

Resident To-Do's

Evaluation	Number Required	Who Initiates?	Who Completes?
PD Meetings	Approximately 2 per year	Program Administration	Resident and Program Director See documents below that are required for PD meetings.
Evaluations of Mock Code Performance	1 per year	Resident	Resident Mock Code Evaluations found in Portfolio document. PGY2's and up are required to complete these.
MGLA Credits	Approximately 12 updates per year Aim to update on a monthly basis.	Resident	Resident Must have up-to-date MGLA credits for PD meetings. This is completed on the Mainport ePortfolio. To sign up for Mainport, you must be a Royal College Affiliate. Royal College Affiliate sign- up: https://www.medical.org/membership/residentappform_e.html Activities must be entered for each year by Jan 31 of the following year (e.g. 2017 credits must be entered by Jan 31, 2018).
Procedure Log	Approximately 12 updates per year Aim to update on a monthly basis.	Resident	Resident Found on MedSIS. Must have up- to-date Procedure Log for PD meetings.
Mini-MAS Evaluations	Approximately 50 per year Aim for 1 per week.	Resident	Faculty, Fellows, and Sr. Residents Must have 80% filled out by Faculty per year. Must have up-to-date Mini-MAS evaluations for PD meetings.
ITERS	1 per rotation	MedSIS	Resident and Faculty Automatically distributed by MedSIS. Resident must complete Faculty and Rotation evaluations. Faculty will complete Resident evaluation. Must have up-to-date ITERS for PD and AC meetings.
ACPR	Live document (Ongoing updates)	Resident, PD and AC	Resident, PD and Academic Coach Resident portion must be updated prior to PD, AC, and CC meetings.
AC Meetings	Approximately 4 times per year	AC or Resident	Academic Coach and Resident
OSCE	2 per year	Program Administration	Resident and Faculty Resident completes OSCE. Faculty and Senior Residents evaluate Resident performance.

Learning Contracts	1 per rotation	Resident	Resident Requires Faculty signature on both sides. To be completed during Rotation Orientation and subsequently during final rotation feedback. Front to be filled out prior to rotation, back to be filled out after rotation.
Learning Plan	1 per year	Resident/AC	Resident Resident to discuss learning plan with Academic Coach to give guidance for learning and objectives each year.
Tuesday AM Teaching Evaluations	1 per week	MedSIS	Resident These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences).
AHD Evaluations	1 per week	MedSIS	Resident These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences).
Grand Rounds Evaluations	1 per week	QR Code (live)	Resident QR codes are available after every session and are linked to a survey which reflects attendance.
Call Stipends	PRN Aim to update monthly to help keep yourself organized.	Resident	Resident Link for claiming call stipends can be found on Medportal. Stipends must be entered by the end of the following month (e.g. April stipends must be entered by May 30).
Off-Call/Block Requests	1 per month	Chief Residents	Resident The Chiefs will send out an email requesting upcoming block requests approximately 1 month prior to a new block. This will include a survey which enables the Resident to request "off-call" weekends, certain call requests (e.g. Heme-onc weekend call) and notifies the Chiefs if a Resident has night float or vacation time during that block.
Conference Attendance	1 per year	Resident	Resident Funding is available from the program, up to \$1000/year. Funding is linked to reliable attendance (<20% unexplained absences) at AHD and Tuesday teaching sessions.
Advocacy Project	Min. 1 during residency	Resident	Resident The resident is required to be involved as a health advocate on a local, national, or international level. See the E-portfolio for further details: https://macpeds.com/documents/2016-2017MacPedsPortfolioreader.pdf
IP/Elective Form	1 per IP/Elective Rotation	Resident	Resident Form located on Dropbox. Form must be filled out 6-8 weeks prior to IP/Elective. Resident to notify AC once filled out to prompt finalization by AC.

Legend

PD – Program Director

AC – Academic Coach

CC – Competence Committee

MGLA – Mandatory Group Learning Activity

Mini-MAS – Mini-Milestone Assessment

ITER – In-Training Evaluation Report

ACPR – Academic Coach Progress Report

AHD – Academic Half-day