



Policy on Residency Program Directors and Off-Service Rotations



Background

The required administrative structure of a specialty residency training program is entrenched in the B standards of the Royal College of Physicians and Surgeons of Canada and the Four Principles of Family Medicine. Item B.1 of the RCPSC states that there must be a Program Director who is responsible for the overall conduct of the integrated residency program. Every program at Western has such a structure. When a resident is rotating on an off-service rotation there has been a lack of clarity around the role of the “receiving” Program Director in the conduct of the rotation. The aim of this document is to clarify this relationship and give guidelines regarding responsibilities. Although this document quotes from The Standards of the RCPSC, the principles are equally applicable to the CFPC trainees.

Guidelines

All rotations must have rotation specific goals and objectives, Standard B.4. These should be established in advance of the trainee’s arrival. The goals and objectives should be discussed and agreed upon by the “sending” Program Director and the rotation supervisor. The “receiving” Program Directors must ratify these and involve the Residency Training Committee as necessary. This ensures that the goals and objectives will be appropriately documented, be reasonably expected to be achieved, and permit evaluations to be based upon them. The goals and objectives should be circulated to the teaching faculty and the resident. The rotation assignment onto a specific teaching service should occur to maximize the ability to achieve these goals and objectives. The administrative set up and arrangement of rotations should take place through the respective Program Directors. Should there be a requirement to change a rotation or should there be system-wide problems associated with a particular rotation negotiation, they should be undertaken between Program Directors.

In the event that there are specific concerns regarding the conduct of a given rotation and/or the performance of a resident on this rotation there should be contact between the designated rotation supervisor and the sending Program Director. Evaluation and follow-up (including mid-rotation evaluation and timely return of final evaluation) will take place between the rotation supervisor and sending Program Director.

In summary the receiving Program Director will be responsible for the general administrative organization of the off-service experience but the Rotation Supervisor will be responsible for the specific individual resident related aspects of the rotation.

Approved UWO:PGE Committee, June 16, 2004