

## Resident To-Do's

Evaluation	Number Required	Who Initiates?	Who Completes?
<b>PD Meetings</b>	Approximately 2 per year	Program Administration	Resident and Program Director  See documents below that are required for PD meetings.
<b>Portfolio</b>	2 updates per year	Resident	Resident  Portfolio to updated and uploaded to Dropbox 1-2 weeks prior to PD meetings.
<b>CAPE Tool</b>	1 per year	Resident	Resident  Found within portfolio. PGY2-4.
<b>Evaluations of Mock Code Performance</b>	1 per year	Resident	Resident  Mock Code Evaluations found in Portfolio document. PGY2's and up are required to complete these.
<b>MGLA Credits</b>	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: <a href="https://www.medical.org/membership/residentappform_e.html">https://www.medical.org/membership/residentappform_e.html</a> Mainport ePortfolio: <a href="https://login.royalcollege.ca/oamlogin/login.jsp">https://login.royalcollege.ca/oamlogin/login.jsp</a> 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).
<b>Procedure Log</b>	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.
<b>Mini-MAS Evaluations</b>	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.
<b>ITERS</b>	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.
<b>ACPR</b>	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.
<b>AC Meetings</b>	Approximately 4 times per year	AC or Resident	Academic Coach and Resident
<b>OSCE</b>	2 per year	Program Administration	Resident and Faculty  Resident completes OSCE. Faculty and Senior Residents evaluate Resident performance.

<b>Learning Contracts</b>	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.
<b>Learning Plan</b>	1 per year	Resident/AC	Resident  Resident to discuss learning plan with Academic Coach to give guidance for learning and objectives each year.
<b>Tuesday AM Teaching Evaluations</b>	1 per week	MedSIS	Resident  These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences).
<b>AHD Evaluations</b>	1 per week	MedSIS	Resident  These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences).
<b>Grand Rounds Evaluations</b>	1 per week	QR Code (live)	Resident  QR codes are available after every session and are linked to a survey which reflects attendance.
<b>Call Stipends</b>	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).
<b>Off-Call/Block Requests</b>	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.
<b>Conference Attendance</b>	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.
<b>Advocacy Project</b>	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: <a href="https://macpeds.com/documents/2016-2017MacPedsPortfolioreader.pdf">https://macpeds.com/documents/2016-2017MacPedsPortfolioreader.pdf</a>
<b>IP/Elective Form</b>	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