

**OSLER (LEARNING MANAGEMENT SYSTEM) ACCOUNT EXPIRATION**

Classification <b>Operations</b>	Table of Contents <b>Purpose</b> 1
Approval Authority <b>Associate Dean, UME</b>	<b>Scope</b> 2
Implementation Authority <b>Manager, Undergraduate Medical Education</b>	<b>Definitions</b> 3
Effective Date <b>January 16, 2009</b>	<b>Policy Statement</b> 4
Latest Revision <b>December 11, 2014</b>	<b>Special Situations</b> 5
	<b>Responsibilities</b> 6
	<b>Appendices</b> 7
	<b>Procedures</b> 8
	<b>Instructions/Forms</b> 9
	<b>Standards</b> 10
	<b>Parent Policy</b> 11
	<b>Related Policies</b> 12
	<b>Related Information</b> 13
	<b>References</b> 14
	<b>History</b> 15

- Purpose** 1 To provide a standard for duration of accounts in the learning management system used in UME (OSLER).
- Scope** 2 This policy applies to all students, staff and faculty accounts.
- Definitions** 3 In this policy
- a. UME – Undergraduate Medical Education in the Cumming School of Medicine with the University of Calgary.
  - b. Student – a person accepted into the UME MD Program (whether in the program currently or on leave of absence (Academic, personal, etc.).
  - c. Faculty a person involved in teaching in the UME MD Program, whether MD, nurse, allied health professional, resident, fellow or other.
  - d. Learning Management System a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER (Online Schemes, Learning and Educational Resources).
- Policy Statement** 4 Accounts in OSLER will expire after a period of non-use or upon leaving employment in the UME MD Program and/or office.
- Special Situations** 5 Faculty, students and staff on a leave of absence (personal, medical or

otherwise) will retain their accounts.

**Responsibilities**

- 6** *Associate Dean, UME - Approval Authority* – ensure appropriate rigor and due diligence in the development or revision of this policy.

*Manager, UME - 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.

**Procedures**

- 8**
- a. Student accounts will expire and become inactive after December 1<sup>st</sup> of the graduating class year.
  - b. Students who begin post-graduate study at the University of Calgary, and therefore will be teaching as residents, will be required to active their accounts in OSLER during their residency. Please contact [osler@ucalgary.ca](mailto:osler@ucalgary.ca).
  - c. Staff accounts will expire and become inactive on the last day of employment with the University of Calgary.
  - d. Faculty accounts will expire and become inactive on the last day of employment with the University of Calgary (if date is known and no further teaching in the UME program will occur). Faculty are required to provide this information to UME by emailing [osler@ucalgary.ca](mailto:osler@ucalgary.ca). Should a final date of employment not be known, faculty accounts that have been inactive for a period of 24 months and who are confirmed as no longer teaching in the UME will be made inactive from the OSLER account.

**Instructions/Forms**

- 9** Accounts will be made inactive using the “end date” feature in OSLER. Once all accounts for expiration have been confirmed as correct, the username, ID and associated data (names, addresses, phone numbers, emails, etc.) are to be deleted from the database.

**Related Information History**

**10**

**15** *Approved:* Dr. Sylvain Coderre, Associate Dean UME  
UME Management

*Effective:* December 11, 2014