



Policy Name:	Part Time Residency Training
Application/ Scope:	All PGME Programs
Approved (Date):	PGME Executive Committee Sept. 17, 2013
Review Date:	December 15, 2013
Revised (Date):	
Approved By:	Faculty Executive Council December 10, 2013

BACKGROUND

While in most instances residency training will be on a full-time basis, it may be necessary or desirable to allow such training on a part-time/fractional basis to accommodate family or personal responsibilities, illness, disability or job sharing with a spouse for childcare. It is further understood that residents need to take responsibility for completing their postgraduate training in a reasonable and acceptable length of time.

Logistical considerations that may be encountered establishing part-time residency programs include but are not limited to the following:

- Scheduling problems for rotations
- Incomplete or inconsistent educational experiences
- Lack of peer group support
- Devolved responsibility to others in the training program
- Service needs not met
- Financial implications
- Lack of commitment of trainee
- Loss of longitudinal educational exposure

This policy statement refers only to the educational implications of part-time residency training. It recognizes the desirability and hopefully facilitates the development of part-time residency programs. However, the financial, salary and contractual implications fall within the jurisdiction of the PARIM - WRHA Collective Agreement.

DEFINITIONS

RCPSC - Royal College of Physicians and Surgeons of Canada

CFPC - College of Family Physicians of Canada

FPGME - Faculty of Medicine, Postgraduate Medical Education

PGME - Postgraduate Medical Education

PARIM - Professional Association of Residents and Interns of Manitoba

WRHA – Winnipeg Regional Health Authority

1. PURPOSE

1.1 To provide guidelines for provision of residency training on apart-time basis

2. STATEMENT OF POLICY

2.1 Part-time residency training may be available for a portion of training and occasionally for all of a Residency Program. Development of part-time Residency Programs will be determined on an individual basis.

2.1.1 It is anticipated that most part-time residencies will be approved, except in exceptional circumstances.

2.2 Approval of the RCPSC/CFPC must be obtained **in advance** for the part-time component of the Residency Program. In all cases, the regulations of the applicable Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada regarding part-time residency will apply.

2.3 Part-time residency training will not normally be approved to accommodate gainful employment, but will be considered under special circumstances.

2.4 The curriculum designed for a part-time resident must include all components of the Residency Program.

2.4.1 The curriculum will be designed by the Program Director in consultation with the resident prior to the start of the program and the resident will have a copy prior to commencing the program.

2.4.2 The resident will be in agreement with the proposed curriculum.

2.5 There may be obligatory full-time rotations mandated as part of the overall Residency Program since clinical education must include a period of on-call experience.

2.6 The Residency Program Director will certify that the resident supervision and assessment are equivalent to that of the other residents in the Residency Program and that the educational experience is equivalent in all other respects to the normal full-time training.

2.7 All part-time residents shall be registered as residents in training but will receive credit only for the fraction of training for which they are registered.

2.8 Part-time residency training may continue for a trainee if satisfactory progress is made throughout the Residency Program.

2.8.1 Residents may be required to undertake a period of full-time training if progress as a part-time resident is considered to be unsatisfactory by the Residency Program Committee at any time.

2.9 Part-time residents shall be entitled to all benefits outlined in the WRHA - PARIM Collective Agreement on a pro-rata basis to that of full-time residents depending on time worked.

3. PROCEDURES

3.1 Applicants for part-time residency training must be acceptable to a Residency Program as defined by the regular admission requirements.

3.2 The Residency Program Director will complete a Request for Part-Time Residency Training Form for discussion and approval of the Residency Program Committee (see Appendix 1).

- 3.3 Once the Request Form has been reviewed and approved by the Residency Program Committee, the Program Director will seek approval of the Associate Dean, PGME prior to any residents commencing part-time residency training.
- 3.4 For RCPSC Residency Programs, part-time residency training must also be approved by the RCPSC Credentials Committee. Consideration will only be given to applications who meet all of the following criteria:
 - 3.4.1 The RCPSC Credentials Committee approval must be obtained in advance of the fractional component of residency training.
 - 3.4.2 The reason for the fractional residency training (e.g. family responsibilities) must be acceptable to, and approved by, the by the Residency Program Director, the Residency Program Committee, the Associate Dean, PGME and the RCPSC Credentials Committee.
 - 3.4.3 The RCPSC Credentials Committee will review on a case-by-case basis, the maximum number of fractional years allowable to complete residency training.
 - 3.4.4 Within any block of residency training, the fractional commitment must equal at least fifty percent (50%) of full-time training.
 - 3.4.5 The Residency Program Director must provide a syllabus for the applicant's entire Residency Program, including both fractional and full-time components.
 - 3.4.6 The Residency Program Director must certify that the supervision and assessment of the fractional resident are at least equivalent to that of other residents in the Residency Program and that the total educational experience is fully equivalent to normal full-time training.
- 3.5 For Family Medicine Programs, the following apply:
 - 3.5.1 The Associate Dean, PGME, on recommendation of the Family Medicine Program Director, may grant modifications to training schedules under the following conditions:
 - 3.5.1.1 That any part-time commitment be equal to fifty percent (50%) or more of that of full-time training
 - 3.5.1.2 That the overall duration of the Residency Program not exceed four years from the date of commencement of training
 - 3.5.1.3 The above guidelines will apply to Family Medicine residents registered in Enhanced Skills Programs of one year or less in duration, provided that the overall length of training does not exceed double the normal duration of training.
 - 3.5.2 In the event that an interruption in training or a circumstance requires a resident's training schedule to extend beyond the limits outlined above, that resident must have his or her modified training schedule reviewed by the CFPC Board of Examiners to determine their eligibility for certification.
 - 3.5.2.1 It is the responsibility of the Program Director to initiate this review on behalf of the resident.
 - 3.5.2.2 The CFPC Board of Examiners will review on a case-by-case basis, the maximum number of years allowable to complete the Family Medicine residency Program.

POLICY CONTACT: Associate Dean, PGME

REFERENCES

College of Family Physicians of Canada, CFPC Policy on Part-time or Shared Residency Training Schedules, Application and Requirements for Residency Eligibility - Part-time or Shared Residency Training, 1996-2013

http://www.cfpc.ca/PT_or_Shared_Residency_Training/

Dalhousie University, Royal College of Physicians and Surgeons of Canada Request for Part-Time Residency Training, Credentials Unit

<http://postgraduate.medicine.dal.ca/RCPSC%20Part-Time%20Form.pdf>

McMaster University, Postgraduate Part Time Residency Training

<http://fhs.mcmaster.ca/postgrad/documents/ParttimeRCPSC.pdf>

PARIM – WRHA Collective Agreement, 2011-2014

<http://www.parim.org/wp-content/uploads/2012/09/PARIM-Collective-Agreement-2011-2014-Original-Signed-By1.pdf>

Queen's University, PGME Part Time Residency Policy, September 2002

http://meds.queensu.ca/postgraduate/policies/part_time

Royal College of Physicians and Surgeons of Canada, Policies and Procedures for Certification and Fellowship, Section IV – Postgraduate Medical Education; 4.3.1 Fractional (Part-time) Residency Training, January 2013

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy_procedures_e.pdf

Appendix 1: Request For Part-Time Residency Training



The Royal College of Physicians and Surgeons of Canada
Le Collège royal des médecins et chirurgiens du Canada
Credentials Unit Unité des titres

REQUEST FOR PART-TIME RESIDENCY TRAINING

This form is to be completed by program directors for residents who request part-time residency training. The request for part-time training must be done in advance, the resident must give a reason why part-time residency training is being requested (i.e. family responsibility) and must be approved by the program director as well as the Postgraduate Dean. A syllabus for the applicant's entire program (full- and part-time components) must be provided by the Program Director. Part-time commitment must equal at least 50 percent of that of a full-time resident.

Name of resident applying for part-time training: _____ please print complete name	
Specialty: _____	University: _____
Name of Program Director: _____ please print	

1. At what level of training is the applicant applying for part-time training?
Level: PGY-1 PGY-2 PGY-3 PGY-4 PGY-5 PGY-6 PGY-7 PGY-8

2. Please state the start and end of the part-time training:
Start: _____ / _____ / _____ End: _____ / _____ / _____
day month year day month year

3. Please provide revised end of training date for entire residency: _____ / _____ / _____
day month year

4. This request is at least equivalent to that of other residents in the program and that the total educational experience is fully equivalent to normal full-time residency. YES ___ NO ___
Please provide the percentage (%) of time: _____

5. Reason for request of part-time training: _____

6. Please attach a syllabus for the applicant's entire program, including both part-time and full-time components.

