



Postgraduate Medical Education

Academic/Faculty Advisor | Role Description

1. Introduction

Residency programs are encouraged to provide learners with an academic/faculty Advisor to assist the learners to synthesize the feedback they have received and use it to help them plan for improvement. The recommended activities of the Advisor include:

- Meeting with the learner at regular intervals to review their portfolio and maintain a record of these meetings

- Helping the learner to reflect upon the feedback that they have received.

- Ensuring that the learner has understood the feedback

- Helping the learner to identify some key areas of performance that they can work to improve

- Coaching over time for performance change

- Implementing an individualized learning plan

- Ensuring that upcoming rotations will enable the learner to work on their needed learning goals

Academic/Faculty advisors must meet with assigned learners at regular intervals to conduct comprehensive reviews of all performance assessments; review, discuss, and facilitate the implementation of individualized learning/enrichment plans; prepare recommendations for the Competence/Assessment, Evaluation and Promotions (AEP) Committee regarding learners' on-going development. 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) principles in either Competence by Design or Triple C approaches, along with the assessment tools and electronic portfolio system in use.

3. Appointment

Advisors will be appointed jointly by the Discipline Chair and Director for each program. The usual term for Advisors will be two years, renewable. An annual review of performance will be conducted by the Program Director and Competence/AEP Committee. This will be a non-stipendiary appointment. In the case of small programs (three or less trainees in total), the Advisor duties may be retained by the Program Director, at the discretion of the program.

4. Resource Requirements

The Advisors will be required to dedicate adequate time to carry out their responsibilities. The ratio for the maximum number of Advisors to Trainee number is 1:4. Ideally, Advisors should meet with their advisee on a quarterly basis (RCPSC), but at *minimum*, prior to each Competence/AEP committee meeting review. Faculty Advisors (CFPC) will be required to meet at minimum three times a year. Advisors will likely require 2 hours (including preparation and 45 minutes to 1 hour for the actual meeting) every two to six months for each learner they are assigned, and no less than once per stage of training (RCPSC). Learners in difficulty will likely require additional support from Advisors, and this time estimate will likely be exceeded.

5. Accountabilities

The Advisor will be accountable to the Program Director (RCPSC and CFPC). Alternatively, they may also report to the local Site Director (CFPC). The Advisor will maintain full, confidential records of their encounters with their advisee(s) in a secure format/location. The Advisor shall not be a member of a Competence/AEP Committee. Advisors are expected to report any significant difficulties in program conduct in a timely manner to the Program Director.

Advisors are expected to participate in faculty development relating to the Advisor role and CBME. Advisors must maintain their skills in learner assessment and feedback and participate in the implementation of individualized learning plans and remediation for their advisee, as applicable.