Department of Medicine – Internal Medicine
Postgraduate Program
Academic Half Day Attendance & Evaluation Policy

The Academic-Half Day is offered every Thursday (2:00 - 5:00 pm). These are mandatory sessions where the residents are provided with topics, articles and other reading materials in advance of the session. A three-year curriculum based on Royal College Objectives has been established which covers a wide array of topics.

Relevant RCPS Accreditation Standards

Standard B3: Structure and Organization of the Program
There must be an organized program of rotations and other educational experience, both mandatory and elective, designed to provide each resident with the opportunity to fulfill the educational requirements and achieve competence in the specialty or subspecialty.

Standard B1: Administrative Structure
3.8.6 The learning environment of each component of the program must be evaluated.

Expectations

1. Regular sessions take place on Thursdays from 2:00 - 5:00pm at St. Joseph’s Health Care. This will be switched to Wednesday on the occasional weeks through the year where there is a Schulich-wide Academic Half-Day. These sessions are mandatory and contribute to Resident education and learning throughout their training.

2. Attendance sheets will be available at each Academic Half Day (AHD) Session. Residents must sign this sheet in order to be marked as “Present” for the session. If the Resident is unable to locate the sheet they must speak to one of the Chief Residents.

3. The following list contains all the valid reasons for being “Absent” from an AHD Session. These must be recorded using the attendance tracking system in One45.
   - Away at a Conference
   - Away at an Interview
   - Out of Town Elective
   - Patient Needs (unable to leave service)
   - Post-Call
   - Sick
   - Vacation
   - Video Conference Malfunction

   If a Resident is “Absent” from a session for one of the valid reasons listed, this must recorded by the Resident in One45 within one week. If the information is not recorded the Resident will be marked as “Absent” by the program administration. Audits will take place on a semi-annual basis to ensure Residents are recording “Absent” reasons accurately.

4. If a Resident is “Absent” without an appropriate reason they will be asked to meet with the Program Director. If the Resident is “Absent” from additional sessions a note will be made in their file regarding a failure to meet the standards for Professionalism.

5. Residents must also complete an evaluation form following each AHD Session. For those who were Absent, there is also a place to indicate the reason as well as the specific rotation they were on at the time.

6. If an AHD Session is cancelled, residents are expected to remain on their scheduled service.

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