

## Resident What's Required Reminders

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>CV</b>	Updated regularly (at least 2x/year)	Resident	Resident  Template in Dropbox, and consider including research, teaching sessions, administrative roles etc
<b>MGLA/Mainport Credits</b>	Minimum every 6 months  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. 2020 credits must be entered by Jan 31, 2021).
<b>Procedure Log</b>	Update with each procedure  Aim to update on a monthly basis.	Resident	Resident  Moved from medSIS to Pediatric Direct Observation Tool in July 2020. Must have up-to-date Procedure Log for PD meetings.
<b>Pediatric Direct Observation Tool</b>	Approximately 40 per year (excluding procedures)  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 assessments for PD meetings.
<b>Practice STACER</b>	1 per year until formal STACER successful	Resident	Resident  May approach teaching or other senior resident (sign up via chief update link) to do practice in PGY1. Practice in PGY2 and PGY3 should be with faculty. At least one of these can be with Academic Coach. Plan for approximately 1.5-2 hours to complete this – may be done with RCC or other suitable clinic patient, if arrangements made with faculty ahead of time
<b>ITARs</b>	1 per rotation	MedSIS	Resident and Faculty  Automatically triggered by MedSIS, with some requiring distribution by resident. Resident must complete Faculty and Rotation evaluations. Faculty will complete Resident evaluation. All ITARs should be distributed, and faculty/rotation evaluations complete by resident for PD and AC meetings.

<b>WBAs</b>	1 per RCC 1 per SPRFLT shift 1 per SSFLT staff	Resident	<b>Faculty</b>  Residents are to trigger a WBA for each RCC clinic for the staff who supervised them to complete.  Residents should trigger a WBA for each SPR night float shift for the staff they worked with.  On SSFLT, residents are to trigger a WBA for each staff worked with; if they worked multiple shifts with one staff, they only need to trigger one to capture all of those shifts.
<b>Resident Training Summary</b>	Approximately 1 update per month	Program office, Resident, AC	<b>Resident, PD and AC</b>  Resident portion must be updated prior to PD, AC meetings and prior to CC reviews.
<b>AC Meetings</b>	Approximately 4 times per year	AC or Resident	<b>Academic Coach and Resident</b>
<b>OSCE</b>	2 per year	Program Administration	<b>Resident and Faculty</b>  Resident completes OSCE. Faculty and Senior Residents assess resident performance, with formative feedback given during OSCE as well as content review as group during AHD.
<b>MCQ/SAQ</b>	2 per year	Program Administration	<b>Resident</b>  Resident writes MCQ/SAQ as a group, content review as group during AHD
<b>American Board of Pediatrics In Training Exam (ABP-ITE)</b>	1 per year (July)	Program Administration	<b>Resident</b>  Resident writes ABP-ITE on secure online platform, feedback sent directly from ABP
<b>Learning Contracts</b>	1 per rotation	Resident	<b>Resident</b>  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. Can be done online or on paper. Faculty signature/acknowledgment in part 1 highly encouraged.
<b>Tuesday AM Teaching Evaluations</b>	1 per week	MedSIS	<b>Resident</b>  These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences).
<b>AHD Evaluations</b>	1 per week	MedSIS	<b>Resident</b>  These function as attendance, and conference funding is linked to reliable attendance (<20% unexplained absences). Residents are excused if on vacation, post-call, or on elective. Residents are allowed a floating AHD to opt-out once every quarter on Medsis.
<b>Grand Rounds Evaluations</b>	1 per week	QR Code (live)	<b>Resident</b>  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	<b>Resident</b>  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. Background and key skills are attained during social pediatrics rotation in PGY1.
<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/program office once filled out to prompt finalization by AC, then PD.

**Legend**

PD – Program Director  
AC – Academic Coach  
CC – Competence Committee

MGLA – Mandatory Group Learning Activity  
ITER – In-Training Evaluation Report  
AHD – Academic Half-day