Guideline for Quality Improvement Project Supervision

Choice of Supervisor:

The resident will be responsible for designating at least one faculty member (part- or full-time) as the lead contact and supervisor for their project. The QI project supervisor will often be the faculty advisor. It is also acceptable that the project supervisor be a different faculty member or a faculty member outside of the core family medicine training site. For instance, a resident might wish to collaborate with a different project supervisor due to aligning interests or similar projects being conducted at a different site. It is acceptable the resident chooses a different project supervisor as long as the following criteria are met:

* The faculty advisor has agreed with the project supervisory change.
* The faculty advisor agrees to continue checking in and help monitor the project’s progress with their resident at the faculty advisor meetings that take place every 6 months or more often as appropriate.
* The project supervisor is a part-time or full-time faculty member at a recognized institution and they recognize that the project should have a certain degree of relevance to family medicine.

If working in a group setting, the group will be responsible for designating at least one faculty member (part- or full-time) as the lead contact and supervisor for their project. It is each resident’s responsibility to notify their faculty advisor of the group project and the designated project supervisor for the project.

Roles and Responsibilities of Project Supervisors:

The QI project supervisor will be responsible to advise, monitor and mentor the resident(s) during the course of the project. The project supervisor should be reasonably accessible to resident(s) when needed for general guidance and should regularly discuss the QI project’s progress with the resident(s). The project supervisor will also be responsible for evaluating the resident(s) progress and performance. If the project supervisor is not a member within the department, the faculty advisor will act as the evaluator. Evaluations should be completed in a timely manner.

The QI project supervisor should be aware and respect resident project policies, requirements for completion and deadlines in order to ensure that the resident(s) is meeting the standards of the academic program. The QI project supervisor should be a health information custodian of any data used in the project and they must ensure compliance with institution-specific and national guidelines (PHIPA).

Project Concerns:

The QI project supervisor will be the first point of contact should there be any concerns with the project or with group functioning. If problems arise within a group project, the project supervisor will be responsible for gathering information from all parties involved. This will involve meeting with the residents either as a group or individually. The QI project supervisor will then be responsible for deciding on an appropriate course of action. If a course of action is not reached, the project supervisor should contact the resident project coordinator for further guidance. If the suggestions do not result in a solution, the resident project coordinator will notify the Academic Program Director and the Urban, Rural/Regional or Windsor Directors for further direction and implementation. If there are further concerns with regards to the resident project, the Academic Program Director will notify the Postgraduate Executive Committee.