



Department of Psychiatry

Psychiatry Residency Training Program, Academic Advisors

Job Description

PREAMBLE

Residency is a time of many changes and life-altering decisions for residents. New residents have to adjust to their new roles and responsibilities, while adapting to new living and working environments. Junior residents have to learn to integrate into the workflow of psychiatry. More senior residents have to start applying for fellowships (if desired) and preparing for the Royal College exam. Residents in the transition to practice stage need to begin networking for jobs and planning for continuing medical education.

INTRODUCTION

Academic Advisors (AA) will become Competency Committee (CC) faculty members who are responsible for coaching and guiding their assigned resident(s) during their progress through residency training. This role will involve regular meetings with assigned residents to conduct summative reviews of progress and facilitate the creation and implementation of individualized learning plans with timely completion of assessments on the Elantra electronic platform. These learning plans should document areas of strengths and weaknesses and identify priority areas/skills/competencies for the residents.

RESPONSIBILITIES AND ACCOUNTABILITY

The AA will be accountable to the Program Director (PD).

The program will assign 7 to 10 residents to each AA.

It is expected that for each resident that there will be a minimum of two 90-minute meetings each year. (Depending on stage of training and resident progression this could be between four and one meetings a year with each resident).

The AA will be responsible to the Residency Program Director for the following:

1. Coach and support residents throughout their residency training
2. Review individual resident electronic portfolios with a mandatory minimum of once per stage of training with each assigned resident
3. Guide the assigned residents in creating their own learning plans which should be shared by residents with supervisors in upcoming rotations or alternative learning experiences. These learning plans should document areas of strengths and weaknesses and identify priority areas/skills/competencies residents should focus upon
4. Generate reports on resident progress for the CC
5. The AAs are required to present resident progress summaries at the CC meetings.
6. Participate in faculty development relating to the AA role
7. Participate in the process of developing enhanced learning plans, remediation and probation plans for residents in difficulty in consultation with the PD.
8. Remain up to date with the evolving CBD literature regarding the AA role.
9. AAs will be given access to all formal documented resident evaluations and assessments.
10. Confidentiality and protection of residents' professional interest must be maintained. (AA's will be asked to sign a confidentiality agreement).

APPOINTMENT

The AAs are selected by the Program Director (or delegate). They should have a minimum 5 year renewable term which will facilitate continuity of coaching and support for assigned residents. Residents may have the option to choose their own advisors in consultation with the PD.

Date: July 7, 2022



MEETINGS

It is suggested that AAs meet with their assigned resident(s) two to four times a year and more frequently when needed/requested. The meetings must be recorded using Elantra linked to relevant EPA. Residents in difficulty will likely require additional support from their AA.

RENUMERATION

Advisors will be remunerated at \$5000 a year.

PLANNED REVIEW

A formal review of this role description will occur in no more than 2 years' time by the Program Director, while the review of resource requirements might occur sooner.