



## Department of Emergency Medicine

# Weekly **email**

Updates for ED Physicians

December 12, 2023 Edition

Natalie

## Operations

### PRC Hiring Update

I'm happy to report that we just completed our fall hiring cycle and will be fully hired from a physician perspective starting July 1, 2024.

We hired a total of 11 associate (permanent) positions (7 FRCP, 6 EMs) and an additional 11 one-year locum positions (1 FRCP, 10 EMs) for a total of an additional 21.4 FTE for the Calgary zone for the coming year. We see this large 1-year locum group as win-win for all involved, as we get the benefit of an energetic group of talented young physicians to meet our staffing needs, and the new locum physicians get the opportunity to continue to work in the Calgary zone, develop their clinical skills and demonstrate their extra-clinical contributions which will improve their chances of being hired into permanent positions the following year.

Our recent PRC Physician Needs Survey showed that the group converged on 12 shifts/28 days (13 shifts/calendar month) as our desired 1.0 FTE target. Based on our most recent PRC needs matrix demonstrating a 9.8 FTE deficit across the zone, our recent hiring will allow us to cover our existing FTE requirements while providing each site with a 2.0-2.5 FTE buffer in order to manage unexpected Leaves of Absence (LOAs).

We felt that it was important to have the FTE buffer for several reasons:

- While we are lucky to have a young group, because many of our physicians are now starting families, we wanted to ensure that all parental leaves can be granted without clinically overloading our other staff.
- We wanted to ensure that our established staff have the ability to take LOAs for personal or professional opportunities (if so desired) to improve their wellness and avoid burnout. These are granted on a case by case basis through the PRC. Email me if you have questions.
- Because we no longer have the reliable short term coverage provided by the BackupMD role, we wanted to ensure that our group is feeling well-rested enough to have the ability to cover open shifts on short notice.

I would like to recognize the contributions of Dr. Miles Hunter (new ED Hiring Lead) who has been a great collaborator in managing and improving the hiring process, as well as our many interviewers who volunteered their time to help, including (Claire Acton, Heather Battle, Andrea Boone, Haley Cochrane, Carly Hagel, Kevin Krause, Patty Lee, Meira Louis, Peter Maric and Amanda Schreiner). We couldn't have pulled this off without them.

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## PRC Update: Site Assignments and Line Changes

The Schedulers have been fielding a large number of requests for line changes in the zone over the past several years. While we recognize there are many valid reasons for staff to request line changes/specific sites, they cannot all be immediately accommodated owing to either a lack of available FTE at certain sites (i.e., FMC/RGH) and a need to ensure adequate staffing at others (i.e., PLC/SHC).

To best manage these competing demands, the recommendations of the PRC are as follows:

- Site/Line changes are generally accommodated on a first-come, first-serve basis (although if multiple requests are received at a similar time, priority may be given to physicians with greater seniority and a history of contributions to the department)
- It is in the interest of each site to maintain a healthy balance of early, mid- and later-career physicians
- We support site leads prioritizing transfers for individuals with certain skillsets/training identified as a need for their department.
- In order to accommodate the greatest number of requests from the group at large, we will prioritize line changes for physicians who are willing to give up a line at one oversubscribed site to work at another.

We appreciate your patience and understanding we continue to try to work together to accommodate all line change requests. Most requests are granted within 1-2 years.

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## NEED ECMO? – CALL RAAPID (All Sites - including FMC)

There is a NEW process for ECMO for All Sites

\*\*ECMO Needed? Call RAAPID and ask for ECMO Team Consult

### All ECMO Activations are coordinated by RAAPID in the Calgary Zone:

The ECMO Team Consult will ensure RAAPID notifies the following:

1. Advanced Heart Failure (AHF) Attending per ROCA
  2. Cardiac Surgeon (On-call for Emergencies) per ROCA
  3. Cardiovascular Intensivist (Under Critical Care CVICU Attending 0800-0800) per ROCA
  4. Cardiovascular Anesthesiologist on call per ROCA (under Anesthesia-Cardiovascular) per ROCA
- IF the Unit Clerk receives a call for ECMO – ensure to call RAAPID and ask for ECMO Team Consult
  - If the caller asks for “CV Surgery”- ask- “Is ECMO Required”?

<b>ECMO</b>	<b>ETA</b> _____ <b>Bed</b> _____	<b>ED Physician or Trauma surgeon or RN notifies UC by phone -required. <u>2</u> notifications:</b> <b>1. Call RAAPID at 44486 and connect the requesting physician – “ECMO Team Consult”</b> <b>2. Notify Charge/Clinician by page</b>
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## PLC TED (Triage Emergency Department) Physician Role

We have recently had the benefit of multiple novel consulting physician roles in the ED including the Nocturnist Program at several sites, as well as the new TED (Triage Emergency Department) Program at PLC.

The TED doc is a General Internal Medicine (GIM) staff who is based in the ER from 8:00 am through 5:00 pm, Monday to Friday to help direct consults, help figure out outpatient resources, and generally be available for all the GIM needs of the ED. **They can be paged directly on 2918** and are happy to be called.

They are there to help triage admissions to medical specialties including MTU, GMU, medical subspecialties and Hospitalists when the immediate disposition is uncertain. It is also their goal to target a

lower time to final decisions regarding admissions to our GIM services. This GIM Attending is also available for curbside advice on patients in ED and can help facilitate access to urgent care assessments if needed.

The role will be modified based on feedback from stakeholders, metrics collected as we go, and expansion of resources to support the role.

We strongly encourage you to take advantage of the program, and for those of you already using it, would appreciate your feedback.

For those of you who have interacted with the TED, **please take 2-3 minutes to complete the survey below** as a means to provide feedback so the role can be further supported and optimized:

<https://redcap.albertahealthservices.ca/surveys/?s=WFERMW7JPAXNRNK8>

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## Connect Care Update for the Week

### 1) EIP OVER CAPACITY WORKFLOW

A couple of weeks ago we circulated a workflow in the newsletter regarding how to change the designation of patients to Emergency Inpatient (EIP) for patients who are being boarded in the ED. Please note that we have experienced some unexpected and unintended patient movement / admissions when using this workflow, so we have decided to SUSPEND its use. **Until further notice, please DO NOT use the EIP workflow.** We are continuing to work on ironing out some of the communication issues that led to the unintended admissions, and we are hoping to be able to reinstate the EIP workflow at some point in the near future.

### 2) FORM 1 WOES

We have been made aware of some issues regarding the completion of MHA Form 1's using the e-Sign document function. A couple of key points to remember:

- a) ALWAYS REMEMBER TO SIGN YOUR FORM. This can (and should) be done electronically. Note that the Signature Box will only allow you to sign the form once all the mandatory fields have been completed.
- b) REMEMBER THAT THE THREE TIMES ON THE FORM MUST BE IN SEQUENCE AND MUST BE DIFFERENT FROM EACH OTHER (ie - the 'Start of assessment' must come before 'End of Assessment' which must come before 'Time of issuance'). Note that if you simply 'tab' through the various time fields, the 'Time of Issuance' field will auto-populate with 'Now', which will mean it won't necessarily meet these criteria depending on what times you fill into the other fields.

### 3) AMBULATORY REFERRAL REFUSALS

We have been hearing about a number of outpatient referrals being refused. If you are having any unusual problems with referrals you believe are appropriate but are being repeatedly declined by specific clinics please let me / your site chief know. (NOTE - we won't be taking on the job of 'convincing' clinics to accept individual referrals but it would be nice to know if there are any patterns emerging that we can address zonally / provincially.) When you receive a refusal, please be aware that in many/most cases the referrals are being declined because the referral criteria have not been met. Please always check the criteria for the specific clinic you are referring to by accessing the Alberta Referral Directory (ARD) link that is available in all Ambulatory Referral orders (website is <https://albertareferraldirectory.ca>). It is sometimes the case that routine (non-urgent) referrals will require a large number of pre-emptive investigations that may exceed the scope of an ED visit. In such cases, it is worth considering whether the ED is the best place to initiate such referrals, and whether the patient would be better served by connecting them with a primary care physician to pursue the matter further.

### 4) MEDS TO GO

Please remember that the nurses require an order to be able to dispense 'meds to go' from the ED. The Communication that is embedded in the Dispo tab (where you detail which med / how many tabs to go) DOES NOT constitute an order. You MUST have either a **Dispo tab prescription OR a during-visit order in the Orders tab** for the same medication for the nurses to have an order to be able to dispense the medication with. The proper workflow is detailed in the Common Workflows document:

[https://docs.google.com/document/d/11wPjhRV0wj\\_1jzAU9k35BFth2sq03lp/edit?usp=sharing&oid=108419507683669552471&rtpof=true&sd=true](https://docs.google.com/document/d/11wPjhRV0wj_1jzAU9k35BFth2sq03lp/edit?usp=sharing&oid=108419507683669552471&rtpof=true&sd=true)

As always, if you have any questions please don't hesitate to ask.  
Chris

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## Hypothermia Protocol

There has been an update to the Calgary Zone Hypothermia Resource Tool. This tool provides zone-wide destination and management guidance. The resource tool and algorithm will be maintained by Trauma Services. These will go into the Eolas App as well.

In terms of a synopsis, the tools are meant to guide the initial care of hypothermic patients presenting to Calgary area EDs and include rewarming methods in addition to the ED care of the HYPOTHERMIC CARDIAC ARREST PATIENT.

Click below for the ED ADULT HYPOTHERMIA CLINICAL RESOURCE ALGORITHM

[https://secure.campaigner.com/media/77/776142/Emergency\\_Medicine/December\\_2023/EDHypothermiaAlgorhythm.pdf?id=tso3avl?f\\_type=file&f\\_name=EDHypothermiaAlgorhythm.pdf](https://secure.campaigner.com/media/77/776142/Emergency_Medicine/December_2023/EDHypothermiaAlgorhythm.pdf?id=tso3avl?f_type=file&f_name=EDHypothermiaAlgorhythm.pdf)

Click below for the CALGARY ED ADULT HYPOTHERMIA CLINICAL RESOURCE TOOL

[https://secure.campaigner.com/media/77/776142/Emergency\\_Medicine/December\\_2023/EDHypothermiaClinicalResourceDocument.pdf?id=nrl4l79?f\\_type=file&f\\_name=EDHypothermiaClinicalResourceDocument.pdf](https://secure.campaigner.com/media/77/776142/Emergency_Medicine/December_2023/EDHypothermiaClinicalResourceDocument.pdf?id=nrl4l79?f_type=file&f_name=EDHypothermiaClinicalResourceDocument.pdf)

The key points in the CRT are:

- If the patient is in cardiac arrest and has a core temperature  $\leq 30^{\circ}$  C, call RAAPID early to help coordinate transfer to FMC and/or organize ECMO if appropriate
- Core temperature should be measured via an esophageal or foley catheter temperature probe (avoid the use of rectal temperature probes)
- Rewarming methods should be restricted to warm, humidified oxygen, warm fluids, warm packs to groin/axilla and Bair Hugger blankets above and below the patient unless otherwise directed by CV/Trauma Surgery
- Follow ACLS considerations for hypothermic cardiac arrest (listed in document/algorithm)

If you have a patient who may be a candidate for ECMO, call RAAPID and ask for ECMO Team Consult

Have a look at these excellent resources.

Any questions should go to Heather Boucher – Trauma Services.

Adam Oster

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## Grand Rounds and Journal Club

### Pearl of the Week

This week's topic: Sugammadex – Pharmacology Considerations. Detailed information can be found below:

[https://secure.campaigner.com/media/77/776142/Emergency\\_Medicine/December\\_2023/CPTPearlSugammadexDec2023.pdf?id=9mq8lmf?f\\_type=file&f\\_name=CPTPearlSugammadexDec2023.pdf](https://secure.campaigner.com/media/77/776142/Emergency_Medicine/December_2023/CPTPearlSugammadexDec2023.pdf?id=9mq8lmf?f_type=file&f_name=CPTPearlSugammadexDec2023.pdf)

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### Grand Rounds Dec 14th – Note In-Person in Theatre 4 HSC

Dr Sudhir Pandya MD, FRCPC(EM), DABEM  
Assistant Professor of Medicine, U of C.  
Staff Emergency Physician FMC PLC RGH

Title: **NAVIGATING PATIENT SAFETY ISSUES IN THE POST- PANDEMIC ED LANDSCAPE**

Guest Speakers from CMPA:

Dr Cheryl Hunchak MD,CCFP(EM),MPH,FCFP

Dr Shirley Lee MD,CCFP(EM), MHSc(Ed), FCFP, CPC(HC), COC

Panel discussion with Dr Cheryl Hunchak, Dr Shirley Lee, Dr Mike Betzner, Dr Haley Cochrane, Dr Ian Walker.

Moderator: Dr S Pandya.

Bio for Dr. Cheryl Hunchak: [https://secure.campaigner.com/media/77/776142/Emergency\\_Medicine/November\\_2023/Dr\\_Cheryl\\_Hunchak\\_bio\\_18.9\\_FINALSept2023.pdf?id=9l9j6l?](https://secure.campaigner.com/media/77/776142/Emergency_Medicine/November_2023/Dr_Cheryl_Hunchak_bio_18.9_FINALSept2023.pdf?id=9l9j6l?)

[f\\_type=file&f\\_name=Dr Cheryl Hunchak bio 18.9\\_FINALSept2023.pdf](#)

Bio for Dr. Shirley Lee: [https://secure.campaigner.com/media/77/776142/Emergency Medicine/November 2023/Dr Shirley Lee bio English.pdf?id=8wsagtd?f\\_type=file&f\\_name=Dr Shirley Lee bio English.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/November%202023/Dr%20Shirley%20Lee%20bio%20English.pdf?id=8wsagtd?f_type=file&f_name=Dr%20Shirley%20Lee%20bio%20English.pdf)

### Learning Objectives:

- Identify common issues related to limited resources and capacity in the ED
- Describe physician responsibilities when providing ED care in a resource limited environment
- Review best practices to optimize patient safety and minimize medico-legal risk when resources are limited

Thank you in advance for your participation at our Emergency Medicine Grand Rounds on **Thurs, December 14, 2023** (0900 – 1000) **Theatre 4 HSC**. These will be **IN PERSON ROUNDS ONLY**, and **no recording permitted** of these rounds at all. As such there will be **NO ZOOM LINK**.

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## Departmental News

### Clinical/Adjunct Promotions and Awards Deadlines

The 2024 deadlines and application requirements for the Clinical/Adjunct promotion process can be found here. [https://secure.campaigner.com/media/77/776142/Emergency Medicine/December 2023/2024 Promotions.pdf?id=0x5rk58?f\\_type=file&f\\_name=2024 Promotions.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/December%202023/2024%20Promotions.pdf?id=0x5rk58?f_type=file&f_name=2024%20Promotions.pdf)

Education Contributions for the Purpose of Promotion:

[https://secure.campaigner.com/media/77/776142/Emergency Medicine/November 2023/Education Contributions for the Purpose of Pro.pdf?id=4x7hv9?f\\_type=file&f\\_name=Education Contributions for the Purpose of Pro.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/November%202023/Education%20Contributions%20for%20the%20Purpose%20of%20Pro.pdf?id=4x7hv9?f_type=file&f_name=Education%20Contributions%20for%20the%20Purpose%20of%20Pro.pdf)

CAR Criteria: [https://secure.campaigner.com/media/77/776142/Emergency Medicine/November 2023/CAR Criteria.pdf?id=p7g30nn?f\\_type=file&f\\_name=CAR Criteria.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/November%202023/CAR%20Criteria.pdf?id=p7g30nn?f_type=file&f_name=CAR%20Criteria.pdf)

CAR Awards terms of reference: [https://secure.campaigner.com/media/77/776142/Emergency Medicine/November 2023/CAR Awards terms of reference.pdf?id=jog555u?f\\_type=file&f\\_name=CAR Awards terms of reference.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/November%202023/CAR%20Awards%20terms%20of%20reference.pdf?id=jog555u?f_type=file&f_name=CAR%20Awards%20terms%20of%20reference.pdf)

CAR Award recipient list: [https://secure.campaigner.com/media/77/776142/Emergency Medicine/November 2023/CAR Award recipient list.pdf?id=2mkf95j?f\\_type=file&f\\_name=CAR Award recipient list.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/November%202023/CAR%20Award%20recipient%20list.pdf?id=2mkf95j?f_type=file&f_name=CAR%20Award%20recipient%20list.pdf)

For questions, please contact Jordan-Rose Detillieux at [Jordan-Rose.Detillieux@albertahealthservices.ca](mailto:Jordan-Rose.Detillieux@albertahealthservices.ca)

**Deadlines and Application Requirements** can be found online at:

<https://cumming.ucalgary.ca/departments/emergency-medicine/kudos/academic-appointment-promotions-emergency-medicine>

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### Kudos Corner

To all the Emergency Medicine Clerkship Preceptors: a heartfelt thank you from Dr. Kevin Busche, the Assistant Dean at the Cumming School of Medicine. Please read the link below:

[https://secure.campaigner.com/media/77/776142/Emergency Medicine/December 2023/Emergency Medicine Clerkship Preceptors.pdf?id=p2qlfwp?f\\_type=file&f\\_name=Emergency Medicine Clerkship Preceptors.pdf](https://secure.campaigner.com/media/77/776142/Emergency%20Medicine/December%202023/Emergency%20Medicine%20Clerkship%20Preceptors.pdf?id=p2qlfwp?f_type=file&f_name=Emergency%20Medicine%20Clerkship%20Preceptors.pdf)

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## Teaching Opportunities

### Recruiting facilitators for the 2024 Emerg UME Sim program.

Medical students (elective and mandatory clerks) rotating through emerg will have a simulation during their 2-week block. These will generally be on Thursdays 09:00-11:00 in the Health Science's ATSSL (G820).



This group ranges from 6-14 learners and will typically require 2 facilitators per session. Your role will be to pre-brief, manage the scenario, and facilitate debriefing. You will receive the case including a review of teaching topics so it will be low preparation.

Remuneration is at the UME teaching rate \$125/hr.

Sign up included below. Thank you for considering! Please reach out to Ryan Wilkie if you have any questions.

<https://docs.google.com/spreadsheets/d/1WUNmBmUr4b80G0gOB1RH2f1PcLb8nKqdWCcStlC-1uU/edit#gid=1295193520>

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## STAFF EXAMINERS Required FOR CCFP-EM ORAL EXAMS: 2024

### Thursday's March 14\*, 2024 – In Person \*NEW DATE)

The CCFP-EM Residency Program is in need of eight staff examiners for the oral exams for the date below:

- **March 14<sup>th</sup> 2024 from 1030 – 1300**

**These exams are In-Person sessions. Lunch will be provided.**

Please check your availability and let Tris know If you are able to help on any of these dates. Send responses to [TriSurendra.Malasani@albertahealthservices.ca](mailto:TriSurendra.Malasani@albertahealthservices.ca)

Your help and assistance is very much appreciated!! Once confirmed Tris will send Calendar invites.

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## 2024 ED Staff Sim Sign Up

Staff simulation dates are still available in the new year! Please check your availability and sign up with the sign-up genius links below.

### Jan - June 2024 Sign Up:

<https://www.signupgenius.com/go/10C0844AAAD22A5F8C25-46179322-2024/32137917#/>

## 2024 ED Junior SIM Facilitators Needed for our EM Residents:

### Jan-June 2024 Sign Up:

<https://www.signupgenius.com/go/5080D4CA5AC2EAAFF2-20232024#/>

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## Funded international opportunity for emergency physicians with advanced POCUS knowledge

The Toronto Addis Ababa Academic Collaboration in Emergency Medicine (TAAAC-EM) is an educational partnership between the University of Toronto (U of T) and Addis Ababa University (AAU). Established in 2010, its intention is to foster the development of Ethiopia's first Emergency Medicine (EM) Residency Program, and support the growth of the specialty. This commitment has led to the graduation of Ethiopia's first cohorts of emergency physicians, beginning in October 2013, and the development of additional residency training programs at institutions across Ethiopia.

Dr. Claire Acton created the inaugural POCUS curriculum, based on CPOCUS/EDE1, for TAAAC-EM in 2017. Since then, the curriculum has grown to include the development of the first POCUS fellowship in East Africa.

The East African POCUS (E-POCUS) Fellowship was developed to address a gap in POCUS education, harnessing local leadership and experts for long-term sustainability. The program includes a combination of in-person scanning, journal club, quality assurance, curriculum development and mentorship.

**We are currently recruiting emergency physicians with advanced POCUS knowledge to travel to Addis Ababa, Ethiopia during 2024 to provide in-person teaching as part of the 12 month Fellowship. This opportunity is geared to those who are able to travel for four weeks (or longer). Flight, accommodation and visa costs will be covered through a grant supporting the fellowship.**

If you are interested in learning more about the opportunity, or have any questions, please feel free to contact Dr. Indy Sahota, E-POCUS Fellowship Director at [issahota@ucalgary.ca](mailto:issahota@ucalgary.ca) and/or Hannah Girdler, TAAAC-EM Program Manager at [hgirdler@ghem.ca](mailto:hgirdler@ghem.ca).

Please also feel free to reach out to Claire Acton directly. Although she is no longer actively involved with TAAAC-EM she is still involved as a consultant and have traveled to Ethiopia twice to teach POCUS and get the original program running.

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## Job Postings

### Emergency Department Deputy Head - Education (Physician Development and Continuing Medical Education)

#### ED Physicians:

A rarely available opportunity has become available for the Emergency Department Deputy Head - Education role. We'd like to thank Dr. Fareen Zaver for doing a great job in this role for the past couple of years.

The Department of Emergency Medicine, in partnership with the University of Calgary, invites applications for the position of Emergency Department Deputy Head - Education effective February 1, 2024. Funding for this position comes from the generous support of our (PSF) Physician Support Fund, and the (PGME) Postgraduate Medical Education office at the University of Calgary Cumming School Of Medicine. PSF provides \$15,000 annually and the PGME provides matching funds of \$15,000. The department also provides a top up from our University of Calgary fund.

To apply for this opportunity, please email me a cover letter highlighting your interest and skillset for this position, along with an updated CV. Cover letters and CV's should be emailed to: [ScottH.Banks@albertahealthservices.ca](mailto:ScottH.Banks@albertahealthservices.ca) and should be received no later than **January 7, 2024**.

Details about this position is as per below:

#### **Deputy Head - Education. Cumming School of Medicine. University of Calgary.**

The preferred candidate for this role will be a successful emergency physician already working in Calgary who has established credibility within the group, and has a demonstrated track record of leadership, administrative, and scholarly activity, as well as an understanding of the educational milieu and current educational issues within the Department, the Faculty of Medicine, and in Canada.

The Emergency Department Deputy Head - Education will be tasked with organizing and recruiting speakers for weekly Emergency Department Grand Rounds as well as facilitate mentorship and coaching relationships between department members with shared interests, and varying degrees of expertise. The Deputy Head - Education will act as a resource to faculty members in fostering academic and educational career growth in Emergency Medicine. They will actively participate in a full range of educational activities in the department (UG, PGME, CME, etc.) The time commitment for this role is approximately 1.5 days per week.

Thanks - if you have any questions about this role, please feel free to call (403) 681-7309 or email Scott (email above) or Fareen ([fzaver@gmail.com](mailto:fzaver@gmail.com))

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### Current Job Opportunities:

#### [Emergency Medicine FRCP Program Director](#)

Did you miss a job opportunity in one of our past newsletters? Navigate to our new page where we will host job postings for a designated time: <https://cumming.ucalgary.ca/departments/emergency-medicine/job-opportunities>

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## Research

DEPARTMENT OF  
EMERGENCY MEDICINE  
PRESENTS

**HODSMAN**

*Legacy lecture  
Series*

*join us!*

Thursday  
April 11, 2024  
from 09.00 am - Noon

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Save the date for Emergency Medicine Research Day

Attached you will find the Abstract Submission Form for completed AND work in progress projects.

[https://secure.campaigner.com/media/77776142/Emergency Medicine/November 2023/AbstractSubmissionForm2024.pdf?id=8rt4ma2?](https://secure.campaigner.com/media/77776142/Emergency%20Medicine/November%2023/AbstractSubmissionForm2024.pdf?id=8rt4ma2?f_type=file&f_name=AbstractSubmissionForm2024.pdf)

[f\\_type=file&f\\_name=AbstractSubmissionForm2024.pdf](https://secure.campaigner.com/media/77776142/Emergency%20Medicine/November%2023/AbstractSubmissionForm2024.pdf)

Instructions for Submission:



1. Complete the Abstract Submission Form (select Completed or Work in Progress on the Form- No need for multiple forms!)

2. Send complete abstract form back to Jill Vandenbrand [jillian.vandenbrand@ahs.ca](mailto:jillian.vandenbrand@ahs.ca) via email by **Friday January 12, 2024 at 16:00**.

Deadline for Abstract Submissions is Friday January 12, 2024 at 16:00. Please do not hesitate to reach out with any questions or concerns.

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## Newsletter Process

Submissions can be sent to: [natalie.sun@albertahealthservices.ca](mailto:natalie.sun@albertahealthservices.ca).

For reoccurring submissions, there is a **max three week run**. If you would like to re-run your submission, please resubmit with updates.

- Submissions will run for a period of one week unless specified.
  - Body copy will be edited at the discretion of the editor to optimize communication.
  - Deadline is Tuesday at noon.
-