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| <b>Policy Name</b>        | <b>Guidelines Pertaining to Senior Administrative Resident and Chief Administrative Resident Positions</b> |
| <b>Application/ Scope</b> | <b>All Post Graduate Medical Education Programs</b>                                                        |
| <b>Approved (Date)</b>    | PGME Executive Committee, August 27, 2013; October 20, 2020                                                |
| <b>Review Date</b>        | September 5, 2020                                                                                          |
| <b>Revised (Date)</b>     | September 5, 2020                                                                                          |
| <b>Approved By</b>        | Faculty Executive Council, Sept. 10, 2013, College Executive Council: April 27, 2021                       |

## BACKGROUND

The **CanERA** Standards of Accreditation for Institutions with Residency Programs requires that “residents are encouraged and provided with appropriate support to participate in positions of leadership”. Furthermore, The **CanERA** Standards of Accreditation for Residency Programs requires that “the Residency Program encourages and recognizes resident leadership”.

As residents progress through their Residency Programs they have the opportunity of participating in leadership roles/positions such as Chief Administrative Resident or Senior Administrative Resident.

A **Chief Administrative Resident** (Chief Resident), as defined in the PARIM Collective Agreement is a resident with special administrative responsibilities relating to the academic and service activities of an entire Residency Program, in addition to those expected as a normal part of their training program.

A **Senior Administrative Resident**, as defined in the PARIM Collective Agreement is a resident with special administrative responsibilities relating to the academic and service activities of a section of a Residency Program in which there are at least five (5) trainees at a given time. The resident is assigned specific administrative duties in addition to those expected as a normal part of their training program.

In some Programs (e.g. Internal Medicine), not every Senior Resident becomes a Chief or Senior Administrative Resident.

## DEFINITIONS

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

**Chief Administrative Resident (Chief Resident)** – is a resident with special administrative responsibilities relating to the academic and service activities of an entire Residency Program, in addition to those expected as a normal part of their training program

**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

**PGY** – refers to resident training year (e.g. PGY 2 for a second-year postgraduate trainee or resident)

**Provincial Medical Administration Office (PMAO)** – is the office or person designated to receive and maintain records, applications, correspondence and information pertaining to the Medical Staff (including trainees) provincially

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

**Residency Program Committee (RPC)** – the committee and sub-committees, as applicable, chaired by the Program Director that supports the Program Director in the administration and coordination of the Residency Program. The Program Director is Chair of the RPC

**Senior Administrative Resident** - is a resident with special administrative responsibilities relating to the academic and service activities of a section of a Residency Program in which there are at least five (5) trainees at a given time. The resident is assigned specific administrative duties in addition to those expected as a normal part of their training program

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

## 1. PURPOSE

- 1.1 Outline the generic duties, responsibilities and support of the Residency Program Chief and Senior Administrative Residents
- 1.2 Describe the process of appointment of the Chief and Senior Administrative Residents

## 2. POLICY STATEMENTS - SENIOR ADMINISTRATIVE RESIDENT

- 2.1 Senior Administrative Residents will be required in situations where the Residency Program has multiple sites or locations (distributed education), has a large number of trainees or has an administrative or teaching workload beyond what the Chief Administrative Resident is able to handle alone
- 2.2 An administrative allowance shall be paid for the Senior Administrative Resident position(s) in concordance with the PARIM Collective Agreement
- 2.3 The Residency Program Committee will develop a Job Description for the Senior Administrative Resident position, which will include the selection process, duties, review of performance and assessment
- 2.4 The Senior Administrative Resident(s) are responsible to the Chief Administrative (Chief) Resident re: their daily duties and report to the Residency Program Director or designate

2.5 The responsibilities and time commitment required for administrative, clinical, and teaching duties of the Senior Administrative Resident will be defined by the Residency Program Director and documented in the Senior Administrative Resident Job Description developed by the Residency Program. The Senior Administrative Resident duties include, but are not limited to the following:

- In the case of Residency Programs with multiple sites or locations, the Senior Administrative Resident at a particular site will maintain regular contact with the Chief Administrative Resident to inform him/her of site-specific issues of concern
- Develop resident call schedules, under the supervision of the Chief Administrative Resident
- Assign daily duties to residents and students on service, as well as delivery and operating room assignments to meet service requirements and to support patient safety. Last minute call requests, stat day assignments, sick days, and schedule changes must be approved by the Senior Administrative Resident on the relevant clinical service
- Provide components of orientation to the particular educational site, to the particular clinical rotation and to the Residency Program for new clinical clerks and residents
- Supervise and support junior residents who may need assurance as to how to proceed, particularly when on off-service rotations, as required
- Other duties may be outlined in the Residency Program-specific Senior Administrative Resident Job Description

2.6 An administrative allowance shall be paid for the Senior Administrative Resident position(s) in accordance with the PARIM Collective Agreement

2.7 The PGME Office will promote the administrative education and leadership skills of the Senior Administrative Residents through courses and workshops

2.8 The Residency Program Director or delegate should provide administrative preceptor support and assessment feedback to the Senior Administrative Resident

### **3. PROCEDURES - SENIOR ADMINISTRATIVE RESIDENT**

3.1 The Senior Administrative Resident(s) are appointed by the Residency Program Director during the senior years of the Residency Program

3.2 Prior to June 1 of every academic year, each Residency Program Administrator will e-mail Shared Health/PMAO ([PMAO\\_Residents@sharedhealthmb.ca](mailto:PMAO_Residents@sharedhealthmb.ca)) the Annual Report of the Residency Program Senior Administrative Resident(s) Allocations

3.3 The Residency Program Administrator will assign a trainee to a Senior Administrative Resident role and ensure a start and end date of that role is provided to Shared Health

3.4 When the period of being a Senior Administrative Resident is expired, the trainee status will automatically revert back to the regular status (i.e. resident)

3.5 The Residency Program Administrator will receive notifications when the Senior Administrative Resident role is assigned and expired

### **4. POLICY STATEMENTS - CHIEF ADMINISTRATIVE RESIDENT (CHIEF RESIDENT)**

- 4.1 Each Residency Program would have one (1) Chief Administrative Resident position typically, except where parallel but functionally independent programs operate at geographically separate sites (e.g. Family Medicine streams), where one (1) Chief Resident per site may be recognized (PARIM Collective Agreement)
- 4.2 The Chief Resident will have the authority and responsibility for overseeing and coordinating the administrative and teaching duties of all residents, including the Senior Administrative Residents in the Residency Program. All residents in the Residency Program report to the Chief Resident
- 4.3 Each Residency Program will create a process for selection of the Chief Resident which involves faculty and resident input. The process will be clearly described in the Chief Resident Job Description for the Residency Program
- 4.4 Duties of the Chief Resident may vary by Residency Program, but there should be a clear Chief Resident Job Description developed by the Residency Program Committee, which should include specific information pertaining to the selection process, duties, review of performance and assessment. The Chief Resident duties include, but are not limited to the following:
  - Convene regular meetings of the resident cohort in the Residency Program, to discuss issues of concern
  - Communicate concerns of the residents to the Residency Program Director, Residency Program Committee and the Departmental Administration **and** communicate concerns of the Residency Program and Departmental Administration to the residents (bi-directional conduit)
  - Remain informed on issues throughout the Residency Program by communicating with residents at the various educational sites
  - Participate as an active member on the Residency Program Committee, according to the RPC terms of reference, or designate another resident to attend the meeting(s), if unavailable
  - Ensure a resident representative to PARIM Council will be elected from among the resident cohort. The Chief Resident may be this representative
  - Coordinate the preparation of resident call schedules
  - Provide oversight of the resident role in educational experiences, such as, attendance at the weekly rounds, clinical multidisciplinary rounds, teaching sessions and teleconferences
  - Participate in the interview and selection process of applicants
  - Welcome incoming residents and clinical clerks and coordinate the orientation to the Residency Program
  - Serve as a mentor/teacher and resource for new residents
  - Other duties may be outlined in the Residency Program-specific Chief Resident Job Description
- 4.5 The responsibility and time commitment required for administrative, clinical, and teaching duties of the Chief Administrative Resident will be defined by the Residency Program Committee

- 4.6 An administrative allowance shall be paid for the Chief Resident position(s) in accordance with the PARIM Collective Agreement
- 4.7 The PGME Office will promote the administrative education and leadership skills of the Chief Residents through courses and workshops
- 4.8 The Residency Program Director or delegate should provide administrative preceptor support and assessment feedback to the Chief Resident

## **5. PROCEDURES – CHIEF ADMINISTRATIVE RESIDENT (CHIEF RESIDENT)**

- 5.1 The Chief Administrative Resident will be selected by the Program Director in consultation with the Residency Program Committee for a period determined by the Residency Program Committee
- 5.2 Prior to June 1 of every academic year, each Program Administrator must contact Shared Health/PMAO by e-mail ([PMAO\\_Residents@sharedhealthmb.ca](mailto:PMAO_Residents@sharedhealthmb.ca)) and provide the Annual Report of the Residency Program Chief Resident(s) Allocations
- 5.3 The Residency Program Administrator will assign a trainee to a Chief Resident role and ensure a start and end date of that role is provided to Shared Health
- 5.4 When the period of being a Chief/Senior resident is expired, the trainee status will automatically revert back to the regular status (i.e. resident)
- 5.5 The Residency Program Administrator will receive notifications when the Chief Resident role is assigned and expired

**POLICY CONTACT:** Associate Dean, PGME

## **REFERENCES**

McMaster University Postgraduate Medical Education Program, Duties of the Chief/Senior Resident for McMaster University Public Health & Preventive Medicine Residency Program, May 2011 <http://www.fhs.mcmaster.ca/ceb/phpm/docs/Chief-Duties-Jan-262010.pdf>

Professional Association of Residents and Interns of Manitoba (PARIM) and Shared Health Collective Agreement, July 1, 2018 to June 30, 2021  
<https://www.parim.org/residency/contract/>

Royal College of Physicians and Surgeons, General Standards of Accreditation for Residency Programs,  
<https://www.royalcollege.ca/rcsite/documents/canera/general-standards-accreditation-for-residency-programs-e>

University of Manitoba, Faculty of Medicine, Department of Obstetrics and Gynecology, Resident Roles and Responsibilities,  
[http://umanitoba.ca/faculties/medicine/units/obstetrics\\_gynecology/resources/pg\\_definitions.html](http://umanitoba.ca/faculties/medicine/units/obstetrics_gynecology/resources/pg_definitions.html)