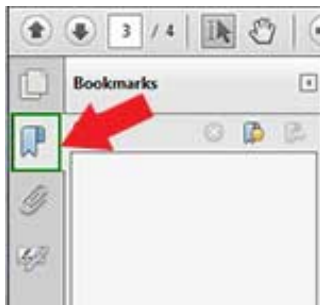


November 12, 2014

Dear Residents,

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, 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 final two pages of this document. For your reference, this letter is contained at the end of the manual (digitally). Thank you very much in advance.

Sincerely,

Karen Raymer, Program Director, Anesthesia

Please read and ensure you understand all of the following documents within the manual.

- Faculty and Resident Commitments statements
- Chapter 1:
 - Messages from the PD and Chair
 - Program Overview
- Chapter 2:
 - Anesthesia Ombudsman Terms of Reference
 - Duties of the Chief Resident
 - RTC and RAC Terms of Reference
 - Admin resident handbook
- Chapter 3:
 - Up to date Orientation letters are sent at the beginning of each rotation- please read
 - PGY1 Book of Secrets-
 - Residents in the Clinic
- Chapter 4:
 - Summary of Resident Responsibilities
 - Resident Log Book
 - Pre-op assessment of In-patients
- Chapter 5:
 - CanMeds Framework
- Chapter 6:
 - Resident Room Assignments
- Chapter 7:
 - Rotation Goals and Objectives and ITERs for rotations as you go through them
- Chapter 8:
 - PGME policy on evaluation
 - Appeals
 - 360 evaluations
 - In-house MCQ's
- Chapter 9:
 - Simulation Overview
- Chapter 10:
 - Professionalism policy of PGME
 - Moonlighting policy of Anesthesia Residency Program
- Chapter 11
 - Call Distribution

Initials

- Buddy Call
 - Peds/OB call
 - Emergency Call coverage
- Chapter 13
 - Research Overview- if planning a research elective, please read the appropriate section on research elective requirement
- Chapter 14
 - Vacation policies
- Chapter 15
 - Resident Well Being “Take Care of Yourself”
 - Mentorship
 - Resident Retreats and Business Meetings
- Chapter 16:
 - Resident Supervision
 - Anesthesia Safety Policy
 - Harassment Policy
- Chapter 17:
 - Program Oral Exam Attendance
 - Practice Oral Exam Policy
 - Out of sync Guidelines
 - Dispute resolution
- Chapter 18:
 - Guidelines for Interaction with Pharmaceutical Industry
 - Medicolegal guidelines for residents

I have received a copy of the Resident/ Faculty Manual and have read and agree with 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