

Dalhousie Family Medicine Resident Project Forms I-IV (one45 Tasks)

Beginning in the 2018/2019 academic year, resident Project Forms I-IV will now be completed via one45 Forms. The table below provides a description of how the Forms are to be completed and by whom. Please contact your site administrator if you have any further questions.

<u>Form:</u>	<u>Due:</u>	<u>Resident's tasks:</u>	<u>Project Supervisor's tasks:</u>	<u>Project Coordinator's tasks:</u>
Form I: Resident Project Proposal.	PGY1 year: 1 st Tuesday in Nov.	The resident initiates and completes Project Form I. The submitted Form is automatically sent directly to the Project Coordinator for review. The Project Coordinator's comments and approval are automatically sent directly to the resident who is required to review and sign-off .	No responsibility for Form I – an approved Project Supervisor may not be identified, yet.	Blank Project Forms will be listed in the Project Coordinator's one45 To-Dos. As Project Forms are completed, a blue check marked box will appear next to the residents' Forms. Visual cues will appear under the Contributors' column to indicate that the Form is completed.
Form II: Project Supervisor Agreement.	PGY1 year: 1 st Tuesday in Dec.	Resident distributes (i.e. forwards) blank Project Form II, III, and IV to an approved Project Supervisor(s) who will complete it for the resident.	Project Supervisors receive blank Project Forms II, III, and IV from the resident. Project Supervisor completes those Forms based on communication(s) from the resident and submits them before the Forms' due dates.	The Project Coordinator is to: 1. Check one45 regularly for completed Project Forms; 2. review completed Forms when indicated by a blue check marked box ;
Form III: Project Progress Report.	PGY2 year: 1 st Tuesday in Sep.	The Project Supervisor's completed Forms are automatically sent directly to the Project Coordinator for approval/acceptance and response.	Completed Project Forms are automatically sent directly to the Project Coordinator for review.	3. provide comments directed to resident; and, 4. approve /accept or decline the Form.
Form IV: Project Final Approval for Assessment.	PGY2 year: 1 st Tuesday in Jan.	The Project Coordinator's comments and approval are automatically sent directly to the resident who is required to review and sign-off .	Residents will also review and sign-off on Project Supervisor's and Project Coordinator's comments.	

Reminders for Project Coordinators

- Project Coordinators should check their one45 account regularly under the **Summary Evaluations** section for Project Forms that have been completed (indicated by a blue check marked box).
- Form IV is to be reviewed and only accepted after final edits have been completed. This confirms that the Project is ready to be sent out for marking.

Reminders for Residents

- The one45 Forms I-IV are designed to keep you on task. Please ensure you have ongoing communication with your Project Supervisor and Project Coordinator regarding the details surrounding the Forms.
- Once Form IV is approved and accepted by the Project Coordinator, the resident is to send the final written Project to the site designate for marking.