

Educational Resource Person – Job Description

Each division within the Department of Pediatrics will have an Educational Resource Person (ERP). The Educational Resource Person will be a faculty member within the division. The MacPeds residency program will also elect/assign an ERP resident annually to work alongside the faculty member for these roles, where appropriate.

The responsibilities of the faculty Educational Resource Person will be as follows:

1. Reviewing Learning Contract and objectives of the rotation with the residents, or assigning that role to another faculty member. Updating the objectives and keeping them aligned with the objectives as delineated by the Royal College.
2. Keeping the ITAR and all assessment forms used updated and ensuring that all residents have feedback provided conducted mid-way (written ITAR must be completed mid-rotation if any concerns are identified) and ITAR at the end of each rotation.
3. Keeping up-to-date learning resources on the McMaster Pediatric Residency website www.macpeds.com. Send any updated information for posting to both Sandy Murray ([samurra@mcmaster.ca](mailto:samura@mcmaster.ca)) and Andrea Hunter (hunteaj@mcmaster.ca).
4. The faculty ERP will be the point person for any rotational issues involving the residents and will also be the most responsible individual whereby the Program Director can address pertinent problems regarding the rotation.
5. The faculty ERP will undertake the following assignments and work in liaison with the Program Director: in-training OSCE, MCQ & SAQ development, identifying examiners for in-training OSCEs. The ERP will ensure that the workload for these activities is spread evenly within their particular division.
6. The faculty ERP will be contacted to secure members within their division to participate in the various interview processes that involve recruitment of new residents to the program.
7. The faculty ERP will ensure that the Academic half days and other educational activities assigned to the division are attended by one of their faculty members.
8. The faculty ERP will recruit faculty from the division to participate in the examination preparation of the PGY4 residents.
9. The faculty ERP will seek volunteers for the PEAP (Pre-Entry Assessment Program) and AVP examination process for our IMG (International Medical Graduates) and Gulf Sponsored residents.
10. Faculty ERP will meet with resident ERP at least twice during the year to review rotation issues, available IP (Integrated Pediatrics) opportunities within the division, and annual rotation evaluations. Both faculty and resident ERP will also meet with the Program Director annually.

A general schedule of relevant Postgraduate activities are as follows:

- Academic Half Day (AHD), held every Wednesday afternoon from 1:00 – 4:30 pm
- Tuesday Teaching Sessions held from 8:00 – 9:00 am every week.

- In-training OSCE Examinations held in October/November & April/May of every year
- Royal College, Part 1 Examinations (STACER) held in October and March of every year
- CARMS Interview Sessions held every January.
- Gulf Sponsored (Pool C) Resident Interviews held every fall.
- Practice Long-case Examinations (STACER) held throughout the year, with residents requiring minimum two per year.
- Preparation of MCQ, SAQ & OSCE stations twice per year (approx. September and March)
- PEAP (Pre-Entry Assessment Period – for Gulf sponsored/Pool C residents) in May-June each year and AVP examinations for International Medical Graduates in August/September each year
- PGY 4 exam preparation sessions held January to June every year

Revised September, 2019 at Annual Group ERP Meeting