



**DALHOUSIE
UNIVERSITY**

FACULTY OF MEDICINE
Department of Anesthesia,
Pain Management and
Perioperative Medicine

OFFICE OF EDUCATION STRATEGIC PLAN

2015-2018



Vision

A culture of excellence in anesthesia clinical practice and programs, research and education

Mission

To deliver anesthesia services through up-to-date clinical care based on the latest evidence (research) and knowledge (education)

STRATEGIC DIRECTIONS

1.0

A learning environment characterized by a culture of collaboration and ongoing commitment to scholarly and professional development.

2.0

A leader in anesthesia education

3.0

A robust, dynamic Office of Education Strategic Plan

4.0

An appropriately resourced program that facilitates our achievements, individually and collectively, and reflects our values and transparency and accountability.

STRATEGIC DIRECTION 3: INNOVATIVE EDUCATION

Result: A team of renowned educators who are well supported by a transparent and accountable Office of Education possessing an appropriate *infrastructure* designed to facilitate educational endeavours.

1.0 A learning environment characterized by a culture of collaboration and ongoing commitment to scholarly and professional development											
1.1 To foster an academic environment by offering innovative learning opportunities and experiences based on current and future needs.											
Actions 2014-15	Lead	DD	Actions 2015-16	Lead	DD	Actions 2016-17	Lead	DD	Actions 2017-18	Lead	DD
1.1.1 Continue to implement a comprehensive needs assessment process; modify as needed	LHB	Ongoing	Continue to implement a comprehensive needs assessment process; modify as needed	LHB	Ongoing	Continue to implement a comprehensive needs assessment process; modify as needed	LHB	Ongoing	Continue to implement a comprehensive needs assessment process; modify as needed	LHB	Ongoing
1.1.2 As needed appoint members-at-large to all education committees	LHB	Ongoing	As needed appoint members-at-large to all education committees	LHB	Ongoing	As needed appoint members-at-large to all education committees	LHB	Ongoing	As needed appoint members-at-large to all education committees	LHB	Ongoing
1.1.3 Explore services offered through Dalhousie (i.e. Center for Teaching and Learning) and CDHA services to improve program delivery	LHB	Ongoing	Utilize services as they fit within programs delivered by the Office of Education	LHB	Ongoing	Ongoing	LHB	Ongoing	Ongoing	LHB	Ongoing
1.2 Undergrad - To create and sustain a culture that supports teaching excellence in all undergraduate educational programs											
Actions 2014-15	Lead	DD	Actions 2015-16	Lead	DD	Actions 2016-17	Lead	DD	Actions 2017-18	Lead	DD
1.2.1 Evaluate UG anesthesia selective curriculum; modify as appropriate	BS/ JDG	Feb 2015	Ongoing – evaluate and Enhance/modify as needed	BS/ JDG	Feb 2016	Ongoing – evaluate and modify as needed	BS/ JDG	Feb 2017	Ongoing – evaluate and modify as needed	BS/ JDG	Feb 2018
1.2.2 Implement and adjust CBL resources based on results of evaluation	BS/ JDG	Sept 2014	Review commitment of CBL tutors and UGME expectations. Identify deficiency or surplus of UGME expectations	BS/ JDG	June 2016	Ongoing	BS/ JDG	June 2017	Ongoing	BS/ JDG	June 2018
1.2.3 Seek other opportunities within UGME (i.e. lecturing, administrative, PIER)	BS/ JDG	Ongoing	Annually review	BS/ JDG	Ongoing	Annually review requests	BS/ JDG	Ongoing	Ongoing	BS/ JDG	Ongoing
1.2.4 Track and report on requests made, fulfilled, declined	BS/ JDG	Dec 2014	Annually review	BS/ JDG	Dec 2015	Ongoing	BS/ JDG	Dec 2016	Ongoing	BS/ JDG	Dec 2017

1.2.5 Provide electives to CaRMS eligible learners when requested/available	JDG	Ongoing	Ongoing	JDG	Ongoing	Ongoing	JDG	Ongoing	Ongoing	JDG	Ongoing
1.2.6 Evaluate electives offerings, identify if volume can be increased	JDG	Feb 2015	Ongoing	JDG	Feb 2016	Ongoing	JDG	Feb 2017	Ongoing	JDG	Feb 2018
1.2.7 Deliver and evaluate educational rotations for non-medical students	JDG/BS	Ongoing	Deliver and evaluate educational rotations for non-medical students	JDG/BS	Ongoing	Deliver and evaluate educational rotations for non-medical students	JDG/BS	Ongoing	Deliver and evaluate educational rotations for non-medical students	JDG/BS	Ongoing
1.2.8 Recommend program changes to align with available resources and program evaluations	JDG/BS	Sept 2014	Recommend program changes to align with available resources and program evaluations	JDG/BS	Sept 2015	Recommend program changes to align with available resources and program evaluations	JDG/BS	Sept 2016	Recommend program changes to align with available resources and program evaluations	JDG/BS	Sept 2017
1.2.9 Continue to use <i>Anesthesia Learner Scheduling Application</i> to gather data and meet reporting needs	JDG LHB PC	Ongoing	Continue to gather data while ensuring it is meeting reporting needs (i.e. Annual Report, FoM, deliverables)	JDG LHB PC	Ongoing	Continue to gather data while ensuring it is meeting reporting needs (i.e. Annual Report, FoM, deliverables, etc). Modify systems as needed	JDG LHB PC	Ongoing	Continue to gather data while ensuring it is meeting reporting needs (i.e. Annual Report, FoM, deliverables, etc)	JDG LHB PC	Ongoing
1.2.10			Review end of appointment term for Undergraduate Medical Director – renew appointment /recruit new Medical Director	LHB/ MG	Jan 2016						

1.3 Residency Program – To deliver and strengthen a well established residency program

Actions 2014-15	Lead	DD	Actions 2015-16	Lead	DD	Actions 2016-17	Lead	DD	Actions 2017-18	Lead	DD
1.3.1 Implement revised residency curriculum (including simulation); modify as needed. Continue with the evaluation, mapping and implementation of the postgraduate curriculum leading towards a competency based curriculum	CRC/ CL	June 2015	Pilot the approved FIRE project.	JCH	July 2016	Evaluate FIRE project.	JCH	June 2017	Incorporate FIRE recommendations	JCH	June 2018
1.3.2 Revise curriculum entries in TODCM software as necessary	CL JCH	Ongoing	Implement changes to curriculum as needed based on evaluation Update curriculum software as needed	CRC/CL CRC/CL	Ongoing	Ongoing review of curriculum and updating of curriculum software	JCH/ RPC/ CL	Ongoing	Ongoing review of curriculum and updating of curriculum software	JCH/ RPC/CL	Ongoing
1.3.3 Conduct research project on residency curriculum renewal	TD PL JCH	Ongoing	Seek publication for research project findings	TD /PL JCH	June 2016	Identify any further research projects	PL/JCH	June 2017	Assign/recruit resident to complete research project	PL/JCH	June 2018
1.3.4 In keeping with the Royal	CL/	Ongoing	Implement CBME curriculum	JCH/	Ongoing	Review CBME curriculum and	RPC /	Ongoing	Ongoing		

College of Physicians and Surgeons directions review and renew post graduate curriculum – through the development of Competency Based Medical Education (CBME)	CRC/ RPC/ JCH			CL/ JDG		modify as necessary	JCH				
1.3.5 Report on how recommendations from accreditation report are being addressed	JDG/ JCH	June 2015	Begin initial data gathering of data for pre-survey	JDG LHB JCH RD	June 2015	Prepare for internal review process	JDG LHB JCH RD	Nov 2015	Prepare for accreditation	JDG LHB JCH RD	ongoing
1.3.6 Implement changes to resident research course as needed	OoE	Ongoing	Continue to monitor success of program	OoE		Ongoing			Ongoing		
1.3.7 Begin development of Chronic Pain Residency (CPR) structure	SW	June 2015	Continue development of Chronic Pain Residency (CPR)	SW	Dec 2015	Begin implementation of Chronic Pain Residency (CPR) structure	SW	July 2016	Launch the marketing of CPR for recruitment of candidates.	SW	Jan 2017
1.3.8 Review resident recruitment processes (i.e. MMI, define criteria of process). and implement changes as needed	JCH JDG	Feb 2015	Review resident recruitment processes and implement changes as needed	JCH/ JDG	Feb 2016	Review resident recruitment processes and implement changes as needed	JCH/ JDG	Feb 2017	Review resident recruitment processes and implement changes as needed	JCH/ JDG	Feb 2018
1.3.9 Continue to use <i>Anesthesia Learner Scheduling Application</i> to gather data and meet reporting needs	JDG LHB PC	Ongoing	Continue to use <i>Anesthesia Learner Scheduling Application</i> to gather data and meet reporting needs	JDG LHB PC	Ongoing	Continue to use <i>Anesthesia Learner Scheduling Application</i> to gather data and meet reporting needs	JDG LHB PC	Ongoing	Continue to use <i>Anesthesia Learner Scheduling Application</i> to gather data and meet reporting needs	JDG LHB PC	Ongoing
1.3.11 Review and appoint Associate Program Director (renewal/new appointment) for July 1, 2016	LHB MG JCH	Jan 2015	Review and appoint Program Director (renewal/new appointment)	LHB MG RS	Jan 2016						
1.4 Fellowship Program – To provide highly sought after Anesthesia Fellowship Programs											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.4.1 Develop and implement annual marketing strategy for fellowship program	F-CT	Sept 2014	Continue to market the programs	LHB F-CT	Ongoing	Ongoing	LHB F-CT	Ongoing	Ongoing	LHB F-CT	Ongoing
1.4.2 Update fellowship procedural checklist	LHB	Dec 2014	Update annually, and seek feedback from current fellows and fellowship committee	LHB	Dec 2015	Ongoing	LHB	Dec 2016	Ongoing	LHB	Dec 2017

1.4.3			Raise fellows profile with department, ie. Fellow club, educational activities	JH F-CT	Dec 2015						
1.4.4 Update fellowship curriculum	LHB JH F-CT	June 2015	Update fellowship curriculum as needed	LHB JH F-CT	June 2016	Update fellowship curriculum as needed	LHB JH F-CT	June 2017	Update fellowship curriculum as needed	LHB JH F-CT	June 2018
1.4.5 Launch ITERs and FITERs for each fellowship program	LHB	May 2015	Update as necessary	LHB	May 2016	Ongoing	LHB	May 2017	Ongoing	LHB	May 2018
1.4.6 Evaluate all Fellowship programs and assess need to expand program offerings (i.e simulation fellowship)	LHB JH F-CT	July 2015	Incorporate recommendations from evaluations	LHB JH	July 2016	Continue to evaluate fellowship programs	LHB JH	July 2017	Incorporate recommendations from evaluations and expand program areas if warranted	LHB JH	July 2018
1.4.7 Offer formalized orientation for fellows. Link with Departmental Orientation (Mentorship – Phase 1)	JH LHB MG CL	June 2015	Review and Update as necessary	JH LHB MG CL	June 2016	Ongoing	JH LHB MG CL	June 2017	Ongoing	JH LHB MG CL	June 2018
1.4.8			Review end of appointment term for Fellowship Medical Director – renew appointment /recruit new Medical Director	LHB/ MG	Jan 2016						
1.5 Continuing Professional Development (CPD)– To develop and deliver professional development activities based on individual needs and futuristic trends											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.5.1 Continue to optimize the integration of CPD into education programs where appropriate Determine the success of the programs and if needs met	BMC JDG	Ongoing	Ongoing	BMC JDG	Ongoing	Ongoing	BMC JDG	Ongoing	Ongoing	BMC JDG	Ongoing
1.5.2 Propose, develop and evaluate new educational programs based on annual needs assessment, ensure adequate resources are available to deliver sessions	BMC JDG	Ongoing	Annually develop and evaluate new educational programs based on annual needs assessment, ensure adequate resources are available to deliver sessions	BMC JDG	Ongoing	Annually develop and evaluate new educational programs based on annual needs assessment, ensure adequate resources are available to deliver sessions	BMC JDG	Ongoing	Annually develop and evaluate new educational programs based on annual needs assessment, ensure adequate resources are available to deliver sessions	BMC JDG	Ongoing
1.5.3 Ensure educational programs are CME accredited whenever possible	BMC JDG	Ongoing	Ensure educational programs are CME accredited whenever possible	BMC JDG	Ongoing	Ensure educational programs are CME accredited whenever possible	BMC JDG	Ongoing	Ensure educational programs are CME accredited whenever possible	BMC JDG	Ongoing
1.5.4 Launch simulation learning	BMC	Ongoing	Deliver and evaluate simulation	BMC	Ongoing	Ongoing	BMC	Ongoing	Ongoing	BMC	Ongoing

opportunities (Section 3 MOC) and Peer Assessment in CPD curriculum	JDG NV		learning opportunities in CPD curriculum; modify as needed	JDG NV			JDG NV			JDG NV	
1.5.5 Continue to offer and enhance the delivery of Education Evening. Continue to advocate for Education Day	BMC JDG	2014-15	Continue to offer and enhance the delivery of Education Evening. Continue to advocate for Education Day	BMC JDG	2015-16	Offer Annual Education Day and foster intraprofessional and interprofessional education and collaboration	BMC JDG	2016-17	Continue to offer and enhance the delivery of Education Day	BMC JDG	2017-18
1.5.6 Deliver and evaluate two CPD sessions at satellite site	BMC JDG DT	Oct 2014	Explore/develop 3 CPD sessions to satellite sites	BMC JDG DT	Oct 2015	Explore/develop 4 CPD sessions to satellite sites	BMC JDG DT	Oct 2016	Maintain the delivery of 4 CPD sessions annual to satellite sites	BMC JDG DT	Ongoing
1.5.7 Support delivery of CAS Atlantic	GK CB LHB	Sept 2014	Support delivery of CAS Atlantic	GK CB LHB	Sept 2015	Support delivery of CAS Atlantic	GK CB LHB	Sept 2016	Support delivery of CAS Atlantic	GK CB LHB	Sept 2017
1.5.8 Lead the planning/delivery of the Thomas & Alice Morgan Fear Conference	MG/ RS/ DM	Ongoing	Deliver the Thomas & Alice Morgan Fear Conference	MG/RS/ DM	Ongoing						
1.5.9			Explore opportunities to organize or actively participate in the development of national and/or international conferences, i.e SOAP, CAS, etc	BMC CPD Cmt	Ongoing						

1.6 Global Health – to design and implement a global health program that educates, advocates, evaluates and coordinates on behalf of low/middle income countries.

Actions 2014-2015	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.6.1 Education: Partnerships between Department of Anesthesia and LMIC institutions exist which contribute to shared knowledge to enrich patient care at home and abroad									
1.6.1. (a): To support anesthesia education in Rwanda	Coordinate CASIEF Rwanda volunteer program	PL, MC	2016-17	Coordinate CASIEF Rwanda volunteer program	PL, MC	2016-17	Coordinate CASIEF Rwanda volunteer program	PL, MC	2017-18
	Transition management and delivery of curriculum to Rwandan partners	PL, MC	2015-16	Transition management and delivery of curriculum to Rwandan partners	PL, MC	2016-17	Finalize transition of management and delivery of curriculum to Rwandan partners	PL, MC	2017-18
1.6.1 (b): To provide highly rated Global Health electives for Dalhousie residents	Coordinate resident electives including selection, pre-departure preparation, staff assignments, pre-and post-elective reflections	PL, MC	2015-16	Coordinate resident electives including selection, pre-departure preparation, staff assignments, pre-and post-elective reflections	PL, MC	2016-17	Coordinate resident electives including selection, pre-departure preparation, staff assignments, pre-and post-elective reflections	PL, MC	2017-18
				Explore new locations for resident electives linked with CAS IEF partners (i.e. Guyana)	Dal-CAS IEF Reprs	2016-17	Pilot coordination of new resident elective	MC, PL	2017-18
1.6.1 (c): To provide a highly regarded Anesthesia Fellowship Program in Global Health	Market the Global Health Fellowship program	F-CT	2015-16	Market the Global Health Fellowship program	F-CT	2016-17	Market the Global Health Fellowship program	F-CT	2017-18
	Update curriculum to align with	PL	2015-16	Update curriculum to align with	PL	2016-17	Update curriculum to align with	PL	2017-18

	individualized program; Evaluate			individualized program; Evaluate			individualized program; Evaluate		
1.6.1 (d): To develop a low fidelity simulation program for LMICs	Encourage simulation teaching by CAS IEF Rwanda volunteers	PL	2015-16	Build a bank of simulated scenarios for teaching in Rwanda	PL	2016-17			
1.6.1 (e): To provide an anesthesia resident elective at Dalhousie University to residents from LMICs				Deliver educational elective for two Rwandan anesthesia residents	MC, PL	Mar-Jun 2017			
				Determine future engagement with Rwanda and/or other partner institution(s)	Advisory	2016-17	Planning for new resident elective intakes	MC, PL	2017-18
1.6.1 (f): To broaden the global health program to include new and/or multiple developing countries linked with CAS IEF outreach				Explore relationship to CAS IEF programs in Guyana and Burkina Faso	Dal CAS IEF Reps	2016-17			
1.6.1 (g): To provide leadership for an international course on global outreach in anesthesia	Participate on leadership team for North American "Anesthesia for Global Outreach"	RG, AB	2015-16	Participate on leadership team for North American "Anesthesia for Global Outreach"	RG, AB	2016-17	Participate on leadership team for North American "Anesthesia for Global Outreach"	RG, AB	2017-18
				Faculty to participate in AGO at US venue	RG, AB	Sept 2016	Host AGO at Dalhousie	RG, AB, MC	May 2018
1.6.1 (h): To collaborate with the Dalhousie Departments of Surgery and Obstetrics & Gynaecology to host the Bethune Round Table academic conference	Participate on leadership team and subcommittees for Bethune Round Table 2016	Various	2015-16	Share revised BRT manual with Ottawa	Sept 2016				
	Host Bethune Round Table Conference	Various	Jun 2016						
1.6.1 (i): To promote the SAFE OB Anesthesia course on routine obstetrics and obstetrical emergencies	Transition planning and running of SAFE Ob course to Rwanda	PL							
1.6.2 Advocacy: Advocacy for policies which promote safe anesthesia practices, good obstetrical care, and management of acute and chronic pain in LMICs									
1.6.2 (a): To advocate for improved pain management through education and policy development	Rwandan Pain Society planning session	PL	Jan 2016	Seek pain management fellowship opportunities for Rwandan anesthesiologists	PL	2016-17			
	Encourage locally run annual EPM Course	PL	2015-16	Encourage locally run annual EPM Course	PL	2016-17	Encourage locally run annual EPM Course	PL	2017-18
1.6.2 (b): To build capacity for regional anesthesia in Rwanda	Establish a regional anesthesia service at CHUK	MH, JS	Feb-Apr 2016						
	Set up a block room at CHUK	MH, JS	Feb-Apr 2016						
	Offer regional anesthesia training	MH, JS	Feb-Apr 2016						
1.6.2 (c): To contribute anesthesia expertise to the Maternal, Newborn and Child Health Rwanda (MNCHR) project	Establish a mandate for involvement with MNCHR	PL	Fall 2015						

1.6.2 (d): To support the establishment of an Anesthesia Practice Network for mentorship between anesthesia providers throughout Rwanda	Support network leaders as necessary	PL	2015-16	Support network leaders as necessary	PL	2016-17	Support network leaders as necessary	PL	2017-18		
1.6.3 Research & Evaluation: Collaborative research projects with partners in LMICs for improved knowledge and understanding which are mutually beneficial											
1.6.3 (a): To cultivate ongoing research projects in global health	Prepare for publication of high vs low-fidelity simulation to teach ANTS	PL, YG	2015-16								
	Publish: "Low-cost simulation to teach anesthetists' non-technical skills (ANTS) in Rwanda	PL	Fall 2015								
	Develop study and conduct research on barriers and facilitators to regional anesthesia in Rwanda	MH	2015-16	Publish study	MH	Fall 2016					
	Explore micro-research opportunities	AB	2015-16								
Objective 1.6.4 Community Outreach/Coordination: Global Health Activities and Initiatives that are organized, coordinated, tracked, reported and evaluated											
1.6.4 (a): To ensure adequate administrative support to meet targets				Review Global Health Coordinator position with Surgery & OB Departments to renew term or create permanent position	PL, OOE	Aug 2017					
							Review appointment for Global Health Medical Director	PL, OOE			
1.6.4 (b): To maintain and enhance the current program documentation and resources	Maintain and update program documentation and resources	MC	2015-16	Maintain and update program documentation and resources	MC	2016-17	Maintain and update program documentation and resources	MC	2017-18		
1.6.4 (c): To inform staff and the public regarding global health activities and accomplishments	Review and update department website	MC	2015-16	Review and update dept website	MC	2016-17	Review and update dept website	MC	2017-18		
	Contribute to departmental publications	MC	2015-16	Contribute to departmental publications	MC	2016-17	Contribute to departmental publications	MC	2017-18		
	Contribute to non-departmental publications	MC	2015-16	Contribute to non-departmental publications	MC	2016-17	Contribute to non-departmental publications	MC	2017-18		
1.6.4 (d): To deliver departmental continuing professional development activities with a global health focus	Organize semi-annual discussion series	GH Fellow, Residents	2015-16	Organize semi-annual discussion series	GH Fellow Residents	2016-17	Organize semi-annual discussion series	GH Fellow, Residents	2017-18		
	Organize annual global health grand rounds	MC, PL	Spring 2016	Organize annual global health grand rounds	MC, PL	Spring 2017	Organize annual global health grand rounds	MC, PL	Spring 2018		
1.7 Orientation and Mentorship Program – to provide a program that enriches and fosters the growth of individual departmental members											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.7.1 Deliver and evaluate the resident mentorship program	CL	June 2015	Implement changes if necessary (based on evaluation)	CL	June 2016	Ongoing	CL	June 2017	Ongoing	CL	June 2018
1.7.2 Evaluate the mentorship program.	CL	Ongoing	Ongoing	CL	Ongoing	Ongoing	CL	Ongoing	Ongoing	CL	Ongoing

1.7.3 Collaborate with other faculties/universities to acquire expertise and/or resources	CL	Ongoing	Ongoing	CL	Ongoing	Ongoing	CL	Ongoing	Ongoing	CL	Ongoing
1.7.4 Deliver and evaluate semi-annual new employee orientation; modify as needed	CL LHB	Ongoing	Modify employee orientation based on needs of individuals. Enhance academic exposure.	CL LHB	Ongoing	Ongoing	CL LHB	Ongoing	Ongoing	CL LHB	Ongoing
1.7.5 Deliver and evaluate non-clinical skills CPD series	CL	Ongoing	Deliver and evaluate non-clinical skills CPD series	CL	Ongoing	Deliver and evaluate non-clinical skills CPD series	CL	Ongoing	Deliver and evaluate non-clinical skills CPD series	CL	Ongoing
1.7.6 Continue to review policies related to education (i.e. observership, industry support)	LHB	July 2013	Continue to develop policy as determined. Implement as appropriate. Review current policies on predetermined timeline.	LHB	Ongoing	Continue to develop policy as determined. Implement as appropriate. Review current policies on predetermined timeline.	LHB	Ongoing	Continue to develop policy as determined. Implement as appropriate. Review current policies on predetermined timeline.	LHB	Ongoing

1.8 Simulation Program – To further expand the departments simulation learning activities											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.8.1 Deliver and evaluate simulation session for elective students; recommend changes as necessary	JDG BS NV	Ongoing	Evaluate value in delivery of session	JDG	Ongoing	Continue delivery of session and/or implement changes based on review	JDG	Ongoing	Ongoing	JDG	Ongoing
1.8.2 Ensure integration within curriculum renewal and enhance current delivery (link to residency). Evaluate learning opportunities with the residency program, and modify as necessary	CR Cmt	Ongoing	Review delivery of session to ensure it is meeting the deliverables set out by curriculum	CR Cmt RPC	Ongoing	Continue to enhance delivery of sessions	RPC NV	Ongoing	Continue to enhance delivery of sessions	RPC NV	Ongoing
1.8.3 Enhance simulation learning opportunities in CPD curriculum	JDG NV BMC	Ongoing	Deliver and evaluate simulation learning opportunities in CPD curriculum; modify as needed	JDG NV BMC	Ongoing	Evaluate success of session	JDG NV BMC	Ongoing	Ongoing	JDG NV BMC	Ongoing
1.8.4 Provide co-leadership support in the establishment of QEI simulation program	MG	Ongoing	Continue to provided co-leadership	MG	ongoing						
1.8.5			Build capacity of simulation instructors. Secure time, money, resources.	NV LHB MG	Ongoing	Provide resources to faculty for mentorship and development of simulation instructors	NV LHB	ongoing			
1.8.9						Begin development of simulation fellowship program	NV LHB	Ongoing	Finalize curriculum of fellowship program, for tentative recruitment in 2018-19	NV LHB	Dec 2017
1.8.10						Review end of appointment term for Simulation Medical Director – renew appointment /recruit new Medical Director	LHB MG	Jan 2016			
1.9 Promotion and Appointment – To develop and maintain a process to enable academic appointments											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
1.9.1 Implement revised promotion criteria. Continue to improve communication and information flow on process to all department members	CL	Ongoing	Continue to monitor our process to ensure we are maintaining our records with the FoM	CL	Ongoing	Ongoing	CL	Ongoing			
1.9.2 Ensure accurate record related to all faculty	CL	Ongoing	Review process to ensure accurate record are being maintained	CL	Ongoing	Ongoing	CL	Ongoing			

appointments; coordinate with FOM records												
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1.9.3			1.9.3 Develop communication plan to inform department members of Promotio process, strategy to assist in	CL DM CB	ongoing						
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2.0 A leader in anesthesia education

2.1 To build an enhanced local, national, and international profile

Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
2.1.1 Co-Lead/Participate in department recognition strategy (<i>Applause</i>) and communicate results	LHB	Ongoing	Ongoing participation and communication of results. Enhance acknowledgment of success. Develop relationship strategy as it relates to communications	LHB	Ongoing	Ongoing participation and communication of results	LHB	Ongoing	Ongoing participation and communication of results	LHB	Ongoing
2.1.2 Review and update recognition criteria for educators as necessary	OoE	Ongoing	Review and update recognition criteria for educators as necessary	OoE	Ongoing	Review and update recognition criteria for educators as necessary	OoE	Ongoing	Review and update recognition criteria for educators as necessary	OoE	Ongoing
2.1.3 Maintain financial resources for department members' presentations at external workshops/conferences	OoE	Ongoing	Provide administrative and/or financial resources when available	OoE	Ongoing	Provide administrative and/or financial resources when available	OoE	Ongoing	Provide administrative and/or financial resources when available	OoE	Ongoing
2.1.4 Respond to department members' requests for support for presentations at external workshops/conferences	OoE	Ongoing	Respond to department members' requests for support for presentations at external workshops/conferences	OoE	Ongoing	Respond to department members' requests for support for presentations at external workshops/conferences	OoE	Ongoing	Respond to department members' requests for support for presentations at external workshops/conferences	OoE	Ongoing
2.1.5 Develop annual plan and targets for profiling the departments educational programs and achievements	LHB CB MG	June 2015	Continue to find ways to profile departmental education activities	LHB CB MG	June 2016	Continue to find ways to profile departmental education activities	LHB CB MG	June 2017	Continue to find ways to profile departmental education activities	LHB CB MG	June 2018

3.0 A robust, dynamic Office of Education Strategic Plan

3.1 To continue to develop an informed plan that enhances the quality of our educational programming and instruction

Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
3.1.1 Identify six new	LHB	May 2015	Identify six new <i>Accountability</i>	LHB	May 2016	Identify six new <i>Accountability</i>	LHB	May	Identify six new <i>Accountability</i>	LHB	May 2018

<i>Accountability Report</i> targets to report			<i>Report</i> targets to report			<i>Report</i> targets to report		2017	<i>Report</i> targets to report		
3.1.2 Produce <i>Accountability Report</i>	LHB MG	Dec 2014	Produce <i>Accountability Report</i>	LHB MG	Dec 2015	Produce <i>Accountability Report</i>	LHB MG	Dec 2016	Produce <i>Accountability Report</i>	LHB MG	Dec 2017
3.1.3 Coordinate bi-monthly <i>Education Operational Committee</i> meetings	LHB	Ongoing	Coordinate bi-monthly <i>Education Operational Committee</i> meetings	LHB	Ongoing	Coordinate bi-monthly <i>Education Operational Committee</i> meetings	LHB	Ongoing	Coordinate bi-monthly <i>Education Operational Committee</i> meetings	LHB	Ongoing
3.1.4 Continue to communicate/liaison with units that have an education involvement	LHB	Jan 2015	Continue to communicate/liaison with units that have an education involvement	LHB	Jan 2016	Continue to communicate/liaison with units that have an education involvement	LHB	Jan 2017	Continue to communicate/liaison with units that have an education involvement	LHB	Jan 2018
3.1.5 Implement department-supported educational programming in NB	OoE	Ongoing	Implement department-supported educational programming in NB	OoE	Ongoing	Implement department-supported educational programming in NB	OoE	Ongoing	Implement department-supported educational programming in NB	OoE	Ongoing

4.0 An appropriately resourced program that facilitates our achievements, individually and collectively, and reflects our values of transparency and accountability											
4.1 Human Resources – To maintain adequate resources to meet educational outcome goals											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
4.1.1 Evaluate and recommend human resource support for education programs	LHB	May 2015	Evaluate and recommend human resource support for education programs	LHB	May 2016	Evaluate and recommend human resource support for education programs	LHB	May 2017	Evaluate and recommend human resource support for education programs	LHB	May 2018
4.1.2 Monitor the need for a medical director for mentorship; propose if appropriate	LHB MG CL	Ongoing	Identify mentorship champion(s) with the department to lead the mentorship program	LHB MG CL	Ongoing						
4.1.3			Review and appoint Medical Director of Education (renewal/new appointment)	LHB MG	Jan 2016						
4.1.4 Ensure all OE admin members participate in performance management program	LHB	Ongoing									
4.1.5 Implement individual talent plans	LHB	Ongoing	Implement individual talent plans	LHB	Ongoing	Implement individual talent plans	LHB	Ongoing	Implement individual talent plans	LHB	Ongoing
4.1.6 Review Program Director/Associate Program Director/Medical Directors positions – renew/new appointment (see 1.2, 1.3, 1.4, 1.5, 1.7, 1.8)	LHB MG	Ongoing	Review Program Director/Associate Program Director/Medical Directors positions – renew/new appointment (see 1.2, 1.3, 1.4, 1.5, 1.7, 1.8)	LHB MG	Ongoing	Review Program Director/Associate Program Director/Medical Directors positions – renew/new appointment (see 1.2, 1.3, 1.4, 1.5, 1.7, 1.8)	LHB MG	Ongoing	Review Program Director/Associate Program Director/Medical Directors positions – renew/new appointment (see 1.2, 1.3, 1.4, 1.5, 1.7, 1.8)	LHB MG	Ongoing

1.5, 1.7, 1.8)									1.7, 1.8)		
4.1.7 Review and evaluate if ample Medical Directors /Physician Protected Time are in place											
4.2 Financial Resources – To effectively maintain the delivery of programs through adequate financial resources											
Actions 2014-15	Lead	DD	2015-16	Lead	DD	2016-17	Lead	DD	2017-18	Lead	DD
4.2.1 Prepare annual budget. Adjust with new additions	LHB	Ongoing	Prepare annual budget. Adjust with new additions	LHB	Ongoing	Prepare annual budget. Adjust with new additions	LHB	Ongoing	Prepare annual budget. Adjust with new additions	LHB	Ongoing
4.2.2 Develop process to support the viability of the OoE Budget			Develop process to support the viability of the OoE Budget			Develop process to support the financial of the OoE Budget			Develop process to support the financial of the OoE Budget		
4.3 Facilities, Equipment and Technology – To ensure facilities and up-to-date technology infrastructure resources are available for the delivery of programs											
Actions 2014-15	Lead	DD									
4.3.1 Evaluate and report on our use of technology in the delivery of education activities	LHB DT PC	June 2015	Continue to expand the use of technology to our distance sites	LHB DT PC	June 2016	Continue to expand the use of technology to our distance sites	LHB DT PC	June 2017	Continue to expand the use of technology to our distance sites	LHB DT PC	June 2018
4.3.2 Propose and invest in technology to improve the delivery of our education activities	LHB DR PC	Jan 2015	Continue to explore and invest in technology that enable modernism in the delivery our teaching and education activities	LHB DR PC	Jan 2016	Continue to explore and invest in technology that enable modernism in the delivery our teaching and education activities	LHB DR PC	Jan 2017	Continue to explore and invest in technology that enable modernism in the delivery our teaching and education activities	LHB DR PC	Jan 2018
4.3.3 Implement and evaluate the development of IIS academic profile database (DISCO); propose modifications as needed	LHB DT	Ongoing	Integrate education data into TAP. Modify as needed	LHB JDG DT	Ongoing	Review the content of the IIS database to ensure it is meeting department needs. Modify as needed	LHB JDG DT	Ongoing	Review the content of the IIS database to ensure it is meeting department needs. Modify as needed	LHB JDG DT	Ongoing
4.3.4 Review <i>Anesthesia Learner Scheduling Application (ALSA)</i> application for modification and enhancements to support academic profile information	LHB JDG PC	Ongoing	Develop reports as needed to meet reporting outcomes	LHB JDG PC	Ongoing	Develop reports as needed to meet reporting outcomes Enhance capability of ALSA	LHB JDG PC	Ongoing	Develop reports as needed to meet reporting outcomes	LHB JDG PC	Ongoing