Policy: MEDICOL File Naming Conventions

Intended Audience

MEDICOL/e-Learning System Administrators, TEL Liaison, TEL operations coordinator, TEL Curriculum Material Administrator, Program/PBL Managers and Program Assistants.

History

Version	Date	Author	Comments
0.1	December 16, 2004	C. Stephenson A. Martin	Initial draft
0.2	January 25, 2006	C. Stephenson	Added further rationale, document acronym codes, sub-block field
0.3	April 18, 2006	C. Stephenson A. Martin	Standardized course names, added more document type codes, removed keyword field
0.4	August 23, 2006	C. Stephenson A. Martin	Added block/sub-block acronym codes, additional examples
0.5	December 13, 2006	K. Hunter	Transcribed to standard policy template
0.6	July 7, 2007	K. Hunter E. Wang	Updated naming schemes based on pilot (Jan - May 2007).
1.0	Nov 20, 2007	E. Wang	Final Draft
1.1	Jul 21, 2008	E. Wang	Added ‘site’ field; added naming convention limitation; dropped appendix; updated audience to reflect org change; finalized for distribution

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1 Objective and Rationale

With the increase in the volume of documents and complexity of the expanded medical program, there is a need to standardize the naming of distributed files. In consultation with program administration and support staff from all three partner sites, a standardized naming scheme has been developed to maximize document transfer efficiency, minimize confusion, and ensure the timely recovery of misplaced files.

- File names contain the following: scope, year, date, file type, person, keyword etc.
- No spaces are allowed; the underscore (_), and the dash (-) are used instead.
- Filenames are completely lowercase.

1.1 Scope

It is not necessary to try and implement this type of naming convention for all documents, however, standardized names for files that are routinely distributed can make communication among team members easier. A common scheme for naming also makes searching, sorting, grouping, and finding files faster. Standard file names can greatly benefit the following:

- MEDICOL
- Sharepoint
- Local server folders to be shared among staff
- Email attachments

2 File Name Fields

A field is a portion of the file name that describes a scope, location, file type, date, or person, and is separated by an underscore (_); multiple words in a field are separated by a dash (-).

Field	Example
Course / Block	prin, dpas410, fmpr420 (see complete list)
Term / Sub Block****	maternity, respiratory, amir, sexmed (see complete list)
Academic Year	0708, 0809
Week**	wk1, wk2, block
Document Type	sched, pres, hdt (see complete list)
Author	doroudi, mcgillivray

Field	Example
Site**	imp, nmp, vfmp (by default) rch, sph (see complete list)
Date (using mmm/d format) ***NOTE:***	jan16, nov5 *Presentations / handouts → lecture delivery date* *Schedules, Tutor guides, others → date of last revision*
Keyword(s)**	orange, green (tutor guide covers) 1, 2, 3 (multiple exhibits) ques, ans (see complete list)

** Denotes an optional field – used only if necessary depending on the type of document

3 Naming Heirarchy Examples

3.1 Full Standardized Name

Use lowercase for all file names

course/block_term/sub-block_year_week_doc-type_author_site_date_keyword

For example **inde410_intro_0809_hdt_crawford_jan11_diagram.pdf**

3.2 Schedule

Clinical Skills 420, fall term schedule, final version for IMP, last reviewed on Aug 10, 2008:

For example **inde420_0809_sched_imp_aug10_fall.doc**

3.3 Tutor Guide

HDI week 1, the most recent version of the tutor guide, last reviewed on Dec 12, 2008, the cover to be printed on yellow paper:

For example **hdi_0809_wk1_tg_dec12_yellow.doc**

3.4 Presentations

In this case, this is the lecturer's second presentation of the day:

DPAS 410 spring term, block 5 (AMIR), week 4 presentation (ppt), produced by Dr. Conway for delivery on Jan 10, 2009:

For example **dpas410_amir_0809_wk4_conway_jan10_2.ppt**

3.5 Planning Matrix

Family Practice fall term week 8 planning matrix, most recently reviewed version for VFMP, produced on September 4, 2008:

For example **fmpr401a_0809_wk8_plan_sep4.doc**

4 Codes and Abbreviations

4.1 Courses / Blocks

Term	Explanation
bb	Brain & Behaviour
bl	Blood & Lymphatics
cv	Cardiovascular
dpas410	Doctor Patient & Society - Yr 1
dpas420	Doctor Patient & Society - Yr 2
endo	Endocrine & Metabolism
fergu	Fluids, Electrolytes, Renal, Genital & Urinary
fmpr401a	Family Practice - Yr 1 Term 1
fmpr401b	Family Practice - Yr 1 Term 2
fmpr420a	Family Practice - Yr 2 Term 1
fmpr420b	Family Practice - Yr 2 Term 2
gd	(Nutrition,)Growth & Development
gi	Gastroenterology
hdi	Host, Defense & Infection
inde410	Clinical Skills - Yr 1
inde420	Clinical Skills - Yr 2
integ	Integument
msk	Musculoskeletal & Locomotor
ornt	Orientation
prin	Principles of Human Biology
pulm	Pulmonary
repro	Reproduction

4.2 Document Types

Term	Explanation
assign	Assignment
bios	Student bios
case	PBL case (tutor / student version)
cover	Cover sheet
exb	Exhibit (image, diagram, chart, or other resource)
form	A form that students fill out
guide	Course / workshop / student / etc… guide (handbook)
hdt	Lecture handout
link	Links to journal articles; Web link
list	List (for student group lists, tutor lists, contact lists, etc.
manual	Information manual (specify with keyword field)
map	Location, building, or street maps
memo	A notice or memo to students
misc	Anything not easily categorized (use descriptive keyword)
obj	Block / week / lecture objectives
plan	Planning matrix
pres	Lecture presentation
sched	Schedule
syllabus	Course syllabi
video	Video clips / animations

4.3 Sub-Block Types

Scope (course)	Term	Explanation
dpas	amir	Addiction medicine and inter-collegial responsibility
dpas	build	Building blocks
dpas	context	Context of DPAS
dpas	ethics	Ethics and law
dpas	ebm	Evidence-based medicine
dpas	health	Public health & community medicine
dpas, fmpr, inde	ornt	Orientation
dpas, inde	sexmed	Sexual medicine

Scope (course)	Term	Explanation
fmpr	geriat	Geriatrics
fmpr	mcare	Maternity care
fmpr	pcare	Palliative care
fmpr, inde	Intro	Introduction
inde	cardio	Cardiac
inde	clinical	Clinical skills
inde	comm	Communication skills
inde	pulm	Pulmonary

4.4 Site

Term	Explanation
imp	Island Medical Program
nmp	Northern Medical Program
vfmp	Vancouver Fraser Medical Program (by default)
bcca	BC Cancer Agency (Vancouver)
bcch	BC Children's Hospital
bcwh	BC Women's Hospital
bgh	Burnaby General Hospital
fph	Forensic Psychiatric Hospital
fvcc	Fraser Valley Cancer Centre
gfs	GF Strong Rehabilitation Centre
kgh	Kelowna General Hospital
lgh	Lions Gate Hospital
msj	Mount St. Joseph
nrgh	Nanaimo Regional General Hospital
rch	Royal Columbian Hospital (vfmp)
rgh	Richmond General Hospital
rjh	Royal Jubille Hospital (imp)
rvh	Riverview Hospital
shhc	Sunnyhill Health Centre
smh	Surrey Memorial Hospital

Term	Explanation
sph	St. Paul's Hospital
ubc	University of British Columbia Hospital
vgh	Vancouver General Hospital

4.5 Example Keywords

Term	Explanation
1, 2, 3, etc…	Versions / numbers
award	Award
bw	Black & white
bw2	Black & white - 2 slides per page
bw4	Black & white - 4 slides per page
image	Image
jppn	Jim Pattison Pavillion (North)
ques	Questions
ans	Questions & answers
rch	Royal Columbian Hospital (vfmp)
rjh	Royal Jubille Hospital (imp)
stud	Student
thurs	Thursday
tue	Tuesday
tutor	Tutor
wksp	Workshop

5 Other Considerations

5.1 Dates

Dates consist of a 3 letter abbreviation of the month, followed by the day of the month. Days that are less than 2 digits do not need to be preceeded by a zero.

For example **jun3** = June 3

5.2 Field Priority

This naming convention is helpful for file sorting because it is based on fields that narrow in scope. The broadest scope fields come first in the naming scheme, whereas the narrowest scope fields are closer to the end.

Broad Scope ⟶ Narrow Scope

For example **dpas410_ethics_0708_wk4_sched_sep4**

NOTE: The date and keyword fields can be very useful when looking at a list of similarly named files because they are easy to spot.

5.3 Inter-field Conventions

If a field requires more than one descriptor, each word that is part of the description is separated by a dash (-). This scheme allows fields and words to be differentiated, as the normal field delimiter is an underscore (_).

For example **xxx_stud-ans.pdf** = Answer to students (xxx is a different field)

6 Maintenance and Minor Revisions

This suggested file naming convention will be implemented in the 1st term of 2008-2009. Archived files will not be renamed.

MEDICOL/LMS Administrators, TEL Liaison, TEL operation coordinator, TEL Curriculum Material Administrator, Program/PBL Managers and Program Assistants are encouraged to make changes according to this convention if alternate file names are found.

7 Dissemination, Communication, and Training

Program/PBL Managers are encouraged to train and support their teams as much as possible. As the primary organizers for large volumes of files, MEDICOL Administrators are encouraged to remind all stakeholders of the benefits of a common naming convention.

Meetings between sites and between stakeholders should be held to:

1. Make sure everyone is clear with the new standard
2. Discuss local strategies for implementation

8 Evaluation

Six months after implementation of this naming standard, stakeholders are encouraged to re-visit the naming convention to determine the effectiveness, efficiency, ease of use, weaknesses, and practicality of the system. The results from this evaluation report can be circulated to allow discussion for small system adjustments.

9 Review and Renewal

The intention of this policy is to clarify and methodize file names for transfer using Windows operating systems. If future document processing software, content and learning management systems, or electronic repositories require an overhaul of this naming convention, this policy may be renewed accordingly.

10 Limitation

This policy is intended for Windows operating systems. In Mac OS, file names may be truncated after certain characters (number may vary depending on OS versions, e.g. 31 in OSX 9 and 35 in OSX 10;) and be dealt with names longer than that by inserting a # followed by 4 random characters as the last 5 characters of the name.