
Huntsville
Physicians
Local
Education
Group
Policy &
Procedure
Manual



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Purpose and Guiding Principles of the Huntsville Physicians Local Education Group

In accordance with the Northern Ontario School of Medicine University's (NOSM) distributed medical education model, the Huntsville Physicians Local Education Group (LEG) is a not for profit organization comprised of physician clinical faculty who have joined together to assume responsibility for the provision of components of NOSM's current academic mandate.

As defined by the Northern Ontario Academic Medicine Association (NOAMA), on their website, "LEGs are self-organized groups of NOSM clinical faculty who are responsible for providing selected medical education services at the undergraduate and/or postgraduate level. LEGs also support other academic activities such as professional development, research and clinical innovation. As an independent organization, NOAMA administers the LEGs Initiative, through a negotiated agreement between the Ministry of Health and Long Term Care (MOHLTC), the Ontario Medical Association (OMA), the Northern Ontario School of Medicine (NOSM), and the Physician Clinical Teachers Association (PCTA)."

In order to be a Huntsville Physicians LEG member, physicians must be NOSM Faculty and have signed a declaration and consent form from the Physician Clinical Teachers Association and the Associates Subscription Declaration form – hospital privileges are not required. For a complete description of physician obligations, please refer to the bylaws outlined in the bylaw agreement.

The Huntsville Physicians LEG has a mandate for full transparency – any member can have access to meeting minutes, including executive meetings and financials, at any time by simply sending a request to the LEG Lead or LEG Financial Administrator.

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In accordance with the Huntsville Physicians Local Education Group Association Agreement, the Executive is comprised of eight physicians, each serving a 3 year term. Executive members can be re-elected for further three-year terms. Executive membership must include 3 or 4 family medicine Physicians, the NOSM Site Liaison Clinician (SLC) and the remaining Executive members are to be representatives of diverse specialties.

Decisions of the Executive membership will be made by a simple majority and the vote is to occur at the Annual General Meeting (AGM) every 3 years. A request for expressions of interest in joining the Executive is to be emailed to all members a minimum of 60 days prior to the AGM. Responses to the expression of interest are to be received a minimum of 30 days prior to AGM to allow the current Executive to determine who would like to put their name forward for re-election. If no requests are received in this time frame, an on floor election may occur to fill any vacancies. Mid-term vacancies will be filled at the discretion of the LEG Executive.

The Executive elects the following positions:

LEG Lead/Chair. See the job description for a detailed overview of responsibilities (Appendix I). This position is paid \$15,000 annually.

Research Lead. This individual is required to sit on the Regional Research Executive and oversee the performance of the Regional Research Coordinator including an annual position discussion. This position is also responsible for promoting research among LEG members. Additional responsibilities may be added as research continues to involve in our community. This position is compensated \$6000 annually.

Financial Lead. This position is responsible for overseeing and approving all LEG payments and reviewing the annual financial statements with the LEG Financial Administrator. This role also includes an annual position discussion with the Financial Administrator. Additional responsibilities may be added as the role of the LEG continues to involve in our community. This position is compensated \$6000 annually.

Education Lead. This position is responsible for overseeing the LEG supported faculty education and development opportunities and community engagement initiatives. This role is also responsible for overseeing the Education Coordinator including an annual position discussion. Additional responsibilities may be added as education continues to involve in our community. This position is compensated \$6000 annually.

The relationship between NOAMA, NOSMU and the LEG is a closely connected one. Therefore, the Executive elects to compensate the NOSMU SLC \$6000 annually for their active participation in LEG

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activities which extend beyond that of Executive meeting attendance. See Appendix II for the NOSM SLC job description.

LEG Executive members are not required to invoice the LEG for Executive meeting attendance. The LEG Financial Administrator will issue these payments according to the attendance record in the meeting minutes on an annual basis.

Effective July 2019, the Executive Leads and SLC will no longer be paid stipends to attend meetings. Payments to the holders of these positions are to be made in June. These positions and the corresponding compensation are to be reviewed every 3 years.

Policy: Retention of Individuals to Assist with the Administration of the LEG	Originally Approved: November 27, 2019
	Reviewed/Amended: January 16, 2024

Individuals who provide any services to the LEG will do so as independent contractors, not employees. The specific terms and conditions of the contracts will be agreed upon on an individual basis.

The LEG elects to retain a LEG Financial Administrator to oversee all bookkeeping matters on a permanent basis.

Effective August 18, 2021 all independent contractors are required to provide the LEG with the receipt for a criminal record check including a vulnerable sector screen on the first day of their contract.

Policy: Annual General Meeting (AGM) Requirements	Originally Approved: November 27, 2019
	Reviewed/Amended: January 16, 2024

Annual General Meetings (AGM) will be held in September.

The quorum to transact business at AGMs shall be one-half of the physician members plus 1.

Voting at AGMs shall be as follows:

- Decisions shall require a majority vote (50% + 1) of physicians present at the meeting or voting by proxy (see Appendix VI for proxy form).
- Decisions on financial matters of greater than \$10,000.00 require a majority vote by physicians present or voting by proxy; proxies can be obtained from the website or one of the LEG administrators. The LEG Executive will be responsible for financial decisions up to and including \$10,000.00. These decisions will still require a 50% plus 1 majority vote of Executive members.
- Amendments to the LEG’s Governance Agreement require a 2/3 majority vote by physicians present or voting by proxy.

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- Voting by electronic means is permitted.

An overview of the previous year’s financial activities is to be shared with members and the next year’s annual budget is to be presented for approval at the AGM.

A summary of the year’s academic, clinical and research activities are to be given at the AGM.

The SLC is to review clerkship learner level expectations at this meeting.

Policy:	Incidental Payment for Contract Positions	Originally Approved: November 27, 2019
		Reviewed/Amended: January 16, 2024

The LEG will reimburse the Regional Research Coordinator for the cost of accommodations and fuel for visits to our area. The Regional Research Coordinator is required to submit receipts for reimbursements to be processed. This policy is to be reviewed should the person in this position change.

The LEG will cover the cost of hospital parking for all independent contractors.

Policy:	Huntsville LEG Administrative Staff Professional Development Policy	Originally Approved: May 14, 2024

The Huntsville LEG encourages professional development among our administrative staff members.

Requests for professional development funding will be considered on an individual basis after written submission from the administrative member.

A total of \$2500 per year per member will be made available (funds allowing), to each administrative member. This includes our Education Coordinator, Financial Coordinator, and Site Liaison Assistant, Research Coordinator.

Policy:	Accounting Procedures	Originally Approved: May 27, 2020
		Reviewed/Amended: April 25, 2025

The fiscal year of the LEG is July 1st- June 30th.

An annual reconciliation, year end funds with a minimum amount \$20,000 or more at the discretion of the Executive Committee, will be performed using the Johnstone formula (see appendix III). This involves dividing 50% of any surplus funds equally among the number of active teaching members of the LEG for that year. The other 50% is divided by the number of learner months for that year and

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distributed among the preceptors in proportion to the amount of clinical teaching they did in that clinical year.

While NOAMA has not required that a Notice to Reader be completed since 2018, the LEG elects to have one completed every five years. The other 4 years of the cycle, the LEG elects to have a bookkeeper review their accounting and payments by performing a reasonability check to verify that everything looks correct and accurate

All payments are to follow a two-step approval process before any money can be released. The payments are setup electronically by the LEG Financial Administrator and must be approved by either the LEG's Financial Lead or the LEG Lead.

Both the LEG Lead and the Financial Lead are to have signing authority on the LEG's bank account.

All cheques must be signed by either the Financial Lead or LEG Lead.

The LEG agrees to act as a flow through for all awarded research grant money provided that the LEG Financial Administrator is given a detailed budget of how all funds are to be allocated.

Policy: Payments to Huntsville LEG Members including billable HST
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Originally Approved: May 27, 2020

Reviewed/Amended: Dec. 12, 2025

Clinical Teaching Payments Rates: Postgrad: \$75 for a full day, Undergrad: \$125 for a full day

- If a learner works with preceptors other than the preceptor of record, the LEG Financial Administrator must be notified by email in order to get paid. If not notified, the complete payment will be sent to the preceptor of record. In cases where a learner is assigned to a group, the LEG Financial Administrator will email the group lead to find out who should be compensated for the rotation. For the anesthesia group, payment will be according to SharePoint shifts unless notified otherwise.
- Emergency department physicians are to be paid \$100.00 for the orientation of a learner on the first shift of a rotation and \$100.00 for the completion of the learner's evaluation(s). If any funds remain from the \$1000 received for the block elective rotation, they are to remain in the LEG account.
- There is no payment from the LEG for NON NOSM approved elective learners unless the learner has been pre-approved by the LEG.
- When family medicine residents do the occasional ED shift, the ED physician will be paid at the normal rate for this shift. Payment for these shifts will come out of general funds and not docked from the family medicine preceptor remuneration.

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- Payment for teaching Learners during their Assessment Verification Period (AVP) phase and learners in remediation will be \$150.00 per day.

Members will be compensated for attendance at LEG related meetings or other LEG activities. Payment will be at the OMA rate and requests for reimbursements must be pre-approved by the Executive and not compensated from any other source.

Members are strongly encouraged to provide direct deposit information (via a PAD form or void cheque) to the LEG Financial Administrator so that payments can be made on a regular basis. Otherwise, the LEG member will only be paid annually due to the extra work involved in issuing a cheque. Members may update their banking information at any time by providing the LEG Financial Administrator with the new information.

HST

The Huntsville Physicians LEG agrees to pay applicable HST to LEG members for non-teaching activities provided that; the individual submits an invoice to the LEG Financial Administrator for the HST.

The Huntsville Physicians LEG elects not to register for a business number so that HST could be recouped.

Policy:	Funding Requests	Originally Approved: November 9, 2018
		Reviewed/Amended: February 14, 2025

Funding requests are only open to Huntsville Physician LEG members. The Huntsville Physicians LEG requires that the standardized innovative funding request form (Appendix IV) be completed and submitted to the LEG Executive for consideration for all types of funding requests. Members can find this form in the 'Members Only' section of the Huntsville LEG website as well as request a copy from the LEG Administrative Assistant

The Huntsville LEG Executive will consider each funding request on an individual basis at an Executive LEG meeting and will respond to the applicant with a formal letter outlining their decision and any funding conditions.

Examples of types of eligible requests that may be submitted:

- Equipment to aid in research or student education
- Funds for education/ conference attendance (see subsection A of the policy)
- Remuneration for academic sessions with learners

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- Accreditation costs (see subsection B of the policy)

Examples of Ineligible types of requests:

- Standard Courses, such as ACLS, ATLS, etc.
- CME for the purpose of continuing education of the LEG member, except in the area of faculty development

Subsection A: Additional Criteria for Education/Conference Attendance

1. Request must be made at least 6 weeks prior to the educational session and there will be no retroactive compensation for any educational event or academic teaching done prior to approval.
2. The educational session must enhance LEG member faculty skills in: education, leadership, teaching, or research skills.
3. Funds are to be spent on direct costs of the educational activity (i.e. registration, transportation and accommodations). All invoices will be required before the release of funds.
4. A majority vote from Executive members present when the request is reviewed will be required for the granting of the funds. In the event of a tie vote, the LEG Lead will make the decision.
5. The maximum amount for each submission is \$1000.00 per day and \$2000.00 per event.
6. Requests will be dealt with on a first come, first served basis. Maximum annual funding will be \$10,000.00.
7. Applications will automatically be denied if a similar PCTA grant has already been approved.
8. Any of the remaining \$10,000 will remain with the LEG at year end.

Subsection B: Additional Funding Criteria for Accreditation Costs

1. Request must be made at least 12 weeks prior to the session to ensure there is sufficient time to complete the accreditation application if approved. The Executive meets on average every 4 weeks and it takes 4-6 weeks to hear back from NOSM once an application has been submitted.
2. The educational session must enhance LEG member faculty skills in: education leadership, teaching, clinical skills or research skills.

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3. A majority vote from Executive members present when the request is reviewed will be required for the granting of the funds. In the event of a tie vote, the LEG Lead will make the decision.
4. The description of the event should indicate which College(s) the applicant is seeking accreditation from.
5. Requests will be dealt with on a first come, first served basis. Funding for these non-LEG Executive planned events will come from the money allocated to education/conference attendance which has a maximum annual funding of \$10,000.00. LEG contractors will provide administrative support for accreditation applications approved by the Executive. The cost of the administrative support is to be deducted from these allocated funds.
6. Any of the remaining \$10,000 will remain with the LEG at year end.

Policy:	NOSM Clinics	Originally Approved: November 27, 2019
		Reviewed/Amended: January 16, 2024

In order to use the clinic space in the NOSM building the clinic must meet the following criteria:

- The physician must have a student present and treat the session as a learning opportunity.
- Patients are to be pre-registered for the clinic. LEG administrators are only available to assist with day of administrative tasks (checking health cards and handing out parking tokens).

Any physician interested in starting a NOSM clinic with learners is required to submit a formal request to the Huntsville LEG Executive. These will be considered on an individual basis.

Policy:	Learners in the Emergency Department	Originally Approved: November 27, 2019
		Reviewed/Amended: January 16, 2024

From June 1 to Labour Day each year, only residents will be accepted for electives in the emergency department. Undergraduate students are not permitted due to the extensive impact of seasonal residents on the Emergency Department during this time of year.

Policy:	Last Minute Teaching Cancellations	Originally Approved: November 27, 2019
		Reviewed/Amended: January 16, 2024

Preceptors are to be paid if less than 72 hours' notice is given before students cancel a session.

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Policy: Physician Use of LEG Administrators Time for Faculty Promotion Application	Originally Approved: April 29, 2020
	Reviewed/Amended: Jan. 16, 2024

As part of routine procedure, the LEG Financial Administrator will send semi-annual emails to the members requesting a list of individual faculty accomplishments including courses and training. The LEG Financial Administrator will catalogue the submitted information electronically and use it for NOAMA reporting. Members may request an electronic copy of their record at any time by emailing the LEG Financial Administrator. The actual faculty promotion application, however, must be completed by the physician.

Policy: Additional Clerkship Academic Sessions	Originally Approved: April 29, 2020
	Reviewed/Amended: February 20, 2024

All additional clerkship sessions require pre-approval from the Huntsville Physicians LEG Executive as the Executive is responsible for the control of the curriculum.

All requests must be submitted using the approved request template (Appendix IV) which can be found on the Huntsville Physicians LEG website or can be requested directly from the LEG Administrative Assistant.

The request must clearly outline the goals and objectives of the session.

For consistency, compensation will always be offered at the current NOSM academic teaching rate even if compensation is not requested. The current NOSM academic teaching rate is \$200.00 per hour for the first hour and \$150.00 for subsequent hours up to a maximum of \$500.00 per half day or \$1000.00 per day.

Additional Academics (CARs and SIM Lab):

Observer: \$500 (one-time payment by LEG)

As part of succession planning and to encourage preceptor development, observing facilitators are eligible for a one-time payment.

All requests are subject to the conditions (if any) of the approval which are to be outlined in a formal letter sent to the requester. Invoice requirements (if required) will be outlined in the approval letter.

The LEG does not pay preceptors for any prep time required to facilitate a session.

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Surgical Evening payments are capped at \$1000.00 per evening and a maximum of 5 sessions annually. The \$1000 is to be divided equally among the preceptors at the session up to a maximum of \$350 per person (The equivalent NOSM academic teaching compensation).

Patients for the History and Physical Sessions will be paid a \$50.00 stipend for their time and the evaluators will be paid at the current NOSM academic teaching rate. The coverage of these payments is shared with South Muskoka LEG at 50% each.

Policy:	Observership Payments to Preceptors	Originally Approved: June 18, 2024

The LEG agrees to pay preceptors for shifts with observers at the undergrad rate provided the observer has a family, community or research connection. \$5,000.00 budgeted per year.

The observership is to be coordinated by the NOSMU SAC and the types of exposure offered to the observer will be based on other learners in the community and any criteria provided by the specific department. See the NOSMU SAC scheduling instructions for additional information.

Policy:	SIM Lab Use	Originally Approved: September 13, 2024
		Reviewed/Amended:

SIM Lab use policy

The SIM Lab can be made available to Huntsville Local Education Group (LEG) faculty at their request to the LEG’s Education Coordinator. Instruction, orientation, and program design can be requested through the Education Coordinator to a SIM Lab Lead (or designated qualified faculty member). The SIM Lab Lead (or qualified faculty member chosen) will be remunerated for their oversight and instruction at the NOSM faculty teaching rate.

Non-faculty individuals may also request use of the SIM Lab. These requests will be made to the LEG’s Education Coordinator. The decision to grant use will be made on a case-by-case basis. The decision to grant access, and to determine the need for orientation prior to use, will be determined by the SIM Lab Lead (or other qualified faculty member). There will be no cost to the user, but they will have to provide a \$250 access fee, which will be returned upon inspection of the SIM Lab and assurance that no costs have been incurred by the LEG for SIM Lab damage. The cost of any repair for damage above \$250 to the SIM Lab will be incurred by the user.

Non-physician MAHC users are also welcome to use the SIM Lab. A SIM Lab Lead (or other qualified physician) will train any MAHC Education Lead prior to their initial use of the SIM Lab. If that Education Lead position is turned over, then the replacement will receive up to date training by a SIM Lab Lead (or designated qualified physician chosen by the SIM Lab Lead) before the SIM Lab may be used again. The faculty member will be remunerated for their training and oversight at the NOSM faculty teaching rate. When possible the LEG Education Coordinator will notify the SIM Lab Lead of any change to MAHC educators, so that an up to date SIM Lab review can take place with the new educator.

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The SIM Lab Lead and the LEG Education Lead will perform an annual check of the SIM Lab equipment each September. And this policy will be reviewed annually at the same time. Any additions or revisions to this policy can then be brought forward to the LEG executive.

The Education Coordinator will also orient the new Clinical Clerks each September to the physical space of the SIM Lab. Formal instruction will be provided only by a qualified physician when required.

Policy:	Grand Rounds	Originally Approved: April 29, 2020
		Reviewed/Amended: February 20, 2024

Grand Rounds in Huntsville are held on Wednesdays from 0800-0900. These sessions are to be used first and foremost for academic medical education and are open to all including physicians, nurses and other healthcare providers both from the community and Muskoka Algonquin Healthcare as well as members of the hospital’s senior management team.

The Huntsville Physicians LEG does not pay speakers honorariums or travel for Grand Rounds presentations.

Given the size of our current LEG, we aim to have all members present 3 times every 4 years.

In August 2020, the Huntsville Physicians LEG partnered with the South Muskoka LEG to form a Scientific Planning Committee (SPC) to oversee Grand Rounds at both sites of MAHC. This committee is made up of an Executive Member from each LEG who is a Co-Chair of the (SPC) as well as a minimum of 1 LEG member from each college for each LEG and the Education Coordinator who is responsible for preparing and submitting the accreditation application to the NOSM CEPD office. This partnership will be reviewed in 2025..

All Grand Rounds presentations are to be reviewed prior to delivery. In the event that bias is detected, the Program Planning Committee will work with the speaker to try to mitigate the bias. Grand Rounds presentations will only be reviewed for accreditation requirements and not edited for spelling or grammar.

The Huntsville Co-Chair, in consultation with either the Education Coordinator or whomever is coordinating Grand Rounds at the time may act on behalf of the Huntsville Reps on the SPC to make decisions at their discretion for the Huntsville site when required.

In response to the COVID-19 Pandemic, Grand Rounds in Huntsville are now being broadcast via Zoom. Recording of sessions is permitted with the permission of the speaker. Recordings will be stored for two months. Getting together as a group at Grand Rounds is an integral part of the culture and congeniality that has been fostered among staff and we aim to do so again when safely able.

While Grand Rounds began as a Muskoka Algonquin Healthcare initiative, the LEG agrees to cover the cost of CEPD accreditation through both Colleges and oversee the administration of this program to

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ensure that accreditation requirements are met. The LEG agrees to schedule 4 sessions of Morbidity and Mortality Rounds on the Grand Rounds schedule. These sessions are not accredited as part of the Grand Rounds program and the LEG is unable to provide administrative support for these hospital led sessions. If at any time the LEG no longer has administrative or educational support or for any other reason deemed necessary by the LEG Executive – the LEG reserves the right to terminate its role in organizing and running ‘Grand Rounds’ without notice or obligation.

Policy:	Allied Health Speakers at Grand Rounds in Huntsville	Originally Written: August 23, 2021
		Reviewed/Amended: February 20, 2024

All requests to have an allied health professional present at Grounds Rounds in Huntsville (whether requested directly by the presenter or a LEG member looking to have someone fill their rounds slot) require advance approval of the Huntsville representatives on the MAHC Grand Rounds Program Planning Committee.

If approved, there must be a local physician who agrees to be responsible for creating the learning objectives. This physician will also be responsible for reviewing the presentation to make sure it fits the stated objectives, is evidence based and is medically relevant to our physician community. These presentations need to be submitted a minimum of 4 weeks before the scheduled presentation due to the extra due diligence required by the committee to make sure the content is appropriate and to mitigate bias. If the request is not approved or there are concerns with the presentation the requesting physician is still responsible for that Grounds Rounds date.

The steps taken to mitigate bias are to be formally disclosed both verbally and with a slide to the presentation attendees by the physician who agreed to be responsible.

Policy:	Elective Learner Orientation and Evaluation	Originally Approved: April 29, 2020
		Reviewed/Amended: January 16, 2024

All visiting learners are to receive an orientation package one week prior to the start of their elective in our community sent by the Site Administrative Coordinator. The matrix below is to be followed.

Orientation Matrix

	Family Med	Emergency	Anesthesia	IM	Palliative Care	Physiatry	Surgery

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Practice Solutions	Family Med Office	NA	NA	NA	Jamie Laning	Dr. Lapp office	N/A
Hospital EMR	SAC	SAC	SAC	SAC	SAC	SAC	SAC
PACS	SAC	SAC	SAC	SAC	SAC	SAC	SAC
ID badge*	SAC	SAC	SAC	SAC	SAC	SAC	SAC
Send welcome information	SAC	SAC	SAC	SAC	SAC	SAC	SAC
Create Schedule	PP	SAC	PD	PD	Palliative team	SAC	PD
Hospital orientation (30 mins)	PP	NA?	PD	PD	Palliative team	N/A	PD
Office orientation	PP	NA	NA	PD	Palliative team	Dr. Lapp	N/A
Department orientation	NA	PD	PD	PD	Palliative team	NA	PD
End of Rotation evaluation**	PP	Physician with most shifts	PD	PD	Palliative team	NA	PD

PD: Primary Designate - Physician chosen to be lead on elective rotation

PP: Primary Preceptor

SAC: Site Administrative Coordinator

*Reusable ID badges are issued for all elective learners. Only rural residents and clerks receive photo ID badges.

**Evaluation forms are sent to the preceptor via Elantra by the learner.

Policy:	Research by a Non-LEG Member	Originally Approved: November 27, 2019
		Reviewed/Amended: January 16, 2024

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Working with the Regional Research Coordinator is an opportunity that is only open to LEG members. Anyone interested in submitting a research grant proposal must apply to be a LEG member before work can begin on the proposal.

Policy:	Payment for Research Chief Investigator	Originally Approved: April 29, 2020
		Reviewed/Amended: January 16, 2024

Most funding agencies do not allow for payment of the Primary Investigator however, the NOAMA model encourages it at current OMA rates. Typically, the Primary Investigator is compensated for one half day at the OMA meeting rate based on their time commitment for research.

Policy:	Reimbursement for TCPS2 Completion for Research Investigators (Physicians)	Originally Approved: June 20, 2025
		Reviewed/Amended:

Research Investigators (Physicians) will be reimbursed for the completion of their **TCPS2 (Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans)** at a rate of \$150/hour for a maximum of two hours. This is a one time cost as the policy has no expiration date at this time.

TCPS2 Completion is compulsory for all Research Investigators.

Policy:	Hiring of Research Assistants	Originally Approved: April 29, 2020
		Reviewed/Amended: January 16, 2024

Any physician that is a team member of a current research study cannot be involved in the hiring process if their first degree relative (parent, sibling, child, or spouse) is part of the application pool. Additionally, no first degree relatives of the Primary Investigator may be hired to work on their research project.

All hiring of research assistants is done by a panel with prepared questions. All resume and interview evaluations are kept on file.

All research assistant positions are independent contractor positions. While the LEG encourages the hiring of students for research assistant positions, it is not a bona fide requirement.

All research assistants are required to provide proof of their TCPS2 (Tri-Council Policy Statement) training prior to their start date. They may bill 2 hours on their first invoice for this.

Effective August 18, 2021, all research assistants are required to submit the receipt for a criminal record check including vulnerable sector screen on their first day of training. They will be reimbursed for the cost of this from the research project budget on their first pay.

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Policy:	Emeritus Status for Previous LEG Members	Originally Approved: January 20, 2021
		Reviewed/Amended: January 16, 2024

Once per year, during a meeting, the LEG Executive will create a list of all LEG members who have departed the organization within the past year, to discuss, nominate and vote upon emeritus status. The member will be granted emeritus status provided a minimum of 75% of the Executive members present at the meeting vote in favour. If an investigation by either College is ongoing the Executive may choose to defer the vote until the investigation is complete.

A LEG member will be considered ineligible for emeritus status if any of the following events occur:

- I. license to practice medicine in Ontario is revoked; or
- II. academic appointment at NOSM is revoked;

When a LEG member leaves the organization, the LEG Lead will send them one of two letters:

- I. Thank you letter for their contributions
- II. Thank you letter for their contributions, notification of emeritus status designation and instructions on what to do to access the position’s privileges.

Privileges that will be granted to Emeritus Members:

- Continued access to Huntsville Physicians LEG website
- Remain on Grand Rounds mailing list and can attend sessions
- Free attendance at Huntsville Annual Medical Teaching Conference

The process to access the emeritus privileges involves reaching out to the LEG Administrative Assistant who would then send the person the LEG’s confidentiality agreement for emeritus status members (Appendix VIII). Once the form is completed and returned, privileges are granted.

Rational for process:

Emeritus members would no longer be bound by the LEG’s AFP, D&C form or GBIN Confidentiality Agreement so privileges are not automatically granted.

Policy:	Use of the Zoom Studio	Originally Approved: March 31, 2021
		Reviewed/Amended: January 16, 2024

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To support innovative continuing medical education, teaching and research, the Huntsville Physicians LEG has decided to establish a Zoom studio.

The following may use the Zoom studio:

- All Muskoka Algonquin Healthcare Grand Rounds speakers when delivering their Grand Rounds presentations
- All NOSM learners who visit Huntsville for any academic-related event
- All Huntsville LEG Members for any teaching or research-based event.
- All Huntsville LEG Members when speaking at continuing medical education or faculty development events.
- Clinicians for patient related encounters provided a learner is present.

Individuals may request to book the studio by emailing The LEG Education Coordinator who is responsible for managing the use of this space.

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APPENDICES

Originally Approved: November 27, 2019

Reviewed/Amended: January 16, 2024

Appendix I: JOB DESCRIPTION

Position: Huntsville Physicians LEG Lead/LEG Executive Chair

Reports To: Huntsville Physicians LEG Executive Committee

Location: Huntsville

Compensation: \$15,000 per annum

OVERALL RESPONSIBILITIES:

Provide leadership, through the Local Education Group (LEG) executive, to all LEG members to promote and support the three main goals of the Huntsville Physicians LEG. These three goals are to promote and support:

1. Locally led physician research
2. Continuing medical education of LEG members
3. Innovative locally-led medical teaching

SPECIFIC JOB DUTIES:

- Chair regularly scheduled or as-needed meetings of the LEG executive
- Chair an annual meeting of the entire LEG membership
- Work closely with the Site Liaison Clinician (SLC) to ensure integration of LEG activities with NOSM curriculum delivered in Huntsville
- Assist the Education Lead with the Annual Huntsville Medical Teaching Conference as required.
- Work collaboratively with LEG contractors to provide educational deliverables and financial reports to NOAMA
- Work with all LEG executive leads to monitor ongoing activity
- Problem-solve any issues involving LEG activity
- Provide input for annual discussions of LEG admin team positions.
- Attend annual LEG Lead meeting

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Appendix II



Site Liaison Clinician (SLC)

Position Description

Overview

The requirement will be to support Year 3 Comprehensive Community Clerkship (CCC) students and function as a resource support for Undergraduate medical students for the length of appointment.

The Site Liaison Clinician (SLC) will support all community-based learning/teaching activities for the Undergraduate Program including forms collection (program evaluation, student assessment), will act as a contact for learners for issues with respect to educational resources at learning sites and provide a "conduit" to NOSM for problem solving related to Phase 2 of the undergraduate curriculum.

The SLC will act as a resource support for students in the community and liaise with local discipline specific site directors for the Undergraduate Programs. The SLC will also act as a key participant in the Local NOSM Group (LNG).

Specific Responsibilities

1. Respond to queries from local faculty members, other SLCs and learners.
2. Establish and support new clinical sites within the community and support community engagement.
3. Collect and review assessment and evaluation data regarding students and teaching sites.
4. Contact local teachers or potential new teachers.
5. Ensure a safe learning and teaching environment for students
6. Distribute information to students and faculty regarding required elements of course work, track the progress to completion of required elements, including patient case encounters and ensure the remediation of deficiencies identified.
7. Attend Phase 2 meetings on a regular basis and respond to relevant Phase 2 communications via email
8. Maintain current knowledge of NOSM expectations regarding placements.
9. Identify and communicate faculty development needs to the Phase 2 Director.
10. Serve as NOSM's source of information about placements in the community.
11. Educate the community about NOSM's needs through regular attendance at meetings of the Local NOSM Group.
12. Assessment
13. Review Quarterly Progressive Assessment (QPA) results with students and distribute to other faculty (e.g., lead preceptors), as appropriate.
14. Participate, or delegate, in the developing of a students learning plan, if required, following a Quarterly Progressive Assessment (QPA)
15. Advise all NOSM faculty of the following:
 - a. Deadlines related to placement requests; and
 - b. Requirements of the teaching sites (orientation, certificate of confidentiality, etc.).
16. Submit information and materials when due including:
 - a. Placement requests;
 - b. Assessments/evaluations;

Updated: May 2019

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Originally Approved: October 15, 2014

Reviewed/Amended: January 16, 2024

Appendix III

JOHNSTONE FORMULA FOR RECONCILIATION PAYMENTS

Monday, October 13, 2014

Model for distributing LEG funding

Proposal

Step 1 - Identify the number of "learner months" taught in the funding year

Step 2 - Identify the number of LEG members who have been involved in teaching. This can be done by allowing the members to self identify, possibly based on some criteria such as a minimum time spent teaching.

Step 3 - Determine the split of the funding between "learner month" and total number of teachers

Example -

\$90000 funding
90 learner months
30 teachers
50:50 split

$$\$90000 \times 0.5 / 90 = \$500/\text{learner month}$$

$$\$90000 \times 0.5 / 30 = \$1500/\text{teacher}$$

Dr. A. has 3 learners for one month each. Dr. A. has obviously been a teacher. Dr. A. receives $3 \times \$500 + \$1500 = \$3000$


Dr. B. has taught but has had no learner months and receives \$1500

Dr. C. has had 2 learners for two months each (and has been a teacher) and receives $4 \times \$500 + \$1500 = \$3500$

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Appendix IV

	Huntsville Physicians Local Education Group	Request for Innovative Funding Application
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Project Information

Person/Group submitting the request: [Redacted]

Is this a resubmission of a previously funded project? Yes No

Are you currently receiving funding from any other source for this project? Yes No

If yes, who and how much? [Redacted]

Proposed time frame: [Redacted]

1. Description of event – Please include the intended audience

[Redacted]

2. Outline the learning objectives and include an explanation of how this need was determined

[Redacted]

3. Evaluation – All projects must include an evaluation process.

[Redacted]

4. Budget – Total Funds Requested – Please be specific and outline how all funds will be utilized

[Redacted]

Revised February 25, 2020

Re: Evaluation: Please describe how this project/endeavour will impact LEG members, residents, students

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**Appendix V
Huntsville Physicians Local Education Group Travel Expense
Form**

Pay To:		For Office Use Only: Date Received: Total Paid: Date Paid: Authorized By:
Name:	<input type="text"/>	
Address:	<input type="text"/>	
Event/ Course Attended:	<input type="text"/>	

	Date (mm/dd/yyyy)	Description	Total Amount (for duration of Event/Course)
		Mileage _____ km x \$0.66	
		Car Rental	
		Airfare	
		Accommodations (# of nights _____)	
		Parking	
		Breakfast	
		Lunch	
		Dinner	

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Total Due to Claimant:	
------------------------	--

Payee Signature:		Authorizer Signature:	
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Date:		Date:	
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Travel Expense Reimbursement Policy
 The Huntsville Physicians Local Education Group reimburses individuals travelling for LEG related activities at the current NOSM travel rates to a maximum of each submission is \$1000 per day and \$2000 per event.

Updated December 2023

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Appendix VI

SCHEDULE "A"

PROXY

The undersigned Physician hereby appoints _____ as proxy for the undersigned to attend, vote and act for and on behalf of the undersigned at the meeting of the Group to be held on the _____ day of _____, _____, and at any adjournment or adjournments thereof with full discretion to vote this proxy according to the best judgment of the person voting this proxy at the meeting.

If any amendments to or variations of matters identified in the Notice of Meeting are proposed at the meeting or if any other matters properly come before the Meeting, this proxy confers discretionary authority to vote on such amendments or variations of such other matters according to the best judgement of the person voting this proxy at the meeting.

DATED this _____ day of _____, _____.

Physician

NOTE: This proxy must be dated, signed by the Physician, must appoint another Physician as proxy and must state the Physician's name giving the proxy printed in block capitals.

This proxy may be modified to provide specific instructions concerning votes on particular matters to arise at the meeting. In such events, boxes should be provided designated "For", "Against" or "Abstain from Voting" beside a brief description of the matter.

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Appendix VII

Schedule "B"

Associates Subscription Declaration

TO: Huntsville Physicians Local Education Group
(hereinafter referred to as the "Group")

IN CONSIDERATION of the Group agreeing to allow me to become a member of the Group, and other good and valuable consideration, the receipt of which is hereby acknowledged, I hereby declare and agree as follows:

1. I have been provided with an electronic copy of the LEG governance dated May 6 2013, (hereinafter referred to as the "Agreement"); I have read the Agreement, understand it and have had the opportunity to obtain independent legal advice with respect thereto.
2. I hereby agree to be bound by all terms of the Agreement as a party to the Agreement as if I had signed the Agreement as of the date below written. Without limiting the generality of the foregoing obligation, I also agree as follows:
 - a. I will fulfil all Physicians' obligations;
 - b. In the event that I breach any term of the Agreement, the Group shall have the rights set out therein to terminate my membership in the Group; and
 - c. If I decide to withdraw from the Group, I shall provide the Group with at least two months' notice. I understand that in such event, certain provisions of the Agreement continue to be binding upon me with respect to my ongoing liabilities.

IN WITNESS WHEREOF this Subscription Declaration has been executed by myself on this

____ day of _____, _____

Dr. _____

Witness

If the Physician is a medicine professional corporation, then the voting shareholder must sign and must include the following: "I have authority to bind the corporation." If there are two voting shareholders and who provide AFP activities, then both must sign.

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Appendix VIII



CONFIDENTIALITY AGREEMENT FOR EMERITUS STATUS LEG MEMBERS

This Agreement pertains to the access, use and disclosure of any Confidential Information and material pertaining to the Huntsville Physicians Local Education Group (known as "the LEG")

"Confidential Information" is defined as:

- a) any information found in the 'Members Only' portion of the Huntsville Physicians Local Education Group website
- b) any personal or work-related information and material relating to the LEG's functions, and all persons affiliated with the LEG.

This agreement is applicable to all Emeritus Status LEG members as these individuals are no longer bound by the LEG's Alternative Funding Plan, Declaration & Consent Form or GBIN Confidentiality Agreement.

I would like to access the privileges of the LEG's emeritus status position; therefore I agree to and acknowledge the following:

1. I shall keep in strict confidence any and all Confidential Information provided to me/ or that I may have access to or overhear as an Emeritus Status member of the LEG and in accordance with the laws of Ontario and Canada.
2. I will not attempt to gain access to information to which I am not specifically authorized.
3. I will not alter, destroy or interfere with any information.
4. I shall maintain the confidentiality and security of my website username and password.
5. I understand that a breach of Confidential Information will result in the termination of my Emeritus status position and the privileges associated with this position.
6. Regardless of any changes that may occur to my status and/or other terms of my association with the LEG, I understand and agree that the terms of this Agreement will continue to apply and/or may need to be maintained indefinitely.

I understand and agree to abide by all the conditions outlined above.

Printed Name

Signature

Date

Approved by Huntsville LEG Executive: November 18, 2020

Revised:

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Appendix IX

LEG Admin Team Position Descriptions

The LEGs will continue to grow and evolve to meet the needs of their members and the medical learners in our communities. As such all positions are subject to change and will experience annual fluctuations in hours. The estimates below account for the expected fluctuations.

All LEG Admin Team members are expected to:

1. Assist with onsite Research Assistant supervision in the absence of the Research Administrator
2. Provide onsite day of specialty clinic reception duties in the absence of the Education Coordinator
3. Assist with coverage for vacations and illnesses of other team members
4. Attend meetings and professional development opportunities as applicable
5. Perform other related duties as assigned

LEG Financial Administrator – Reports to HV Financial Lead and SM LEG Lead

Estimated 40-50 hours per month between the 2 LEGS

1. LEG Financials for both Huntsville and South Muskoka
 - a. Manage accountable payable and receivable and maintain all reports (except individual research project budgets)
2. LEG Funding Approval Letters
3. NOAMA Reporting

LEG Administrative Assistant – Reports to HV LEG Lead and SM LEG Lead

Estimated 3-7 hours per week between the 2 LEGS

1. Schedule, create and distribute meeting packages and take minutes for LEG Executive, AGM and Admin Team Meetings
2. Maintain policy and procedure manual
3. Assist Physicians with faculty application and promotion processes
4. Respond to general inquiries from current and prospective members
5. Assist with the coordination of LEG social events
6. Tabulate faculty teaching annually

Education Coordinator – Reports to HV Education Lead and **TBD** member of SM LEG Exec

Estimated 25-35 hours per week

This position is paid through a flow through agreement with the Algonquin Family Health Team. Physician & Community Education

1. Provide oversight to the Physician Grand Rounds Program:
 - a. Send deadline reminders to upcoming speakers
 - b. Review speaker's slides to ensure compliance with CEPD accreditation guidelines
 - c. Communicate with attendees pre- and post-presentation
 - d. Send end-of-year Grand Rounds certificates of attendance
 - e. Annual Accreditation of Grand Rounds Program
2. Weekly facilitation of Physician Grand Rounds (presentations may be in-person and/or virtual)
 - a. Huntsville: Wednesdays, 8-9AM (on-site by 7:30AM)
 - b. Bracebridge: Thursdays, 8-9AM (on-site by 7:30AM)

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3. Organize Physician educational events including accreditation applications when applicable
 - a. Annual Huntsville LEG Conference
 - b. In Situ Sim
 - c. Faculty Development Surveys
4. LEG Newsletters (2-3 per LEG per year)
5. LEG Website maintenance for all areas except research
6. Community Outreach & Engagement Program
 - a. 3-4 x in each community (April/May 2023)
 - b. Promotion, On-Site Coordination

Learner Education

1. Coordinate academic activities for medical learners
 - a. Specialty clinic Administration & Coordination (1-2 hours/week)
 - i. Pediatrics – 1 full day per week all year (Tuesdays)
 - ii. MSK & IM - 1 half day biweekly each from September-March (Wed/Thurs)
 - b. Sim Lab day of support and post session admin. (12 sessions – 6 cases each run twice)
Scheduling of these sessions is done by the SAC.
 - c. Coordinate Semi Annual Complete Observed History and Physical Sessions (September & February)
2. Oversee bookings of NOSM Building spaces (classroom, sleep room, clinic rooms)
3. Learner Exit Surveys for Recruitment Committee

Regional Research Coordinator – Reports to the Regional Research Executive (RRE)*

This is a salaried full-time position funded by the three communities with a bonus structure. It is paid through a flow through agreement with Muskoka Algonquin Healthcare.

**The RRE consists of a LEG Member from each community. They meet semi-annually (Fall & Spring).*

1. Help create research proposals
2. Prepare grants and ethics submissions related to research/teaching development
3. Liaise with clinicians and assist with research methodology
4. Provide training and support around research methodology and grant and ethics submissions to LEG members and NOSMU Learners
5. Liaise with local hospitals (MAHC, WPSHC) for research purposes
6. Liaise with academic and research sections of NOSM University
7. Search for future grant monies and take the lead on applications for such.
8. Create requests for proposals and possible government grant applications (NSERC, CIHR, SSHRC, FedNor, HRDSC)
9. Regular contact with the Huntsville Physicians, South Muskoka and Parry Sound Local Education Groups (LEG).
10. Travel as necessary to represent or meet with LEG members
11. Initiate or participate in special projects
12. Participate in the gathering of data, compilation and presentation of various special reports or projects as requested.
13. Complete semi-annual activity report and submit it to the Regional Research Executive.
14. Act as a role-model of the organizations' values in all work activities
15. Sit on appropriate hospital committees

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Regional Research Administrator – Reports to Regional Research Coordinator

Estimated 20 hours/week with expected growth in late 2024.

1. Supports the Regional Research Program in all 3 communities with:
 - a. Direct on-site research assistant supervision
 - b. IT access for Research Assistants
 - c. Schedule and create meeting summaries for potential and ongoing research projects meetings as applicable
 - d. Review/edit grant applications/manuscripts/ethics applications
 - e. Maintain research content on LEG websites
 - f. Act as a research assistant as required
 - g. Attend meetings as required in the absence of the Regional Research Coordinator

Consultant – Reports to Regional Research Coordinator

Estimated 10 hours/month

1. Maintain individual research project budgets
2. Assist with the hiring of research assistants

NOSM Site Administrative Coordinator – Reports to the HV and BB Site Liaison Clinicians

This is a salaried full-time position funded through NOSM University. This position is paid through a flow through agreement with Muskoka Algonquin Healthcare.

1. Scheduling of all medical learners (clerks, rural residents, electives)
2. Orientation and credentialing of learners
3. Correspond with physicians regarding placement of learners
4. Work with NOSM University for elective student placement
5. Help learners with community concerns and wellness
6. Schedule additional academic sessions for clerkship students

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Shared Local Education Group Admin Positions Organization Chart

