



<b>Policy Name</b>	<b>Part-Time (Fractional) Residency Training</b>
<b>Application/ Scope</b>	<b>All Post Graduate Medical Education Programs</b>
<b>Approved (Date)</b>	PGME Executive Committee: Sept. 17, 2013; October 20, 2020
<b>Review Date</b>	December 15, 2013
<b>Revised (Date)</b>	
<b>Approved By</b>	Faculty Executive Council: December 10, 2013; College Executive Committee: April 27, 2021

## BACKGROUND

While in most cases, 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 in establishing part-time/fractional Residency Programs include, but are not limited to the following:

- Scheduling for rotations
- Complete and consistent educational experiences
- Need for peer group support
- Sharing responsibility with others in the training program
- Service needs
- Financial implications
- Commitment of trainee
- Ongoing 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 Collective Agreement.

## DEFINITIONS

**CFPC** – College of Family Physicians of Canada

**PARIM** – Professional Association of Residents and Interns of Manitoba

**PGME** – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused

Competence, postdoctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Geneticists (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

**RCPSC** – Royal College of Physicians and Surgeons of Canada

**Shared Health** – is the organization that delivers specific province-wide health services and supports centralized administrative and business functions for Manitoba health organizations

**Trainee** – in the case of PGME, is any PGME Program learner who is appropriately registered with and licensed by CPSM or other applicable licensing authority and who is fulfilling the certification requirements for a primary discipline, subspecialty, certification of special competence or enrolled in a program designated as “Accreditation without Certification” or enrolled in a program to gain an educational experience beyond certification requirements

## 1. PURPOSE

1.1 To provide guidelines for provision of residency training on a part-time/fractional basis

## 2. POLICY STATEMENTS

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

2.2 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 Residency Program Director in consultation with the resident prior to the start of the Residency Program and the resident will have a copy prior to commencing the Residency 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 trainees 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 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 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 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 their 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, Eligibility and Application, Requirements for Residency Eligibility - Part-time or Shared Residency Training, 2020

<https://www.cfpc.ca/en/education-professional-development/examinations-and-certification/certification-examination-in-family-medicine/eligibility-and-application>

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

<https://cdn.dal.ca/content/dam/dalhousie/pdf/faculty/medicine/departments/core-units/postgrad/Request%20for%20Part-Time%20Eng.pdf>

McMaster University, Postgraduate Part Time Residency Training

<https://pgme.mcmaster.ca/train/policies/>

PARIM – Shared Health Collective Agreement, 2018-2021

<https://www.parim.org/residency/contract/>

## APPENDICES

Appendix 1 – [Request for Part-time Residency Training](#)



**ROYAL COLLEGE**  
OF PHYSICIANS AND SURGEONS OF CANADA  
**COLLÈGE ROYAL**  
DES MÉDECINS ET CHIRURGIENS DU CANADA

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## NOTIFICATION OF PART-TIME RESIDENCY TRAINING

Name of resident doing part-time training:

\_\_\_\_\_

Please print complete name

Specialty: \_\_\_\_\_

University: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

\_\_\_\_\_

Please print

This form is to be completed by program directors for residents who have done/will be doing part-time residency training. The part time training must be approved by the program director and the postgraduate dean.

1. At what level of training is the applicant doing 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 dates of the part-time training:

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
day month year day month year

3. Please provide revised end of training date for the entire residency:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
day month year

4. This resident's training is at least equivalent to that of other residents in the program and the total educational experience is fully equivalent to normal full-time residency:

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Please provide the percentage (%) of time: \_\_\_\_\_

# DECLARATION

I, Dr. \_\_\_\_\_ certify that the supervision and assessment of the part-time resident 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.

\_\_\_\_\_  
Signature of resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Post-Graduate Dean

\_\_\_\_\_  
Date