

## **PGY Resident Expectations and Requirements**

### Important Memo to all PGY Residents:

As a PGY Resident enrolled in a registered Royal College training program; your goals and objectives are defined in accordance with each clinical rotation and academic activity. (See Royal College Goals & Objectives documentation for further details) As such, your performance is subject to several types of evaluation.

### As an Otolaryngology HNS Resident; your performance is evaluated as follows:

- ITAR: Overall ITAR score must be 3 or higher per evaluation.
- Oral Exam(s): Minimum grade requirement is 60% for PGY 1-2's and 70% for PGY 3-5's.
- Core Teaching written examinations: Minimum grade requirement is 60% for PGY2, and 70% for PGY3-4's.
- Temporal Bone Drilling Assessment: Requires a PASS and 100% attendance; any absences to be approved by the Program Director.
- National In-Training Exam (NITE): Minimum expectation is to score above the 25<sup>th</sup> percentile within the given cohort year. Annual improvement is expected and monitored. Taking the examination is mandatory.
- 360°: Requirement of 1 evaluation per 3 month rotation. Overall score must be 3 or higher per evaluation.
- Annual Activity Report, Portfolio and case log submission prior to annual meeting with the Program Director. Case Logs must be up-to-date and complete.
- Elective requests must be submitted for approval by the Program Director at least 3 months in advance of the elective. International electives require approval by the Global Health Office.

### PGY1 Surgical Foundations expectations...

- 75% attendance at the didactic lectures.
- Successful completion of the Prep Camp.
- Passing grade on the practice exam.
- Residents will be required to do a quality improvement (QI) project. This will require a Faculty member from Otolaryngology HNS to be a group leader in QI. Dr. Najib Safieddine will contact your QI Faculty member to let him/her know what will be required.

### Attendance:

- Minimum expectation of 75% overall attendance, recorded during the following activities/events:
  - Grand Rounds, Journal Club, Core Lectures
  - Additional Courses (Simulation & Skills Courses, Hospital Teaching Rounds & Sessions, Visiting Professor Lectures & Resident Teaching Sessions, etc.)

### Research:

- PGY2 Residents are required to submit a research proposal at the beginning of the academic year for approval by the Research Committee. An interim report 2 months into the research block and formal presentation at Percy Ireland Day are mandatory. The interim research report is to be sent to the Program Director and Vice-Chair Research. PGY2 Residents are required to submit a final research report about their activities within 2 months of completing the research block (see Research Block Reporting Template).
- PGY2-4 Residents are required to present a research paper at Percy Ireland Day.
- **NEW\*** PGY2-4 Residents are required to submit an abstract to the CSOHNS Poloquin Resident Research Competition. All abstracts must be submitted to the Program Director two weeks prior to the submission deadline.

### Away Times:

Excerpt from the agreement between PARO and OCOth (11.4): *Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than March 1.*

- All absences must be reported to the Program Director by submitting a duly completed Away Time form. Failure to do so will be considered a breach in professionalism and will be noted in the Resident file.
- Absence from the National In-Training Examination and Percy Ireland Day is not permitted. Please review the dates of these events prior to scheduling vacation time or electives.

### **IMPORTANT:**

- PGY1 Residents: The ATLS course is mandatory and there should not be any requested vacation time during the scheduled course dates or the costs of rescheduling is the responsibility of the resident (\$850).
- PGY5 Residents: In preparation for the Royal College examinations, PGY5 Residents are granted an additional 2 weeks of academic leave (4 weeks of vacation + 2 weeks study leave). Following the written examination, Residents are expected to return to clinical duties. Following the applied examinations, Residents are required to return to full duties on the first business day following the exam. Residents are expected to be on rotation until

June 30 of the academic year; unless permission is granted by the Program Director and/or Hospital Chief.

**Should your performance drop below any of the expectations outlined in this message; your training status can become subject to review by the Program Director and Residency Program Committee.**