

Guideline Name:	Learners Wellness and Resiliency Activities
Application/ Scope:	All Family Medicine Learners in the Family Medicine Postgraduate Education & Master of Physician Assistant Studies Learners
Approved Date & Approved By:	<ul style="list-style-type: none"> February 3, 2021: Executive Management Committee, Department of Family Medicine January 26, 2020: Finance and Administrative Services Committee, Department of Family Medicine January 20, 2020: Residency Program Committee, Postgraduate Medical Education (PGME) January 13, 2020: Resident Wellness and Resilience Subcommittee, Postgraduate Education, Postgraduate Medical Education (PGME)
Review Date:	Five years from the approved date
Revised Date:	

1. BACKGROUND AND REASON FOR GUIDELINE

- 1.1 The Department is in support of the learner’s wellness and resiliency through a combination of academic sessions (during academic half-days/ academic days), wellness group activity, site and system-specific feedback and recommendations, as well as promoting more informal learner led wellness/bonding activities.
 This is to be also in the alignment to the [College of Family Physicians of Canada](#) (CFPC) Standards of Accreditation for Residency Programs in Family Medicine (The Red Book) for the resident wellness and resilience.
- 1.2 This guideline provides guidance and process to learners’ wellness and resiliency activities support/expenses reimbursement adhering the Rady Faculty of Health Sciences and University of Manitoba policies and procedures.

2. DEFINITIONS

- 2.1 Stream: A grouping of family medicine programs that have similarities based on a geographic or target population context, used to facilitate education planning and delivery (resident selection, academic requirements, educational activities, policies, etc...). Streams include:
- Bilingual
 - Rural
 - Northern
 - Urban
- 2.2 Local Program: The locally system that enables clinical and academic activities and supports designed to help residents/learners achieve the program’s articulated family medicine competencies. Local Programs include:
- Bilingual
 - Boundary Trails
 - Brandon

- Parkland
- Portage la Prairie
- Selkirk/Interlake
- Steinbach
- Northern Remote
- Thompson
- Access Fort Garry
- Access River East
- Access Winnipeg West
- Kildonan Medical Centre

- Family Medicine Enhanced Skills Programs

- Master of Physician Assistant Studies (MPAS)

2.3 Learning Sites: A hospital, clinic, or other facility used for educational experiences. In family medicine, learning sites vary in purpose. There are sites that serve as the resident’s home base (Home Clinic) during the residency and are usually where the resident’s primary preceptor and education director are located.

3. GUIDELINE AND PROCEDURE:

3.1 The [Rady Faculty of Health Sciences](#) and [University of Manitoba](#) policies and procedures must be followed.

3.2 Below is the pre-approved list of wellness & resiliency activities.
 The current approved baseline is \$60 / learner / academic year ***subject to changes*

- Group activity: Invited speakers/instructors for wellness (i.e. financial planning/budgeting sessions with experts, meditation, etc...)
- Group activity: Food / Drink (non-alcohol) related to group bonding activities (i.e. group study sessions, journal club, other social/team bonding or building activities, book clubs, spiritual activities)
- Group activity: Group Fitness (i.e. yoga, jogging, cycling, kickboxing, etc...)
- Group activity: Group Therapy (i.e. pet therapy, art therapy, music therapy, etc...)
- Group activity: Virtual sessions (i.e. virtual speaker, online games, etc...)
- Group activity: Social activities (**alcohol is not part of reimbursement)

3.3 Wellness Resident Representatives submit a proposal via the Wellness and Resiliency Activity Fund Request Form including the wellness & resiliency activities details by the deadline to get the fund.

Submission Deadline: May 14.

If the request is above the approved baseline and/or outside the above pre-approved list, the request must be reviewed and discussed at the Resident Wellness and Resiliency Subcommittee for a mutual decision/approval before the activity. Requests for support of individual activities will be considered under circumstances where group activities are not feasible.

For MPAS, the student representative submits a proposal/request to the MPAS Program Director for review and approval.

3.4 Alcoholic beverages are not part of reimbursement.

3.5 Documentation of expenses claim must be comprehensive and the original detailed receipts or other original documents must be scanned and attached to the claim. The claim, electronic attachments, and electronic approvals constitute the complete and original claim.

3.6 In the case of a lost or missing receipt the claimant must complete a Missing Receipt Affidavit in order to claim the expense.

3.7 Procedure:

1. A wellness resident representative completes & submits the proposal via the “Wellness and Resiliency Activity Fund Request Form” to the Chair of the Resident Wellness and Resilience Subcommittee & Education Manager by the deadline.

For MPAS, the student representative completes & submits the proposal via the “Wellness and Resiliency Activity Fund Request Form” to the MPAS Program Director for review and approval.

The claim request must be fully supported with supporting documents (i.e. agendas, itineraries, receipts, etc...)

2. The complete proposal / form is reviewed and submitted to the Department of Family Medicine Finance and Administrative Services DFMFINANCE@umanitoba.ca
3. The Family Medicine Finance office proceeds forward with the fund transaction to the local program.
4. If the request is above the approved baseline and/or outside the above pre-approved list, before the activity, the wellness resident representative completes & submits the “Wellness and Resiliency Activity Fund Request Form” to the Chair of the Resident Wellness and Resilience Subcommittee & Education Manager. The request is reviewed and discussed at the Resident Wellness and Resiliency Subcommittee for a mutual decision/approval. The decision is then communicated to the Family Medicine Finance and Administrative Services for processing the fund transaction if approved.

For MPAS, the student representative submits the request to the MPAS Program Director for review and approval.

3.8

Deposit: When the local program representative has a fund to deposit to the central account, the representative submits the deposit details to the Department of Family Medicine Finance and Administrative Services DFMFINANCE@umanitoba.ca

The Department of Family Medicine Finance and Administrative Services Unit helps complete the deposit process.

3.9

Periodic Report: The Department of Family Medicine Finance and Administrative Services office generates the periodic report(s) of the account

4. REVIEW AND EFFECT ON PREVIOUS STATEMENTS

- 4.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 4.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

5. POLICY CONTACT

Please contact the Department of Family Medicine Finance and Administrative Services DFMFINANCE@umanitoba.ca with questions regarding this document.

6. REFERENCES

- [University of Manitoba](#) policies and procedures
- [Rady Faculty of Health Sciences](#) policies and procedures
- [DFM Wellness and Resiliency Activity Fund Request Form](#)