



Department of Family Medicine Policy

Policy Name:	Designation of Chief and Senior Administrative Residents
Application/ Scope:	All Family Medicine Residents enrolled in the Residency Program
Approved Date & Approved By:	June 10, 2020: Residency Program Committee, Postgraduate Medical Education (PGME) June 17, 2020: Executive Management Committee, Department of Family Medicine
Review Date:	Five years from the approved date
Revised (Date):	June 17, 2025

1. BACKGROUND AND DEFINITIONS

- 1.1 This is to outline the process by which chief and senior administrative residents shall be designated in the Department of Family Medicine.
- 1.2 Definitions
 - 1.2.1 Chief Administrative Resident: A resident with special administrative responsibilities relating to the academic and service activities of an entire stream/program, in addition to those expected as a normal part of the stream/program.
 - 1.2.2 Senior Administrative Resident: A resident with special administrative responsibilities relating to the academic and service activities of a section of a stream/program in which there are at least five trainees (clinical clerks, residents) at a given time. This resident is assigned specific administrative duties, in addition to those expected as a normal part of the stream/program.

2. REASON FOR POLICY

- 2.1 This policy provides process with respect to how chief and senior administrative residents shall be designated in the Department of Family Medicine. This policy supplements the Max Rady College of Medicine Postgraduate Medical Education's policy ([CPGME Policy](#))

3. POLICY AND PROCEDURE STATEMENTS

- 3.1 The outgoing chief and senior administrative resident(s) for each stream is/are responsible for initiating the process for determining the incoming chief and senior administrative residents. This process should be concluded before the April / May meeting of the Residency Program Committee (RPC).
- 3.2 The outgoing chief(s) and senior administrative resident in each stream will communicate with the R1s and off-time residents in that stream to solicit the names of those interested in having their names stand for election.



- 3.3 All R2s are eligible to submit their names for election.
 - 3.3.1 The outgoing chief shall conduct an election.
 - 3.3.1.1 Eligible voters include all residents enrolled in the stream (R1s, R2s and all off-time residents). Faculty members are not eligible to vote.
 - 3.3.1.2 Resident participation in the vote is considered a professional responsibility.
 - 3.3.2 It is preferable that the appointment of Chief and Senior Administrative Residents is for the entirety of the academic year. In the event that the elected resident is not going to be present for the entirety of the upcoming academic year, a clear transition plan needs to be in place.
- 3.4 By April / May of each year, the outgoing chief or senior administrative resident for each stream will provide the Program Director, Postgraduate Education with the names of those who were on the ballot and the voting tally results.
- 3.5 In consultation with the relevant Education Director(s) at the Stream and the outgoing chief or senior administrative resident(s), the Program Director, Postgraduate Education will designate the successful candidate(s) for each stream. [NOTE: The Program Director, Postgraduate Education is not bound by the election results.]
- 3.6 In situations where there will be no R2s in the stream/program in the upcoming year, the Program Director, Postgraduate Education will appoint a chief or senior administrative resident from another stream/program to be responsible for the residents in the first stream/program.

4. REVIEW AND EFFECT ON PREVIOUS STATEMENTS

- 4.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 4.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

5. POLICY CONTACT

Please contact the Family Medicine Program Director, Postgraduate Education with questions regarding this document.

6. REFERENCES

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

CPGME Policy - Guidelines Pertaining to Senior Resident, Senior Administrative Resident and Chief Administrative Resident Positions

http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/policies.html