



**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.

### Policy

1. Residents are expected to attend at least 50% of the academic half day activities over the course of the academic year. This is the minimal standard of attendance. This amount takes in to account anticipated absences for the following reasons: away for conferences, out of town electives, LMCC exam, leave of absences, PGME workshops, away for CaRMS interviews, being post call, away for rural rotation, being sick, being on vacation/flex/float, away for Royal College Exam and away for an Associate Program Director meeting or an Academic Advisor meeting, and away for up to 4 meetings per academic year with their research advisor.
2. The reason for non-attendance at academic half day should be recorded by the resident in One 45. If the reason for the absence is not listed in the pre-populated list of reasons for absence, then the resident should contact one of the administrative assistants for the residency program notifying them of the reason for their absence. The administrative assistant will then mark the reason for their absence so it is recorded accurately.
3. Failure to meet the minimum standard of attendance may result in this being noted as a professionalism concern in the resident's Program Director letter for the CaRMS medical subspecialty match. Or, if concerns arise later, this may be noted on CITER/FITER documents submitted to the RCPSC. The Program Director has the authority to make the final decision regarding this and extenuating circumstances will be considered.
4. Residents who are on probation or remediation will be excused of attending academic half day activities as outlined in their probation contract. Their attendance percentage over the academic year will take this in to account.
5. Residents on leave from the program will be expected to attend at least 50% of the academic half day activities for the period of time when they are working full time in a clinical role.
6. Residents are expected to attend at least 5 problem based learning (PBL) sessions over the course of the academic year. Failure to meet the minimum standard of attendance may result in this being noted as a professionalism concern in the resident's Program Director letter for the CaRMS medical subspecialty match. Or, if concerns arise later, this may be noted on CITER/FITER documents submitted to the RCPSC. The Program Director has the authority to make the final decision regarding this and extenuating circumstances will be considered.
7. 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 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 for the academic year:

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 an IMRP administrative assistant on a once monthly basis. Failure to submit this information on a monthly basis and in a timely manner will result in follow-up by the IMRP. The IMRP is accountable to the PGME office to ensure that academic half-day time is used wisely. Submitted records will be kept on file for each group.
2. Each resident will be expected to attend at least 50% of the PBLs for the third-year residents in the spring of their Royal College exam year. Failure to meet this requirement may result in a meeting with the Program Director to discuss the issue.

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