

Approval Date (PGEC): June 12, 2017

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PGME Academic Advisor Role Description

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Postgraduate Medical Education
Approver:	Postgraduate Medical Education Council
Scope:	All Residents
Classification:	Residency Training

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1. Introduction

Residency programs may choose to use Academic Advisors, hereafter referred to as Advisor, to supervise and support residents' progress through residency training. This will involve meetings with assigned residents at regular intervals to conduct comprehensive reviews of performance information; review, discuss, and facilitate the implementation of individualized learning plans; prepare recommendations for the Competence Committee (RCPSC) or the Resident Operations Committee (CFPC) regarding residents on-going development and readiness to progress to the next stage of training. Advisors liaise with the Program Director or delegate.

2. Qualifications

The Advisor must be certified by the Royal College of Physicians & Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC), or hold equivalent international qualifications. The Advisor should have organizational, communication, and leadership skills as well as a foundational knowledge of Competency Based Medical Education (CBME) or Triple C principles, and the electronic portfolio system used for resident assessment.

3. Resource Requirements

The Advisors will be required to dedicate adequate time to carry out their responsibilities.

The ratio for the maximum number of Academic Advisors to Trainee number is 1:5. Advisors will likely require 2 hours (1 hour preparation and 1 hour for review meeting) every two to six months for each resident they are assigned, and no less than once per stage (RCPSC). Ideally, Advisors should meet with their advisee on a quarterly basis. Residents in difficulty will likely require additional support from Advisors, and this time estimate will likely be exceeded.

4. Accountabilities

The Advisors will be accountable to the Program Director (RCPSC) or site director (CFPC). They may serve as members of the Program's Competence Committee or be invited to meetings to present reports on the progress of the residents for whom they are responsible. Competence Committee should decide if individual Advisors should be excluded from voting on their advisees to avoid conflict of interest or bias.

5. Appointment Process

The Advisors should be selected by the Program Director or delegate.

6. Responsibilities

6.1. To the Residency Program

6.1.1. Support residents throughout their CBME / Triple C program curriculum in coordination with the Program Director.

6.1.1.1. Review individual resident assessments and electronic portfolios and meet regularly (every 3-6 months with mandatory minimum of once per stage) with each assigned resident

6.1.1.2. Participate in faculty development relating to the Advisor role

6.1.1.3. Participate in the process of developing enhanced learning plans and remediations for their advisee if applicable

6.1.1.4. Maintain skills in resident assessment and feedback

6.2. To the Department

6.2.1. Participate in faculty development as it relates to CBME implementation