



## **Part-time Residency Training (Principles and Conditions)**

<b>Policy Sponsor:</b>	Dean of the Faculty of Medicine
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education
<b>Scope:</b>	All Postgraduate Trainees. All non-Dalhousie Trainees registered for electives; and University and Postgraduate Training Program Leadership
<b>Approved</b>	PGME Committee – October 5 <sup>th</sup> , 2023

### **Purpose**

While in most instances residency training programs will be full-time, a part-time residency training program may be necessary or desirable to accommodate family or personal responsibilities, illness, disability or job sharing with a spouse for childcare. It is further understood that Trainees need to take responsibility for completing their residency training program in a reasonable length of time. Trainees and Programs are expected to design any plans for Part-Time Residency in such a way that meets the standards set out in the Dalhousie PGME Policy on Maximum Training Length.

### **Logistical considerations that may be encountered establishing part-time residency programs include:**

- Scheduling problems for rotations
- Incomplete or inconsistent educational experiences,
- Lack of peer group support,
- Devolved responsibility to others in the training program,
- Service needs not met,
- Financial implications,
- Lack of commitment of trainee, or
- Loss of appreciation of continuity of disease processes

This policy statement refers only to the educational implications of part-time residency training. It recognizes the desirability and hopefully facilitates the development of part-time residency programs. However, the financial, salary and contractual implications fall within the jurisdiction of the Maritime Resident Doctors Collective Agreement.

Development of part-time residency programs (either temporarily or for an entire training program) will be determined on an individual basis and according to what each program can reasonably provide in this regard.

### **Principles**

1. Application for part-time residency training may be considered under special circumstances or through an accommodation
2. In all cases, part-time residency training must meet any requirements set out by the appropriate national college (RCPSC or CFPC) and must include the following:
  - The Program Director and Post Graduate Dean must approve the trainee's fractional training syllabus
  - The Program Director and Post Graduate Dean must certify that the supervision and assessment of the part-time Trainee is at least equivalent to that of other Trainees in the Training program and that the total educational experience is fully equivalent to full-time residency.
3. There may be obligatory full-time rotations mandated as part of the overall residency program since clinical education must include a period of on-call experience.

### **Conditions for Acceptability of Part-time Residency**

1. Prior approval of the Postgraduate Dean must be obtained for all Trainees commencing part-time residency training. The Post graduate dean will seek approval of the appropriate national college (CFPC or RCPSC)
2. The reason for part-time residency must be acceptable to the residency Program Director, the residency program committee and the Postgraduate office or be recommended as part of an accommodation by the Assistant Dean, Resident Affairs, or the Dalhousie University Accommodations Office.
3. The training program designed for a part-time Trainee must include all components of the residency program, including on call. The curriculum will be designed by the program director in consultation with the Trainee prior to the start of the part time component of the Training Program and the Trainee will have a copy prior to commencing the program. The Trainee will be in agreement with the proposed curriculum.
4. The program director will certify that the supervision and assessment is equivalent to that of the other Trainees in the program and the educational experience is equivalent in all other respects to the full-time training program.
5. All part-time Trainees shall be registered in training but will receive credit only for the fraction of training for which they are registered and have completed
6. If there is disagreement between the Trainee and the program, either party may appeal to the Postgraduate Dean.

Trainees and programs may elect to structure part-time residency programs in a variety of ways, if they are acceptable to the program and the trainee, and these may include:

- Regular shift length, but working less days per week
  - Eg. 80% residency, with one day off every week, and call pro-rated to 80%

- Shorter shift lengths, but working every day
  - Eg. Instead of 20 x 8-hour emergency shifts in a 28-day block, a 50% residency where 20 x 4 hour shifts are undertaken
  - Eg. Instead of a workday from 6:30 am to 5 pm, a 70% residency where the Trainee works from 6:30 am to 1:30 daily, but takes normal call shifts at a rate of 70% of the normal call frequency
- Night Float shifts
  - Eg. A Trainee works normal working days, but does night-time call at different times when they are not doing normal daytime work (see Appendix B)
- Extra Weeks off
  - Eg. An 80% Trainee works regular days and regular call shifts but has an extra week off after every 4 weeks of work.
- A combination of the above structures, or different structures co-designed by the Trainee and program.

### **Appendix A: Leave Provisions during Part Time Residency**

All contracted leave provisions in the MarDocs contract will be pro-rated for the period of time that a Trainee is on a part-time status, including:

- Vacation
- Educational leave
- Floating leave days
- Etc.

#### **Example:**

- A. If a full time Trainee takes a 3-month unpaid leave of absence during an academic year they are then entitled to 9/12 of the allotted vacation for the year. (For example, if 20 working days are contracted, the Trainee would be entitled to 15 working days).
- B. If a Trainee was working 80% (by taking one day off per full working week), they would be entitled to 80% of the normal vacation allowance (For example, if 20 working days are contracted, the Trainee would be entitled to 16 working day).
- C. If a Trainee was working every working day but a 50% of the normal workday, they would be entitled to 50% of the normal vacation. (For example, if 20 working days are contracted, they would be entitled to 20 days of vacation of these “shortened days”).

### **Appendix B: Call provisions during Part Time Residency**

#### **Call and Part Time**

Full time Trainees are expected to take call up to a maximum of 1:4 ratio. During a 28-day rotation a full time Trainees would do 7 call nights. Call should be prorated to the percentage equivalency of a part time Trainee.

**Example:** A 60% FTE Trainee would be expected to do  $7 \times .6 = 4.2$  call shifts each 28-day rotation block.

**Note:** According to Article 17.01(a) call can be spread pro-rata over the length of the rotation up to a three-month schedule.

**Example:** A 60% FTE Trainee is assigned to a three-month rotation. Instead of calculating 3

months call at 4.2 shifts per month, the call can then be spread over the three months, as long as all other components of Article 17 are adhered to.

e.g.  $92 \text{ days} / 4 = 23 \text{ calls over the 3 months} \times 60\% = 13.8 \text{ calls}$

### **Night Float Shifts**

For some Trainees, long work shifts may need to be avoided (such as a full workday and then taking call all night) for health or other reasons. However, Trainees are required to do overnight call in most programs, as different competencies are developed, and different problems are encountered during night call.

Some Trainees may be accommodated with part time residency with “night float” shifts.

For example, a Trainee could do 80% part time residency and work a 4-week period of regular 8 am to 5 pm shifts (if this was the norm for the program) and do no call over this 4-week period. The Trainee then would do a one-week period of “night float”, where they would do all the night call that would normally be allotted for a 4-week period. If the typical call for the program was 6 nights in 28 days, the Trainee would be on call from 5 pm to 8 am for 6 nights in a row during the 5<sup>th</sup> week, and then start a new 5-week block of work. The Trainee would get credit for 4 weeks of completed program during this 5-week period.

### **Switching Back and Forth Between Full Time and Part Time**

In the designed plan for Part Time Residency Training, periods of Full-Time training may be included. Each academic year, a plan for a Trainee will be established in advance, with a calculation of the overall percentage of full-time equivalency for the year being used to set the bi-weekly remuneration amounts for the Trainee.

### **Dalhousie University Tuition Guidelines**

Regardless of the percentage of training a Trainee will do within an academic year, they will pay full tuition fees. The trainee in question will only pay fees for the duration of the program at 100% training. For example, Family Medicine is a 2-year program at full time. A part-time student will pay full-time fees for 2 years and fees for any remaining portion of training time will be waived for all additional training periods.

[Part-Time/Fractional Training Process Map](#)

[Part-Time Residency Training Request Form](#)