

Coaching and Mentorship Program for Saskatchewan Physicians

Navigate your personal & professional growth | Program Manual

C M P A S



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Table of Contents

Acknowledgements.....3

 Program Funding and Development..... 3

 Program Content..... 3

 Program Steering Committee 3

VISION, MISSION & OVERVIEW4

 Core Principles 4

 Program Goals..... 5

DEFINING CoMPAS ROLES6

 What is Coaching?..... 6

 What is Mentoring? 6

 Types of Coaching/Mentoring Activities..... 6

 What is a Personal Learning Plan (PLP)? 7

WHAT DO YOU NEED TO KNOW?.....7

 What's Offered..... 7

 Program Fee..... 7

 Eligibility, Inclusion Criteria..... 8

 Time Commitment 8

 Applying to the CoMPAS Program 9

CoMPAS PROCESS9

REMUNERATION11

 Coach/Mentor Payment 11

 Coachee/Mentee Payment 11

 Travel Reimbursement Rates..... 11

ACCREDITATION.....12

OTHER PROGRAM INFORMATION13

 Privileging..... 13

MEDICOLEGAL CONSIDERATIONS13

CoMPAS TEAM CONTACT INFORMATION.....14

APPENDIX: Optional Resources14

Acknowledgements

Program Funding and Development

This project was developed and is operated by the University of Saskatchewan, College of Medicine's division of Continuing Medical Education (CME), in partnership with the Saskatchewan Medical Association (SMA), College of Physicians & Surgeons of Saskatchewan (CPSS), and the Saskatchewan Health Authority (SHA), with support from the College of Medicine Faculty Development. Funding for CoMPAS was provided by the SMA and Saskatchewan Ministry of Health (MoH).

Program Content

CoMPAS is grateful for and acknowledges the support and guidance we received from the CAMP Program at the University of British Columbia Continuing Professional Development Division. Their collaboration and generosity around program materials and the input CoMPAS received about program design, structure, organization, and evaluation has been invaluable. We formally express our gratitude.

Program Steering Committee

CoMPAS is grateful for and acknowledges the support and guidance we received from the following:

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VISION, MISSION & OVERVIEW

Welcome to the Coaching and Mentorship Program for Saskatchewan Physicians (**CoMPAS**).

CoMPAS was established to create and support professional connections and relationships amongst physician peers. It is open to all physicians in their first five years of practice in Saskatchewan (Coachee/Mentee), regardless of their scope of practice, specialty of practice or their practice location (rural or urban). We hope that each Coach Mentee Pair (CMP) feels more ready for the practice of medicine, and connected to the community you serve in. We endeavor to onboard Saskatchewan Physicians as Coach/Mentors (+5 years of practice in Saskatchewan), who we will support to be ready to help their new to Saskatchewan peers become more successful in the first years of practice. We have a dedicated administrative team and physician leaders who are eager to engage with you, so that you feel more confident, comfortable, and safer in your practice over time.

Our Vision: To change physician culture in Saskatchewan through the creation of a provincial peer-support network that incorporates trusting relationships and normalizes the request for guidance, help and support through coaching and mentorship.

Our Mission: We seek to improve the Saskatchewan Physician experience by empowering physicians through a formalized coaching and mentoring process that inspires them to achieve a level of individual wellness and professional balance needed to provide outstanding patient care. We hope that the Coach Mentee Pair (CMP) experience connects them to their peers and through that support, encourages physicians to remain healthy and active within their communities.

Core Principles

Voluntary: Both the Coach/Mentor and Coachee/Mentee come into the program to learn and grow in a respectful peer relationship.

Accessible: CoMPAS will use remote technologies to make sure physicians are connected and help facilitate in-person peer support when advantageous, to help reach physicians wherever you work and live.

Learner Led Agenda: The Coachee/Mentee will identify their learning goals and ideas, career ambitions, research endeavors, personal wellness, and community needs.

Prepared Coaches: Continuing Medical Education & Faculty Development at the College of Medicine will help support and educate the Coach/Mentor so that they are prepared to help deliver high quality conversation and feedback.

Personalized: Programming will meet the needs of each physician, their team, and unique communities they work and live in.

Guided: Structured guidelines, meeting frequency, and participant expectations will help facilitate the experience, with support through the CoMPAS administrative team. Participants may claim CFPC MainPro+ or MOC study credits throughout the year.

Safe & Confidential: Physicians' interactions will be presented and heard through the most respectful interpretation possible. Professional and ethical standards as defined by CPSS, and other the Saskatchewan organizations, in which physicians practice (e.g., SHA and the College of Medicine) will be upheld.

Program Goals

To recognize that the practice of medicine in the first five years can be daunting and through robust peer to peer support programs we can together support new Saskatchewan physicians to be more confident, competent, and satisfied with their careers and their identified scope of practice.

To create a Saskatchewan-wide network of peer support and promote a physician culture that embraces trusting relationships among peers and normalizes the request for guidance, help and support.

To build and maintain a high performing peer support program with complementary educational elements tailored to support competency and professionalism, as well as coaching and mentoring skills.

To ensure that the program maximizes the opportunity for all participants to acquire learning opportunities that they may count towards their Professional Learning Cycles in the Mainpro+ and MOC programs.

To have physicians in Saskatchewan recognize the program as being a safe and valuable resource that supports their professional practices, their resilience and well-being.

The program strives to affect in a positive manner the recruitment and retention of physicians across the province in high demand areas.

The program aspires to see the quality of care and the patient experience in healthcare elevated, and overall improved in those areas addressed by CoMPAS Coach Mentee Pair (CMP) participants.

To orientate and educate participants around local resource availability, practice, and referral patterns and to engage in collaborative care relationships across a complex administrative and geographic landscape.

To have a responsive administrative team that delivers the program efficiently including fiscal diligence, program assessment & evaluation, and administrative organization.

DEFINING CoMPAS ROLES

Support can take many forms, from an occasional phone call with a Coach/Mentor, to a site visit to shadow a colleague as they perform procedures you do not see often in your community.

CoMPAS defines coaching and/or mentoring as a supportive relationship between Saskatchewan physicians who may or may not be practicing in the same community. One member of the partnership is often recognized as being the Coach/Mentor, by mutual agreement or by virtue of having advanced skills or more experience. Practitioners can be in the same discipline, or the relationship can be interdisciplinary.

What is Coaching?

Formally one will find the definition as *“Training a Mentee in a thought-provoking and creative process that inspires them to maximize their professional potential.”* (International Coaching Federation, 2019).

Informally we think of a Coach as someone who does not give advice or solves problems, but rather helps position the Mentee to achieve their maximum potential through a series of supportive discussions.

The Coach has specific skill sets and can guide a Coachee/Mentee in the development of these specific skills. This may help with specific learning objectives within a Coachee/Mentee’s practice, in which they would like further support to become more confident and competent.

What is Mentoring?

Formally we would define mentorship as *“The act or process of giving advice to, and guiding, a less experienced person – guide, model, advise, encourage, direct activities.”* (UBC CPD Rural Peer Support Network Coaching Guide, 2022).

Informally we think of Mentors as experienced people who have walked on various paths and are there to guide someone less experienced than themselves in a similar pathway.

The Coach, within the CoMPAS program, is trained to identify when they need to offer coaching or mentoring, given the scenario and specific learning objectives of the Coachee/Mentee.

Types of Coaching/Mentoring Activities

The CoMPAS program is committed to facilitating coaching/mentoring sessions through a variety of engagement types including (but not limited to):

- One on one conversations either in person, when possible, virtually or by phone
- Feedback
- Case Discussions
- Direct Observation
- Shadowing experiences with a Coach
- Working on Procedural Skills (Goal to Launch 2024)
- Personal Learning Plans

Ideally, the Coach Mentee Pair (CMP) identify what works best in their relationship and create an engagement plan for the months to come. The CME administrative team will assist in the first CMP meeting for new pairs and then offer support whenever needed moving forward.

What is a Personal Learning Plan (PLP)?

Understanding the continuing professional development programs from both the College of Family Physicians of Canada (Mainpro+) and the Royal College of Physicians and Surgeons of Canada (Maintenance of Certification) can be challenging and confusing. Regardless, all physicians are expected to maintain their professional learning cycles up to date and in good standing. It is important not only for maintaining your professional competency but is also a required element when you apply for a license/licensure renewal from the College of Physicians and Surgeons of Saskatchewan (CPSS). PLPs are recognized by both the CFPC and Royal College as self-led credits that can help you obtain credits for each year.

A personal or professional learning plan may help a physician achieve practice and learning goals, with the goal of improving patient care. A personal learning plan may help you identify and achieve your learning goals in providing proficient patient care, but it may also assist with non-clinical goals such as leadership, research, or practice administration.

Areas to consider for a PLP include:

1. Addressing clinical or academic questions across the Can Meds framework
2. Preparation for formal teaching activities
3. Development of research activities
4. Addressing medical–professional administrative or system related questions/issues
5. Other: e.g., include wellness, or practice management.

WHAT DO YOU NEED TO KNOW?

What's Offered

Each year a Coachee/Mentee is provided 14 hours of time with the appointed Coach/Mentor.

Participants are required to attend an initial CoMPAS Training Day where you can meet the other participants in the program, listen to exciting presentations on leadership, coaching, mentoring, wellness, and other related topics designed to support you and your practice of medicine.

Participants will earn continuing professional development credits through this program and learn to develop Personal Learning Plans (PLP) to meet their ongoing educational needs. See 'Accreditation'.

Program Fee

It is through the generous and thoughtful support of the Saskatchewan Medical Association (SMA) and the Ministry of Health that we can provide physicians in Saskatchewan with this program at no charge.

Coachee/Mentees are supported at no cost by a peer Coach/Mentor, who has at least 5 years of practice experience in Saskatchewan.

Eligibility, Inclusion Criteria

Participants in the CoMPAS program will meet the following criteria:

	Coach	Mentee
Actively Practicing Medicine within Saskatchewan	Y	Y
Active registration and in good standing with CPSS	Y	Y
Are in the First 5 Years of Practice within Saskatchewan		Y
Have more than 5 Years of Practice Experience in Saskatchewan	Y	
Have a willingness to learn through peer engagement and interactions	Y	Y
Can create up to 30 hours per year to dedicate to CMP engagement, CoMPAS training, and other program activities.	Y	Y
Have willingness to meet all training/educational requirements, developed and prepared by the CME offices and Faculty Development	Y	Y
Preference to Physician who have formal training, or previous engagement in coaching or mentoring	Y	

Time Commitment

Approximate Time	Requirement(s)	Accredited	Completion Time
15 minutes	Online Application	No	Application Closing Date
2 hours	Onboarding Forms	No	1 week
6 hours	Asynchronous Prep Work *	Yes	3 weeks
8 hours	Training Day	Yes	1 day – set date
14 hours	CMP Engagements	No	1 year
3 – 5 hours	Accredited Workshops <i>*optional</i>	Yes	1 hour sessions each

It is critical that before making an application to the program, the upcoming Training Day date is noted on the CME website because attendance is mandatory by all new participants, and schedules/clinic must be cleared. Note that all new participants receive a one-time \$500 stipend to support Training Day attendance.

Once a participant is selected into the CoMPAS program, the CME administrative team will require your time to gain access to the online learning management system and complete all onboarding forms to proceed.

A 'Coaching Basics' course has been developed to provide all new participants with preliminary information and the opportunity to do self-reflection prior to Training Day. In this time, Coach/Mentors and Coachee/Mentees also prepare for the speed matching exercise reviewing online profiles of all possible matches.

Training Day is a full day of virtual training, 8:00 am – 5:00 pm (Saskatchewan time). A Coach/Mentor or a Coachee/Mentee cannot be matched if they have not completed their Training Day.

The CoMPAS administration team will help coordinate and arrange for Coach Mentee Pairs (CMP) to have a total of 14 hours per year together in coaching activities.

- The maximum period of participation is annual renewal over your first 5 years of practice, so a total of 70 hours is available to receive coaching and/or mentoring. There will be an annual renewal process for CMPs who wish to stay engaged into the next year with their CMP.
- The CMP will be completed when a Coachee/Mentee enters their sixth year of practice.

The CoMPAS program will require CMPs to take the time to provide value feedback and evaluate the program – onboarding, training, matching process, CMP engagements, exit review, etc. Evaluations will come via the CME office periodically throughout the year. Participation in program evaluation helps evolve the program.

The CoMPAS program will be accredited to earn CME credits throughout the year. These credits will come from the mandatory phased training for both the Coach and Mentee. See ‘Accreditation’.



Applying to the CoMPAS Program

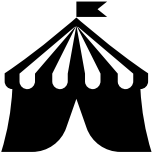
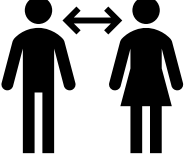



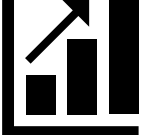
Information and deadlines will always be posted to the CoMPAS webpage: [Continuing Medical Education](#)

During the intake process, applications will be accepted and followed up on by the CME administrative team. The timeline for the CoMPAS program is as follows:

- August/September – applications open
- October – participants selection
- November – onboarding, asynchronous learning
- December – Training Day
- January – December – CMP Engagements

CoMPAS PROCESS

	<p>Needs Assessment / Application</p> <ul style="list-style-type: none"> • Data collection from provincial health organizations and communities to drive program objectives and target audience. • Interested physicians (Coach/Mentor and Coachee/Mentee) are invited to complete an online application form to provide learning needs, contact information and practice details, while meeting all eligible program criteria. • Information collection from individual applications helps to inform specific learning objectives and goals for each matched pair.
	<p>CoMPAS: Coaching Basics</p> <ul style="list-style-type: none"> • Selected Coach/Mentors and Coachee/Mentees will be provided access to a centralized online asynchronous learning management system that hosts CoMPAS program resources and additional training tools. • Participants will complete the CoMPAS Coaching Basics online course, which will provide Section 2 Learning Credits for your Mainpro+/ MOC journey. • This training prepares participants for the mandatory Training Day.

	<p>CoMPAS: Training Day</p> <ul style="list-style-type: none"> Selected Coach/Mentors and Coachee/Mentees participate in a virtual training event, un-paired, to learn more about the program details, receive an introduction to coaching, participate in workshops/sessions, and to network. CME accredited live, interactive, virtual sessions will provide Section 1 Group Learning Credits for your Mainpro+/ MOC journey.
	<p>Coach Mentee Pair (CMP) Matching</p> <ul style="list-style-type: none"> Coach/Mentors will review all Coachee/Mentee profiles online prior to Training Day. Coachee/Mentees will also do the same for all Coach/Mentors. ‘Speed Matching’ during CoMPAS Training Day is an opportunity for participants to ask key questions and/or get to know their potential match a little better. Participants are asked to use an evidence based Likert ranking system, providing a rank for each possible match, that assists the CoMPAS Selection Committee to successfully match Coach Mentee Pairs (CMP).
	<p>First CMP Engagement</p> <ul style="list-style-type: none"> The initial CMP meeting should aim to include, but not be limited to introductions, type of practice, equipment, and medications, etc. available in the community, relationship objectives and expectations, how and when feedback will be provided, coaching activities, reoccurring meetings, target timelines. The CoMPAS administrative team will set up, initialize and attend the first CMP engagement. Thereafter, CMPs will plan themselves accordingly.
	<p>Ongoing Coaching/Mentoring</p> <ul style="list-style-type: none"> Coaching and/or mentoring includes a variety of activities and will look different for everyone. Periodic check-ins via email from the CoMPAS administrative team.
	<p>CoMPAS: Lifelong Learning</p> <ul style="list-style-type: none"> Coach/Mentors and Coachee/Mentees will be provided access to a new centralized online asynchronous learning management system that hosts CoMPAS program resources and additional training tools for CMPs. All asynchronous learning provides Section 2 Self-Directed Learning Credits. All accredited workshops provide Section 1 Group Learning Credits. Quarterly evaluations and Coach/Mentor invoiced access.
	<p>Program Evaluation</p> <ul style="list-style-type: none"> Upon completion, participants complete a program evaluation, which contributes to program reporting and improvement. Program feedback and evaluation data is confidential and will only be used for research in aggregated form – data is never used to assess participants’ clinical performance. Other evaluation opportunities, such as interviews, may be requested – participation is entirely voluntary.

REMUNERATION

Coach/Mentor Payment

A Coach/Mentor is paid \$180 per hour for the time they spend directly with the physicians they support in their Coach Mentee Pair (CMP). The program requires Coach/Mentors to keep a log of these engagements and then submit hours through the CoMPAS administrative team to receive your compensation, up to a maximum of 14 hours within the year.

A one-time \$500 stipend is available to support attendance at the CoMPAS Training Day. This will help develop skills and form a greater understanding of the roles & responsibilities of the Coach Mentee Pair (CMP). This training and attendance are mandatory to be successfully matched.

If successfully matched, the next steps will be to sign financial forms for direct deposit. Communication regarding the financial and invoicing process will come from the CME office.

Physicians currently under contract with the University of Saskatchewan, verification will be required to confirm that the potential Coach/Mentor in fact has capacity to take on the CoMPAS role and/or if alternate arrangements need to be made to take on the role.

Coachee/Mentee Payment

The Coachee/Mentee receives coaching/mentoring free of charge. Coachee/Mentees do not receive hourly compensation when meeting with their Coach/Mentor. In return, the Coachee/Mentee will receive invaluable practice guidance, and the opportunity to earn Mainpro+ and MOC credits in different stages of the program.

A one-time \$500 stipend is available to support attendance at the CoMPAS Training Day. This will help develop skills and form a greater understanding of the roles & responsibilities of the Coach Mentee Pair (CMP). This training and attendance are mandatory to be successfully matched.

If successfully matched, the next steps will be to sign financial forms for direct deposit. Communication regarding the financial and invoicing process will come from the CME office.

Travel Reimbursement Rates

If it is deemed advantageous to meet in person, to help learn a specific skill, the CoMPAS administrative team needs to be contacted and we will work with the CMP to create a plan for travel & associated reimbursement.

This must be requested, and travel must be preapproved. Should a CMP decide on their own, without the CME administrative team being aware, no legal action can be taken against the CoMPAS program, the division of Continuing Medical Education office, the College of Medicine, the University of Saskatchewan, and all other funders/stakeholders associated with the CoMPAS program. **It is imperative to seek approval.**

ACCREDITATION

The Division of Continuing Medical Education (CME), University of Saskatchewan is fully accredited by the Committee on Accreditation of Continuing Medical Education (CACME). CME has ensured that where possible, study credits for continuing medical education for program participants are available as outlined below.

Multiple opportunities to earn continuing professional development credits:

Activity	Who Can Claim?	Type of Credit	Potential Hours Earned
CoMPAS: Coaching Basics	Coach/Mentor Coachee/Mentee	Section 2: Self-Directed Learning Credits Asynchronous learning through Canvas the USask Learning Management System	5 Hours
CoMPAS: Training Day	Coach/Mentor Coachee/Mentee	Section 1: Group Learning Activity The Virtual Training Day is an accredited learning activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and has been approved by USask CME.	6.5 Hours
CoMPAS: Lifelong Learning	Coach/Mentor Coachee/Mentee	Section 1: Group Learning Activity Bi-monthly sessions to help further develop coaching and mentoring skills and quality CMP relationships. Where possible these workshops will be accredited by CME. The CoMPAS Lifelong Learning interactive session are an accredited learning activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and has been approved by USask CME. Section 2: Self-Directed Learning Credits Asynchronous learning through canvas the USask Learning Management System.	Up to 8 hours per annum May include Personal Learning Plans
CMP Interactions or Skill Acquisition	Coach/Mentor Coachee/Mentee	Not currently offered.	N/A

OTHER PROGRAM INFORMATION

Privileging

Further details will be coming.

MEDICOLEGAL CONSIDERATIONS

1. All participants are expected to keep any and all information obtained through the coaching/mentoring relationship confidential and are duty bound not to disclose any information to a third party except as specifically permitted under this agreement.
2. Participants are reminded that their duty of confidentiality prevails except in circumstances where the participant has a legal or ethical obligation to disclose that information to a third party. Examples in which that may occur are:
 - a. College of Physicians and Surgeons (CPSS) [regulatory bylaw 7.1](#) requires physicians to “report to the appropriate authority any unprofessional conduct by colleagues or concerns, based upon reasonable grounds, that a colleague is practicing medicine at a level below an acceptable medical standard, or that a colleague’s ability to practice medicine competently is affected by a chemical dependency or medical disability.”
 - b. Legislation requires physicians to report information to a third party in certain circumstances, such as child abuse or neglect. Those obligations are discussed in CPSS document [Confidentiality of Patient Information](#).
 - c. Legislation allows physicians to report information to a third party without patient consent in certain circumstances, such where the physician believes, on reasonable grounds, that the disclosure will avoid or minimize a danger to the health or safety of any person. Those situations are discussed in CPSS document [Confidentiality of Patient Information](#).
 - d. CPSS document [Disclosure of Adverse Incidents](#) sets out some circumstances in which a patient or a patient’s family member may be advised of an adverse incident.
3. If information will be provided to a third party, the coach/mentor and /or the coachee/ mentee must be informed that confidentiality will be breached.
4. The duty of confidentiality continues after the formal coaching/mentoring relationship is concluded.

CoMPAS TEAM CONTACT INFORMATION

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APPENDIX: Optional Resources