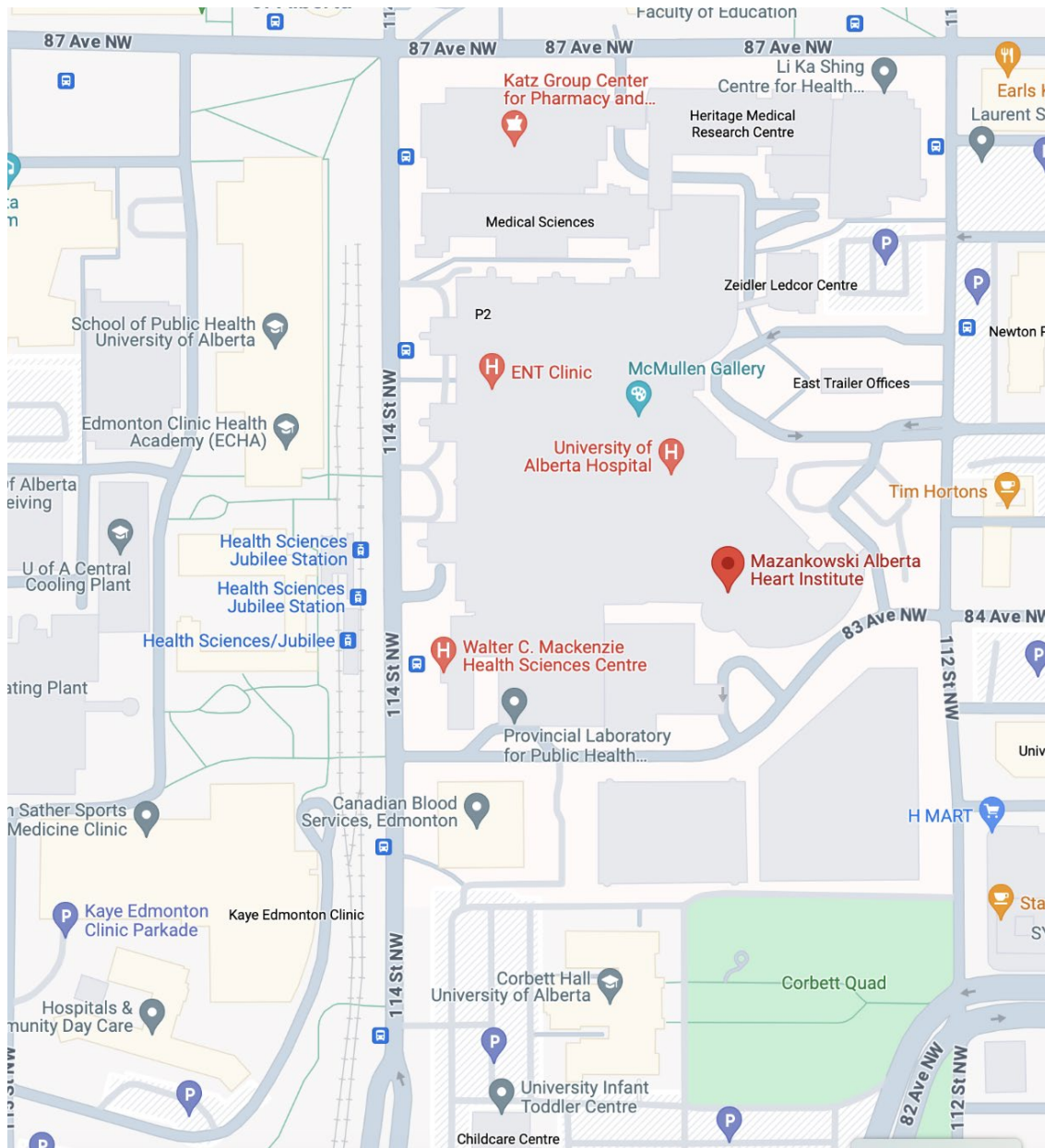
**Important - There are a number of organizations that will get your email and offer you memberships. Before you spend your money, we encourage you to discuss with your program co-directors or other trainees about the organization. The PGME Office and the Fellowship Program will not share your information with outside organizations except for those that were included in your PGME consent form.**

# HOSPITAL AND COMMUNITY LAB INFORMATION/MAPS

## UNIVERSITY OF ALBERTA HOSPITAL

The University of Alberta Hospital (UAH) is one of Canada's leading academic health sciences centers with a reputation for research, innovation, education, and patient-centered care. As a referral center for western and northern Canada, our teams at the UAH, the [Mazankowski Alberta Heart Institute](#), and the [Kaye Edmonton Clinic](#) provide expert care to our community as well as some of the most complex and critically ill patients in Canada. The [Stollery Children's Hospital](#) main site is housed within the University Hospital with additional NICU sites at the Royal Alexandra Hospital and the Sturgeon Community Hospital.

**University of Alberta Address:** 8440 112 Street NW, Edmonton, AB T6G 2B7  
**Switchboard :** (780) 407-8822



## SITE MAPS FOR THE UNIVERSITY OF ALBERTA HOSPITAL

- [Level 0](#) [Level 1](#) [Level 2](#) [Level 3](#) [Level 4](#) [Level 5](#)
- [2A7 Cardiac Outpatient Services \(Mazankowski\)](#)

## ON CAMPUS

- [University Hospital of Alberta](#)
- [Stollery Children's Hospital](#)
- [Mazankowski Alberta Heart Institute](#)
- [Clinical Sciences Building](#)
- [Kaye Edmonton Clinic](#)

## MAZANKOWSKI ALBERTA HEART INSTITUTE

The Mazankowski Alberta Heart Institute in Edmonton is a world leader in complex cardiac care and surgery. With a collaborative approach, our team of highly skilled cardiologists, cardiovascular surgeons, cardiac care professionals, researchers and educators are advancing the prevention, detection, treatment and study of cardiovascular disease.

**Address:** 11220 83 Avenue, Edmonton AB

**Switchboard :** (780) 407-8822

Virtual Tour: <https://www.albertahealthservices.ca/maz/Page17684.aspx>

## SITE MAPS FOR THE MAZANKOWSKI

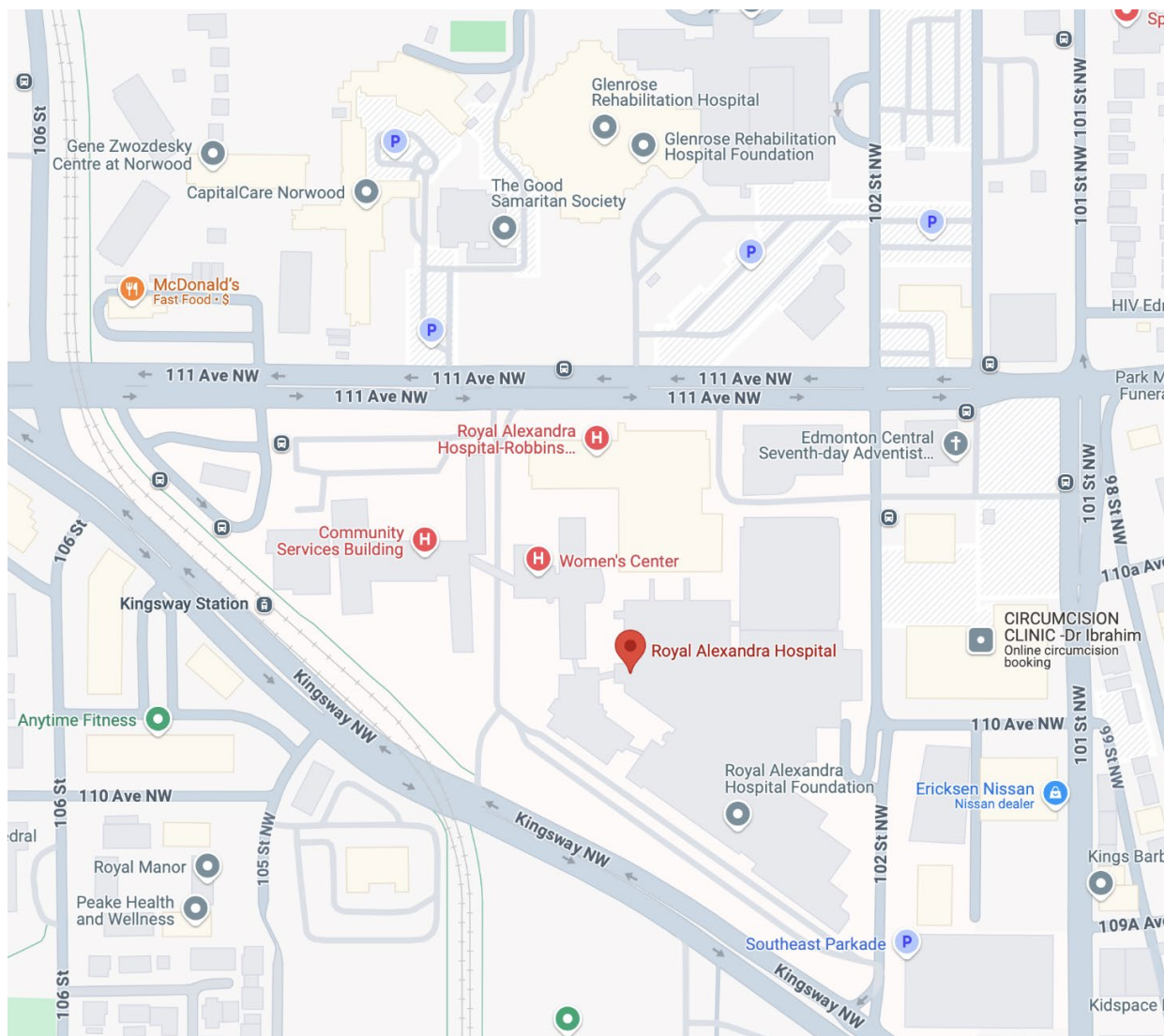
- [Level 0](#) [Level 1](#) [Level 2](#) [Level 3](#) [Level 4](#) [Level 5](#)
- [2A7 Cardiac Outpatient Services](#) (Mazankowski)

## ROYAL ALEXANDRA HOSPITAL

The Royal Alexandra Hospital (RAH) is located in Edmonton's inner-city and serves a diverse community of patients from Edmonton, Alberta, the Territories, and Western Canada. Combining patient-centered care, cutting-edge medical technologies, innovative research, and advanced education, the expert teams at the RAH, including the Lois Hole Hospital for Women, the C.K. Hui Heart Centre, the Phil C. Etches NICU, and the Eye Institute of Alberta, care for thousands of patients who require complex and specialized treatment.

**Address:** 10240 Kingsway NW, Edmonton, AB T5H 3V9

**Switchboard:** (780) 735-4111

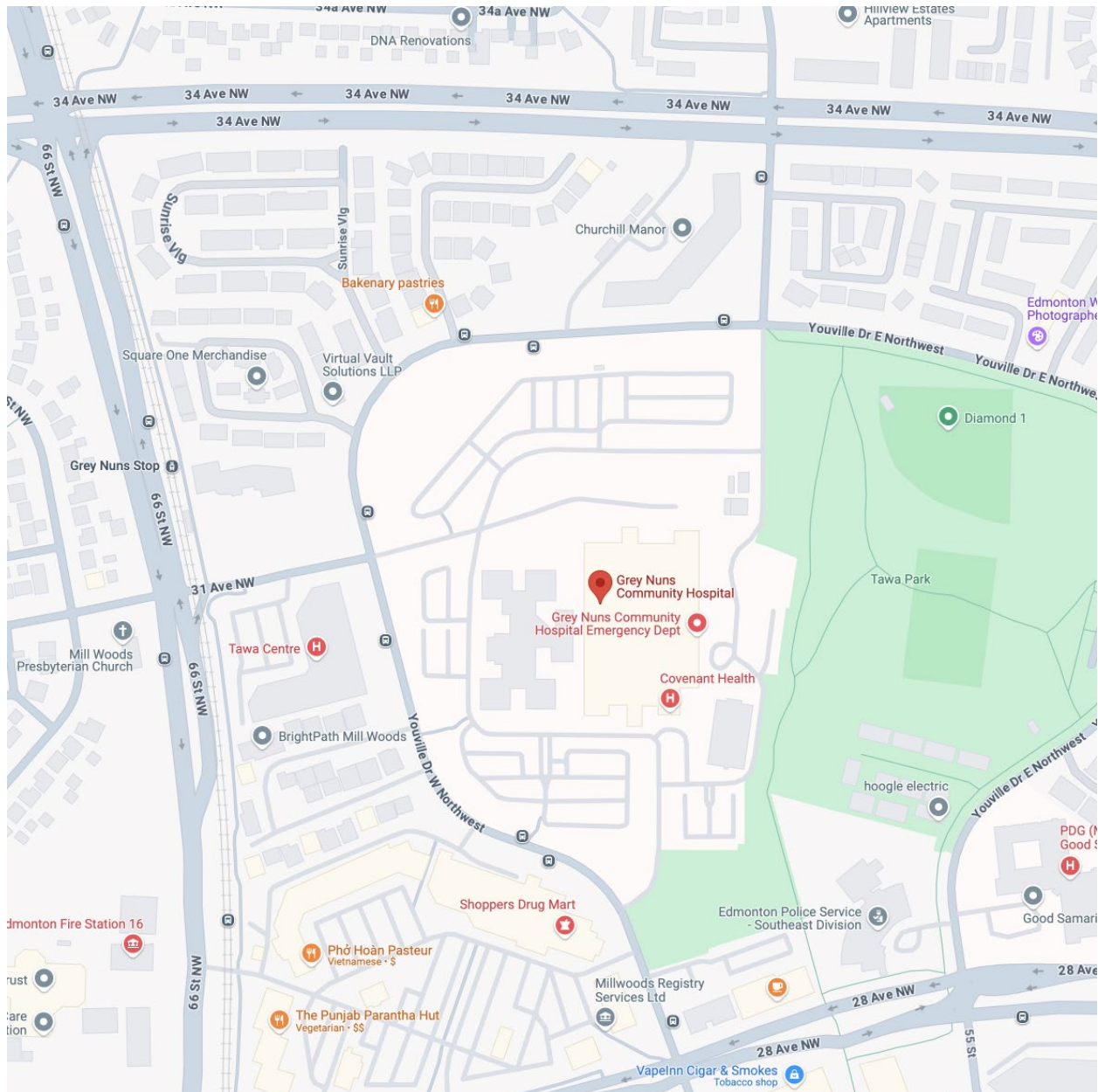


## GREY NUNS COMMUNITY HOSPITAL

The Grey Nuns Community Hospital is a full-service acute care facility serving people of southeast Edmonton since 1988. This Covenant Health facility provides a range of healthcare services including a 24 / 7 emergency department. Edmonton's LRT Valley Line is now open and has a stop at the Grey Nuns Community Hospital.

**Address:** 1100 Youville Drive West (3015 62 Street NW) Edmonton T6L 5X8

**Switchboard Phone Number:** (780) 735-7000

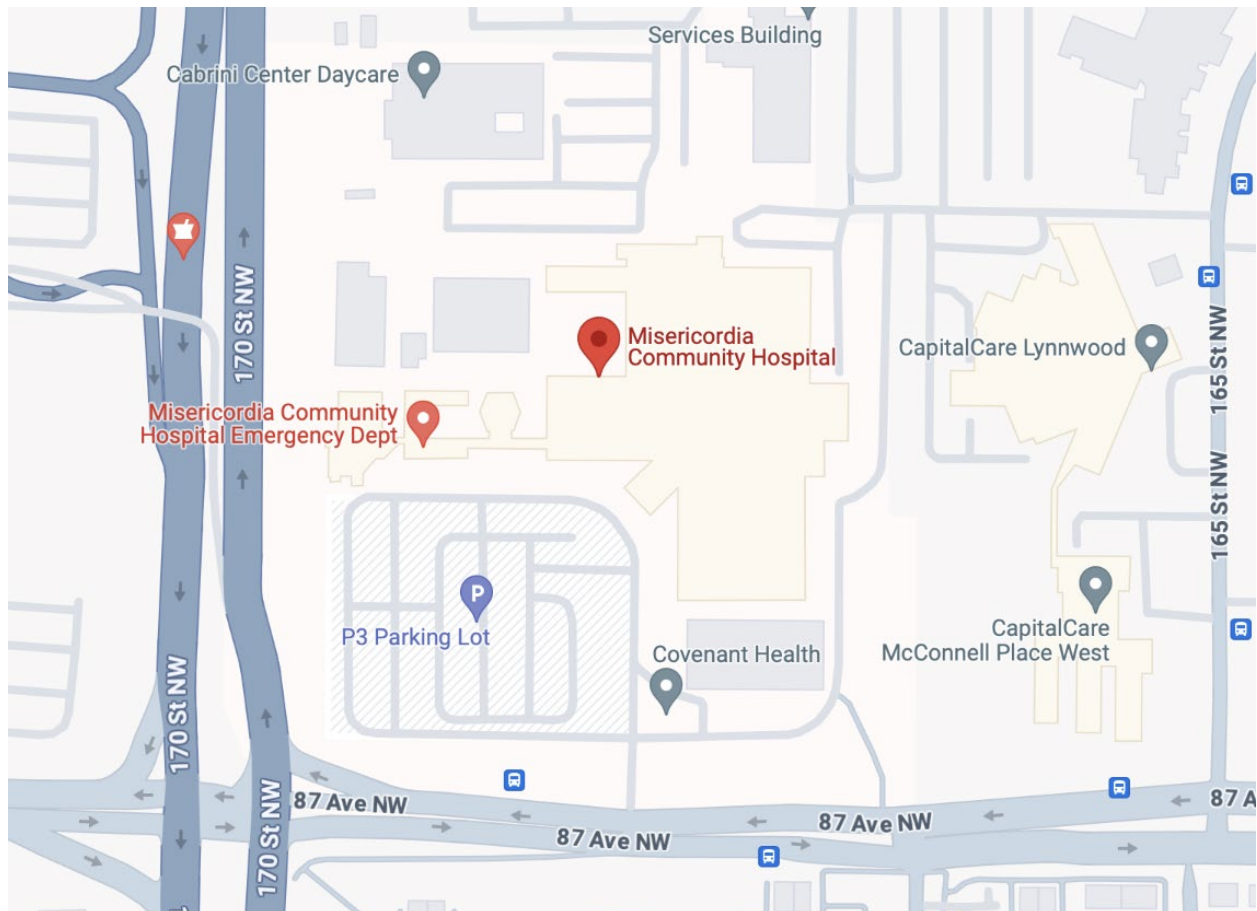


## MISERICORDIA COMMUNITY HOSPITAL

The Misericordia Community Hospital is a full-service acute care facility that has served the people of northwest Edmonton since 1969. The Misericordia is home to the Institute for Reconstructive Sciences in Medicine, a facility for reconstruction of the face, head and neck.

**Address:** 16940 87 Ave NW Edmonton T5R 4H5

**Switchboard Phone Number:** (780) 735.2000

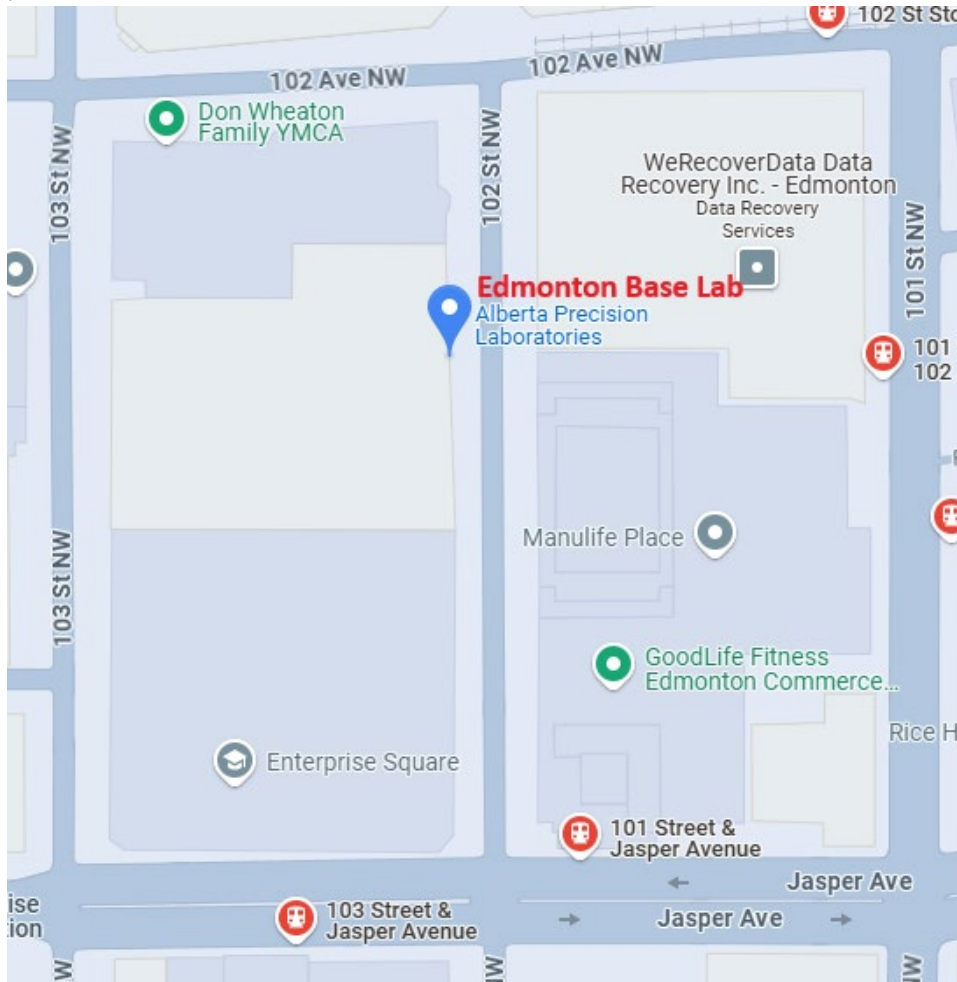


## EDMONTON BASE LAB

The Edmonton Base Lab provides community laboratory testing services for Edmonton and referral laboratory services for North, Edmonton, and Central Alberta.

**Address:** #200 105150 102 St. NW, Edmonton T5J 5E2

**Phone Number:** 780-451-3702



# PROGRAM-SPECIFIC INFORMATION

The University of Alberta Postdoctoral Clinical Biochemistry Fellowship is offered jointly by the Alberta Precision Laboratories (APL) and the Department of Laboratory Medicine at the University of Alberta.

For general fellowship-related inquiries please email [clinbioc@ualberta.ca](mailto:clinbioc@ualberta.ca).

## INTRODUCTION

Clinical Biochemistry is the branch of laboratory medicine concerned with the study of the measurement and interpretation of biochemical changes in human health and disease. The University of Alberta Postdoctoral Clinical Biochemistry Fellowship is a full-time, two-year program accredited by the Canadian Academy of Clinical Biochemistry (CACB). Trainees receive specialized training in clinical biochemistry with additional basic training in hematopathology, cytogenetics, molecular diagnostics, and microbiology. By the end of the fellowship trainees meet all requirements set forth by the current CACB clinical biochemistry training syllabus and are eligible to apply for certification by the CACB. The start date of the fellowship is July 1st, while the finishing date is June 30th.

## TRAINING SITES

The primary training location for this fellowship is at the University of Alberta Hospital. Trainees will also spend approximately one month each year at the Edmonton Base Lab in downtown Edmonton to learn about community laboratory testing. Access to additional training sites may be feasible based on trainee interest and available fellowship funds.

## YOUR FIRST WEEK AT WORK

Although the fellowship starts officially on July 1st, this is a statutory holiday in Alberta. Therefore, incoming trainees need to show up for their first day of work on July 2nd. The program co-directors will meet incoming trainees at the University of Alberta Hospital in the morning for an orientation to APL and the University of Alberta Hospital laboratory. Access to required computer applications will be confirmed at this time. The meeting time and location will be confirmed by the co-directors prior to July 2nd. The remainder of the week will entail completion of required organizational learning modules, Connect Care training, and a safety rotation.

The required dress code for work is business casual. Footwear should be comfortable, quiet, and "closed toe" (i.e. no sandals).

## BIOCHEMISTRY ON-CALL

Trainees are required to participate in the Edmonton Zone Medical Biochemistry On-Call Service. Trainees should expect to be on-call approximately 1 week/month starting in the 7th month of their fellowship. Some on-call weeks include a statutory holiday; the trainee must fulfill all on-call obligations on the statutory holiday as if it were a regular work day. A senior clinical biochemist or general pathologist will be assigned for support and mentorship each week of on-call.

University of Alberta Hospital APL Chemistry administrative support coordinates the on-call schedule typically twice per annum (Jan - Jun, Jul - Dec). Once the on-call schedule has been set, any desired changes need to be approved by the program co-directors and any impacted on-call mentors. Once all approvals have been obtained, the trainee is responsible for communicating the change to University of Alberta Hospital APL Chemistry administrative support.

## SALARY AND BENEFITS

Trainee annual salaries align to the Professional Association of Resident Physicians of Alberta Agreement. As of July 1, 2025 these salaries are \$66,118 (year 1) and \$72,699 (year 2). Trainees receive a taxable professional development allowance of \$1,500 CAD per annum (Jul 1 - Jun 30), as well as dental and supplementary health coverage (including out of province/country emergency health coverage).

Trainees are entitled to 20 vacation days, 5 special leave days, and 5 professional development days per annum. Special leave days may be used for personal illness or, in reasonable circumstances, where unable to report to service due to unanticipated circumstances (e.g., illness in immediate family). Requests to use vacation and professional development days must be submitted for approval by the program co-directors at minimum 5 days prior to the planned absence. The program co-directors must be notified as soon as possible of the (planned) use of special leave days. Trainees are entitled to all statutory holidays in Alberta including New Year's Day (Jan 1), Family Day, Good Friday, Victoria Day, Canada Day (Jul 1), Heritage Day, Labor Day (1st Monday in September), National Day for Truth and Reconciliation (Sep 30), Thanksgiving Day, Remembrance Day (Nov 11), Christmas Day (Dec 25), and Boxing Day (Dec 26). The exception is if the trainee is on-call on a statutory holiday; in this instance, the trainee must fulfill all on-call obligations as if it were a regular working day. See the section on BIOCHEMISTRY ON-CALL for more information.

## ILLNESS AND UNANTICIPATED ABSENCES

The trainee must notify the program co-directors and relevant rotation and/or on-call mentor(s) as soon as possible of any absences due to illness or, in reasonable circumstances, where unable to report to service due to unanticipated circumstances (e.g., illness in immediate family). Trainees can use up to 5 special leave days to cover absences due to illness. Special leave days in excess of 5 days per annum may be considered on a case-by-case basis. These will need to be formally requested by the trainee and approved by the program co-directors. If

approved, these days will be coded as unpaid time in the timekeeping system. Importantly, extended time away from the fellowship may require additional approvals and paperwork, and may also delay completion of the fellowship.

## LOG-INS/ACCESS

Your program administrator and co-directors will help ensure you have access to the various computerized medical records and other required programs. There may be many different log-ins and passwords required. See table below for some of these log-ins.

Note: passwords must be kept protected and confidential. Do not share passwords.

|                                                                                      | Log-in |
|--------------------------------------------------------------------------------------|--------|
| <b>Alberta Health Services (email, computer login, Connect Care)</b>                 |        |
| <b>University of Alberta CCID (University email, Bear Tracks, etc.)</b>              |        |
| <b>NetCARE (electronic medical records)</b>                                          |        |
| <b>Traccess</b>                                                                      |        |
| <b>CLSI (Clinical and Laboratory Standards Institute)</b>                            |        |
| <b>iEXPENSE</b>                                                                      |        |
| <b>CSCC (Canadian Society of Clinical Chemists)</b>                                  |        |
| <b>ADLM (Association for Diagnostics and Laboratory Medicine)</b>                    |        |
| <b>IFCC (International Federation of Clinical Chemistry and Laboratory Medicine)</b> |        |
|                                                                                      |        |

## ROTATION SCHEDULE

Work schedule is Monday - Friday, generally encompassing working hours of the laboratory and mentor of the specific rotation. This is usually within the hours of 8 am- 5 pm, though specific rotations may require attendance earlier depending on workflow (for example: preanalytics rotation may require earlier start time to shadow morning collections).

Trainees are expected to spend 50% of their time in the laboratory and on their rotation assignments. Their remaining time should be spent on:

1. Required coursework
2. Attendance at clinical and laboratory rounds, academic half-days, and other educational/professional development sessions
3. Preparation and delivery of presentations
4. Shadowing clinical and laboratory staff
5. Laboratory projects and translational research
6. On-call service
7. Attendance at clinical and operational meetings
8. Attendance at scientific conferences
9. Self-guided study

### Year 1 (PDY-1)

The first year of the fellowship emphasizes the building of a solid theoretical clinical and analytical background, understanding how clinical biochemists liaise with their clinical colleagues and laboratory staff, and understanding considerations that go into clinical and laboratory decision making. During their rotations trainees will (i) observe day-to-day laboratory activities, (ii) have discussions with medical/scientific staff and laboratory staff, (iii) attend laboratory and medical rounds, (iv) present at laboratory rounds, (v) shadow physicians, (vi) present to laboratory staff, and (vii) participate in selected day-to-day activities, laboratory projects, and translational research projects. Rotation mentors will ensure that experience is gained in the performance of testing of analytes outlined within the current CACB clinical biochemistry training syllabus. Towards the latter part of the year, trainees will also participate in Edmonton Zone medical biochemistry on-call.

Year 1 rotations are typically as follows:

| Rotation                        | Duration | Location*   |
|---------------------------------|----------|-------------|
| Safety                          | 1 week   | UAH         |
| Preanalytics                    | 4 weeks  | UAH/TBD     |
| Quality                         | 5 weeks  | UAH         |
| Urinalysis                      | 2 weeks  | UAH         |
| High volume general chemistry   | 15 weeks | UAH/RAH/EBL |
| Method evaluation               | 4 weeks  | UAH         |
| Protein electrophoresis         | 3 weeks  | EBL         |
| Toxicology/TDM/trace metals     | 6 weeks  | UAH         |
| Endocrinology/Special chemistry | 6 weeks  | UAH         |

|                                  |         |     |
|----------------------------------|---------|-----|
| CSCC conference                  | 1 week  | TBD |
| PDY-1 exams                      | 1 week  | UAH |
| Independent study (Dec 21-Jan 1) | 2 weeks |     |
| Elective rotations               | 1 week  | TBD |

UAH = University of Alberta Hospital

RAH = Royal Alexandra Hospital

EBL = Edmonton Base Lab

SR = Suburban/rural laboratories

TBD = To be determined

## Year 2 (PDY-2)

The second year of the fellowship emphasizes the definition of clinical problems in the context of the laboratory, interpretation of results, development of consultative skills, and awareness of proper test utilization. Trainees will receive additional exposure to the performance of testing of analytes outlined within the current CACB clinical biochemistry training syllabus. Trainees will also continue with on-call responsibilities. The remaining time will be filled with elective rotations in sub-specialty areas of interest to trainees. Depending on available funds, trainees may choose to visit external training sites in Alberta or elsewhere.

Year 2 rotations are typically as follows:

| <b>Rotation</b>                                           | <b>Duration</b> | <b>Location*</b> |
|-----------------------------------------------------------|-----------------|------------------|
| Quality                                                   | 2 weeks         | UAH              |
| Management and LIS/HIS                                    | 1 weeks         | UAH              |
| Prenatal screening, reproductive endocrinology, pregnancy | 4 weeks         | UAH              |
| Point-of-care                                             | 4 weeks         | UAH/SR           |
| Newborn screening and biochemical genetics                | 4 weeks         | UAH              |
| Tumour markers/<br>Immunology/Allergy                     | 5 weeks         | EBL              |
| Clinical Endocrinology                                    | 3 weeks         | UAH              |
| Mass spectrometry                                         | 4 weeks         | UAH              |
| Body Fluid                                                | 1 week          | UAH              |
| Hematology                                                | 1 week          | UAH              |
| Molecular diagnostics                                     | 2 weeks         | UAH              |
| Microbiology                                              | 2 weeks         | UAH              |
| Rural Laboratory                                          | 2 weeks         | SR               |
| Elective rotations (TBD)/other                            | 18 weeks        | TBD              |

UAH = University of Alberta Hospital

EBL = Edmonton Base Lab

SR = Suburban/rural laboratories

TBD = To be determined

## ON-SITE PRESENCE/REMOTE WORK ARRANGEMENTS

Work schedule is Monday - Friday, generally encompassing working hours of the laboratory and mentor of the specific rotation. This is usually within the hours of 8 am- 5 pm, though specific rotations may require attendance earlier depending on workflow (for example: preanalytics rotation may require earlier start time to shadow morning collections).

The fellowship program recognizes that infrequently it may be possible for trainees to work from home for part or all of a day without adversely impacting their training. This requires prior coordination with the impacted rotation mentor. The rotation mentor may decline the request if a previously arranged in-person activity cannot be easily rescheduled to accommodate the remote work request. In unforeseen circumstances that require the trainee to work remotely the relevant rotation mentor should be alerted as soon as reasonably possible. Any previously arranged in-person activities that are missed will need to be rescheduled.

## COURSE REQUIREMENTS

The trainee must successfully complete all requirements below during their two-year fellowship.

### **Requirement 1:**

Complete the fellowship program's analytical didactic series during the first six months of the fellowship.

The Fellowship Committee may, at their discretion, waive this requirement and/or replace it with a different requirement for trainees that enter the fellowship program with a very strong analytical background.

### **Requirement 2:**

Complete one of the following two options during the remaining 18 months of the fellowship:

- 1) One 3-credit course through the University of Alberta (U of A)
- 2) One or more online certificate programs
  - Excludes the CSCC Leadership in Quality Management Certificate Program (see note below)
  - The total certificate program(s) course hours must be approximately the same as the number of hours spent on a 3-credit UofA course

In consultation with the fellowship program co-directors and Fellowship Committee, the trainee should select a U of A course or online certificate program(s) that will enable them to fill critical knowledge gaps. This will maximize their success in the fellowship program and subsequently as a practicing clinical biochemist.

### **Requirement 3:**

Complete the CSCC Leadership in Quality Management Certificate Program.

## TRAINEE EXPECTATIONS

### Rotations

- Spend 50% of time on clinical laboratory rotations
- Meet at least weekly with rotation mentors
- Complete rotations with an overall progress rating of "Satisfactory"
- Gain exposure to analytes, diseases, and methods listed in the current CACB clinical biochemistry training syllabus
- Complete a rotation evaluation at the end of each rotation

### Coursework

- Satisfactorily complete the course requirements described in the section entitled COURSE REQUIREMENTS

### Research

- Participate in at least one (1) large (i.e. multi-month duration) research project per year. Oral/poster presentation of the research results at a national/ international scientific meeting is required and publications are highly desirable.
- Participate in at least three (3) small research/clinical projects per year. Duration of such research projects may range from several days to several weeks. While these projects may not lead to publications/presentations, they should have an impact on laboratory operations.
- It is highly desirable for at least one of the projects to be management-oriented (e.g. lab utilization, clinical and/or lab audit).
- It is desirable, but not mandatory, to design at least one (1) research project during the two years of the fellowship.

### Education

- Complete literature searches and textbook readings.
- Present at least one (1) time per year at Clinical Biochemistry Monthly Rounds.
- Present at least one (1) time during the two years of the fellowship at laboratory medicine departmental rounds.
- Present at least one (1) time during the two years of the fellowship to a non-lab audience.
- Present at least two (2) times per year to laboratory staff, University of Alberta Medical Laboratory Science (MLS) students, or Northern Alberta Institute of Technology (NAIT) medical laboratory technology students.
- Obtain mentoring experience. Trainees may either mentor MLS students or may choose to develop and lead at least two case discussions in the MLSCI 460 undergraduate course offered by the laboratory medicine department.

### Continuing Education

- Attend, participate in, and present at Diagnostic and Clinical Pathology Academic Half-Day sessions relevant to clinical biochemistry

- Attend and participate in CSCC Education Roundtables
- Attend, participate in, and present at Alberta Clinical Biochemistry Monthly Rounds
- Regularly attend a variety of rounds relevant to clinical biochemistry (e.g., laboratory medicine departmental rounds, clinical rounds)
- Attend the laboratory department's annual DRIvE Days in both years of the fellowship and present a poster or oral presentation in year 2
- Attend the annual fall meeting of the Alberta Society of Clinical Chemists
- Attend the annual fall meeting, and possibly the annual spring meeting, of the Alberta Society for Human Toxicology
- Attend the annual scientific conference of the CSCC

## **Other**

- Demonstrate professional and respectful behaviour in the workplace
- Be punctual to meetings and appointments with mentors, co-directors, and laboratory staff
- Pay careful attention to verbal and written guidance and instructions provided by mentors, co-directors, and laboratory staff in conversations, emails, and assignments
- Receive and respond to feedback and suggestions from mentors, co-directors, and laboratory staff in a professional manner
- Keep notes of all feedback and suggestions provided by mentors, co-directors, and laboratory staff. Regularly review and reflect on these notes and assessments and set ongoing personal learning goals
- If the trainee has feedback or suggestions, provide it to the mentors, co-directors, and laboratory staff in a fair, unbiased, timely, constructive, and professional manner
- Bring to the attention of the co-directors in a timely manner any concerns that arise during the fellowship (e.g., professionalism issues, health and/or wellbeing issues, unexpected unavailability or non-responsiveness of a mentor)
- Assume medical biochemistry on-call responsibilities starting in the 7th month of the fellowship
- Visit clinical facilities (e.g. Edmonton Clinic, ICU, transplant and dialysis units) in coordination with rotation mentors
- Attend a range of laboratory operational meetings
- Meet monthly with the program co-directors
- Successfully complete written and oral exams at the end of each fellowship year (more details in ASSESSMENTS section)
- Complete any remedial actions deemed necessary by the Clinical Biochemistry Fellowship Committee

## **ASSESSMENTS**

Trainees will be evaluated on an ongoing basis to ensure that they are progressing as expected and to identify knowledge and/or experience gaps that require additional attention.

### **Rotation evaluations**

- At the end of each rotation, rotation mentors will fill out a performance evaluation form and will review this form with the trainee

- Mentors will submit evaluation forms to the program co-directors for review and record-keeping

### **Semiannual Evaluations**

- Trainee progress will be evaluated by the Clinical Biochemistry Fellowship Committee semiannually. This assessment will help direct curriculum design for the remainder of a trainee's fellowship to ensure successful fellowship completion and to help with preparation for the CACB written and oral certification examinations
- The semiannual evaluation will review a trainee's education logbook, rotation evaluations and other available information/feedback received

### **Written and oral exams**

- Annually at the end of Year 1 and Year 2 of the fellowship
- The exams will be in the format of current CACB certification exams
- The exams will assess a trainee's theoretical knowledge and practical skills The exams will also provide practice for trainees in completing CACB-style exams
- Successful completion criteria:
  - Year 1: score of 50% or greater on written exam, score of "Pass" on oral exam
  - Year 2: score of 70% or greater on written exam, score of "Pass" on oral exam

## **REMEDICATION**

Trainees accepted into this program are expected to meet or exceed all program requirements. Substandard performance will be identified through post-rotation evaluations, informal feedback from mentors and laboratory staff, end-of-year written and oral exams, and semiannual assessments. Examples of substandard performance include, but are not limited to:

- I. Failing to achieve a passing grade in coursework according to the standards set forth by the University of Alberta
- II. Overall progress rating of "Unsatisfactory" after completion of a rotation
- III. Failing to achieve satisfactory grades on the written and oral exams completed at the end of each year of the fellowship
- IV. Rude and/or unprofessional behavior toward mentors, co-directors and/or laboratory staff

If a trainee performs below program expectations, efforts aimed at rectifying deficiencies will be initiated by the program co-directors in consultation with the Clinical Biochemistry Fellowship Committee and, if appropriate, program mentors. Remedial processes will be dependent on the particular deficiency but may include:

- I. Completion of extra assignments that are related to a particular deficiency
- II. Additional rotation time in a particular area of the laboratory
- III. Auditing of a failed course or of a related course

Any such remedial processes will be followed up with an assessment of trainee improvement or lack thereof. Trainees will only receive a certificate of completion at the end of their fellowship if

they have satisfactorily completed all fellowship requirements including any remedial processes.

## ACADEMIC DISCIPLINE AND APPEALS PROCESS

The University of Alberta has developed a detailed process for academic discipline and appeal. Please consult the University of Alberta's Office of Postgraduate Medical Education (PGME) website for more details.

## SUCCESSFUL PROGRAM COMPLETION

Trainees must meet all of the following requirements to successfully complete their fellowship:

1. Meeting all of the expectations set forth in this document
2. Demonstration of a solid foundation in the analytes, methods, and skills listed in the current CACB clinical biochemistry training syllabus
3. Overall rating of "Satisfactory" from the Clinical Biochemistry Fellowship Committee during the final trainee evaluation

Upon successful completion of their fellowship, trainees will be issued a Certificate of Completion from the University of Alberta's Postgraduate Medical Education Office.

## PROGRAM MENTORS

### **Dr. Miranda Brun**

Clinical Biochemist, APL  
Associate Clinical Professor, Dept. of Laboratory Medicine & Pathology  
Clinical Biochemistry Fellowship Program Co-director

### **Dr. Penny Colbourne**

Clinical Toxicologist, APL  
Clinical Professor, Dept. of Laboratory Medicine & Pathology

### **Dr. Mathew Estey**

Clinical Biochemist, APL  
Medical Lead, Clinical Biochemistry, Hub Lab, North Sector  
Clinical Professor, Dept. of Laboratory Medicine & Pathology

### **Dr. Anna Füzéry**

North Sector POCT Medical Lead, APL  
Associate Clinical Professor, Dept. of Laboratory Medicine & Pathology

### **Dr. Victoria Higgins**

Clinical Biochemist, APL  
Assistant Clinical Professor, Dept. of Laboratory Medicine & Pathology  
Clinical Biochemistry Fellowship Program Co-director

### **Dr. Lauren McNeil**

Biochemical Geneticist, APL  
Assistant Clinical Professor, Dept. of Medical Genetics

**Dr. Lily Olayinka**

Clinical Biochemist, APL  
Clinical Lecturer, Dept. of Laboratory Medicine & Pathology

**Dr. Ashley Newbigging**

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Clinical Lecturer, Dept. of Laboratory Medicine & Pathology

**Dr. Michelle Parker**

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**Dr. Dustin Proctor**

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**Dr. Joshua Raizman**

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Biochemical Geneticist, APL  
Assistant Clinical Professor, Dept. of Medical Genetics

**Dr. Kareena Schnabl**

Section Chief of Biochemistry, North Sector, APL  
Associate Clinical Professor, Dept. of Laboratory Medicine & Pathology

**Dr. Iveta Sosova**

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**Dr. Dylan Thomas**

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**Dr. Albert Tsui**

Clinical Biochemist, APL  
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**Dr. Janet Zhou**

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Clinical Lecturer, Dept. of Laboratory Medicine & Pathology

(Please note, program mentors are subject to change)

