



Internal Medicine Residency Program
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Academic Half Day Attendance Policy

Introduction

The following is intended to guide residents in the core Internal Medicine Residency program (IMRP) about the attendance policy for Academic Half Day. The Residency Program Committee requires that all residents have an understanding of the following information.

Definition and Importance

Attendance at academic half day is **mandatory**. This time is allocated to resident learning and protected time from clinical work. Residents must be accountable in how they are spending this time. Protected time for residents to attend Academic Half Day is a Post Graduate Medical Education (PGME) requirement of the program.

The IMRP is committed to provide an inclusive and safe environment that promotes learning for all residents. Lectures will be delivered in a hybrid model: virtually via zoom and in person based on the learning topic and need for interaction of skill development. Only lectures delivered via zoom, will be recorded, and made available for residents to watch and claim attendance.

Policy

1. Attending academic half day is **not optional**. At a minimum, residents are expected to attend 75% of the academic half day activities over the course of the academic year. This is the **minimal standard** of attendance. This amount takes into account anticipated absences for the following reasons: away for conferences, out of town electives, leave of absences, PGME workshops, away for CaRMS interviews, being post call, away for rural rotation, being on vacation/flex/float, away for Royal College Exam and away for an Academic Advisor meeting and up to 2 hours away for meetings per academic year with their research advisor. If they are sick, residents need to notify the IMRP Admin staff.
2. Attendance to virtual sessions will be recorded by:
 - a. The zoom administration participant report
 - b. Completion of attendance form by resident after watching the recorded session. The resident will have up to 2 days after the session took place, to claim attendance (Friday at midnight). Attendance form will be in One45, therefore the completion of this form is mandatory and the only way to capture assistance.
3. Attendance to in person session, will be recorded by signing sheets.
4. The reason for non-attendance at academic half day should be recorded on the One45 form. Absences other than the ones list above should be treated as they would if the resident was absent from a clinical rotation.
5. A report of attendance to academic half day will be sent to academic advisors on a quarterly basis to review with each resident on their regular meetings.
6. The attendance to the AHD will be presented as part of the competence review meetings report on each resident. Failure to meet the minimum standard of attendance at each meeting review, may result in decision from the committee to determine that a resident is “not progressing as expected” in

their learning program.

7. If a resident has a consistent lower than minimal attendance to the AHD at the end of the academic year, the Program Director has the authority to make the final decision regarding professionalism in the final evaluation, this will be considered as extenuating circumstance after consulting with the Competence committee.
8. Residents who are on probation or remediation will be excused of attending academic half day activities as outlined in their probation or remediation contract. Their attendance percentage over the academic year will take this into account.
9. Residents on leave from the program will be expected to attend at least 75% of the academic half day activities for the period when they are working full time in a clinical role.
10. The Curriculum Committee members will be responsible for making recommendations to the Program Director and the Resident Program Committee about ongoing changes to this policy.

Residents Exempt from the Policy

Residents in their third year and fourth year of internal medicine training who are writing their Royal College exam in internal medicine during the academic year are exempt from the above policy. These residents are required to submit the following documentation:

1. One representative from each study group is required to submit a summary of their study group members' study activities during academic half day time. This submission will be emailed to a IMRP administrative assistant on a once monthly basis. Failure to submit this information may result in a meeting with the Program Director or Associate Program Director to discuss the issue.
2. Each resident will be expected to attend at least 50% of the PBLs scheduled for all PGY years and at least two R3 specific PBLs in the spring of their Royal College exam year.

Residents in their fourth year of internal medicine training are exempt from the above policy. These residents are required to submit the following documentation:

A summary of the learning topics, journal articles, course work or conference material that they covered during each academic half day time. This summary will be reviewed with their Associate Program Director every three months. Failure to summarize and review this information may result in a meeting with the Program Director or Associate Program Director.

Periodic audits of academic half day attendance will occur throughout the year. Periodic audits of the group study and self-study monthly submissions may also occur.

Approved by the RCP committee.

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