

Appendix 1
Supervision of Learners Policy – XXX Residency Program
University of Manitoba Max Rady College of Medicine

XXX Residency Program Policy on Supervision of Learners	
Approved (date)	
Review date	
Revised date	
Approved by	

Background

The College of Physicians and Surgeons of Manitoba Standards of Practice of the Regulated Health Professions Act (RHPA): Professional Responsibilities in Undergraduate and Postgraduate Medical Education stipulate that “the supervisor and/or most responsible physician must provide appropriate supervision to the trainee”. Furthermore, the CanERA Standards of Accreditation for Institutions with Residency Programs and the CanERA Standards of Accreditation for Residency Programs requires that the safety and wellness of patients and residents are actively promoted and that residents are appropriately supervised.

This Policy, in conjunction with the Max Rady College of Medicine Policy: Supervision of Learners (engaged in clinical activities) and PGME Policy for Supervision of Learners which set out the guiding principles underlying the supervision that must be provided to all postgraduate medical residents in the course of their training. Furthermore, this policy explains and emphasizes the shared responsibility of residents, supervising faculty members (Supervising Physician Preceptors), Program Directors, Residency Program Committees, the Academic Lead of the Discipline (Department Head) and the Postgraduate Medical Education (PGME) Office in ensuring that appropriate supervision is provided. Moreover, this policy outlines the principles and procedures involved in identifying, reporting and remediating instances of inadequate learner supervision

Purposes of This Policy

The objective of this policy is to augment the PGME Supervision of Learners Policy by outlining the responsibilities for those involved in postgraduate medical education with respect to supervision of postgraduate learners for the XXX Program.

Definitions

Clinical Supervisor/Preceptor	The physician to whom a learner reports during a given interval of time such as an on-call shift. Residents or clinical fellows often serve in the role of Clinical Supervisor, but do not act as the Most Responsible Provider for patient care
Off-Service Resident Coordinator	The faculty member of a Receiving Residency Program who oversees the orientation, supervision, curricular activities and assessment of off-service residents
Supervising Physician/Preceptor	A physician who oversees and is the Most Responsible Provider for the clinical activities of one or more trainees and must have the appropriate privileges at the clinical setting

Scope

This policy applies to all postgraduate trainees in the XXX program of the Max Rady College of Medicine for the duration of all activities associated with the performance of their trainee duties.

Key Roles and Responsibilities

For Residents:

Residents have a responsibility to themselves, their patients and the program to:

- Adhere to the responsibilities of the resident identified in item 2.3 of the PGME Policy for Supervision of Learners.
- Insert program-specific responsibilities and or requirements

For Programs:

Programs have a responsibility to their trainees, the University, and the public to:

- Adhere to the responsibilities of the resident identified in item 2.4 of the PGME Policy for Supervision of Learners.
- Insert program-specific responsibilities and or requirements

For Supervising Physician Preceptor:

- Adhere to the responsibilities of the resident identified in item 2.2 of the PGME Policy for Supervision of Learners.
- Insert program-specific responsibilities and or requirements

Procedure

Process for communication

Residents

- *Example - residents must immediately inform their Clinical Supervisor/Preceptor if they are not able to care for all of the patients who have been delegated to them. An inability by the resident to provide adequate care may arise for various reasons, including the number and complexity of the patients assigned or because of resident stress or fatigue*

Program Director and the Residency Program Committee

- *Example - The Program Director will closely monitor the outcome of actions taken to address the supervision issue(s) impacting the learning environment at the learning site(s) and might take further action as necessary*

Supervising Physician Preceptor

- *Example - The Clinical Supervisor/Preceptor must respond in an appropriate and timely manner to a resident's reasonable request for assistance in the care of their patients. Such a response could be through telephone or electronic communication but should include in-person support if this is requested by the resident and/or if deemed by the Clinical Supervisor/Preceptor to be the most appropriate assistance to meet the patient needs*