



Academic Expectations & Guidelines

**UBC Family Practice
Residency Program
Abbotsford-Mission**

**UBC Abbotsford-Mission
Site Faculty
2019**

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Message from our Site Faculty

Faculty, Clinical Instructors, Site Coordinators, Nurses, MOA's, and many others are looking forward to meeting you and supporting your learning journey over the next two years.

Our site is known to be a fun and exciting place where we encourage innovation and collaboration. We also want to instill and reinforce that there are an established set of ground rules. These guidelines express the expectations we have, as well as provide you with useful resources, to assist you in navigating through this terrain and thoroughly enjoying all the “stuff” you get to do before you graduate.

Dr. Iris Liu
Site Faculty for Behavioural Medicine & Scholarship

Academic Half Day Guidelines & Expectations

- Every Thursday morning unless notified by Administration as to a change.
- Be aware of start times!
- Attendance is MANDATORY.
- Exceptions include: When you are off-site (e.g. Rural) or in an elective where the preceptor would like you to be present at their clinic instead.
- Absences MUST be accounted for in the same way you will use lieu days, flex days, and sick days etc.
- Expectation is 100% attendance.
- Please arrive early and be prepared to be engaged.
- Baker 1 is a cell phone FREE zone.
- You can use AHD for lieu / flex days ONLY if it has been pre-approved. However, unless otherwise requested, you are expected to be at your FP clinic on your half-day back.
- If you are sick, please notify our Site Coordinator and inform her that you are unable to attend AHD and whether you will be attending your FP clinic that afternoon. Failure to do so may be documented as “unprofessionalism” via a field note.
- Absences of greater than 5 (five) per academic year will result in a mark of “unprofessionalism” on your permanent record.
- Tardiness greater than 5 (five) per academic year (as defined by >10 minutes) will also result in a mark of “unprofessionalism” on your permanent record.
- We recognize that AHD and rotation absences may be related to things in your life. Residency is a tricky time of life, and we, as faculty are here to help you through this time. If you are missing AHD or rotations because of personal reasons, please let us know so we can help you navigate through your program requirements while maintaining your wellbeing.

Journal Club Guidelines & Expectations

- Every 3rd Wednesday of the month except for (December and June) from 6:30 p.m. to 8:30 p.m. and dinner is included!
- Attendance is MANDATORY.
- Exceptions include: when you are off-site (e.g. Rural); or in an elective where the preceptor would like you to be present at their clinic.
- Absences MUST be accounted for in the same way you will use lieu days and flex days etc.
- Expectation is 100% attendance.
- You will receive notifications on your schedules.
- Please arrive early and be prepared to be engaged.
- Journal Club is a cell phone FREE zone.
- Please use the place we are at with respect, i.e., help with clean up.
- Absences of greater than 5 (five) or tardiness (defined as > 10 minutes) greater than 5 (five) per academic year will result in a mark of “unprofessionalism” on your permanent record.
- We understand that it may be hard for you to arrive on time due to clinic - however, you must notify the Site Coordinator and Scholar Faculty Lead when this occurs, otherwise you will be marked as “tardy.”

Scholar Projects

Guidelines & Expectations

Practice Improvement Project (PIP)

- UBC PIP & CQI Project: <https://postgrad.familymed.ubc.ca/resident-resources/scholarship-project/qi-and-cqi-project/>
- Completing the online TCPS Research Ethics tutorial:
 - <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
 - Submit your completed site certificate to your Faculty of Scholar by Sept. 30.
- York University Academic Integrity Tutorial and Quiz:
 - http://www.yorku.ca/tutorial/academic_integrity/
 - Submit a screenshot showing 100% completion to your Faculty of Scholar by September 30.
- Proposal deadline due date:
 - Written Report deadline due date: May 31, 2020
 - Presentation deadline due date: May 31, 2020
 - HARD deadline: June 30, 2020
- You MUST meet this deadline to receive a pay increase for your R2 year.

Scholar Project

- UBC Resident Scholar Project: <http://postgrad.familymed.ubc.ca/resident-resources/scholarship-project/resident-scholar-project/>
- You MUST complete your scholar projects to graduate.

R1 Year

- July - December (18-24 months prior to end of residency): gather clinical questions or start thinking about the type of project that you'd like to do.
- January - April (14-17 months prior to end of residency): identify a project supervisor.
- May - June (12-13 months prior to end of residency): work on literature review and research ethics application.

R2 Year

- August (11 months prior to end of residency): Ethics submitted (if necessary).
- September - December (7-10 months prior to end of residency): Data collection.
- Draft abstract due to Site Faculty: November 15
- Final abstract due to Program Office: December 15
- Final manuscript due to Program Office: February 28
- Remediation work, if necessary: March 1 - May 31
- Deadline to apply for Lloyd Jones Collins Award: March 31
- Scholarship Day: June (TBA)