



UNDERGRADUATE MEDICAL EDUCATION
RESIDENT APPRECIATION

Classification Operations	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Procedures 7 Instructions 8 History 9
Approval Authority Associate Dean, UME	
Implementation Authority Finance Manager, UME	
Effective Date May 31, 2016	
Latest Revision May 16, 2016	

- Purpose** 1 Create a policy to ensure that Residents who teach in the UME Program receive an expression of recognition and a tangible gift of appreciation.
- Scope** 2 This policy applies to all Residents who assist in the UME Program in a teaching capacity.
- Definitions** 3 In this policy:
- a) UME means Undergraduate Medical Education.
 - b) A Resident is defined as someone who is currently enrolled in a Royal College of Physicians and Surgeons of Canada (RCPSC) or College of Family Physicians Canada (CFPC) program where there will be a RCPSC or CFPC examination upon completion.
 - c) A Fellow is determined to be someone who is doing an extra year of training in a discipline that is not an accredited Royal College program, that is, beyond the requirements of Residency certification. The status would be verified individually by the Post-Graduate Medical Education office, and the person would then be compensated as a Staff Physician.
 - d) Associate Dean, UME means the office or officer responsible for approving University policy and procedures.
 - e) Financial Manager, UME means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

Policy Statement	4	<p>Accumulation of hours of teaching for gift of appreciation:</p> <p>4.1 Resident Gift of Appreciation will be based on hours spent in structured UME teaching sessions. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Clinical Correlation • Examination • Lab • Lecture • Orientation Session • Patient Presentation • Review Session • Small Group • Workshop • Simulation <p>4.2 Resident Gift of Appreciation will be considered for all UME courses.</p> <p>4.3 Hours will be tracked in OSLER.</p> <p>4.4 Each Resident will receive a letter of appreciation that includes evaluation ratings (where available).</p> <p>4.5 The Resident gift of appreciation will be based on the following:</p> <ul style="list-style-type: none"> - ≤ 5.0 hours - letter of appreciation and yearly feedback from UME (this is done for all Residents who teach in UME) - >5.0 to ≤ 10.0 hours - book or item ordered through the University of Calgary Bookstore or online, value up to Cdn \$75.00 - >10.0 to ≤ 20.0 hours - book or item ordered through the University of Calgary Bookstore or online, value up to Cdn \$125.00 - >20.0 hours - book or item ordered through the University of Calgary Bookstore or online, value up to Cdn \$250.00
Special Situations	5	<p>If a Resident status changes, i.e. the Resident becomes a Fellow throughout the academic year, the individual will continue to be compensated as a Resident and will receive a Resident Gift of Appreciation.</p> <p>This policy does not pertain to Fellows.</p>
Responsibilities	6	<p>Responsibilities within UME:</p> <p>a) <i>Associate Dean, UME – Approval Authority</i> – ensures appropriate rigor and due diligence in the development or revision of this policy.</p> <p>b) <i>Finance Manager, UME – Implementation Authority</i> – ensures that University staff is aware of and understands the implications of this policy and related procedures. Regularly reviews the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities. Fulfills the responsibilities of Implementation Authority.</p>
Procedures	7	<p>7.1 The Gift of Appreciation is accumulative across courses and is based on an academic year (July 1 to June 30).</p> <p>7.2 A letter will be sent to the Resident in July with the accumulative hours.</p>

7.3 The Resident will need to make arrangements with the Finance Manager, UME or the UME Financial Team for the purchase of the book or item of their choice. Purchases can be made through either the University of Calgary Bookstore, Amazon, Indigo or any other approved online source.

Instructions **8** The Resident can email MDFinanc@ucalgary.ca to arrange a date and time for purchase. This should be done shortly after receiving letter from the Associate Dean. This gift is only valid until December 31 of the year the letter is dated.

History **9** Approved:
Dr. Sylvain Coderre, Associate Dean UME
UME Management May 31, 2016