



Scholarly Oversight Committee (SOC) Terms of Reference General Pediatrics PGME

Structure:

- 3 or more individuals; at least 1 should include a general pediatrician and a subspecialty pediatrician, respectively
- Program Director may participate with SOC but cannot be voting member
- To ensure consistency one SOC shall assess all trainees in the program

Responsibilities of SOC:

- Ensure each pediatric resident is assigned an SOC member and is made aware of this assignment
- Determine whether a specific activity is appropriate to meet the SOC guidelines for scholarly activity.
- Meet with the resident EARLY in the training period and regularly thereafter (2-3 times per year).
- Review resident progress and complete the required forms outlined in the *Scholarly Project Expectations* document in a timely manner
- The SOC is to provide ongoing evaluation and feedback about the project(s) progress to the trainee, his/her faculty project advisors and/or mentors, and the Program Directors.
- The SOC primary role is not to provide advice about how to carry out a project- that is considered the role of the trainee's faculty project supervisor(s).
- Determine if the trainee requires additional support or time to ensure successful completion of the project
- Require the resident to present/defend the project related to his/her scholarly activity
- Advise the Program Director on the resident's progress and assess whether the fellow has satisfactorily met the guidelines associated with the requirement for active participation in scholarly activities

Program Director Responsibilities:

- Review progress with trainees at biannual meetings with residents
- Require the resident to present/defend the project related to his/her scholarly activity
- Notify the SOC member of any concerns with resident progress
- Provide a venue for the SOC members to meet with the residents during two academic half day sessions per year
- Provide a venue for senior residents to present their completed work products to meet requirements for completion
- Provide the opportunity for all residents to attend the Research Methods Course and provide time within the curriculum for scholarly work

Resident responsibilities:

- Residents must develop a scholarly question or hypothesis related to scientific inquiry, medical education, advocacy or quality improvement (QI). A scholarly work involves gathering and/or analyzing literature or data, a research/education/advocacy or QI experiment or intervention and an assessment of outcome. A summary of the work with conclusions (as applicable) is mandatory. Residents must present their work in oral or written form to their Residency Program, the Child and Maternal Health Research Course, the Scholarship Oversight Committee or elsewhere
- Complete the documents described in the *Scholarly Project Expectations* document in a timely manner
- Make all reasonable efforts to attend meetings with their SOC member

Requirements:

- SOC members shall meet with each trainee 2-3 times per year (either individually or in a group)
- A meeting report will be provided to the trainee, the PD and the trainee's supervisors after each meeting of SOC members with the trainees (*Meeting Form, Appendix B of Scholarly Project Expectations Document*).
- SOC member or Program Director will sign off on successful completion of a scholarly work project at the end of training.

Additional Background

The rationale for the creation of an SOC is:

- To encourage scholarly activity germane to the trainee's career goals
- To foster creation of trainee-advisor relationships
- To provide timely evaluation of the trainee's progress and provide feedback to the trainee, supervisor, and program director
- To ensure the trainee fulfills both Canadian and program requirements for certification as relates to scholarly activity

Scholarly Requirements of Training in Canada:

Royal College:

Participation in scholarly work during residency is required.

Canadian Paediatric Resident Research Network:

Completion of a scholarly work has been proposed to be a requirement for residency training in Canada.

Scholarly activity may include, but are not limited to: basic, clinical, or translational biomedicine; health services; quality improvement; bioethics; education; and public policy.

In addition to biomedical research, examples of acceptable activities might include a critical meta-analysis of the literature, a systematic review of clinical practice, a critical analysis of public policy, or a curriculum development project with an assessment component. These activities require active participation by the fellow and must be mentored. The mentor(s) (*N.B., mentors assumed to mean trainee research advisors*) will be responsible for providing the ongoing feedback essential to the trainee's development. Please reference the *Scholarly Project Expectations* document for the Pediatric Residency Program.

Involvement in scholarly activities must result in the generation of a specific presented or written "work product."

Review of scholarly activity and the presented or written work product will occur with each resident having a Scholarship Oversight Committee Liason responsible for overseeing and assessing the progress of each resident in collaboration with the Pediatric Residency Training Program and Program Directors.