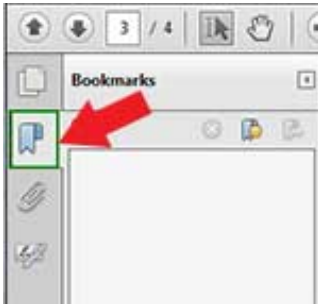


November 12, 2014

Dear Faculty members,

As Program Director, I am responsible to ensure that all residents and faculty are aware of the important policies, structure and functioning of the residency program. These are contained in this Residency Program Manual which is now able to be viewed and/or downloaded from the [McMaster Department of Anesthesia website](#)

To navigate the manual, please ensure that you have your “bookmarks” turned on, which functions as a click-able table of contents, allowing you to easily find and move directly to a given Chapter. The bookmark icon is located in the upper left of the screen.



Much of the document is for reference purposes, however there are several areas that I would ask you to ensure that you read. Please review the manual, especially the areas indicated below, and sign and return the second page of this document. Thank you very much in advance.

Sincerely,
Karen Raymer, Program Director, Anesthesia

Required Faculty Reading:

- Faculty and Resident Commitments statements
- Chapter 1:
 - Message from the PD and Chair
- Chapter 3:
 - Orientation letters for the site(s) at which you work
 - Residents in the Clinic
- Chapter 4:
 - Summary of Resident Responsibilities
 - Pre-op assessment of In-patients
- Chapter 7:
 - Rotation Goals and Objectives for rotations that you supervise
- Chapter 8:
 - Faculty evaluation forms for Clinical and Academic sessions
 - Appeal Process
- Chapter 11
 - On-Call Learning Objectives
 - Buddy Call
 - Peds/OB call: NB for all anesthesiologists who do Peds or OB
- Chapter 15
 - Resident Well Being
- Chapter 16:
 - Resident Supervision
 - Anesthesia Safety Policy
 - Harassment Policy
- Chapter 17:
 - Dispute resolution
- Chapter 18:
 - Medicolegal guidelines for residents

I have received a copy of the Resident/ Faculty Manual and have read the required sections as indicated above.

Print Name: _____ Date: _____

Signature: _____

Please return signed copy to Candice Stroud at stroudc@mcmaster.ca; HSC 2V6 or Fax 905 523 1224