



McMaster Otolaryngology-Head & Neck Surgery Competence by Design Academic Advisor Job Description (expectations)

Overview of the Competence by Design Academic Advisor:

The Competence by Design (CBD) Academic Advisor is an essential position in the new CBD curriculum for training in Otolaryngology-Head & Neck Surgery. The Program Director will assign each resident a CBD Academic Advisor. The CBD Academic Advisor will follow the resident longitudinally through their time in the residency program. The Advisor will guide their academic progress, work with residents to help them understand and learn from assessments, and present summaries of their progress to the program Competence Committee. The CBD Academic Advisor will also make sure that the resident is fulfilling the requirements of having their assessments completed regularly to advance through their training. The CBD Academic Advisor role is a 5-year commitment for the duration of the resident's training. All faculty appointed surgeons within our training program are expected to serve as Academic Advisors as part of their academic responsibilities.

Specific Requirements of the CBD Academic Advisor:

1. The Academic Advisor meets with the resident regularly to review their progress. Meetings should occur at least 4 times a year and may occur more frequently as needed. Meetings should be initiated by the Academic Advisor. Although there is no formal agenda for the individual meetings, the Academic Advisor should:
 - Review the CBD road map of their rotations;
 - Review all goals, objectives and competencies of the current and upcoming rotations;
 - Review all Entrustable Professional Activities (EPA) and assessment forms linked to each EPA;
 - Provide guidance to the resident on when best to complete the EPA assessment forms;
 - Review all recent EPA evaluations received (Form 1, Form 2, Form 3, Form 4);
 - Discuss current and recent rotations and inquire about any difficulties;
 - Assist resident in looking at the 'big picture' by reflecting on major themes, strengths and weaknesses that come out of evaluations;
 - Refer to services or Program Director as needed to address academic, learning or personal difficulties, or for further assistance with career planning.
2. At the start of a resident's training program, the Academic Advisor should initiate a "get to know you" meeting with the resident. The agenda for this meeting might include items such as:
 - Role of the Academic Advisor

- Getting to know the resident
 - Career aspirations
 - What support systems are available for residents
 - Personal reflection on academic worries
 - How to contact resident
 - How the resident can contact you
3. The Academic Advisor reviews all evaluations linked to the EPAs, looks for trends, strengths and weaknesses. The Academic Advisor should maintain an ongoing confidential file of each resident and is responsible for completing a programmatic milestones progress report about the EPAs. These reports must be completed and submitted to the competence committee at least twice per year and before a resident's promotion to the next stage of training.
 4. When promotion to the next stage is considered, the Academic Advisor must present in person the progress report to the Competence Committee.
 5. The Academic Advisor will use a template provided by the Competence Committee to submit his report. This will allow a uniformity of progress reports across all Academic Advisors.
 6. Faculty holding the position of CBD Academic Advisor are eligible to receive merit points
 7. Some Resources for the Academic Advisor
 - The Program Director
 - The Program Administrator ext. 73964
 - The Clinical teaching Unit Directors
 - The Otolaryngology-Head and Neck Surgery website
 - The Royal College of Physicians and Surgeons CBME website
<http://www.royalcollege.ca/rcsite/cbd/competence-by-design-cbd-e>