

## Guidelines re Part-Time Residency Training

### Preamble:

While in most instances residency training programs will be full-time, a part-time residency program may be necessary or desirable to accommodate family or personal responsibilities,,or job sharing with a spouse for childcare etc. It is further understood that residents need to take responsibility for completing their residency training program in a reasonable length of time.

It is recognized that part-time training may be required for accommodation issues (disability, illness); and such cases will be managed separately and not covered under the Part-time guidelines. PGME recognizes that there is an obligation to make reasonable accommodations for these circumstances.

Considerations or challenges that may be encountered establishing part-time residency programs include:

- Scheduling problems for rotations
- Incomplete or inconsistent educational experiences
- Lack of peer group support
- Diminished responsibility to others in the training program
- Service needs not met
- Financial implications
- Administrative complexity, or
- Loss of appreciation of the disease process

### Principles:

1. It is the expectation that all residents will start their residency program full-time. It is recognized that circumstances may change throughout the training program and that full-time training may not be the best option.
2. Part-time residency training should be made available in all training programs, if at all possible.
3. All requests for part-time training will be reviewed on an individual basis by the Residency Program Committee.

4. All part-time residents will remain registered with the Postgraduate Medical Education Office but will receive credit for the fraction of training for which they are registered.
5. Part-time training must be approved prior to the Resident moving to part-time status.
6. In all cases the regulations of the applicable national Colleges regarding part-time residency will apply. *Note current information is:*

RCPSC: total program length is mainly at the discretion of the Residency Program. Please refer to item 4.2 Residency Training Requirements [http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy\\_procedures\\_e.pdf](http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy_procedures_e.pdf)

CFPC: total program length cannot exceed 4 years.

*Both Colleges require that a resident be registered for a minimum of 50% of time in the program.*

*Please refer to links at the end of the document to check most current information.*

#### **Process:**

1. The resident should make the request for part-time training, in writing, to their Program Director, outlining the reasons for wanting to train part-time.
2. The Program Director and Resident should meet to discuss the logistics of part-time training, taking into consideration the following aspects:
  - a) Implications on achieving all components of the residency program, taking into consideration the educational training requirements of the program / or part of the program, as well as the continuity of care. There may be parts of a training program where part time training may significantly diminish the educational benefit (e.g., Chief Surgery resident role).
  - b) Determination of the duration and percentage (e.g, 50%) of the part-time training period.
  - c) Expected date of return to full-time training and if an incremental process might be beneficial to the Resident.
  - d) Impact on the training program / resident peers.
  - e) Other factors as determined by the Residency Program Committee.

3. The request should be reviewed by the Residency Program Committee.
4. The Resident / Program Director should complete 'Request for Part-Time Residency Training' form (*available on medportal, [www.medportal.ca](http://www.medportal.ca) under Forms and Manuals*) and submit to the Assistant Dean, Postgraduate Medical Education for approval.
5. The Assistant Dean, PGME will review. On approval the request will be forwarded to the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians for approval.

**Payroll status of Residents paid by Hamilton Health Sciences:**

1. In order for a resident to maintain their benefits they must be registered a minimum of 60% of the time.

A resident's part-time status will normally be reflected in their pay, for example, if a resident is completing 50% of their training program, their pay will normally be 50% of their usual salary.

**Related links:**

**Royal College of Physicians and Surgeons of Canada, Fractional (Part-time) Residency Training policy**

[http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy\\_procedures\\_e.pdf](http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy_procedures_e.pdf)

**College of Family Physicians of Canada**

[http://www.cfpc.ca/La\\_formation\\_en\\_r%C3%A9sidence/](http://www.cfpc.ca/La_formation_en_r%C3%A9sidence/)

**Request for Part-time Residency Training form – RCPSC – available on medportal:**

[www.medportal.ca](http://www.medportal.ca)

**Professional Association of Interns of Ontario**

[www.paro.org](http://www.paro.org)