

# MEDICAL DIRECTOR & REFRESHER COURSES

## SEPTEMBER 2023—MARCH 2024

### REGISTRATION & INFORMATION GUIDE

**EACH COURSE IS LIMITED TO 60 PARTICIPANTS**

*This Group Learning program has been certified by the College of Family Physicians of Canada for up to 48 Mainpro+ credits.*

#### **MEDICAL DIRECTOR COURSE—Mandated by the Ministry of Long Term Care**

This course is designed to prepare physicians in Long-Term care to be informed and skilled Medical Directors. With a thorough knowledge of the sector and development of appropriate skills, LTC medical directors will improve the quality of care for residents in their facilities.

*There is no cost for Medical Directors from Ontario to register.  
There is a fee for Medical Directors from other provinces and Nurse Practitioners.*

#### **Dates for the full Medical Director Course:**

*This series of courses is for those that have not taken the course in the past*

**In-Person—November 24, 25 and 26, 2023—Novotel Hotel, North York, Ontario**

**Virtual—Must attend all as they all make up the full course—Friday January 19, 2024, Friday February 2, 2024, Friday February 23, 2024 & Friday March 1, 2024**

#### **VIRTUAL MEDICAL DIRECTOR REFRESHER COURSE**

This Refresher Course is designed to update physicians with key topics. Those Medical Directors that have taken the full course will benefit from the Refresher Course as the *topics offered are updates on new legislation and information*. The Ministry is *highly recommending* all Medical Directors who have taken the course in the past to participate in the Refresher Course.

*There is no cost for Medical Directors to register.  
There is a fee for Medical Directors from other provinces and Nurse Practitioners.*

#### **Dates for the Virtual Medical Director Refresher Course:**

**Friday September 22, 2023—4 hours—Virtual (1 pm—5:15 pm)**

**Friday March 22, 2024—Virtual (1 pm—5:15 pm)**

*This Self Learning program has been certified by the College of Family Physicians of Canada for up to 12 Mainpro+ credits.*

## KEY INFORMATION

### MEDICAL DIRECTOR COURSE—Mandated by the Ministry of Long Term Care

<https://www.ontario.ca/laws/regulation/220246#BK311>

251. (1) Every licensee of a long-term care home shall enter into a written agreement with the Medical Director for the home that provides for at least the following:

1. The term of the agreement.
2. The responsibilities of the licensee.
3. The responsibilities or duties of the Medical Director under clause 78 (3) (b) of the Act, as set out in subsection (4) of this section.
4. That the Medical Director will complete,
  - i. the Ontario Long Term Care Clinicians' Medical Director course within 12 months after the Medical Director first begins to perform their duties and responsibilities or, if the Medical Director was the Medical Director of the home when this section comes into force, within 12 months after this section comes into force, and such other training as is specified in the agreement, within the time period specified in the agreement.

**ONTARIO MEDICAL DIRECTORS— THERE IS NO FEE APPLICABLE TO THE MEDICAL DIRECTOR TO TAKE THE MEDICAL DIRECTOR COURSE. REGISTRATION GIVES THE REGISTRANT ACCESS TO THE MEDICAL DIRECTOR MANUAL ON THE OLTCC WEBSITE UP TO JUNE 30, 2024**

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## THE PROCESS

### Medical Director Courses & Refresher Courses

1. Manual chapters will be available in the members section of the OLTCC website for review/reading by the participant before the next session. Registration for both courses provides the registrant access to the material up to June 30, 2024.
2. Registrants will need to complete a pre-course survey, post-session evaluations and final reflective post-course survey eight-weeks after course completion.
3. Credits will be issued in accordance with attendance and completion of surveys. Up to 48 MainPro+® credits are available for the Medical Director Course and 12 MainPro+® credits for the Refresher Courses.
4. You will be provided with a Zoom link for each webinar that is being held virtually.
5. Certificates of completion will be issued after you send in your 8-week post-course survey.

## VIRTUAL MEDICAL DIRECTOR COURSE

The Ministry is covering the tuition fee for all Ontario Medical Directors. There is no cost to register or attend, unless you are from out of province, or Nurse Practitioner.

**The full Virtual Medical Course is a total of 4 half days—so you must be able to attend all of them in order to complete the course.** During each four-hour webinar, a short summary on each topic will be followed by facilitated small group discussion in breakout rooms. You will be expected to read the relevant chapters of the OLTC Medical Director Manual ahead of time. Course times are 1:00 pm—5:15 pm EST / EDT.

## IN-PERSON MEDICAL DIRECTOR COURSE

You will be required to read all of the Chapters before arriving for the course. Course chapters are housed in the members only section of the OLTC Website and can be accessed through the Members Only tab. You will be provided with a Workbook for the course to follow the Agenda as presented over the 3 days.

The Ministry is covering the cost for Ontario Medical Directors to attend, so there is no fee, unless you are from out of province or Nurse Practitioner. They are also covering hotel accommodations if required, travel to and from the venue, parking and meals provided during the course. Any meals outside of the course food and beverage would be the responsibility of the participant i.e. dinners. Breakfast, Lunch and two Breaks are included in the course.

## MEDICAL DIRECTOR COURSE CONTENT

### Topics Covered in both In-Person and Virtual Courses: *(Order may change)*

Introduction, Overview and Ontario Regulatory Environment & Residents Rights, Capacity and Consent; Documentation & Admission and Discharge; Minimizing of Restraining, Prevention of Abuse and Neglect, & Ethics; Palliative Approach to Care; RAI-MDS; Resident & Family Centred Care; Infection Prevention & Control; Medical Director Role & Contract; Medical Staff Supervision; Compliance & Inspections; Safety & Risk Management; RAI-MDS Outcome Scales & Quality Indicators; Working in Teams; Leadership

## MEDICAL DIRECTOR REFRESHER COURSE CONTENT

- (1) Changes to Legislation: The New Fixing Long-Term Care Act and Regulations
- (2) Compliance and Enforcement Update
- (3) Engagement with Programs and Quality Improvement Committees/Projects
- (4) Palliative Approach to Care


### Course Questions


- 1. Can I take only some sessions?**  
You cannot select certain sessions to take.
- 2. If I miss a session, what do I do?**  
Only credits for the sessions attended will be provided.
- 3. Are there CME credits for the Medical Director Course**  
Yes, there are 48 MainPro+ credits available for the full Medical Director Course and 12 MainPro+ Credits for the Medical Director Refresher Course.

# 2023—2024 REGISTRATION FORM

Two ways to register:



 **Online**— <https://eis.eventsair.com/medical-director-course-2023---2024/medicalandrefreshercourses>

 **Mail**—Complete the registration form and mail to: OLTCC, 1288 Ritson Road North, Suite 333, Oshawa, ON L1G 8B2 (**Registration is not confirmed until form is received**)

## Registration

Professional Designation (i.e., MD, NP, PharmD): \_\_\_\_\_

Name: (First) \_\_\_\_\_

(Last) \_\_\_\_\_

LTC Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: (Please print clearly) \_\_\_\_\_

## CIRCLE YOUR CHOICE:

**Refresher Course**

September 22, 2023

March 22, 2024

**Medical Director Course**

November 24, 25, 26, 2023

January 19, February 2, February 23 & March 1, 2024

## Fees (+HST)

**Ontario Medical Director: \$0.00 Medical Director Outside of Ontario: \$1250**

**Nurse Practitioner: Refresher Course—\$500; Medical Director Course—\$1250**

Total Course Base Fee ..... \$ \_\_\_\_\_

Add 13% HST (#783327893RT0001) ..... \$ \_\_\_\_\_

**Total:** ..... \$ \_\_\_\_\_

## Payment (if applicable)

**Cheque:** Payable to **Ontario Long Term Care Clinicians** and mailed to **1288 Ritson Road North, Suite 333, Oshawa, ON L1G 8B2**

**Credit Card:** Visa  MasterCard  Amex

CC Number: \_\_\_\_\_ Expiry: (mmyy) \_\_\_\_\_ CVN: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Questions:** Krista Hook / Karin Podoylak—office@oltcc.ca  
905-404-9545