

University of Alberta

Neonatal-Perinatal Subspecialty Residency Program Handbook

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Main NICU Contacts

Residency Program Director

Dr. Sylvie Cormier sylvie2@ualberta.ca (pgr) 780-412-8512
(ph) 780-233-6500

Program Administrator for Residency Program

Melissa Meaver pedsneo@ualberta.ca (ph) 780-735-5179
(cell) 780-901-4474

Call Schedules

Melissa Meaver (RAH/UAH): pedsneo@ualberta.ca (ph) 780-735-5179
Abid Rizvi (GNH/MIS): abid.rizvi@ahs.ca via email only

NICU Phone Numbers

David Schiff NICU	780-407-6297	Misericordia NICU	780-735-2790
Philip C. Etches NICU	780-735-4647	Grey Nuns NICU	780-735-7037

NPM Trainee Internal Web Page (must have CCID and permission to access this page; Melissa Meaver will give permission once CCID is received)

<https://sites.google.com/a/ualberta.ca/neonatal-perinatal-residency-program/>

University of Alberta website (connect to library, webmail, Beartracks)

<http://www.ualberta.ca>

Resident Well-Being Child Care Resource List

<https://www.ualberta.ca/medicine/media-library/resources/support-wellness/law/images/rwbc-child-care-resource-list-november-2018.pdf>

FoMD Office of Advocacy and Well-being

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

Rotation and Call Schedules

The Master Rotation Schedule

The master rotation schedule aims to balance everyone's clinical and scholarly needs with vacation requests. Any proposed changes to the schedule need to be discussed with the Program Director.

Monthly Call Schedules

Melissa Meaver and Heather Chinnery, Advanced Practice Nursing Manager, are responsible for coordinating call requests and building them into the monthly schedule for the Royal Alexandra Hospital and University of Alberta Hospital NICU sites. Abid Rizvi, one of our Clinical Assistants, is responsible for the call schedule for the Grey Nuns and Misericordia sites. You will be asked for requests usually 2-3 months ahead of time, with a draft of the schedule distributed at least two months prior. Any call switches or changes need to be communicated to Melissa, Heather, and Abid; you also might be contacted if there exist opportunities for extra paid calls.

The schedule conforms to the Professional Residency Association of Alberta (PARA) guidelines. As a first year trainee, you will find that you are on-call approximately 6 calls/month, and as a second year trainee you will have approximately 5 calls/month. This usually includes one Friday/Sunday **AND** one Saturday each month. At times, there may be months where you do a little less or a little more but overall it does balance out. *Signing up for extra calls must not violate PARA guidelines (<https://www.para-ab.ca/>).

Vacations and Personal Days

Statutory holidays are recognized by the program including: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Heritage Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. The schedule of these days is treated like a regular weekend day with regards to start and handover times. If you work on one of these stat days (i.e. you must be scheduled to work the actual Stat day, you may take a day in lieu. This "day in lieu" must be scheduled at least 1 month ahead of time and be granted by the Program Director after submission of the "request for leave" form.

Christmas/New Year's holiday schedule is run like a prolonged weekend. Trainees will receive either Christmas or New Years off. Trainees are given a minimum of 6 continuous days off during this time. Vacation time in block 7 (in addition to the 6 consecutive days mentioned above), is usually not scheduled.

Trainees are contracted to receive three Flex Days and one Float Day during each year of training. The Float Day is meant to be an extra named holiday, scheduled at your convenience. Flex Days are similarly scheduled, but emerged out of negotiations as a means to recompense trainees who are scheduled to be on call the day before a named holiday or service that carries over well into the post-call holiday. To schedule either of these days, you must email the Program Director and Melissa Meaver with your request to take one of these dates. The request **SHOULD BE** made 4 weeks ahead of time. Once approved by the Program Director, you must then fill out the REQUEST for LEAVE form (found on the Internal website) and submit to Melissa for your e-file. Please notify the staff you are on service so that they know you will be away on a given day.

What to do when you are sick

If you know that you are going to be missing work for illness, let the on-service team know as soon as possible so a replacement can be found. In other words, call the trainee or NNP currently on clinical duty. They will notify the staff currently on service. You need to contact your Program Director, Melissa Meaver (RAH/UAH) and Abid Rizvi (GNH) to find a replacement, as well as help facilitate running through the list of available staff to take over the shift. You are not responsible for making up sick days, yet extended time away from service will need to be addressed by the Program Director, and may result in either a leave of absence or days that must be completed as required by the training program.

Living in Edmonton

Finding a place

There are many people who can assist you to find a place to stay – especially your fellow trainees. Since the majority of our training occurs out of the two level III nurseries (the Royal Alexandra Hospital and the University of Alberta Hospital), many people choose to live either equidistant to these centers or near the University of Alberta Hospital. Still, Edmonton is not a huge city and has a fairly good traffic flow so some trainees choose to live in entirely different parts of the cities and make it work.

Edmonton is overall a very safe city. We should say though that the area immediately surrounding the Royal Alexandra Hospital is the “rougher” part of Edmonton so this is perhaps one area to avoid as far as renting or buying a place. The police keep statistics on neighborhood crime if you find that helpful (<http://crimemapping.edmontonpolice.ca/>).

Some useful websites to help in renting or buying include:

- University of Alberta Housing Registry:

<https://www.ualberta.ca/admissions-programs/exchange-programs/incoming-exchange-application-guide/housing.html>

- Kijiji: www.kijiji.ca
- Alberta Apartment and House Rental Classifieds (<http://www.homerent.ca/>)
- Rent Spot (<http://edmonton.rentspot.com/>)
- Multiple Listing Service (<http://mls.ca/splash.aspx>)
- Windsor Park Plaza (<https://www.windsorparkplaza.com>)
- Campus Towers:

https://www.campustower.com/deals/websaver-rate?&utm_medium=paid&utm_source=2023&utm_campaign=websaverrate&utm_content=act&gad_source=1&gclid=CjwKCAjww_iwBhApEiwAuG6ccMFoc-flxYZjciBuuNjLp6Jr5i7Dshwf3xZSe51FAHD_1kN1YldgBoCIwEQAvD_BwE

While you are looking for a place, if you need to provide a mailing address and have not yet found a residence, you may use the Neonatal Administration:

DTC 5027, Neonatal Intensive Care Unit
Royal Alexandra Hospital
10240 Kingsway Ave
Edmonton, AB
T5H 3V9
Phone: 780-735-5179

Getting around the city

Many trainees make fellowship work without a car, although the Transit System has its drawbacks. While all of the hospitals can be accessed by bus, currently only the University of Alberta Hospital, Royal Alexandra Hospital and Grey Nuns Hospital are located directly on the Light Rail Transit (LRT) train line; an LRT line to the Misericordia Hospital is currently under construction. If you are interested in public transport, there are subsidized student rates:

- June to August (monthly ticket) – student discount available at University information desks (e.g. HUB mall)
- September to May (U-pass) – opt-in to U-pass and student association on Beartracks, wait for fees to show up on your account, and then get a “sticker” from one of the information desks

Public transit schedules can be found on the ETS (Edmonton Transit System) website (www.takeets.com/).

If you choose to travel by car, there is reciprocal parking available at all sites. This is set up through the parking office. Pass stickers for motorcycles and scooters are only available from the Royal Alexandra Site office. If you are

planning to buy a car, it is quite handy to bring an English translation of your driver's record and insurance. International driver's licenses are accepted during the initial transition period.

If you choose to be really healthy, then there is parking for bikes (Royal Alex - bike cage number is 2531 at entrance of the car park; University – east main entrance (112th street) bike rack).

Enjoying Edmonton

Edmonton is truly a lovely city for working and living. Below is a link to some of the great things you can do in and around Edmonton, places to eat, etc... <https://exploreedmonton.com>

Edmonton has many festivals that run through the summer months. An online calendar lists the dates: <http://exploreedmonton.com/festivals-and-events/summer> . Heritage Days and the Fringe are definitely highlights.

Other nice family oriented events, attractions, and recreation services can be found online at: <https://www.edmonton.ca/attractions-events.aspx>

Although Covid restrictions have recently been lifted, we know covid remains active. Here is a link to the most updated provincial information relating to restrictions: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>.

Your first weeks at work

The orientation schedule will detail your first weeks here. Some of this time will be structured to include introductions, clinical orientations, meet and greet, and so forth. Other times will be open to take care of personal items such as paperwork (see Important Checklist, p.10).

During your initial weeks, you will be “buddied” with another trainee as you learn the nuances of the system. The trainee will be there to help you become familiar with the culture of the NICU as well as the policies and procedures. We recognize that every hospital nursery has a culture, and we want to help you feel comfortable and fit in. Therefore, the buddy system is meant to help with both medical and cultural knowledge.

From a clinical perspective, the only medical equipment you need is a neonatal stethoscope. Stethoscopes can be purchased from the university bookstore or alternatively online (<https://stethoscope.ca/>) has good prices and offers free laser engraving for those of you who misplace your stethoscope from time to time). Most of our sites have bedside stethoscopes but it is nice to have your own when doing a consultation elsewhere.

As far as dressing for work, most people dress conservative semi-casual (i.e. no jeans, yet also no ties). Given the cultural diversity in Edmonton, it is important to not only act but also appear professional. Footwear should be comfortable, quiet for our baby's ears, and allow for responding to STAT Caseroom calls (i.e. no noisy high heels).

Work and Teaching Schedule

University Hospital (David Schiff NICU)

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend /Holidays
0745-0800 Sign over 0730 Cardiology Rounds*	0745-0800 Sign over 0730 Cardiology Rounds*	0745-0800 Sign over 0730 Cardiology Rounds*	0745-0800 Sign over 0730 Cardiology Rounds* (if Jr staff, otherwise AHD)	0745-0800 Sign over 0730 Cardiology Rounds*	0800 Sign over
	0745-0830 Perinatal Rounds (zoom)		0800-0900 Pediatric Grand Rounds	0900-1000 Complex Patient Rounds	0900 Cardiology Rounds*
	0830-0900 Radiology/EEG rounds (unit or zoom)		0830-1230 NPM Academic half day		
0900 NICU rounds	0900 NICU rounds	0900 NICU rounds		1000 NICU rounds	0930 NICU rounds
	1315 Cardiology conf.	1300 Case in Point, RAH-DS complex pt discussion, Surgical rounds	1300-1500 NICU in NICU rounds (Dvorkin/Zoom)		
1600 Sign out rounds	1600 Sign out rounds	1600 Sign out rounds	1600 Sign over rounds (if on-call)	1600 Sign out rounds	

*usually only Neo attends, but sometimes useful as management gets discussed here

Royal Alexandra Hospital (Philip C. Etches NICU)

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend/Holidays
0745 Sign over	0745 Sign over	0745 Sign over	0745 Sign over 0800-0900 Peds Grand Rounds (if interested/relevant)	0745 Sign over	0800 Sign over
	0745-0830 Perinatal Rounds (presentation)	0800 Perinatal Rounds (multi-D discussion)	0830-1230 Academic half day		
0900 NICU rounds	0900 NICU rounds	0900 NICU rounds		0900 NICU rounds	0900 NICU rounds
	1300-1430 BBREATHE Rounds Followed by complex patient rounds (Zoom)		1300-1500 NICU in NICU Rounds (Rm 5030/Zoom)		
1545 Sign out rounds	1545 Sign out rounds	1545 Sign out rounds	1545 Sign over rounds (if on-call)	1545 Sign out rounds	

Monthly schedules are posted on the internal website and e-mailed out by Melissa.

Academic Day

We are very fortunate to have a protected academic day every Thursday. Generally, we attempt to schedule trainees so they are never post-call for academic day. This session is mandatory. If you are unable to attend then it is your responsibility to notify the lead trainee so that the session is not delayed waiting for you to arrive. Sessions tend to begin between 0800 and 0900 hours. We do have themed sessions throughout the year such as:

- Applying Literature to Patient Care (Dr. Jag Bhogal)
- Critical Article Series – monthly (Dr. Law)
- NPM Trainee lunches with Program Director 2-3 times a year to discuss issues
- Research review and “how to” in academic half day from Researchers in Neonatology
- Simulation sessions

NICU in NICU rounds start at 1300 hours. If either academic day or NICU in NICU rounds are cancelled, then we attend service.

Perinatal Rounds and Pediatric Grand Rounds

Perinatal Rounds (Tuesday 0745) and Pediatric Grand Rounds (Thursday 0800) if dealing with neonatal topics are also considered mandatory. Schedule can be found on NPM Trainee Internal home page.

Other Educational Sessions and Assessments

- NRP – provider course in July, then NRP instructor course later in the year
- PALS course - during your orientation week
- Resuscitation Stabilization Team (RST) Course (1st year) and RST Refresher (2nd year)
- Transport call – safety training with STARS (part of AHD)
- Research course – online course/ on site in September from Dept of Peds
- NPM Trainee retreat weekend (once a year weekend away in Jasper for trainees, staff, NNPs and their families)
- Structured Oral Exam (SOE) – November yearly
- OSCE – U of A practice OSCE once/year in January/February in Edmonton and National OSCE for 1st and 2nd year trainees in the spring
- American Pediatric Board Specialty In-Training Exam (ABP SITE) – Feb/March yearly
- Multi-disciplinary simulations every month in-unit
- Cross Canada Rounds are broadcast by Telehealth/Zoom from the different neonatal programs approximately four times per year and are also mandatory.

There is a document that helps outline all the important dates and deadlines called Year at a Glance. The most up to date version can be found on the internal website (CCID and Permission required): <https://sites.google.com/a/ualberta.ca/neonatal-perinatal-residency-program/>

Multiple educational resources are available on our internal website including lists of recommended readings and access to online resources such as NeoReviews. There are also small libraries of reference texts at the University and Royal Alexandra Hospital NICUs for reading. These texts should not be removed from the NICU.

Overview of Available and Mandatory Teaching Sessions

Time and Location	Teaching Session	Comments
Tuesday 0745 - 0830 hours RAH (Teleconferenced to UAH, GNH, MIS) or Zoom	Perinatal Rounds	Discuss with Team 4 (RAH) or Team 2 (UAH) neo if there are cases that may be discussed that would be of interest
Wednesday 1300 hours	Case in Point, RAH-DS complex patient discussion, Surgical rounds	Strongly encouraged to go to them
Wednesday (approx x4/year, around noon) Teleconferenced to RAH/UAH/GNH/MIS or Zoom	Cross Canada Rounds	Mandatory
Wednesday afternoon (1-2 x/year)	Dept of Peds Common Academic Retreat	Mandatory (communication, professionalism, teaching, quality improvement, etc.)
Thursday 0800 - 0900 hours UAH (Teleconferenced to RAH, GNH, MIS) or Zoom	Pediatric Grand Rounds	Mandatory if neonatal topics, otherwise as interested and work in NICU completed
Thursday 0830 - 1230 hours as per teaching schedule	NPM Trainee Academic Half Day	Mandatory
Thursday 1300 - 1500 hours	NICU in NICU Rounds	Mandatory

Studying Together

It is a great opportunity for you as a trainee to make a study group to study for the SOE or the OSCE, or to concentrate during your research blocks. There are some nice places around in the hospital like the main library, and university facility with seminar rooms that can be booked by occupants. And you can utilize it by booking online or onsite using your CCID account for max. of 2 ½ hrs per person (so you as a group can use it for a full day). There are also quiet study spaces available in the Department of Pediatrics on the 3rd floor of ECHA, as well as study rooms that are available to book on various floors in ECHA.

In addition to the Library, Knowledge Common (KC) which is located at 1C.109 on the first floor of KEC. 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. To book, please use link below:
<https://www.library.ualberta.ca/services/book-study-space>

Important Checklist

There is a whole bunch of paperwork that you will need to complete during your initial weeks, some of which must be done on your own time. Others will be facilitated through sessions (schedule to follow). Here is a checklist of things to do on your own time. Melissa is the main contact to help answer any questions for this paperwork:

- **Obtain an Education License, the College of Physicians & Surgeons of Alberta (CPSA)** - This is mandatory prior to starting clinical practice. A number of documents are required (including your letter of engagement). Website is: <http://www.cpsa.ca/>
- **Obtain Malpractice Insurance, the Canadian Medical Protective Association (CMPA)** - This is also mandatory and requires a fee that can be automatically debited from your account. Necessary documents including letter of engagement from program, PCRC (physician credential registry of Canada if international graduate), and license from the CPSA. The website is <http://www.cmpa-acpm.ca/>
- **Obtain a Canadian Bank Account** - You will be paid by direct deposit. Make sure to obtain a “void” cheque before the PGME orientation session below as it is at this when payroll is set-up. Also many banks require a photocopy of your Letter of Engagement (your contract document), passport, and work permit, in setting up a mortgage, line of credit, etc. so be sure to bring it to your bank. It is recommended to bring an international credit card as it can take some time to apply and obtain a good credit card in Canada (i.e. some agencies require a period of living in Canada prior to application)
- **Obtain a Social Insurance Number (SIN)** - This is a nine-digit number that you will need to work in Canada, and to have access to certain government programs. Application is online (<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>). Bring the completed application form as well as necessary original documents (certified copies of identification and status in Canada, employment authorization, passport, etc.) to Canada Place (9700 Jasper Avenue). You will also need your SIN for the PGME orientation session below to set up your payroll.
- **Register with the University of Alberta** - This is done online through Beartracks (<https://www.beartracks.ualberta.ca/>). There is a tuition/registration fee of approximately \$1000 that you are responsible for paying by the end of September.
- **Complete a Security Check** - All trainees must complete a Police Information Check. The forms are available online: <http://www.edmontonpolice.ca/communitypolicing/operationalservices/policeinformationcheck.aspx>. If you are an international trainee, you will need a translated history wellbeing / criminal record. You must bring the completed application and required documents in person to the Police Information Check Section (9620 – 103A Ave).
- **Hospital ID badge** - Obtain separate identification (ID) badges for the University of Alberta Hospital and Royal Alexandra Hospital from security offices. Neonatal Admin can provide you with a temporary badge, and there is often time at either the PGME orientation session or during some other day to get this done.
- **Read NRP Manual** - The first weeks are quite busy so it is imperative that you read the Neonatal Resuscitation Program (NRP) Manual prior to your certifying course. The NRP course will be scheduled in your first couple weeks of training by Melissa Meaver (books can be signed out during orientation week or are available online, and Melissa will send all information via email prior to the course).

The **Postgraduate Medical Education (PGME) Orientation & Registration session** is an important mandatory session. This session is for all incoming Residents and Fellows. It is at this session that you will fill out the forms for such things as a university student ID card (one card), parking, payroll, benefits, insurance, personal healthcare number, pagers, etc.... Please note that malpractice insurance is compulsory (www.cmpa-acpm.ca). Also note that there is a delay in your initial pay such that your first pay deposit will not arrive until the end of July.

Things you need to bring are:

- some form of picture ID
- a cheque from your bank to facilitate direct deposit of your pay
- proof of residence and documents for dependent persons (spouse, children), proof of their entry into Canada/permit
- ideally SIN number
- record of immunizations (hopefully all updated prior to start by Canadian calendar)

Please ensure Melissa Meaver receives copies of all your documentation (e.g., CCID, Travel Visa, Permits, license, CMPA Insurance, mailing address and contact phone number) to keep on file (not including banking information, SIN #, or private documentation)

Passwords

Melissa will help ensure you have passwords and access to the various computerized medical records. As you receive these passwords, keep a list as some passwords you will use infrequently or only at certain hospital sites and therefore may be inadvertently forgotten:

Alberta Health Services (email, computer login, Connect Care)	log-on:	Password:
University of Alberta CCID (University email, beartracks, etc.)	log-on:	Password:
NetCARE (electronic medical records)	log-on:	Password:
PACS (computerized x-rays, CTs, MRIs)	log-on:	Password:
Xcelera (echo)	log-on:	Password:
VAX (Royal Alexandra computer system)	log-on:	Password:
RAH photocopier code	code: 4665	
RAH office code (generic office code)	code: 24681*	

Access Codes (to the rooms)

- UAH Trainee on-call room: use your access card
- RAH Trainee on-call room: use your access card
- Administration area after hours (DTC 5027): **24681***
- GNH Doctor's room: **Same as room #***

There are a number of organizations that will get your email and offer you memberships. Before you spend your money, we encourage you to ask one of the other Trainees a little bit about the organization.