



Policies and Procedures

Subject: Continuing Professional Development (CPD)	
Created: May 2008	Revised: Sept 2012, Sept 2016, Oct 2016, May 2020, July 2022, Sept 2025
Reviewed and approved by the Residency Program Committee: Sept 2025	Next review date: Sept 2028

Residents are eligible for leave with pay for education purposes (to attend accredited conferences, courses, etc.) or (during PGY2) to attend interviews for Enhanced Skills programs. This leave is in addition to vacation.

- a) Each resident is permitted seven (7) days for CPD activities in each year. The resident's Site Director, service supervisor(s), and call schedulers must approve the leave in writing. The request must be submitted in writing to the Site Director via the Site Administrator; adequate notice must be given, as determined by the site; and service requirements will not supersede resident's education.
- b) Time away from training for CPD activities counts towards the maximum allowed of 30% missed time from any clinical learning experience.
- c) A maximum of two (2) days of CPD time can be used for travel on either end of the educational experience, at the discretion of the Site Director.
- d) A maximum of two (2) CPD days can be used towards Enhanced Skills interviews, inclusive of travel.
- e) The Department will reimburse each resident for the registration cost (including required books/materials) of an ATLS, ALARM, NRP, and ACLS refresher course, based on submission of receipts. Reimbursement will take place only after attendance to any course. Original receipts and a copy of the course completion certificate must be submitted to the Site Administrator for reimbursement.
- f) Receipts must be submitted to the Site Administrator within 90 days of course completion and prior to the resident's completion of their Family Medicine residency training program.
- g) A PGY2 who has not claimed reimbursement for either ATLS or ALARM may claim reimbursement for CPD expenses up to a maximum of \$500.00 in the PGY2 year. The CPD activity must be accredited by the College of Family Physicians of Canada or a reciprocal organization and approved in advance by the resident's Site Director. If a resident takes both an ATLS and ALARM course at any time during the residency, they are not eligible for the additional \$500.
- h) CPD days cannot be carried forward from one academic year to the next academic year.