

## Guideline for Resident Attendance at Academic Sessions

Source: *Department of Family and Community Medicine*

1. The academic component of the family medicine residency program is a core requirement of training as outlined in the CFPC "Red Book".
2. Participation in this curricular component is required for a resident to meet the minimum standards for program completion.
3. Attendance at all local and central academic sessions, in their entirety, will be monitored by the Site Director.
  1. Residents will sign-in at each session
    - At central sessions, residents will sign-in indicating their name and time of arrival, and sign-out indicating their time of departure.
  2. Residents who are unable to attend a session, or who are able to attend only a portion of a session, will notify the Site Administrator in advance by email or other appropriate method. The resident must indicate the reason for their inability to attend.
    - Notification will not be required for residents on vacation, attending teaching practice, a conference, or who have received approval for the absence from their Site Director.
  4. Site Administrators will notify Site Directors of absences for which acceptable explanations have not been received. Site Directors will then liaise with the resident, as appropriate, to further elucidate the circumstances resulting in the absence.
  5. If a resident does not attend a core day or site academic day and has not communicated this to the Site Administrator or Site Director in advance AND with a satisfactory explanation (and in the absence of extenuating circumstances), a resident's professionalism lapse will be acknowledged in one of the following ways:
    - First occurrence: Results in a mandatory professionalism lapse recorded on a Field Note\*\*
    - Second occurrence: Results in a mandatory 2 in professionalism on a Family Medicine ITER. Consequently, the resident would be presented at the central resident progress review committee.
    - Third occurrence: The resident would be put forward for remediation under Professionalism.

\*\*With the first occurrence, a resident has the option to petition the Site Director to use a vacation day or professional day in lieu of a below level Field Note. Subsequent incidents will be recognized formally as a professionalism lapse as a mandatory 2 in professionalism on a Family Medicine ITER.

Please be aware that professionalism lapses can affect PGY3 program applications and future job opportunities as they are specifically asked about and documented on reference letters.

## **Guideline for Protected Academic Time**

*Source: Department of Family and Community Medicine*

With respect to the acquisition of core competencies, the academic curriculum is recognized as an important supplement to residents' clinical experiences. As such, the Department of Family & Community Medicine supports freeing residents from their clinical responsibilities to participate in these academic activities.

The following include examples of activities for which "protected time" will be provided:

### **Academic Half-Days & Core Days**

With the exception of residents on Teaching Practices, "away" rotations or post-call, all residents are required to attend Academic Half-Days and Core Days.

### **Quality Improvement & Resident Academic Projects**

In order to support the completion of meaningful QI and academic projects, residents will be provided 20-30 hours (or 5-10 half-days) over the span of the 2 year program. This time will be assigned/allocated based on site-specific preferences (e.g., during academic-half day time, FM block time, etc.).

### **Chief Resident Duties**

Chief residents will be provided with one half-day per month of protected time to complete administrative activities.

Since residents are being relieved of their clinical duties to attend to the activities listed, their punctual attendance and active participation is mandatory. Deviations from this (e.g., unaccounted-for absences during academic half-day time, failure to sign in for Core Days, etc.) will be considered breaches of professionalism and addressed as such.

June 2016