



Resident Academic Half Day Guidelines

PGY1-2

Attendance and Attendance Reports

1. Attendance of Academic Half Day (AHD) is **mandatory**. Residents are expected to attend a **minimum of 75%** of all academic sessions in order to meet the requirements for annual promotion. Additionally, the program is committed to supporting the health and wellness of the residents and encourage residents to ask for support if facing any issues affecting attendance.
2. Attendance reports are recorded twice per year and reviewed by the program Competency, Promotions and Remediation Committee.

One45: Excused Absences, Attendance Tracking and Evaluation Completion

1. Residents must inform the Senior Program Assistant Jyotica Saini at jyotica.saini@ubc.ca of any **excused absences** prior to AHD. The following are considered excused absences and will not be factored into the attendance total: vacation (must be recorded on One45), educational leave (must be recorded on One45), post call, illness and flex day (must be recorded on One45).
2. Residents **track their own attendance** on One45. By the end of each AHD residents must mark themselves as present, absent or excused in “Academic Sessions – Track Attendance” in their TO DOS boxes on One45.
3. Residents **must complete** the AHD Presenter Evaluation Form within seven (7) days after each academic session.

PGY3-5

SCORE: Weekly Readings and Assignments

1. Residents are expected to read the weekly assigned readings (expert chapters, key journal articles, web videos, etc.) and complete weekly assignments from the American College of Surgeons SCORE curriculum to ensure they are on the right track to complete the curriculum before the end of each block.
2. Assignments completion is **tracked for each resident** and followed up if they lag behind.

RISE and Academic Symposium: Attendance and Evaluation Completion

1. Attendance of RISE and Academic Symposium is **mandatory**.
2. Residents **must complete** the RISE Presenter Evaluation Form within seven (7) days after each session.
3. Resident **must complete all block assignments** on SCORE in order to attend a formal academic symposium.
4. Residents **must complete** the Symposium Evaluation Form within seven (7) days after each formal academic symposium.