

Departmental Policy

eLEARNING APPLICATION ACCOUNT ACCESS

Classification Operations	Table of Contents Purpose 1
Approval Authority Associate Dean, UME	Scope 2
Implementation Authority Manager, Curriculum & Administration	Definitions 3
Effective Date August 15, 2014	Policy Statement 4
Latest Revision August 15 2014 July 13, 2009	Special Situations 5
	Responsibilities 6
	Appendices 7
	Procedures 8
	Instructions/Forms 9
	Standards 10
	Parent Policy 11
	Related Policies 12
	Related Information 13
	References 14
	History 15

- Purpose** 1 To provide a standard for account activation among faculty, staff and students in UME.
- Scope** 2 This policy applies to all faculty, students & staff in UME.
- Definitions** 3 In this policy
- a) “eLearning application” means the any application run for the purpose of learning and teaching in UME (e.g. OSLER, Podcasting, Clerkship Logbook).
 - b) “Student” means the individual accepted into the UME program whose studies are currently in progress.
 - c) “Applicant” means the individual who has applied to the UME program.
 - d) “Accepted applicant” means the individual who has applied to the UME program and successfully been admitted (offer of admission is accepted and deposit paid).
 - e) “Staff” means UME Office personnel and administrative assistants to medical faculty.
 - f) “Faculty” means a person involved in teaching in the UME program, whether MD, nurse, allied health professional, resident, fellow or other.
 - g) “Approval authority” means the office or officer responsible for

approving University policy and procedures.

- h) “Implementation authority” means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

Policy Statement **4** To ensure that all users have access to UME eLearning applications at appropriate times in their studies.

- a. Applicants will not receive access to UME eLearning applications until they are accepted into the program. Please see 4.2.
- b. Accepted Applicants will receive access to OSLEP and Podcasting once an orientation by the eLearning team can occur or on the first official day of classes, whichever comes first. Note: Orientation to OSLEP and Podcasting traditionally occurs on Day 1 of Orientation Week, which precedes classes. Thus, unless logistical or administrative constraints prevent orientation to OSLEP on Day 1 of Orientation week, accepted applicants will be able to access OSLEP before their first official day of classes.
- c. Accepted Applicants will have access to email (Webmail through UCIT) and U of C Access (through UCIT) once they have accepted & paid, received their UCID from the Registrar, and self-registered via UCIT for an eID and an email account.
- d. Accepted Applicants who defer entrance to the UME program will be given access to eLearning applications once they formally start in the UME program. No access will be given while they are completing other studies (for example, but not limited to, Masters, PhD).
- e. Students who have started the UME program but leave for a time period will have their eLearning application access suspended until such time they return to the UME program formally. Under special circumstances where the student will not be negatively impacted by access to eLearning applications, the Associate Dean of UME may use his discretion to grant access.
- f. Students progressing to Year 3 of the UME program will be given access to the Clerkship Logbook, One45 and other clerkship-specific applications.
- g. Students who write exams using the SSES (Student Self-Evaluation System) will be given login access prior to the exam writing date. Access will be given only to those students who are writing the exam.
- h. Faculty and UME staff will be granted accounts to eLearning applications as their role merits, on the day that they begin with the UME program.
- i. Visiting faculty are not given access to UME eLearning applications, except at the discretion and good judgment of the Associate Dean of UME.
- j. For the expiration of accounts, please see the UME policy on the Expiration of Email, OSLEP and Podcasting accounts.

Special Situations **6** Special situations should be brought to the attention of UME Management.

Responsibilities **7** *Approval Authority* – ensure appropriate rigor and due diligence in the development or revision of this policy.

Implementation Authority – ensure that University staff are aware of and

understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.

Policy Advisor – fulfill the responsibilities of the Implementation Authority.

Appendices	8	
Procedures	9	Link to procedures in the database
Instructions/Forms	10	
History	11	<i>Approved:</i> Dr. Sylvain Coderre, Associate Dean, UME UME Management

Effective: August 15, 2014