DEPARTMENT OF
ANESTHESIOLOGY
Orientation Guide
2017

Presented by: Dr. Claudia Gomez, Dr. Stéphane Moffett, Holly Videto and Julie Ghatalia
Welcome to the University of Ottawa
Department of Anesthesiology

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About Us - Residency Program (Staff)
About Us - Residency Program (Resident Representatives)

Dr. Vincent Fruci
Civic Co-Chief

Dr. Vatsal Trivedi
General Co-Chief

Dr. Emma Harris
CHEO Co-Chief

Dr. Dima Pelipeychenko
Resident Research Rep.

Dr. Evan Cole
RPC Resident Elect
About Us - Module and Stage of Training Leads

Dr. Anna Wyand  
Perioperative Medicine

Dr. Simone Crooks  
Foundations/Boot Camp

Dr. Amy Roeske  
Pediatric Anesthesia

Dr. Sanjiv Gupta  
Clinical Pharmacology & Complex Surgery

Dr. Alan Lane  
Airway
About Us - Module and Stage of Training Leads

Dr. Stéphane Moffett
Transition to Discipline/Thoracic Anesthesia/Foundations - Clinical

Dr. Reva Ramlogan
Regional Anesthesia

Dr. Marie-Jo Plamondon
Vascular Anesthesia

Dr. Gregory Krolczyk
Neuro Anesthesia

Dr. Ilia Charapov
Remote Anesthesia
About Us - Module and Stage of Training Leads

Dr. Sarika Alisic  
Chronic Pain

Dr. Marc Stalder  
Obstetrical Anesthesia

Dr. Jean-Yves Dupuis  
Cardiac Anesthesia

Dr. Claudia Gomez  
Acute Pain
About Us – CanMEDS Intrinsic Roles
Leads

Dr. Daniel McIsaac
Scholar

Dr. Manoj Lalu
Collaborator

Dr. Jason McVicar
Health Advocate

Dr. Jocelyne McKenna
Communicator

Dr. David Rosen
Professional

Dr. Viren Naik
Leader
About Us – Department Chairs

Dr. Colin McCartney
Department Chair

Dr. Greg Bryson
Vice Chair - Research
About Us - Administrative Support

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Jennifer Huzera
General Scheduler
(613) 798-5555 ext. 78187
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About Us - Administrative Support
(Civic)

• Fanlei Bu
  – Billing/Scheduling Assistant (interim)
  – 613-798-5555 ext. 16413

• Amber Devlin
  – CME/Undergraduate Medical Education Coordinator
  – (613) 798-5555, ext. 17886

• Elaine Stinson
  – Administrative Coordinator
  – 613-761-4169

• Michelle Akimov
  – Administrative Assistant
  – 613-798-5555 ext. 13209

• Allie Elms
  – Executive Assistant to the Chair
  – (613) 761-4940
About Us - Administrative Support (General, CHEO & UOHI)

- Francine Gravel (General)
  - Administrative Supervisor
  - (613) 798-5555, ext. 73222
- Sabreena Charlebois (General)
  - Administrative Assistant
  - (613) 798-5555, ext. 78187
- Angie Ross (UOHI)
  - Administrative Assistant
  - (613) 761-4379
- Jennifer Borup (CHEO)
  - Office Manager
  - Tel (613) 737-7600, ext 2431
Academic Schedule – CBD Curriculum Overview

TRADITIONAL STREAM

PGY-1 (52 weeks)  PGY-2 (52 weeks)  PGY-3 (52 weeks)  PGY-4 (52 weeks)  PGY-5 (52 weeks)  260 WEEKS

CBD STREAM

TRANSITION TO DISCIPLINE (4 weeks)  FOUNDATIONS OF DISCIPLINE (24 weeks)  CORE 1 (72 weeks)  CORE 2 (84 weeks)  TRANSITION TO PRACTICE (24 weeks)  208 WEEKS

BOOTCAMP (12 weeks)  JUNIOR | SENIOR
Academic Schedule (4 week Blocks)

- Transition to Disciple (1 Anesthesia)
- Foundations Bootcamp (3 Anesthesia)
- Foundations Clinical (3 Anesthesia)
- Core 1
  - Cardiology, Respirology, Med Selective (3)
  - Critical Care (2 ICU, 1 CSICU)
  - Anesthesia (12)
- Core 2
  - Transfusion Medicine (1)
  - Critical Care (2 ICU, 1 CSICU, 1 NICU)
  - Individualized Learning Blocks (4)
  - Anesthesia (12)
- Transition to Practice (6 Anesthesia)
# Example 4 Year Schedule

**PGY-1**
- Intro to Anesthesia
- Boot Camp
- Boot Camp
- Boot Camp
- Clinical Anesthesia
- Clinical Anesthesia
- Clinical Anesthesia
- Acute Pain
- Cardiology
- Obstetric Anesthesia
- Airway
- Respiratory
- Vascular Anesthesia

**PGY-2**
- ICU
- ICU
- Complex Pharmacology & Surgery
- Medicine Selective
- Pediatric Anesthesia
- Pediatric Anesthesia
- Thoracic Anesthesia
- Neuro-Anesthesia
- Regional Anesthesia
- Cardiac Anesthesia
- Cardiac ICU
- PAU
- Thoracic Anesthesia

**PGY-3**
- Neuro-Anesthesia
- Remote Anesthesia
- Chronic Pain
- NICU
- Complex Pharmacology & Surgery
- ICU
- ICU
- Regional Anesthesia
- Obstetric Anesthesia
- Pediatric Anesthesia
- Pediatric Anesthesia
- Vascular Anesthesia
- Transfusion Medicine

**PGY-4**
- Elective/Remediation
- Elective/Remediation
- Cardiac Anesthesia
- Cardiac ICU
- Elective/Remediation
- PAU
- Elective/Remediation
- Transition to Practice
- Transition to Practice
- Transition to Practice
- Transition to Practice
- Transition to Practice
- Transition to Practice
- Transition to Practice

**ccc** = Clinical Competency Committee

[uOttawa.ca](http://uOttawa.ca)
Academic Schedule & Evaluation System

- Please use One45 (https://ottawa.one45.com/one.php) to view your rotation and academic schedules.

- You can sync the academic schedule to your mobile device (https://support.one45.com/ics/support/KBAnswer.asp?questionID=654&hitOffset=787+771+518&docID=1337#.VW3bzdCbbQw.email)

- Please review all Educational Requirements and Evaluations prior to beginning each Stage/Rotation
Assessment Tools

Anesthesiology Learning Cases

Clinical Case Assessment Tool

Coaching Platform

uOttawa.ca
The Clinical Case Assessment Tool (CCAT) will be used to document feedback and completion of milestones while on Anesthesia Rotations

- [https://ccat.med.uottawa.ca/](https://ccat.med.uottawa.ca/)
- Video Tutorial: [https://www.youtube.com/watch?v=GTX2dfM Ug1E](https://www.youtube.com/watch?v=GTX2dfM Ug1E)

**Feedback is essential for your development**

- Mandatory completion of 12 CCATs per rotation
- Exception: 9 CCATs required if you take 1 (one) week of vacation
- Failure to achieve this standard could result in the repetition of the rotation during the remediation block
Milestone Documentation

• Please Capitalize the milestones being assessed in the medical expert area of the CCAT for easy reference
• All Milestones are available in the One45 Educational Requirements
• The Milestone Guide can also be accessed directly from the CCAT (Medical Expert I icon) or on the wiki
  – http://wiki.med.uottawa.ca/display/WIKITHESISIA/Milestone+Guide
Learning Cases

• Learning Cases are available for each stage of training
  – https://learningcases.med.uottawa.ca

• Learning Cases for a specific stage or rotation must be completed prior to the end of the module.

• It is advisable to contact your staff the evening prior to coordinate which case you would like to review the following day
Coaching Platform

• Coaching Platform is available via
  – https://coaching.med.uottawa.ca/

• Notifications will be sent out via email when coaching platform postings are due.

• Each intrinsic role will have a minimum of 1 posting per year.

• Postings are confidential between trainee and faculty intrinsic lead champion.
Resident Log Book

- The Resident Log Book is used to track your daily clinical activities
  - [https://www.residentlogbook.com/](https://www.residentlogbook.com/)
    - Login: lastname + first letter of first name
    - Password: duh123
    - Example: videtoh

- It is mandatory to ensure that your Log Book is regularly updated

- Log Book will be an important guide to help your transition to practice stage of training
Electronic Medical Records- SIMS

• SIMS – electronic Anesthetic Chart
  – Please review the following documentation prior to July 4:
    • [http://wiki.med.uottawa.ca/display/WIKITHESIA/SIMS+Reference](http://wiki.med.uottawa.ca/display/WIKITHESIA/SIMS+Reference)
    • Please review the highlighted references (indicated on slide 21)
  
  – SIMS question and answer session will take place on July 12 with Dr. Ian Zunder (3pm-5pm)
Electronic Resource Systems - ACUPAM

- ACUPAM – Acute Pain service electronic medical record
- This software is used for:
  - Writing orders for patients admitted to the Acute Pain Service (APS). This includes orders for IV Patient Controlled Analgesia (PCA), epidural infusions or peripheral nerve block infusions.
  - Orders must also be written following long acting intrathecal opioid administration or single shot nerve blocks.
  - Orders must also be written for the Birthing unit, orders related to PCA or long acting intrathecal opioid administration NOT including labour epidural infusions.
  - Documentation and billing of APS follow up visits
  - Writing APS consultations and documentation of follow up
Clinical Resource Systems - ACUPAM

• The program can only be accessed from within TOH or through the hospital VPN. Your login credentials are the same as your myTOH credentials.
• ACUPAM links can be found via:
  – Anesthesia Manager (link near bottom left of home screen)
  – myTOH (link on left column of screen)
  – Hospital issued iPAD
  – Most desktop computers in the OR or PACU
  – Directly via any web browser at http://aps.ottawahospital.on.ca/ACUPAM
Clinical Resource Systems - ACUPAM

There are a number of resources to learn how to use the software. Links to the software documentation can be found via:

- ACUPAM, after logging in, at bottom of “Patient List” screen
- ACUPAM, after logging in, via “Resources” after opening “Options Explorer” on left of screen
- www.anesthesia.org/ACUPAM
Clinical Resource Systems - ACUPAM

- Please do not “practice” on the live ACUPAM program as it is in clinical use.
- For login problems, please contact Michelle Akimov. For other ACUPAM related problems or questions please contact an ACUPAM superuser.
Clinical Resource Systems - vOACIS

- vOACIS information will be provided at The Ottawa Hospital Orientation session
Clinical Resource Systems - WikiThesia

- For additional resources regarding the Anesthesia Clinical Systems, please visit:
  - http://wiki.med.uottawa.ca/display/WIKITHESIA/uOttawa+Anesthesia+Wiki

- It is not designed to be a Wikipedia of Anesthesia but a Quick Reference for anything that people find they need to look up in a hurry. It could be a list of pertinent tips regarding an unusual medical condition or guidelines for stopping anti-coagulants prior to surgery. It can also collect in one place links to info on the Web that people find helpful.

- For more info or to submit content please contact:
  - Rob Jee (rjee@ottawahospital.on.ca)
Residency Program Logistics – Emails

- All email communications regarding the Anesthesiology program will be sent to your TOH email account.
- All email communications from the university will be sent to your UofO email account.
- You will be responsible for monitoring both accounts daily while working and weekly while on vacation.
- Your TOH ipad can have emails loaded directly to the mail app.
- Unless you are on vacation, it is expected that you will respond to program emails in a timely fashion - within 24 hours (48 hours max.).
Residency Program Logistics – Contact Information

• The program requires the following contact information:
  – Cellphone number
  – Pager number
  – Local home address
  – Emergency contact (name and phone number)

• You are expected to carry your pager every day when in the hospital

• If there are any changes to the aforementioned information, you are required to inform Holly Videto as soon as possible.
Residency Program Logistics – Vacations and Call Schedule Requests

- We adhere to the PARO (formerly PAIRO) guidelines for all call schedules
- Requests must be made online:
  - www.anesthesia.org/new
  - my web (requires login) – Resident Web – Time Away Form.
- It is your responsibility to follow up your requests at least 4 weeks in advance of the requested start day of the vacation and they are to be submitted no later than March 1st.
- If you have any problems/ issues with the system, please contact Holly.
Residency Program Logistics – Vacations and Call Schedule Requests

- Submit your vacation/no-call requests on time.
- Call requests must be submitted to the appropriate above mentioned residents and Site coordinators a minimum of 4 weeks in advance of the stated leave date as per PARO.
- For long (i.e., >4 days) we suggest submitting it 4-6 weeks before the start of the block, to increase odds of a successful approval.
- Requests placed after the call schedule is published may still be approved, but you will have to arrange call switches yourself, if you are on call.
- The approval of any leave requests is contingent upon sufficient service provision; even if a leave request is submitted on time, it might not be approved.
Residency Program Logistics – Vacations and Call Schedule Requests

• Leave Days = 20 vacation days + 7 professional days + 1 floating holiday. They count towards weekdays.

• One week of vacation consists of 5 week days + 2 weekend days. This means a request for 5 days off from a Monday to a Friday will not automatically entitle you to both weekends flanking your request.

• Maximum number of leave request per block should not exceed one week.

• If you are post call on the 1st day of the rotation please notify the following 3 people (4 weeks before the start of the block) so you are not placed on call the first day:
  – Chief resident in charge of site
  – Site coordinator
  – Site Scheduler
Residency Program Logistics – Vacations and Call Schedule Requests

- Call switches:
  - Call switches should be reserved for special circumstances only. If you need to switch ensure that you discuss the switch with the various residents/site coordinators and that you have their approval before proceeding.
  - This is particularly important when you have a buddy resident with you, as the buddies are not randomly assigned. Also ensure that you won’t end-up oncall/post-call on days where you should not be on-call/post-call (e.g. on your simulation day).
  - If you can make a switch after all this then this is who you should notify in addition to the Resident call scheduler and Resident Coordinator for that site:
    - Civic: Kelsey Rice
    - General: Jennifer Huzera
    - CHEO: Jennifer Borup
Residency Program Logistics – On-Call Responsibilities

- The Ottawa Hospital:
  - Civic: please see the site specific orientation guide (will be available on One45)
  - General: please see the site specific orientation guide (will be available on One45)
- CHEO:
  - Please see site specific orientation guide (will be available on One45)
- UOHI:
  - Residents do not do call at the Heart Institute as it is felt that there is a greater educational component during the day. The days at the Heart Institute, however, are longer than at the other campuses and inpatients must always be seen even on Sundays.
Residency Program Logistics – On-Call Responsibilities

- All Campuses (where applicable):
  - **OVERHEAD CODES**
    - **Code Blue**: During codes you are expected to manage the A/W but your help may be required for other tasks such as inserting lines and managing the patients.
    - **Code 1**: Trauma, primarily responsible for airway management, but may be asked to assist in ATLS. You will not be asked to run the trauma code – there is a TTL (trauma team leader) or ED staff.
    - **Code 333**: Crash C/section for fetal/maternal distress (clarify with your staff on call what you will do in this situation i.e. switch with staff if you are out of OR etc.)
    - **Stroke code, STEMI code** – do not respond to these.
    - **Code 222** – Neonatal Emergency – do not respond to these as these are for Neonate team.
    - **Code Blue/Cardiac Arrest at the Heart Institute** – We are no longer responsible for those. Do not go unless you are personally paged + notify your Staff if you are leaving the Civic.
      - UOHI anesthesia staff will respond during the day.
      - RTs can intubate at night.
Residency Program Logistics – On-Call Responsibilities

- All Campuses (where applicable):
  - CONSULTS

  - Please make sure all consults are seen within 24 hours.
  - If you receive multiple consults (>2), share them out to some of the other residents. If it is a pre-op consult on a patient scheduled for the next day, give it to the resident assigned to do the case. If it is an APS (Acute Pain Service) consult, the APS assigned staff/nurse will do the consult on weekdays.
  - Use the on-call staff and OR coordinator– they will help you triage and ensure patients do not get unnecessary delays to the OR
  - If you are unable to complete a consult for whatever reason then please hand this over to the incoming resident on call.
  - No consults should be accepted from a clerk or a nurse. Consults need to be called in by a physician. This avoids late or missed consults.
  - Please ensure that you verify at the beginning of your call the follow-up roster found on VOASIS. There is one for the Civic and the General. Find this under: Roster (top LEFT-hand tool menu) >> Select Roster (first option) >> WorkGroup Roster (third tab) >> “OGH Anes Consult” file or “OCH Anes Consult” file >> click on the roster.
Residency Program Logistics – On-Call Responsibilities

• Call Rooms:
  – Civic:
    • A call Room – Geriatrics area A1
    • B Call Room – L&D D4
    • Buddy Call Room – Parkdale Clinic 4th floor
      – Must sign up for room on door, availability is never an issue
  – General:
    • On Call Room - L&D 8550
    • Buddy Call Room – 3rd floor hallway immediately adjacent to the elevators
      – Must sign up for room on door, availability can be an issue so sign up early
  – CHEO:
    • Room 3196A
    • Located on 3rd floor
    • The key is picked up after 3pm from locating (near main entrance). On weekends the key can be picked up earlier
  – UOHI:
    • 4 call rooms located on H4

• Please note that access codes to call rooms are available on One45
Residency Program Logistics – Absences

- **Sick Days:**
  - Sick days are tabulated, if you are sick for 3 consecutive days or longer in a block, you need a medical note on the 3rd day of your illness.
  - Notify the below people before 7:00AM:
    - Civic & Riverside Campuses: Joel Richard and the OR front desk ext. 18800
    - General Campus: Jenn Huzera and the OR front desk ext. 78409
    - Children Hospital of Eastern Ontario (CHEO): Jennifer Borup and the OR front desk ext. 2444
    - University of Ottawa Heart Institute (UOHI): Angie Ross and the Main Cardiac OR (Heart Institute Locating 14708)
  - It is your responsibility to email the Staff you were assigned to for the day to notify them of your absence
Residency Program Logistics – Absences

- **Sick Days (On-Call):**
  - It is your responsibility to find a replacement for your call.
  - If you are unable to do this, contact the chief resident. If there are ongoing issues, please contact Holly Videto and your site coordinator.
Residency Program Logistics – Parking at ROH

- To access parking:
  - Pay and Display Parking
    - 1. press start
    - 2. press 1
    - 3. Do you have a coupon? Press 1 for yes –
    - 4. Enter 47614576
    - 5. Press OK
    - 6. Be patient it is very slow
    - 7. Place on Dash of car.
  - These instructions are also available on One45.
Academic Activities – Clinical Teaching

- Please note that all of the activities listed below are mandatory:
  - TOH (Civic, General, Riverside)
    - Tuesday am Resident rounds start at 7am sharp in the conference rooms in both the Civic and General campuses. Ensure your OR is already prepped and ready to go before you arrive. You won’t have enough time afterwards. You are only expected to attend these rounds if you are doing an anesthesiology rotation. No rounds during summer/Holidays.
      - You are not expected to attend if you are scheduled at the Riverside
  - Wednesday AM Grand Rounds start at 7:15am. Ensure you arrive in your scrubs and also on time. Feel free to come if you are off service but it is not mandatory.
  - Thursday APS/Echo rounds start at 7:05am.
    - Each occur Bi-weekly
    - They are video-conferenced to all sites
    - Strongly recommended to attend APS (PGY1-2) and ECHO (PGY 3-4)
Academic Activities – Clinical Teaching

Please note that all of the activities listed below are mandatory:

- **CHEO**
  - The Rounds schedule is distributed prior to your rotation.
    - Tuesday morning teaching session at 7:00am
    - Wednesday Grand Rounds starting at 7:50am
    - APS/Consult handover rounds daily at 7:30am

- **UOHI**
  - You may be asked to present at the morning Journal Club once during your rotation at the Ottawa Heart Institute (2 presentations, one per rotation). The rounds and/or resident coordinator will inform you of the date and topic.
Academic Activities – Simulation Sessions

• Please note that all of the activities listed below are mandatory (unless otherwise stated):
  – Simulation Sessions
    • If you miss your Simulation Session without having tried to reschedule it or without having tried to contact the SIM personnel you will be required to write an essay on a topic yet to be determined.
    • It is extremely important that you attend your session, and if you cannot please inform Dr. Crooks asap. Please contact Dr. Simone Crooks for more information.
Academic Activities – Scholarly Activities

• Please note that all of the activities listed below are mandatory (unless otherwise stated):
  – Journal Club
    • In PGY-1 you will be required to utilize EBM skills to present at one morning Journal Club.
    • Individual topics will be suggested in the Foundations session on Critical Appraisal.
  – Grand Rounds
    • Presented during Core 2
  – Gary Johnson Research Day
    • Completion of one peer-reviewed research or scholarly project (book chapter, Quality Improvement project, etc.) over the course of your residency is mandatory.
    • Please look at the Departmental website research tab to find out more about ongoing projects.
    • Contact the Anesthesia Vice Chair of Research, Scholar lead or Resident Research Rep. If you have any research interests or are looking to get involved in a project please attend an upcoming Research In Progress Rounds (RIP)
Academic Activities – Departmental Sessions

- Please note that all of the activities listed below are mandatory (unless otherwise stated):
  - Visiting Professor Program
    - The Visiting Professor is a unique and special program offered at the department. World renowned leaders across the globe are invited to join the department and share a presentation on their area of expertise. In the afternoon, there is a mandatory resident session between the invited speaker and the residents only – topics range from candid discussions or resident related clinical presentations.
  - LUCAS – Lower & Upper Canada Anesthesia Symposium (strongly encouraged to attend)
    - LUCAS 2018: February 2-4 in Montreal (exact location TBD)
    - LUCAS – Lower & Upper Canada Anesthesia Symposium is a collaborative conference between the University of Ottawa, Queens and McGill. The conference takes place in early February each year, alternating between Montreal and Ottawa.
    - The meeting aims to bring together practicing anesthesiologists with experts in an effort to foster knowledge and skills and provide a forum for discussion on emerging concepts.
Conferences and Electives Funding

- Conference funding is available:
  - $500 reimbursement for attendance/year
  - Up to $1500 reimbursement if you are a presenter (upon program director approval)
  - Maximum funding of $30,000 per academic year

- Elective funding is TBD and can be discussed with the PD
Social Events

• To facilitate academic advice between years, social interaction, and to share those pearls to surviving residency, we will aim to have regular resident social events as well as annual events. During the year you will also be invited to attend:
  – The PGY1 Welcome Event
  – The TOH Christmas Party
  – Gary Johnson Research Day
  – The Annual Awards Dinner
  – The PGY5s End of Year Party

• Please see the Resident Survival Guide or your Chief Residents for further information on resident wellbeing initiatives
Useful Websites

Please bookmark or add to IPAD home screen

- Department of Anesthesiology: [http://med.uottawa.ca/anesthesiology/](http://med.uottawa.ca/anesthesiology/)
- Twitter: [https://twitter.com/OttAnesthesia](https://twitter.com/OttAnesthesia)
- WikiThesia: [http://wiki.med.uottawa.ca/display/WIKITHESIA/uOttawa+Anesthesia+Wiki](http://wiki.med.uottawa.ca/display/WIKITHESIA/uOttawa+Anesthesia+Wiki)
- One45: [https://ottawa.one45.com/one.php](https://ottawa.one45.com/one.php)
- Resident LogBook: [https://www.residentlogbook.com/](https://www.residentlogbook.com/)
- CCAT: [https://ccat.med.uottawa.ca/](https://ccat.med.uottawa.ca/)
- Learning Cases: [https://learningcases.med.uottawa.ca/](https://learningcases.med.uottawa.ca/)
- Coaching Platform: [https://coaching.med.uottawa.ca/](https://coaching.med.uottawa.ca/)
Useful Websites

Please bookmark or add to home screen

- Faculty of Medicine – Post-Graduate Medical Education: [http://www.med.uottawa.ca/Postgraduate/eng/](http://www.med.uottawa.ca/Postgraduate/eng/)
- Faculty of Medicine – Wellness Program: [http://www.med.uottawa.ca/Wellness/eng/index.html](http://www.med.uottawa.ca/Wellness/eng/index.html)
- Professional Association of Residents of Ontario: [http://www.myparo.ca/](http://www.myparo.ca/)
- College of Physicians and Surgeons of Ontario: [http://wwwcps.on.ca/](http://www.cps.on.ca/)
- Canadian Medical Protective Association: [https://www.cmpa-acpm.ca/home](https://www.cmpa-acpm.ca/home)
- CAS: [http://www.cas.ca/English/Home.aspx](http://www.cas.ca/English/Home.aspx)