



June 21, 2013

Inside FoM:

- [Medix calendar](#)
- [Medical school news](#)
- [Leadership Updates](#)

What to share with faculty and staff:

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Leadership Updates

Administration

Announcements for administrators/managers and dept. heads

1. [ACCADA conference registration open](#)

The Association of Canadian Clinical Academic Department Administrators is hosting its annual conference at the Westin Nova Scotian Hotel in Halifax, October 7 - 9.

Please see the [conference brochure](#) for more details and registration.

2. [Responsibilities of Academic Departmental Leaders at Dalhousie](#)

Deans Council has adopted a new document outlining the responsibilities of department leaders. Department leaders are asked to read the [document](#).

Announcements to share with faculty and staff *

1. [July payroll deadline](#)

This is a reminder that any payroll forms (FPIPs, payroll profiles, payroll change forms, EPFs, etc.) for the month of July need to be received in the Dean's Office no later than 2 p.m., Tuesday, July 2. This allows time to review, acquire the proper signatures and send to Payroll/HR Academic for deadline. Any payroll requests received after this time will not be processed and will be sent for August payroll processing.

Please inform your staff member(s) that administers payroll changes.

2. [Health at Work yoga classes July - August](#)

Health at Work will continue to offer yoga classes from July 2 - August 22. All classes are scheduled to be held in room 14-B2 in the Sir Charles Tupper Medical Building every Tuesday and Thursday during this period (excluding July 25 & 30).

Please check the [DalMedix calendar](#) for further details.

3. New hire in PGME office

Please help welcome Carlotta Spino to the PGME Office as Visa/IMG Clerk. Carlotta will be supporting various projects at the PGME office, the Visa/IMG unit, and postgrad electives. Prior to this position, Carlotta was administrative secretary at the Department of Psychiatry here at the medical school. Carlotta has had many years of administrative experience in post secondary education, including Simon Fraser University and UBC. Carlotta can be reached at carlotta.spino@dal.ca.

Professional & Managerial Group award winners

Several DPMG members have recently been celebrated for their outstanding contributions at the medical school. Special congratulations to the following award winners:

- Lynn Power - 2013 DPMG Outstanding Achievement Award
- Catherine Currell - 2013 DPMG Outstanding Achievement Award
- Greg Power - DPMG Collaborator of the Year Award
- Anne Weeden - 2013 CAUBO Emerging Leader

Dal News recently ran an article congratulating Lynn and Catherine on their awards. [Read the full article online](#).

Medical Admissions launches new website

Congratulations to Medical Admissions on completing the renewal of their website. [Check out their website's new look](#).

Research

Call for participation: ISHIMR 2013

The 16th International Symposium on Health Information Management Research (ISHIMR 2013) is scheduled to take place in Halifax, June 26-28. The theme of this meeting is "Exploiting Health Informatics for Connected, Collaborative and Customized Patient Care".

For more information, please visit the [conference website](#).

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