

DOCUMENT GUIDE



DOCUMENT NAME: SITE SUMMARY – RESIDENT PROGRESS

DESCRIPTION:

This document is maintained by the Program Assistant on a continuous basis to assist the Site Education Director in discussing the progress of all Residents at the monthly Resident Progress Sub-Committee meetings. The Site Summary is to be submitted to Postgraduate Education Secretary in advance of meetings, and will be maintained with the minutes from the meeting. This will facilitate meaningful discussion specific to residents who are not meeting proper objectives.

ACCESS TO DOCUMENT:

- Go to Family Medicine website - http://umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/index.html
- Click on “Documents and Forms”
- Form is available under “Assessments”

AUTHORITY/RESPONSIBILITY:

- Program Assistant
- Site Medical Lead
- Site Education Director
- Primary Preceptor
- Alternate/Secondary Preceptor
- Faculty Lead
- Resident
- Postgraduate Director
- Associate Director, Enhanced Skills Program
- Assistant Director, Enhanced Skills
- Postgraduate Program Office

SCHEDULE:

UPDATE/COMPLETE	SUBMIT/PRESENT	ENTER IN VENTIS (yes/no)	COMMENTS
Maintain regularly, and prepare for Site Education Director to discuss at Resident Progress Sub-Committee meetings	Complete form after every block, for discussion at each Resident Progress Sub-Committee meeting. Submit completed form to Postgraduate Education Secretary at least one day prior to Resident Progress Sub-Committee meeting.	No	
PA – report to Site Education Director if Resident is failing to meet objectives	As required	No	

PGY3 ENHANCED SKILLS PROGRAMS										
PGY3 Student #	Name	End of Training Date	# out-standing ITARs	Is this a periodic review of progress?	Well behind the expected trajectory requiring remediation / probation	Behind the expected trajectory, will require extension of training if not improved	Is meeting the expected trajectory of training	Is somewhat ahead of the expected trajectory	Is significantly ahead of the expected trajectory	Comments
CATEGORY 1 PROGRAMS										
FM ANESTHESIA										
CARE OF THE ELDERLY										
EMERGENCY MEDICINE										
PALLIATIVE MEDICINE										
SPORTS & EXERCISE MEDICINE										
CATEGORY 2 PROGRAMS										
CANCER CARE										

OBSTETRICS/WOMEN'S HEALTH										

ADDITIONAL COMMENTS

Student #	Name	Comments