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Supervision of PME Student on Clinical Rotations Policy

Office of Accountability:	Faculty of Medicine & Dentistry
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Scope:	All PME Students
Classification:	Residency and Fellowship

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1. Introduction

In compliance with General Standards of Accreditation for Institutions with Residency Programs defined by the Royal College of Physicians and Surgeons of Canada (Royal College), the College of Family Physicians of Canada (CFPC) and the Collège des médecins du Québec (CMQ), there must be effective central policies or guidelines regarding supervision that consider discipline- and program-specific contexts, and allow for program-specific additions and/or variations, as appropriate.

2. Scope

This policy applies to all PME students (residents, fellows, diplomates) overseen by the Office of Postgraduate Medical Education (PGME) in the Faculty of Medicine & Dentistry (herein referred as Faculty) at the University of Alberta.

3. Accreditation Standard Indicators

4.1.1.1: There are effective central policies or guidelines regarding supervision that consider discipline- and program-specific contexts, and allow for program-specific additions and/or variations, as appropriate.

4.1.1.2: Residency programs are supported to identify and remediate inadequate supervision.

4.1.1.3: Teachers, PME students, and learning site staff (e.g. site coordinators, site directors) are aware of the process to report concerns regarding PME student supervision.

4. Responsibilities of the PGME Office

- 4.1. The PGME office encourages programs to develop program-specific guidelines.
- 4.2. The PGME office provides support to programs to identify and remediate inadequate supervision.
- 4.3. The PGME office will provide and/or facilitate educational materials, support and faculty development to programs and supervisors where there is an identified need regarding the implementation of this policy.

5. Responsibilities of the Division/Department and Program

- 5.1. The program is encouraged to develop program-specific guidelines on PME student supervision.
- 5.2. The program must ensure that the number, credentials, competencies, and scope of practice of supervisors are adequate to provide the breadth and depth of the discipline, including required workplace based teaching, academic teaching, assessment, and feedback to PME students.
- 5.3. The program must ensure that the number, credentials, competencies, and scope of practice of the teachers are sufficient to supervise PME students in all training environments, including when PME students are on-call and when providing care to patients or service, as part of the training program, outside of a learning site.
- 5.4. The program must provide regular written feedback to supervisors of their teaching and supervising roles.
- 5.5. The program must provide or facilitate faculty development on teaching that is relevant and accessible on a regular basis.
- 5.6. If an issue pertaining to supervision or a supervisor arises, the program must have a process to address the issue.
 - 5.6.1. This may include faculty development or remedial training for the supervisor or suspension of the supervisory role.
 - 5.6.2. The PGME Dean should be consulted prior to considering suspension of a supervisory role.

6. Responsibilities of the Supervisor

- 6.1. The supervisor must be aware of the learning objectives of the PME student for the duration of their supervisor-trainee relationship.
- 6.2. The supervisor must ensure that PME students understand their roles and responsibilities at the beginning of each rotation/learning experience.
- 6.3. The supervisor must ensure that patients are informed of a PME student's medical trainee status.

- 6.4. The supervisor must ensure that a PME student is aware of all the patients/cases/tasks delegated to them.
 - 6.4.1. The supervisor must determine that the PME student is capable of dealing with the delegated patient/case load.
 - 6.4.2. The supervisor must recognize the signs of fatigue in a PME student and intervene to ensure that the patients and cases receive safe and appropriate care, and cases/tasks appropriately managed while supporting the well-being of the PME student.
- 6.5. The supervisor must take into consideration a PME student's skill and level of training when delegating a task or assignment.
- 6.6. The supervisor must ensure that a PME student is competent in a given procedure/case/task before delegating that procedure/case/task.
- 6.7. When a PME student has acquired sufficient skill and knowledge to be entrusted to perform a given procedure/task, the supervisor must be readily available to intervene should it be necessary.
- 6.8. The faculty staff members' call schedule must be structured to provide PME students with continuous supervision, twenty-four hours a day and seven days a week.
- 6.9. Supervisors must be immediately available under circumstances in which urgent judgment by highly experienced staff members are typically required, as determined by the Program Director and Residency Program Committee.
- 6.10. Supervision may be provided from an off-site location in circumstances where the quality of supervision can be maintained and when required the supervisor's physical presence can be assured within a reasonable amount of time.
- 6.11. The supervisor must respond in a timely fashion when contacted by the PME student and if necessary, the supervisor must be available to return to the workplace on an emergency basis.
- 6.12. When not immediately available to assist the PME student, the supervisor must inform the PME student and identify a supervisor who will be available to assist in their absence.
- 6.13. The supervisor must provide verbal and written feedback to a PME student.
 - 6.13.1. This feedback should be provided before the end of the rotation/learning experience or hand-over to another supervisor.
 - 6.13.2. When possible, feedback should be provided in person followed by the timely submission of the necessary documentation.
- 6.14. With respect to hospital admissions, the supervisor must review a PME student's documentation of a patient's admission, which includes the relevant history, clinical findings and the management plan.
 - 6.14.1. This should be performed within 24 hours of admission or sooner if the patient's acuity warrants it.
- 6.15. At least daily, the PME student and the supervisor should review the progress and management of acutely ill patients or urgent cases, make the necessary modifications to the care plans and ensure that appropriate documentation is entered into the medical record.

- 6.16. The supervisor should provide PME students with support and guidance in addressing conflict, and harassment and intimidation in the learning environment.
- 6.17. The supervisor must inform the PME student of what to do and who to call across the spectrum of work-related situations.
- 6.18. The supervisor must promote and model professionalism at all times.

7. **Responsibilities of the PME Student**

- 7.1. PME students must strive to be cognizant of the limits of their knowledge and skills.
- 7.2. PME students must exercise caution and consider their experience when providing clinical care, case interpretation or task completion.
- 7.3. PME students must notify their supervisors of their perceived knowledge, skill and experience with delegated tasks.
- 7.4. PME students must specifically state any concerns they have to their supervisor if they are asked to perform tasks outside of their abilities.
- 7.5. PME students must keep their supervisor informed of their actions if these actions have the potential to harm patients.
- 7.6. PME students must inform patients of their status as medical trainees who are acting on the behalf of a specific, named supervisor.
- 7.7. PME students must provide appropriate timely supervision of more junior trainees rotating on the same service.
 - 7.7.1. In this role, PME students must assume the responsibilities of supervisors as outlined above.
- 7.8. PME students must inform their supervisor when a patient's condition deteriorates, the diagnosis and/or management are in doubt or when a procedure with potential morbidity or mortality is planned.
- 7.9. PME students must inform the supervisor before discharging a patient from hospital care or the emergency room.
- 7.10. In the interest of patient safety, PME students must inform their supervisor if they are not able to care for all of the patients/caseloads who have been delegated to them.
- 7.11. PME students must inform the residency Program Director when they believe that they have insufficient supervision and/or the supervisor is not responsive to their reasonable requests for the assistance in the care of delegated patients/cases/tasks.
- 7.12. PME students must complete their rotation and/or supervisor evaluation at the end of each clinical rotation.