



UNIVERSITY
OF MANITOBA

Faculty of Medicine Policy

Policy Name:	Guidelines Pertaining to Senior Resident, Senior Administrative Resident and Chief Administrative Resident Positions
Application/Scope:	All PGME Residency Programs
Approved (Date):	FPGME Executive Committee, August 27, 2013
Review Date:	
Revised (Date):	
Approved By:	Faculty Executive Council, Sept. 10, 2013

BACKGROUND

Consistent with the general and specific standards of accreditation every resident must progress to the level of **Senior Resident** through the process of graded responsibility.

As well, the Royal College of Physicians and Surgeons and the College of Family Physicians directs that every resident must function in the **Senior Administrative Resident** leadership role during the senior years of the Residency Program, as partial evidence of demonstrated competency in the CanMEDS Manager Role. A Senior Administrative Resident is a Senior Resident with special responsibilities relating to the academics and service activities of the Residency Program in which there are at least five trainees (clinical clerks; residents) at a given time. A Residency Program may have a designated Senior Administrative Resident for each service by site.

The Chief Administrative Resident (**Chief Resident**) has special administrative responsibilities relating to the academic and service activities of a Residency Program. This resident is assigned specific administrative duties in addition to those expected as a regular part of his/her Residency Program.

DEFINITIONS

CanMEDS/CanMEDS-FM – refers to the CanMEDS Physician Competency Framework which describes the knowledge, skills and abilities that physicians need for better patient outcomes. The framework is based on the seven roles that all physicians need to have, to be better doctors: Medical Expert, Communicator, Collaborator, Manager, Health Advocate, Scholar, and Professional.

CFPC - College of Family Physicians of Canada

FPGME/PGME – Faculty/Postgraduate Medical Education

PARIM – Professional Association of Residents and Interns of Manitoba

RCPSC - Royal College of Physicians and Surgeons of Canada

RPC – Residency Program Committee

WRHA – Winnipeg Regional Health Authority

1. PURPOSE

- 1.1 Describe the process of appointment of Post Graduate Medical Education (PGME) Chief and Senior Administrative Residents
- 1.2 Outline the generic duties and responsibilities of a PGME Program Chief and Senior Administrative Resident

2. STATEMENT OF POLICY - SENIOR RESIDENT

- 2.1 At some point in their Residency Program, under appropriate staff supervision, each resident **must** assume the role of a senior resident.
- 2.2 There must be a documented plan that allows for each resident to have increasing senior responsibility at an appropriate time in the Residency Program and be evaluated in that role by his/her preceptor.

3. PROCEDURES - SENIOR RESIDENT

- 3.1 In addition to the development of **Medical Expert** competencies, Senior Residents should receive training and experience in administration through the **Manager, Collaborator, Communicator** and **Scholar** CanMEDS/CanMEDS-FM competencies. This experience may be obtained through but not limited to the following duties:
 - 3.1.1 The Senior Resident may be designated by the Chief Administrative Resident to represent the resident cohort on any Residency Program, Department/Section Hospital, FPGME or University of Manitoba Committee.
 - 3.1.2 The Senior Resident may be elected by the resident cohort within the Residency Program as its representative to the Professional Association of Residents and Interns of Manitoba (PARIM) Council.
 - 3.1.3 The Senior Resident will be responsible for certain components of the education of clinical clerks and other students and junior residents.

4. STATEMENT OF POLICY - SENIOR ADMINISTRATIVE RESIDENT

- 4.1 Senior Administrative Residents will be required in situations where the Residency Program has multiple sites or locations (distributed education), has a large number of

trainees or has an administrative or teaching workload beyond what the Chief Administrative Resident is able to handle alone.

- 4.2 An administrative allowance shall be paid for the Senior Administrative Resident position(s) in concordance with the Professional Association of Residents and Interns of Manitoba (PARIM) – WRHA Collective Agreement.
- 4.3 The Residency Program Committee should develop a Job Description for the Senior Administrative Resident position, which will include the selection process, duties, review of performance and assessment.

5. PROCEDURES - SENIOR ADMINISTRATIVE RESIDENT

- 5.1 The Senior Administrative Resident(s) are appointed by the Residency Program Director during the senior years of the residency program.
- 5.2 The Senior Administrative Resident(s) are responsible to the Chief Administrative Resident re: their daily duties and report to the Residency Program Director or his/her designate.
- 5.3 The responsibilities and time commitment required for administrative, clinical, and teaching duties of the Senior Administrative Resident will be defined by the Residency Program Director.
- 5.4 The Senior Administrative Resident must advise the Chief Administrative Resident if he/she will be absent from service, and may be required to find a delegate to fulfill the duties of managing the day-to-day running of the service in consultation with the Chief Resident.
- 5.5 The Senior Administrative Resident's duties will include all of the duties of the Senior Resident in the relevant Residency Program, plus the following additional responsibilities:
 - 5.6.1 In the case of Residency Programs with multiple sites or locations, the Senior Administrative Resident at a particular site will maintain regular contact with the Chief Administrative Resident to inform him/her of site specific issues of concern
 - 5.6.2 Develop resident call schedules, under the supervision of the Chief Administrative Resident
 - 5.6.3 Assign daily duties to residents and students on service, as well as delivery and operating room assignments to meet service requirements and to support patient safety. Last minute call requests, stat day assignments, sick days, and schedule changes must be approved by the Senior Administrative Resident on the relevant service.
 - 5.6.4 Provide components of orientation to the particular educational site, to the particular clinical rotation and to the Residency Program for new clinical clerks and residents
 - 5.6.5 Complete on-line clerkship evaluations by the designated Senior Administrative Resident for each clerkship rotation
 - 5.6.6 Supervise and support junior residents who may need assurance as to how to proceed, particularly when on off-service rotations, as required

- 5.6.7 Alert the Undergraduate or Postgraduate Site Director should a student or resident not be meeting academic or professional expectations during the course of the rotation
- 5.6.8 Prior to completing his/her term, the Senior Administrative Resident, must meet with the incoming Senior Administrative Resident to review the roles and responsibilities of the Senior Administrative Resident.
- 5.6.9 Other duties may be outlined in the Residency Program-specific Senior Administrative Resident Job Description.

6. STATEMENT OF POLICY - CHIEF ADMINISTRATIVE RESIDENT (CHIEF RESIDENT)

- 6.1 Each Residency Program would typically have one such position, except where parallel but functionally independent programs operate at geographically separate sites (e.g. Family Medicine streams), where one Chief Resident position per site may be recognized (PARIM – WRHA Collective Agreement).
- 6.2 The Chief Resident will have the authority and responsibility for overseeing and coordinating the administrative and teaching duties of all residents, including the Senior Administrative Residents in the Residency Program. All residents in the Residency Program report to the Chief Resident.
- 6.3 Each Residency Program will create a process for selection of the Chief Resident which involves faculty and resident input. The process will be clearly described in the Chief Resident Job Description for the Residency Program.
- 6.4 Duties of the Chief Resident may vary by Residency Program, but there should be a clear Chief Resident Job Description developed by the Residency Program Committee which should include specific information pertaining to the selection process, duties, review of performance and assessment.
- 6.5 An administrative allowance shall be paid for the Chief Resident position(s) in concordance with the PARIM – Collective Agreement.

7. PROCEDURES - CHIEF ADMINISTRATIVE RESIDENT (CHIEF RESIDENT)

- 7.1 The Chief Administrative Resident will be selected by the Program Director in consultation with the Residency Program Committee for a period of 1 year, renewed at 6 months.
- 7.2 The Chief Administrative Resident reports to the Residency Program Director or his/her designate.
- 7.3 The responsibility and time commitment required for administrative, clinical, and teaching duties of the Chief Administrative Resident will be defined by the Residency Program Committee.
- 7.4 The Chief Administrative Resident must advise the Residency Program Director if he/she will be absent from service, and the Director will assign a delegate to fulfill the duties.
- 7.5 The Residency Program Director or delegate should provide administrative preceptor support and assessment feedback to the Chief Resident.

- 7.6 The Faculty of Medicine Postgraduate Medical Education (FPGME) Office will promote the administrative education of the Chief Residents through courses and workshops.
- 7.7 The Chief Resident's duties will include all of the duties of a Senior Administrative Resident, plus the following additional responsibilities:
- 7.7.1 Convene regular meetings of the resident cohort in the Residency Program, to discuss issues of concern
 - 7.7.1.1 Of particular note, is the matter of bullying and mistreatment in the learning environment. Residents may inform the Chief Resident if they are being targeted or discriminated against for any reason. Timely action is required.
 - 7.7.2 Communicate concerns of the residents to the Residency Program Director, Residency Program Committee and the departmental administration **and** communicate concerns of the Residency Program and Departmental Administration to the residents (bi-directional conduit)
 - 7.7.3 Remain informed on issues throughout the Residency Program by communicating with residents at the various educational sites.
 - 7.7.4 Participate as an active member on the Residency Program Committee, according to the RPC terms of reference, or designate another resident to attend the meeting(s), if unavailable
 - 7.7.5 Ensure a resident representative to PARIM Council will be elected from among the resident cohort. The Chief Resident may be this representative.
 - 7.7.6 Ensure that there is resident representation on Residency Program, Hospital (audits; mortality reviews; Quality Assurance), Section/Department and University of Manitoba Faculty Committees which deal with clinical and educational matters by designating residents to attend.
 - 7.7.7 Coordinate the preparation of resident call schedules
 - 7.7.8 Provide oversight of the resident role in educational experiences, such as, attendance at the weekly rounds, clinical multidisciplinary rounds, teaching sessions and teleconferences
 - 7.7.8.1 May facilitate coordination of the Academic Half Day and assign resident and faculty responsibility for each session and ensure it operates according to schedule
 - 7.7.8.2 May also schedule and organize special events
 - 7.7.9 Participate in the interview and selection process of applicants
 - 7.7.10 Welcome incoming residents and clinical clerks and coordinate the orientation to the Residency Program

- 7.7.11 Serve as a mentor/teacher and resource for new residents
- 7.7.12 Participate on Probation Committees involving residents in the Residency Program (if free of conflict) or if requested by other Residency Programs as an external resident representative where the other Residency Program's Chief Resident is unable to participate for any reason
- 7.7.13 Assist in the mediation of disputes and the resolution of conflicts identified in 7.7.1 and 7.7.2
- 7.7.14 Prior to completing his/her term, meet with the incoming Chief Resident to review the roles and responsibilities of the Chief Resident
- 7.7.15 Other duties may be outlined in the Residency Program-specific Chief Administrative Resident Job Description.

POLICY CONTACT: Associate Dean, PGME

REFERENCES

McMaster University Postgraduate Medical Education Program, Duties of the Chief/Senior Resident for McMaster University Public Health & Preventive Medicine Residency Program, May 2011

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