

## Part-time Residency Policy

<b>Office of Accountability:</b>	Postgraduate Medical Education Office
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education Office
<b>Approver:</b>	Postgraduate Medical Education Committee
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### Overview

All residents are responsible for completing their residency training program(s) within a reasonable length of time. Residency training programs of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) are designed to be completed as full-time programs; however, it is recognized that completing a residency training program on a part-time basis may be necessary or desirable to accommodate residents under exceptional circumstances (e.g. family or personal responsibilities; illness; disability; etc.).

### Purpose

To facilitate the development of part-time residency training programs under appropriate circumstances.

### Scope

All residency training programs at Memorial University of Newfoundland (Memorial).

### Policy

- 1.0 Under exceptional circumstances, consideration may be given for a resident to complete a portion of their residency training program on a part-time basis.
  - 1.1 The majority of any residency training program must be completed on a full-time basis.

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- 2.0 Part-time residency training schedules are developed on a case-by-case basis and will reflect what the applicable residency training program can reasonably provide.
  - 2.1 There may be obligatory full-time rotations/training experiences mandated as part of the overall residency training program since clinical education must include a period of on-call experience. Rotations/training experiences that require a deviation back to full-time status must be explicitly highlighted as part of the new part-time residency curriculum map.
- 3.0 In all cases, the regulations of the applicable national college regarding part-time residency will apply.
  - 3.1 For RCPSC programs, these are outlined in the Policies and Procedures for Certification and Fellowship, Section IV, 4.3.1 Fractional (Part-time) Residency Training.
  - 3.2 For CFPC programs, these are outlined in the Requirements for Residency Eligibility – Part-time or shared residency training.
- 4.0 Modified from the Part-time Residency Training Guideline of the Council of Ontario Faculties of Medicine, the following **Conditions for Acceptability of Part-time Residency** apply:
  - 4.1. A resident can only request part-time residency training after they have successfully completed their first year of training (non-Competence by Design programs) or the Foundations of Discipline stage (Competence by Design programs).
  - 4.2. Only residents who are in good academic standing will be considered for part-time residency training.
  - 4.3. A part-time training commitment is to be no less than 50% of that of a full-time resident.
  - 4.4. A part-time training program must include all components of the residency training program. The curriculum will be designed by the Program Director in consultation with the resident prior to the start of the part-time training and the resident will have a copy prior to commencing their training. The resident will be in agreement with the proposed part-time curriculum.

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- 4.4.1. The Program Director will certify that the supervision and assessment is equivalent to that of the other full-time residents in the program and the educational experience is equivalent in all other respects to the normal full-time training program.
- 4.5. Prior to a resident commencing part-time residency training, approval is required by the:
  - 4.5.1. applicable Residency Program Committee (RPC); and,
  - 4.5.2. Associate Dean, Postgraduate Medical Education (PGME).
- 4.6. The implementation of any deviations to a previously approved part-time residency training program requires approval by the RPC which must be documented in writing. Such approval must be forwarded to the Associate Dean, PGME.
- 4.7. All part-time residents shall be registered as residents in training but will receive credit only for the fraction of training for which they complete.
- 4.8. Residents are required to maintain full licensure with the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) and full insurance coverage by Canadian Medical Protective Association (CMPA) while completing part-time training.
- 4.9. If a part-time resident is not progressing as expected or is requiring modifications to training as a result of performance concerns, the resident may be required to convert back to full-time training.
  - 4.9.1. If a part-time resident is required to complete a formal remediation plan or probation period, they will be required to convert back to full-time training. The resident, Associate Dean, PGME and the applicable certifying College shall be informed of the conversion back to full-time training.

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### 5.0. Off-service Call

- 5.1. Part-time residents are permitted to complete off-service call if all necessary provisions for the approval of off-service call is followed as outlined in the [Moonlighting Policy](#).

### 6.0. Salary and Contractual Benefits/Obligations

- 6.1. A resident's salary and contractual benefits/obligations as outline in the collective agreement of the Professional Associate of Residents of Newfoundland and Labrador (PARNL) will be modified to reflect the percentage of the full-time schedule the resident will be completing (e.g. If a resident is completing 50% of their training program, their pay will normally be 50% of their usual salary).

### 7.0. University Fees

- 7.1. Modifications to a resident's status as a full-time student, their registration fee and/or any other graduate student fees they are required to pay will be assessed on a case by case basis in consultation with the Office of the Registrar and Financial and Administrative Services.

## **Procedure**

- A.0 The resident submits, in writing, a request for part-time training to their Program Director, outlining the reasons for the request.
- B.0 The Program Director and resident meet to discuss the logistics of part-time training, taking into consideration the following aspects:
- B.1. Educational training requirements of the program, continuity of care, as well as loss of educational benefits only provided through full-time training;
- B.2. Determination of the duration and percentage (e.g. 50%) of the part-time training period;
- B.3. Expected date of return to full-time training and if an incremental process might be beneficial to the resident;

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- B.4. Impact on the residency program/resident peers.
- C.0 A complete part-time residency training request package is submitted by the Program Director to the RPC for review. The package must include the following:
  - C.1. rationale for part-time training;
  - C.2. part-time training curriculum and schedule, including any required deviations/special arrangements based on rotation/training experience requirements;
  - C.3. documentation indicating that the plan has been reviewed by, and agreed-to, by the resident.
- D.0 Approval of a resident's part-time training by the RPC shall be documented in the RPC meeting minutes. Once approved by the RPC, the Chair of the RPC or delegate will send the request to the Assistant Dean, PGME for their review.
- E.0 The final decision of the Associate Dean, PGME, regarding the approval of the part-time residency training request will be communicated to the resident and Program Director, in writing.
  - E.1. For residents in RCPSC programs, the Notification of Part-time Residency form is to be submitted to the College once the request has been approved by the Associate Dean, PGME.