Department of Family Medicine Policy

Policy Name:	Preceptor File Review
Application/Scope:	Internal Members of the Department of Family Medicine, University of Manitoba
Section:	Finance and Administration
Approved Date & Approved By:	April 26, 2023 Executive Management Committee, Department of Family Medicine
Review Date:	Five years from the approved date

1. Purpose

    1.1 This policy provides a reference for the department's completion of a Preceptor File Review (PFR) which occurs during the Nil-Salaried Appointment renewal process for any Preceptor in the Clinical Teacher and/or Instructor stream. This policy was created in response to an Academic Affairs requirement for a review date on their documentation.

2. Definitions

    2.1 NSA or NIL – Nil-Salaried Appointment, a university requirement for those who precept, teach, or instruct UManitoba learners.

    2.2 CMS – Curriculum Management System, the University utilizes a CMS as a community-source platform to provide learners, instructors, and curriculum administration with a way of accessing, interacting, and managing information within a unified environment. At the time of this policy's creation, Entrada is the CMS being utilized.

    2.3 Preceptor Feedback Report – PGME learners utilize the CMS to complete anonymous feedback about their Preceptors, Teachers, or Instructors.

    2.4 Event Evaluation – learners who attend academic events utilize the CMS to complete anonymous feedback about their Preceptors, Teachers, or Instructors. Academic events can be any of the following: Academic Day, Academic Half Day, or Undergrad Session.

    2.5 UG Evaluation Reports –UGME learners complete anonymous feedback regarding their rotation for each academic period.

    2.6 Keep It Up – University learners and staff are given the option to provide positive feedback about their experiences to the Office of Professionalism.

    2.7 Faculty Personnel File – the Department of Family Medicine Shared drive houses this secured folder with information pertaining to academic appointments. Access is restricted to the following positions in the department:

    > Confidential Admin to Department Head
    > Managing Director
    > Manager, Finance and Admin

Finance and Admin Assistant
Administrative Service Coordinator
MPAS Program Coordinator
Education Manager
Projects & Program Evaluation Coordinator

2.8 Master Database – An Excel database housing information on all the Academic Appointments held in the Department of Family Medicine. This database is utilized by the Administrative Services Coordinator to track academic appointments and is securely stored in the Department of Family Medicine Shared drive.

3. Policy Statements

3.1 The Department Head will ensure that the Preceptor Feedback Reports and UG Evaluation Reports are shared with the Projects & Program Evaluation Coordinator, who in turn will ensure they are securely stored in each Preceptor's Faculty Personnel file.

3.2 The Projects & Program Evaluation Coordinator securely stores all Event Evaluations in each Preceptor's Faculty Personnel file.

3.3 The Projects & Program Evaluation Coordinator securely stores all information obtained from the Office of Professionalism regarding Keep It Up reports in the Department of Family Medicine Shared drive.

3.4 The Administrative Services Coordinator will conduct a Preceptor File Review, referring to the appropriate folders in each Preceptor's Faculty Personnel file as needed. The date this review takes place will be recorded in the Master Database and on forms as required by Academic Affairs.

4. Procedures

4.1 Procedure details regarding this policy can be found in the Department of Family Medicine Shared drive, under Policies & Procedures\Nil Salaried Appointments.

5. Policy contact

5.1 Administrative Coordinator for the Department of Family Medicine
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REFERENCES
https://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/media/PGME_Evaluation_of_Faculty_by_Residents_Policy.pdf