Resident Conferences: Policies and Procedures

TCH/UC Family Medicine Residency

**Purpose**

Family Medicine is an immense field, with the role of the Family Physician being the key pivotal point for patients' well-being and care. The medical knowledge requirements are significant. The goal of this document is provide an overview of expectations for presenters and attendees, including what to do in case of cancellation of in-person conferences due to an infectious outbreak or other event.

**Conference Policies**

Resident Attendance Policy:

The TCH/UC FM conference series consist of the Thursday afternoon conferences from 1:30-5 pm. Residents in attendance are expected to be engaged (e.g. using electronic devices for note taking only) and respectful of presenters.

**Residents are required to attend 100% of conferences**, with the exceptions noted below. Patient care responsibilities felt to be of such educational value to warrant exemptions from the conference policy are noted below.  The Program Director/Associate Program Director must approve any other patient care exemptions. Patient care services have been notified that this is a requirement of residency training. **If for some reason residents are unable to attend conference, they need to notify the program coordinator in the Residency Office**. In the case of an unexcused absence, a half-day of vacation will be docked to account for the use of free time. Resident attendance is tracked through the completion of the conference evaluation form.

In addition to Thursday afternoon conferences, residents are expected to attend other learning events following the same guidelines outlined above. These learning events include: Grand Rounds (7:30a second Tuesday of the month), Team Time (FMC blocks only), inpatient afternoon teaching (when on inpatient blocks only), resident-faculty meeting (5p first Thursday of the month).

Excused absences from conferences (or other teaching sessions):

* Vacation, educational leave, or sick day
* Out of town rotations (e.g. GH rotations)
* On call (with permission) or post-call
* On a Psych rotation (FMP Residents only)
* Patient in labor
* Gyn rotation on dates paired with Michelle Zamudio
* Educational experiences approved by the Program Director or Associate Program Director (e.g. Road to Medicine)
* ANY CCHMC rotation

*Please note that the only people who can excuse a resident from conferences are a Program Director or Associate Program Director.*

Presenter Policy:

The following are the faculty leads for each conference series:

* Adult Core Topics: Michael Putnam
* Pediatric Core Topics: Michael Putnam
* Women’s Health: Jennifer Bain
* Global Health: Andrea Rosado
* Behavioral Health: Robert Pulliam
* Resident-led Conference Topics: Michael Putnam and Conference Chief
* Balint: Reid Hartmann
* Health Systems Management: Jennifer Spata
* Provider Well-being: Michael Putnam
* Annual Fundamentals Series: Michael Putnam
* Intern “2nd Thurs” series: Michael Putnam

The scheduling coordinator and program coordinators are available to assist with scheduling. However, faculty leads are expected to handle cancellations that occur less than a month in advance including finding their own replacements.

Presenters are encouraged to utilize adult learning theory including creating interactive learning sessions. Please refer to this handout on suggested guidelines. We ask that presenters avoid going over their time slot. If there is a significant amount of material that was unable to be covered, we’d be happy to arrange for them to return on another day.

The residency will provide presenters with a white board and markers, and projection system including speakers. A laptop is available but must be requested by the presenter at least 1 week in advance. We ask that presenters bring their own adapter for Apple computer AV compatibility.

Virtual Learning Policy:

At the discretion of the Program Director/Associate Program Director, the in-person classroom may be converted to a virtual classroom. In this scenario, the resident attendance policy remains in place but residents will join an online group meeting platform. Residents should use their real name when logging in and not a pseudonym as this roster will be used to take attendance. When possible, the online lecture will be recorded and a link for asynchronous learning provided on the residency website (for residents who were unable to attend the live session due to an excused absence as listed in the attendance policy above).

In the event that in-person conferences are cancelled, resident town halls and resident-faculty meetings will also be required to use virtual meeting methods.

**Conference Procedures**

General Conference Procedures:

* Residents will report to the conference room promptly at 1:30p for conferences to begin
* If a presenter requires a laptop, the inpatient team leader will be notified by noon to bring the C Team MacBook with them from inpatient work room
* Residents will complete a conference evaluation form upon the completion of conferences. Feedback provided to presenters will never include resident names.
* The Program Coordinator will take attendance at a random time on Thurs afternoons.
* The Conferences Faculty Lead will provide aggregated feedback to presenters annually.

Virtual Conference Procedures:

* Presenters will login to the Zoom account from their work or home computer.
* Presenters and/or the program coordinator will share the link with the residents.
* Residents will join the session by clicking the link and typing their name to be displayed.
* Presenters will press the record button.
* Presenters will send the recorded presentation to Program Director. She will create a link on the TCH/UC FMR website.
* Residents will complete a conference evaluation form for each conference