

Part-Time Residency Training Approval

Approval Authority: Associate Dean, Postgraduate Medical Education & Health Sciences

Established: 2022 04 20

Amendments: 2022 05 11

Category: C Parent Policy: n/a

1.0 PURPOSE

While it is intended that residency training is to be completed on a full-time basis, consideration may be given to completion on a part-time basis in rare and exceptional circumstances. Due to the unavoidable impact of part-time attendance on the acquisition of educational competencies, particularly those related to continuity of care, it is expected that this will be an exceedingly rare occurrence.

The responsibility for ensuring that completion of training occurs in a reasonable length of time lies with the program and resident, in accordance with the Royal College of Physicians and Surgeons of Canada (Royal College) and the College of Family Physicians of Canada (CFPC) guidelines, as applicable.

These NOSM U guidelines detail the principles and procedures for planning, reviewing and in exceptional circumstances, approving part-time training.

Where there are changes to training schedules/time due to approved accommodations, the [NOSM University Accommodations Policy](#) is followed instead of this procedure. Where there are cases where a resident is approved for part-time training and also has an accommodation to be considered, the Wellness program will work together with the residency program to review training plans in relation to both part-time status and accommodations.

2.0 SCOPE

These guidelines and procedures apply to all postgraduate medical education learners registered as residents at NOSM University.

3.0 PRINCIPLES

- 3.1 In all cases, the regulations of the applicable national college regarding part-time residency training and certification eligibility will apply.
- 3.2 Requests for part-time residency training should be considered and facilitated by programs and developed on an individual, case by case basis. The decision to approve part-time residency training for a resident lies with the Program Director or delegate and Residency Program Committee (RPC), with approval of the Associate Dean, PGME & HS. A [NOSM PGME Part-time Training Request Form](#) must be

completed, reviewed and signed by the program and resident and submitted to postgrad@nosm.ca for review and approval by the Associate Dean, PGME & HS.

- 3.3 Residents may request part-time training at the start of the program or during residency training. Part-time residency training may be available for a portion of training or rarely for the entirety of the program.
- 3.4 The clinical and academic curriculum for part-time training must include all the requirements of training necessary for successful completion of the program and eligibility for the Royal College and CFPC examinations and certification.
- 3.5 Factors that must be considered prior to approving part-time residency training include but are not limited to:
 - Ability to provide opportunities for assessment of competencies gained through longitudinal exposures.
 - Ability to provide part-time experiences for rotations and training sites with appropriate and equivalent supervision, teaching and assessment.
 - Requirement for peer group support.
 - Potential impact on other residents in the program, including but not limited to ensuring the fair and equitable distribution of clinical responsibilities.
 - Ability and commitment of the resident to ensure achievement of required competencies and completion of the program's clinical and academic requirements.
- 3.6 There may be mandatory full-time training experiences dependent on the structure and the competencies to be achieved. These must be explicitly considered and outlined in the part-time educational plan.
- 3.7 Residents will receive credit for the fraction of training that they are completing through a part-time program. Within any block of residency training, part-time training must equal at least 50% of full-time training.
- 3.8 Salary and benefits during part-time training will be pro-rated, according the PARO-OHA Collective Agreement. Details below.
 - a. Vacation and other stipulated leave as per the PARO-OHA Collective Agreement will be pro-rated with details to be explicitly outlined with the resident.
 - b. Call frequencies will be pro-rated to the percentage of time that the resident is in residency training.

- 3.9 Part-time training must be reconsidered if the resident is not meeting the requirements of the program, and/or not progressing as expected.
- 3.10 For all residents registered with the College of Family Physicians of Canada (CFPC), all requirements outlined by the CFPC regarding part-time training will apply. This includes a resident being registered for a minimum of 50% time in a program and a maximum length of time in the program not exceeding four years.
- 3.11 Residents in a Royal College program are not restricted by minimum or maximum times for training. The RCPSC requires that the PGME Dean and Program Director or delegate agree to and approve the part-time training plan for the resident and certify that the training program is at least equivalent to that of other residents in the program.

4.0 PROCEDURES

- 4.1 The program must follow their internal processes for approval of the part-time training plan including a review by their Residency Program Committee (RPC), and rotation supervisors, as applicable.
- 4.2 Once approved by the program, the resident will be given a final copy of the part-time training plan. The resident must agree and sign off on the part-training plan before it can be implemented.
- 4.3 The Program Director or delegate will submit the NOSM PGME Part-time Training Request Form along with a part-time curriculum plan to postgrad@nosm.ca for final review and approval by the Associate Dean, PGME & HS. The plan for return to full-time training should also be included in the submission, if applicable.
- 4.4 The Associate Dean, PGME & HS will review the part-time training plan, suggest recommendations, and approve/deny the request.
- 4.5 Once approved, the resident will only receive credit for the percentage of training for which they are registered. The PGME office will adjust the resident's training dates, changing their status to part-time (based on the approved percentage), and publishing a revised letter of appointment and notify the CPSO and RCPSC or CFPC of any training changes.
- 4.6 The program must notify the PGME office of any changes or deviations from the approved plan with submission of a modified plan.
- 4.7 Part-time postgraduate medical training may continue if a resident makes satisfactory progress throughout the program. Residents may be required to

undertake a period of full-time training if progress as a part-time resident is considered unsatisfactory by the program director or delegate and RPC at any time.

5.0 SALARY AND BENEFITS

With respect to the Extended Health and Dental Care premiums for a part-time resident funded by the Ontario Ministry of health who works 60% or more, the provisions will continue to apply unchanged. However, a part-time resident who works less than 60% will be required to contribute half of the cost of premiums in order to maintain coverage for the period while they are working such reduced hours.

A part-time resident may opt out of the Extended Health and Dental Care coverage if they have equivalent family coverage that is satisfactory to the insurer and PARO. Payroll will contact the resident to discuss Extended Health and Dental Care premiums payment through payroll deductions. Please see the [PARO-OTH contract](#) for detailed information.

6.0 PROFESSIONAL LEAVE AND PART-TIME VACATION ENTITLEMENT

Part-time residents are entitled to seven (7) days for professional leave. Residents in part-time training are entitled to 4 weeks of vacation (equivalent to their part-time schedule) at the same rate of pay. That is, a part-time resident whose training requires 3 days of work/week will equate to a 3-day vacation week or one week of vacation (Monday to Sunday inclusive). The annual vacation allocation for part-time residents does not equate to 28 individual days, rather vacation days are prorated based on a resident's part-time training schedule. Part-time residents who wish to take days off instead of weeks off are encouraged to discuss their vacation entitlement directly with PARO for clarification. Visit the [PGME Leaves of Absence Policy](#) and the [PARO contract](#) for details.

7.0 RELATED DOCUMENTS

- [NOSM PGME Part-time Training Request Form](#)
- [Part-time Residency Training Guideline \(COU PG CoFM\)](#)
- [Exam Eligibility- Royal College of Physicians and Surgeons of Canada](#)
- [Requirements for Residency Eligibility- College of Family Physicians of Canada](#)

8.0 GETTING HELP

Queries regarding interpretations of this document should be directed to:

Postgraduate Medical Education Office
postgrad@nosm.ca

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this procedure:

- a. Approving Authority: Associate Dean, PGME & Health Sciences

- b. Responsible Officer: Senior Director, PGME & Associate Dean, PGME
- c. Procedural Authority: Senior Director, PGME & Associate Dean, PGME
- d. Procedural Officer: Senior Director, PGME & Associate Dean, PGME

Review and Revision History

Review Period: 3 years

Date for Next Review: 2025 05 15