Regulations and Rules in Otolaryngology-Head and Neck Surgery Residency Program

Academic program:

Attendance for all residents is mandatory to all grand rounds, radiology rounds, teaching sessions and journal clubs unless you are on sick leave, on vacation, on elective outside the region or unable to change your call when you are on off service rotation. We expect a minimal 90% attendance.

Attendance needs to be signed in each time.

The grand round schedule will be completed in August of each academic year with the list of presenters. Each presenter will be matched with a supervisor. The supervisor’s role is to advise, review and help the resident with his presentation and with the CanMEDS roles. The CanMEDS roles should be discussed when indicated during the presentation. When the resident is unable to present at the assigned date he/she is responsible to change dates with another resident and advise Dr. MacLean the coordinator and Mrs. Jennifer Bowen the residency program coordinator about the change.

The journal club schedule will be completed in August of each academic year with the list of presenters. When the resident is unable to present at the assigned date he/she is responsible to change dates with another resident and advise Dr. Sommer the coordinator and Mrs. Jennifer Bowen the residency program coordinator about the change.

Examination:

Annual Canadian in-training examination: PGY2 to PGY5 residents in the winter.

In-house training examination:

PGY1 and PGY2 residents: oral and written in June.

PGY3 to PGY5 residents: oral and written in December and June.

PGY5 residents study time:

Three weeks of studying time is allowed for the resident to prepare for the Royal College of Physicians and Surgeons Certification examination including the week of the exam. Afterward the resident must complete his/her rotation to the end of June. Attendance to grand rounds, radiology rounds, journal clubs and teaching sessions is mandatory during study time.
Residents on call:

During call all patients seen by the resident need to be reviewed at one point with the staff on call. Every patient that requires admission to the hospital needs to be approved by the staff on call. The following morning of admitting a patient or on Monday morning after being on call on the weekend the resident on call needs to notify the other residents about the admission of the patient.

Research:

All residents are obligated to do research during their training. It can be either basic sciences or clinical research. It is encouraged that the resident team up with a supervisor to conduct their research. All PGY2 to PGY4 must present a research project at the Annual Otolaryngology-Head and Neck Surgery research day in October. The best presentation voted will be presented at the Department of Surgery Annual research day in November. The PGY1 residents are not obliged to present since they are just starting their residency training unless they have a project all ready completed. If the PGY5 residents have a finishing project in their final year they are encouraged to present it but they are not obliged to start a new project in their final year. Residents must complete a quality assurance/improvement project during their residency training.

Vacations:

All residents are allowed to have 4 weeks of vacation per year of residency as per PARO. Unused vacation weeks are none transferable to the following year. Your vacation request needs to be sent in at least one month ahead otherwise it might be refused. The resident needs to inform the senior resident in charge of making the on call list about his/her vacation request a month in advance. The vacation form needs to be approved by the program director, the site coordinator and the Chief resident in charge of the on call.

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