

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