Welcome to Otolaryngology Surgery Residency!

Welcome to McMaster University’s Otolaryngology Surgery Residency Program. We are delighted to have you join us. Starting your residency can be an overwhelming process, so I have put together this handout so that you are familiar with our program’s policies and procedures. If you need anything or have any questions, please don’t hesitate contacting me!

Our Team:

<table>
<thead>
<tr>
<th>Staff:</th>
<th></th>
</tr>
</thead>
</table>
| Dr. Stuart Archibald Associate Professor  
*Head & Neck Surgery*  
Division Head  
St. Joseph’s Healthcare  
50 Charlton Avenue East Room G811 | Phone (905) 522-3029  
Phone (905) 522-1155 Ext. 3163  
Fax (905) 521-6121  
archibs@mcmaster.ca |
| Dr. Diane Reid  
Clinical Assistant Professor/Residency  
HHS  
Program Director  
McMaster Medical Centre  
Rm 3V1 | Phone (905) 521-2100 ext. 73078/73079  
Fax (905) 521-8552  
Pager 905-777-6512  
Reid.diane@sympatico.ca |
| Dr. Jason Archibald  
Assistant Professor  
St. Joseph’s Healthcare  
50 Charlton Avenue East, Rm G845 | Phone (905) 522-1155 ext. 35804  
Fax (905) 521-6197  
jarchib@mcmaster.ca |
| Dr. Bernard (Stan) Jackson  
Clinical Assistant Professor  
St. Joseph’s Healthcare  
50 Charlton Avenue East, Rm G811 | Phone (905) 528-0109  
Fax (905) 528-7176  
Sjackson14@cogeco.ca |
| Dr. Elizabeth Jeney Clinical  
Assistant Professor  
634 Stonechurch Rd. W. | Phone (905) 575-4429  
Fax (905) 575-4456  
ejeney@quickclic.net |

1
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Joseph Korkis</td>
<td>Clinical Assistant Professor</td>
<td>672 Brant Street, Suite 405, Burlington, ON</td>
<td>Phone (905) 333-9255</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 333-3414</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:dr.korkis@lara.on.ca">dr.korkis@lara.on.ca</a></td>
</tr>
<tr>
<td>Dr. Bruce Korman</td>
<td>Assistant Professor</td>
<td>McMaster Medical Centre 4E1</td>
<td>Phone (905) 521-2100 ext. 76622</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 521-9992</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:korman@hhsc.ca">korman@hhsc.ca</a></td>
</tr>
<tr>
<td>Dr. Ronald Lemkert</td>
<td>Clinical Assistant Professor</td>
<td>17 King St E Unit 102, Dundas, ON</td>
<td>Phone 905-628-3377</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax 905-628-8833</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rlemkert@cogeco.ca">rlemkert@cogeco.ca</a></td>
</tr>
<tr>
<td>Dr. Jeff Robichaud</td>
<td>Clinical Assistant Professor</td>
<td>104-105 Queenston Street, St. Catharines, ON</td>
<td>Phone (905) 685-0267</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 685-0781</td>
</tr>
<tr>
<td>Dr. Doron Sommer</td>
<td>Clinical Assistant Professor</td>
<td>McMaster Medical Centre 3V1</td>
<td>Phone (905) 521-2100 ext. 73078/73079</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 521-8552</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ddsommer@hotmail.com">ddsommer@hotmail.com</a></td>
</tr>
<tr>
<td>Dr. Jonathon MacLean</td>
<td>Assistant Professor</td>
<td>McMaster Medical Centre 4E</td>
<td>Phone (905) 521-2100 ext. 75246</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 521-9992</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jamaclea@hotmail.com">jamaclea@hotmail.com</a></td>
</tr>
<tr>
<td>Dr. Michael Gupta</td>
<td>Clinical Assistant Professor</td>
<td>St. Joseph’s Healthcare, 50 Charlton Ave E, Room G836, Hamilton, ON</td>
<td>Phone (905) 522-1155 ext. 35854</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax (905) 521-6077</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:mgupta@mcmaster.ca">mgupta@mcmaster.ca</a></td>
</tr>
<tr>
<td>Dr. JEM Young</td>
<td></td>
<td>St. Joseph’s Healthcare, Juravinski Tower, 50 Charlton Ave E, Hamilton,</td>
<td>Phone 905 522-1155 ext. 33377</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: 905 522 9460</td>
</tr>
</tbody>
</table>

**Residents:**

Justin Khetani- PGY-5  
Gavin Rukholm- PGY-4  
Sarfaraz Banglawala- PGY-4  
Smriti Nayan- PGY-3  
Julie Strychowsky- PGY-3  
Alfonse Marchie- PGY-2  
Natasha Cohen- PGY-2  
Mandeep Gill – PGY 1  
Jayant Ramakrishna – PGY 1
Program Coordinator: Jen Bowen ext 73962 email: bowen@mcmaster.ca

Schedules/Rotations:
You have received your rotation schedule from Post Grad and it is now on Web Eval, McPost and in my office. You will receive the call schedule from Annesse Lee, your Chief Resident while on service. If there are ANY changes in your rotation, please notify Dr. Reid and me immediately so that I can make the appropriate changes in all computer systems.

Conference Leave:
Professional Days are available to attend conference. Each resident is allotted 7 Professional Leave days. If you are a presenter at a conference, you may be reimbursed. See me to find out how! You will need to bring me all documents and fill out and sign an expense report form. From there I will get Dr. Reid’s approval and submit it to financing. **Please note the documents required for reimbursement are: All original receipts, no photocopies allowed and they must be submitted within 6 weeks of the end of the date of the conference that you attended. All flight boarding passes must be submitted and a certificate of attendance. All registration fees must be accompanied with your proof of payment, such as credit card statement or copy of cheque. If you are a presenter, you must include a copy of your abstract, confirmation of registration, receipt of payment and travel expenses.

Vacation Leave:
Each resident is allotted 20 Vacation days and 7 Professional leave days per academic year (July 1-June 30). If you do not use your vacation before June 30th you will lose it- No exceptions. Please fill out the medportal Vacation Request (https://login.medportal.ca/Login. Once going through the chain of command it will then come back to me and entered into Web Eval. This includes any last minute in lieu of days that you have worked out while on rotation. Please check dates of exams before requesting vacation.

1. Requests for vacation shall be submitted to the Program Director at least four (4) weeks before the proposed commencement of the vacation and not later than March 1.

Health and Dental Benefits:
You’re Health and Benefits should have been explained to you at the time of registration. At that time, you should have received a booklet, which explains your coverage. If you did not receive this booklet, please go to the Postgrad office to pick one up. Dental/vision etc. forms are kept in the Postgraduate Education Office, which is open from 0800h to 1600h, Monday to Friday.
The Policy Number is **16721A** and your Employee ID is located on the top left hand corner of your pay stub. The office does **NOT** have these numbers nor does your program.

1. **The Program Director** is available to the residents and is the resident’s advocate in situations where residents are experiencing stress related to work/health and personal issues.

2. **Dr. Frank Baillie**, Department of Surgery residents Ombudsperson, is available to residents in our department as needed. There is a University Ombuds Office who is available to act as a, “confidential service designed to assist students, faculty and staff in the just, fair and equitable resolution of university related complaints and concerns”.

3. **The Postgraduate Medical Education Office**, in conjunction with the Department of Psychiatry, facilitates confidential professional counseling services for the residents.


5. **The Postgraduate Medical Education Office**, in conjunction with the Department of Family Medicine, will assist residents in finding a family physician.

6. **Human Solutions** — [http://www.humansolutions.ca/](http://www.humansolutions.ca/). Employee Assistance Program available to residents and their family members. (Note this has changed from Hurst Place).

7. **University Office of Human Rights and Equity Services** available to assist with issues surrounding harassment (sexual and non-sexual), discrimination, and complaint resolution. The Faculty of Health Sciences has co-liason officers, Dr. Anne Niec and Dr. Kevin Eva, who are also available to residents and faculty.

8. **Professional Association of Interns and Residents of Ontario (PAIRO)** have a stress hotline 1-866-HELP-DOC. (1-866-435-7362) All residents, regardless or funding source, are members of PAIRO.


10. **Confidential CMA helpline**. Resources for the Centre for Physician Health and Well Being are accessible via the CMA website [www.cma.ca](http://www.cma.ca) or by calling 1 877 CMA-4-YOU.

11. **Canadian Medical Protective Association** – medico-legal issues.

12. **The Postgraduate Medical Education Office** coordinates Multidisciplinary Academic Half days. One session per year is organized by the PAIRO Physician at Risk Committee, which deals with issues surrounding residents’ well being.

**Evaluation:**

It is mandatory to complete evaluations of each rotation and each staff that you have worked with. These evaluations are anonymous. Also it is your responsibility to have the staff complete your evaluation of the rotation (ITER). This evaluation must be done face-to-face and within 2 weeks after the completion of the rotation. These evaluations are done on Web Eval and will
be posted at least 2 weeks prior to the end of the rotation. Please ensure before you leave your rotation that you set an appointment with the staff member’s secretary to discuss your evaluation. These evaluations will be submitted on line by the staff after completion.

**OR/Clinic Log:**
Each resident must have an up to date OR log. This can be done in T-RES; T Res is a software application to log your OR, academic activity, clinical activity, enter self-evaluations etc. This is web based and is accessible from any computer or blackberry. Your log in and password should be sent to me, I will pass on the information at that time.

**Academic Half day:**
This is protected academic time. Every Wednesday at 8:30am at MUMC is Surgical Foundations-academic half day for PGY-1 and 2’s in room 4E20. Pagers are to be turned off until 1:00pm and attendance is mandatory. The service that you are rotating through will be advised that you will not be on service until 1:00pm and your pager will be off. It is your responsibility to ensure that your cases from the previous day are completed or properly handover.

On Wednesday morning from 7:30-8:30 is the Otolaryngology-Head and Neck Surgery Grand rounds, attendance are mandatory to all junior and senior residents. A calendar is posted on the Otolaryngology website.

On Wednesday afternoon from 1400-1600 is our COCLEA Sessions. These are mandatory for senior residents. During July and August COCLEA is mandatory for all residents junior and senior from 1600-1800.

On Wednesday afternoon from 16:00-18:00 is the Otolaryngology-Head and Neck Surgery Senior Teaching Sessions, attendance is mandatory to all junior and senior residents. Some exceptions are applicable while you are off service i.e. Emergency Medicine and ICU you might not have permission to leave. A calendar is posted.

**Bi-annual Resident meetings with the Program Director:**
Bi-annually, you will meet with Dr. Reid. At this meeting we will discuss: rotations, conferences attended, research, review OR/clinic log, any exam results, your special interests or career plans, vacation plans and current evaluation status.

**Misc. Information:**
Your mail will be delivered to 4E area at MUMC, it will come to me and I will put it in your personnel folder located by the kitchenette area.

Always carry your photo ID with you when on hospital property.

Please check emails often, as everything that you will be notified about will most likely be sent via email.
**Program Coordinator Information:**

I am located in 4E12 at McMaster Hospital in the department of surgery area on the 4th floor yellow. I work fulltime Monday-Friday. I can be reached at Ext. 73962 and my email is bowen@mcmaster.ca

If you have any questions regarding the program, travel, expense reports, vacation, evaluation, rotation scheduling, policy and procedures etc. please contact me. I will find out anything that you need to know. Feel free to call or to drop in! Thanks,

Jen Bowen  
Program Coordinator  
Otolaryngology Surgery Residency Education  
Phone: 905-521-2100 Ext. 73962  
4E12 Department of Surgery