

**DEPARTMENT OF OBGYN  
RESIDENCY TRAINING PROGRAM  
TERMS OF REFERENCE and Policies and  
Procedures  
RESIDENT EDUCATIONAL FUNDS ALLOTTED FOR  
EACH ACADEMIC YEAR**

The following is outlined in the PARO-CAHO Agreement regarding educational leave:

**PROFESSIONAL LEAVE**

Article 12.1 In addition to vacation entitlement, residents shall be granted additional paid leave for educational purposes. Such educational leave, up to a maximum of seven (7) working days per annum, shall be consecutive if requested by the resident, and shall not be deducted from regular vacation entitlement. Such leave may be taken by house-staff at any time, provided only that professional and patient responsibilities are met to the satisfaction of the hospital department head.

Additional guidelines are necessary to ensure that all residents have similar opportunities to have educational leave approved:

1. Conference leave is limited to **7 days per academic year**; requests for additional time will be reviewed by the Program Director(s) prior to approval. Consideration will be given to the need to take vacation to facilitate conference leave exceeding 10 working days per academic year (July 1-June 30).
  - If residents are interested in attending multiple conferences during an academic year, such a request should be confirmed in writing with the Program Director(s). If a vacation request has also been submitted, the impact that the total time off will have on the rotation experience needs to be considered. In general, residents are mandated to take a total of one week of leave per rotation block.
  - Conference leaves require prior approval from the Program Director(s).
  - If additional financial support from the Department is sought then expected expenses must be submitted with the application.
  - If funds are available and/or attached to a resident research project – application to utilize those funds must be made to the resident Research Preceptor with a copy to the Program Director(s) and Academic Manager.
  
2. For conferences where multiple residents express interest in attending (e.g. SOGC), the following guidelines will be used to determine approval of leave:
  - Priority should be given to residents presenting research

- PGY5 residents who are not presenting research or active on a committee will be given the lowest priority for conferences that take place following the Royal College exam (e.g. SOGC)
- If requests to attend a conference exceed the number that can feasibly attend, the Chief Administrative resident will review the requests and recommend approval to the Program Director(s). The final decision regarding approval rests with the Program Director.
  - For the SOGC Annual Clinical and Scientific Conference, the deadline for abstracts can be found on their website - <https://www.sogc.org/acsc-en> As this deadline will inevitably guide who will be presenting research at the ACSC, all requests to attend SOGC could be submitted by December 15<sup>th</sup>. The decision as to which residents will be attending SOGC will be made by the end of December which will allow for residents to consider attending alternate conferences if desired.

# DEPARTMENT OF OBGYN RESIDENCY TRAINING PROGRAM EDUCATIONAL FUNDING GUIDELINES

The Department of Obstetrics and Gynecology has always supported postgraduate education. Attendance at postgraduate courses and conferences are an important part of the educational program. Each year the Department of Obstetrics and Gynaecology will attempt to commit funds designated for postgraduate travel – for which these Guidelines will be reviewed annually by the Residency Program Committee and the Department Finance Committee

## Designation of Funds

All postgraduate resident trainees are entitled to the following Canadian funds to attend workshops, courses and conferences - subject to prior approval by the Program Director(s), Rotation Supervisor and Chief Administrative Resident - as well as textbooks/membership fees relevant to the field of ObGyn as detailed below

### PGY1 and PGY2 Resident Trainees (\$1,000/resident/academic year)

- **Recommended:** Registration fee for ALARM Course
- Registration fee to participate in the online SOGC Research Courses
- Any funds left over can be used towards another conference, workshop or meeting if approval has been received to attend.
- Left over funds can be used for membership fees and textbooks relevant to the field of obstetrics and/or gynecology.

### PGY3 and PGY4 Resident Trainees (\$1,000/resident/year)

- **Recommended:** Conference travel
- Left over funds can also be used for membership fees and textbooks relevant to the field of obstetrics and/or gynecology.

### PGY5 Resident Trainees (\$1,500/resident/year)

- **Recommended:** Canadian OBGYN Review Program (i.e. Making A Mark)
- Left over funds can also be used for conference travel and textbooks relevant to the field of obstetrics and/or gynecology.

## **Guidelines**

- Travel funds include expenses related to attending conferences, workshops and meetings and include airfare, taxis, accommodation, and meals.
- Funds not used in one academic year may **not** be carried over to the next academic year. Requests for reimbursement must be made in the same academic year.
- Residents are responsible for making their own travel arrangements.
- Requests for travel funds for residents who are presenting posters or papers at National or International Conferences must be made to the Program Director in writing, who will in turn request funding to the Finance Committee. Based on the recommendation of the Program Director a final decision will be made by the Finance Committee.
- Residents presenting research must first enquire if funds are available for travel to present research from Research Preceptor.
- Undergraduate teaching funds may be used (if available) as well for travel to attend conferences, workshops or meetings, exam fees, educational book purchases, educational equipment (IPad, LapTop) and should be requested separately to the Academic Manager.
- Transportation between Hospitals and/or parking at Hospitals for medical education purposes for residents will be paid for by the Employer (University of Ottawa) as per the PARO Agreement.
- Residents are asked to share accommodations and/or travel when possible.
- Residents are not permitted to solicit/accept financial support from Industry.

## **Rules For Submitting Requests For Reimbursement**

- Request for reimbursement must be made using Travel Expense Reimbursement Claim Form – remembering to include the following details:
  - Name of Conference, Workshop or Meeting
  - Location of Conference, Workshop or Meeting
  - Dates of Conference, Workshop or Meeting
  - Banking Information (VOID Cheque)
- Original receipts must be submitted for reimbursement to Academic Manager
- A record of each resident allocation of funding will be maintained by the Academic Manager
- Academic Manger will process reimbursement request and submit to the Department Finance Manager who will forward reimbursement as an electronic transfer
- Banking information must be provided to Academic Manager and/or Finance Manager in order for reimbursement to proceed