



## SUPERVISOR RESPONSIBILITIES FOR RESIDENT TEACHING

*Approved by PGE Program Committee September 14, 2023*

### Beginning of Rotation

- Discuss **Rotation Specific Objectives** with resident. Complete the appropriate form signed both by resident and supervisor and send to Education Coordinator
- Review **Safety** issues relevant to the clinical area where you work and where your resident will be working
- Review with the resident, which **EPA's are possible to obtain on said rotation** and which they have not completed and may need to or would like to focus on.
- In your regular work with the resident, make sure to include **observing** the resident interview patients and make sure that the resident has the opportunity to observe you interviewing patients. This is an opportunity for EPA completion.
- Get in the habit of **exchanging relevant literature** related to clinical care issues to the resident
- Discuss the **timely completion of health records** with the resident and assist them with time management and professionalism issues throughout the rotation
- Discuss with the resident that you will be **seeking feedback from interdisciplinary colleagues** about their performance during the rotation in order to have the fullest impression of their fulfillment of the CANMEDS roles
- **Urgent Needs for Supervision** - Please ensure that residents know how to contact you (i.e. via pager or cellphone) if there are urgent needs for supervision outside of your supervision sessions.

### Mid-Term Evaluation

- A mid-term evaluation must be completed for **all rotations longer than 1 month.**
- **Meet with relevant unit stakeholders** including secondary supervisors and allied staff to obtain feedback about the resident(s) you supervise.
- **Complete the One45 In-training evaluation form**
- **Discuss the resident's performance with the resident at the mid-point** of the whole rotation; use the Rotation Specific Objectives and the One45 system evaluation categories as a guide of what needs to be discussed; make sure to get **feedback from at least one non-medical team member** about the resident's performance having let the resident know that you will be doing this at the start of the rotation
  - If the resident is having any struggles in any category of the One45 evaluation form thus far, ensure to specifically discuss this or these areas with the resident

- Notify the Assistant Program Director and Program Director of any resident who is having significant difficulties in a rotation so that an appropriate **learning plan** can be set up to assist the resident to improve; this can also be done at any other time during the rotation if a problem is identified
- Make sure to discuss with the resident their evaluation of **your teaching** in order to adapt to their learning style
- Review any **clinical experiences which the resident has not yet had** in the rotation and make sure to schedule or arrange these for the second half of the rotation

**Final Evaluation**

- **Coordinate** the final evaluation staff meeting to discuss resident performance
- Discuss the resident’s performance in the last half of the rotation; use the Rotation Specific Objectives and complete the One45 system evaluation; make sure to get **feedback from at least one non-medical team member** about the resident’s performance; **contact all supervisors** who have significant contact with the resident; **the One45 In-training evaluation must be completed, discussed and submitted within 2 weeks of the end of the Rotation**
- Make sure to discuss with the resident their evaluation of your teaching as a means to improve

Action	Committee	Date	Status
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