



Otolaryngology/Head and Neck Surgery Academic Program Attendance Policy

During the Otolaryngology -Head and Neck Surgery academic sessions, residents must attend Grand Rounds, COCLIA sessions, Teaching sessions, Journal clubs, the Otolaryngology-Head and Neck Surgery Resident annual research day and any other additional academic events deemed mandatory as per the Residency Program Committee. A minimum overall attendance rate of 75% is required, which allows a 25% yearly absence for vacation, attendance at conferences, post-call days off etc.

Please note the following:

1. Resident away on elective rotation are excused
2. Resident rotating on Intensive Care Unit are excused if on call or must stay for handover
3. Summer COCLIA sessions are mandatory for all residents
4. Regular COCLIA sessions are mandatory for senior residents only unless indicated otherwise (ex: COCLIA replacing a teaching session, all residents must attend)

Attendance is monitored electronically; each resident is responsible for indicating their attendance or absence. If you are excused, you must indicate the reason (elective, ICU).

Attendance is part of the passing and promotion criteria of the program. Program Director and residents are provided with biannual progress reports. Poor attendance is flagged and addressed. Residents who do not meet the minimal attendance rate will be notified and required to meet with the Program Director to discuss reasons for absence. Together, they will identify and seek for solutions to address the absenteeism issue. If attendance criteria are not subsequently fulfilled, the resident will receive an unsatisfactory notification from the Program Director and the matter will be discussed within the Residency Program Committee where a remediation will be likely instituted.

During the first two years of residency training, residents must also attend the Surgical Foundations program sessions on Wednesday morning. Resident must attend 70% of the sessions. Please review Surgical Foundations attendance policy.

Approved January 25, 2009
Revised June 27, 2018