

POLICY

Department of Family Medicine Postgraduate Program

Continuing Professional Development (CPD)

In addition to vacation, 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 shall not be deducted from vacation entitlement and shall be requested in writing to the Site Director via the Site Administrator with advance notice, as determined by the site.

- a) Each resident is permitted five days for CPD activities in each year; the resident's Site Director, service supervisor(s), and call schedulers must approve the leave in writing; 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) Time required to exclusively travel on separate days to and from CPD activities, including Enhanced Skills interviews, is not covered by the 5 CPD days.
- d) The Department will reimburse each resident for the registration cost (including required books/materials) of an ATLS and ALARM 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.
- e) A PGY2 who has not claimed reimbursement for ATLS may claim reimbursement for CPD expenses up to \$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 an ATLS course at any time during the residency, s/he is not eligible for the additional \$500.
- f) The registration cost of one ACLS Refresher will be reimbursed by the resident's site upon submission of receipts.
- g) CPD days cannot be carried forward from one academic year to the next academic year.