

PROGRAM INFORMATION

This is a list of program information that should be available and accessible for faculty and learners – options include a shared drive/teams or as part of an orientation handbook. Include any other information relevant to your program as well.

1. Names and contact information for program director and program administrator
2. Scheduling information – for call, information for call stipends etc., vacation requests, notifying if unavailable, paging information, and contact names for any scheduling or stipend questions. Include call expectations (number of calls etc. either here or for specific rotations)
3. Program Committees and Subcommittees – membership, agendas and minutes (with any resident assessment information redacted)
4. Rotation schedules (with faculty coordinator name, with information about where and when to show up, or how that information will be provided)
5. Rotation objectives (and any EPAs that are expected for the rotation)
6. The Assessment Process:
 - Include information about the competence committee (terms of reference and membership)
 - The assessments that the program uses – including a schedule where applicable (for example for dates of oral/written examination, OSCEs etc.)
 - For CBD programs provide the EPAs and clear expectations for EPA completion on rotations (a map linking the rotations to EPAs is helpful here)
 - A description of the process for assessment, and communications from the program
7. The Academic Curriculum:
 - Academic Half-Day schedule
 - Grand Rounds, Journal Club etc. information
8. Faculty: a description of the faculty or link to list/website
9. Research:
 - Research coordinator name and role
 - Research interests and projects with names of potential supervisors
 - Date of Research Day if applicable
 - Description of expectations for scholarly project completion in the program and timelines, and any ITERs or progress reports that are required with date of submissions
10. When to call and who to call – information about program expectations for supervision, etc.
11. Policies: include program specific policies and a link to PGME Policies. Provide information about wellness, safety and fatigue risk management.
12. For Royal College Programs
 - General Standards of Accreditation for program
 - Royal College Program Competencies
 - Royal College Program Training Experiences
 - EPAs for the program – ideally linked to rotations or learning experiences
13. For CFPC program provide the 'Red Book' and a list of training sites, supervisors etc.