

Worksheet and Dates for Completion of Resident Project

Form	Task	Timelines	Dates No later than...	Task Complete
PGY1				
	Meet with Project Coordinator to begin formulating a type of project	July– September	suggested by early September	
	Halifax-site residents email short project outline to Project Coordinator for feedback		End of September	
	Decide on topic and formulate the (research/project) question	July– October	Suggested by early October	
	Select Project Supervisor	July– October	Suggested by early October	
	Literature Review	September – December		
Form I & Form II	Submit Resident Project Proposal and a Resident Project Supervisor Agreement form to Project Coordinator, except for Halifax site residents		1st Monday in February	
	If need be, submit project to local Research Ethics Committee	September –February		
	Proposal Presentation Day (10 minutes presentation) not for Halifax residents		2nd Monday in May	
PGY2				
Form III	Resident Project Progress Report		2nd Monday in September	
	Halifax Residents Only: Completed first draft of project given to Project Supervisor for feedback		1st Monday in January	
Form IV	Completed <u>final draft</u> of project including Resident Project Final Approval (Form IV)		2nd Monday in January	
	Completed <u>final project</u> for <u>Halifax</u> residents		2nd Monday in February	
	Submit completed <u>final project</u> to Project Coordinator who will forward to Denise Lavoie, Education Committee Secretary		1st Monday in March	
	Education Committee Secretary will distribute projects for assessment			
	Assessment of Project	March– April		
	Project presentation day		2nd Monday in May	