

## ACADEMIC ADVISOR ROLE – UBC PSYCHIATRY PGE PROGRAM

### **1. INTRODUCTION**

Academic Advisors (AA) are faculty members who are responsible for coaching and guiding their assigned resident(s) during their progress through residency training.

This role will involve meeting with assigned resident(s) at the regular intervals to facilitate their learning progress, by reviewing and discussing progress with the resident while encouraging self-reflection and a growth mindset. Additionally, the AA will serve as a mentor and support person offering guidance in areas such as: elective/rotation selection, career planning, scholarly activities, encouraging a healthy work-life balance and debriefing any involvement in critical incidents.

### **2. RESPONSIBILITIES AND ACCOUNTABILITY**

The AA is responsible to the residency program for the following:

- Coach and support residents throughout their residency training
- Meet on a suggested quarterly basis, with a mandatory minimum of twice per PGY year with each assigned resident
- Guide the assigned residents in creating their own learning plans that could 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
- Assist with the implementation of any formal remediation or informal modified learning plans required by the Competence Committee
- Communicate with the Associate Program Director if areas of concern are identified
- Familiarize themselves with available Wellness resources within the Faculty of Medicine and Department of Psychiatry to have available should the resident be in need
- AAs will be given access to all formal documented resident evaluations and assessments to aid assigned residents with ongoing refinement of their learning plans but will not need to review these for Competence Committee meetings or produce a report, unless specifically asked to by the APD.

The AA will be accountable to the Program Director and be responsible to the Department for the following:

- Participate in the faculty development needs and training of the Department/Division as it relates to CBD implementation.
- Remain up to date with the evolving CBD resources regarding the AA role.

Confidentiality and protection of resident's interests must be maintained. An AA will sign a formal confidentiality agreement.

### **3. QUALIFICATIONS**

The AA must be certified the Royal College of Physicians & Surgeons of Canada (RCPSC), or hold equivalent international qualification, and have an interest in education. The candidate would ideally have strong organizational, communication, and leadership skills, as well as working knowledge of the current electronic evaluation system(s) and a level of familiarity with CBD.

### **4. APPOINTMENT**

The AAs will be selected by the Program Director (or delegate such as the Associate Program Director). It is suggested that they should have a minimum 3-5-year renewable term, which will facilitate continuity of coaching and support for assigned residents, although exceptions may be granted on a case-by-case basis.

### **5. MEETINGS**

It is suggested that AAs meet with their assigned resident(s) on a quarterly basis, and more frequently when needed/requested. Meetings can occur one on one, or in small groups if the AA has more than one resident assigned. Additional time and meetings may be needed especially as guided by the Program Director, Associate Program Director and/or Residency Competence Committee.

### **6. RESOURCE REQUIREMENTS**

The Associate PD and the AA will serve as resources for each other and the two are expected to work in close collaboration while keeping the PD informed as needed.

The program will support the AA financially for any preparation and meeting time with each assigned resident.

### **7. PLANNED REVIEW**

Ongoing review of this role at the PGE level will occur to ensure that any evolution in the CBD curriculum is adequately reflected.

### **8. COMPENSATION**

AAs will be compensated for preparation and meeting time at the UBC Teaching rate.

