



Department of Family Medicine Policy

Policy Name:	Academic Day Attendance
Application/Scope:	All Family Medicine Residents enrolled in the Residency Program
Approved Date & Approved By:	April 15, 2020: Academic Curriculum Subcommittee April 15, 2020: Residency Program Committee, Postgraduate Medical Education (PGME) April 17, 2020: Executive Management Committee, Department of Family Medicine
Review Date:	Five years from the approved date
Revised (Date):	

1. BACKGROUND AND DEFINITIONS

- 1.1 This policy shall be used by family medicine sites and residents with respect to attendance and absences from scheduled academic days.
- 1.2 Definitions
 - 1.2.1 Academic Day: Protected learning time for residents in which content inside the required family medicine academic curriculum along with stream-specific topics are addressed. The format of the academic day is determined by the individual streams (e.g., Urban may hold academic half-days once weekly; Rural may hold 2 full academic days each block).
 - 1.2.2 Education Director: Physician responsible for the administration of a specific stream academic day
 - 1.2.3 Program Assistant (PA): Individual tasked with administrative responsibilities for the academic day
 - 1.2.4 Short Report: This is either:
 - An essay consisting of a minimum of 2 pages of 12-point font, double spaced excluding references. There should be a minimum of 3 references cited excluding use of UpToDate®.
If the topic is a core curriculum topic, it should address the objectives listed on the family medicine department website.
 - Or
 - Critical review of three articles directly related to the topic, using the PEARLS methodology and question sheets. The articles may be randomized controlled trials, systematic reviews, meta- analyses, or guidelines. Textbook chapters, including UpToDate®, are not acceptable as content for analysis
 - 1.2.5 Professional Association of Residents and Interns of Manitoba: PARIM

2. REASON FOR POLICY

- 2.1 This policy is to outline Departmental expectations regarding resident attendance at Academic Day.



3. POLICY AND PROCEDURE STATEMENTS

- 3.1 It is expected that residents will be present at all academic days during their residency.
- 3.2 Residents will be excused from attending academic day only if one of the following conditions are met
 - 3.2.1 They are on a previously scheduled and approved vacation
 - 3.2.2 They are on a scheduled out-of-province or out-of-town elective that is greater than one-hour drive from the expected site
 - 3.2.3 Illness or Bereavement leave
 - 3.2.4 Residents who either participated in on-site call ending the day of an academic day or who are deemed post-call by PARIM agreement.
 - 3.2.5 Residents who participated in clinical duties 8 hours within the start of an academic day unless said academic day begins at 1200hrs or later. For example, a resident is excused from an academic day if it begins at 0800hrs and they ended clinical duties at 0300hrs but not if the academic day begins at 1300hrs.
 - 3.2.5.1 If an academic day is a full-day and the resident is deemed excused as per 3.2.5, they will be expected to attend at 1200hrs.
- 3.3 Any unexcused absences will require submission of a short report(s) within one month of their absence.
 - 3.3.1 Absences due to inclement weather will be judged on a case-by-case basis and will typically result in attendance via a virtual online platform if available. If not available, a short report may still be required at the discretion of the education director.
- 3.4 At the discretion of the Education Director, short report(s) may be required for repeated absences due to illness or due to late arrival/early departure from an academic day.
- 3.5 Further academic consequences may result from repeated unexpected absences or failure to submit short report(s).
 - 3.5.1 Professionalism concerns may be documented on resident In-Training Assessment Report (ITAR) or other assessments.
 - 3.5.2 The Education Director may recommend that the resident not progress from PGY1 to PGY2
 - 3.5.3 In the PGY2 year, the Education Director may recommend withholding the program's recommendation for completion of residency.
- 3.6 Attendance: Sign-in sheets will be available to take attendance for in-person attendees at academic day. Verbal attendance will be taken for remote access (MBTelehealth, teleconference, videoconference) participants by the PA.
 - 3.6.1 Sign-in sheets are to be collected by the PA within 10 minutes of the session starting.
 - 3.6.2 Any late arrivals 10 minutes after the start of an academic day will be documented.
 - 3.6.3 Any early departures will be documented by the site PA.
- 3.7 The PA will submit a report to the Education Director quarterly documenting the attendance of each resident.
- 3.8 One short report shall be submitted for every 0.5 academic days missed by a resident (e.g. if a resident misses a full day, they are required to submit 2 short reports.



- 3.8.1 The resident may submit short report(s) based on topics that were covered during the missed academic days that they feel would be most beneficial to their learning.
- 3.9 The short report is due within one month of the missed academic day and is to be submitted to the Education Director.
- 3.10 The Education Director will ensure that the submission meets the criteria of a short report as defined above.
- 3.11 The Education Director will notify the Postgraduate Program Director of any resident failing to comply with any of the above relevant guidelines such that further remediation can be initiated at the Resident Progress Subcommittee.

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 Academic Curriculum Faculty Lead with questions regarding this document.