

Educational Resource Person – Job Description

Each division within the Department of Pediatrics will have an Educational Resource Person (ERP). The Educational Resource Person will be a Faculty member within the division. The responsibilities of the Educational Resource Person will be as follows:

1. Reviewing objectives of the rotation with the residents, or assigning that role to someone. Updating the objectives and keeping them aligned with the objectives as delineated by the Royal College.
2. Keeping up-to-date the evaluation form and ensuring that all residents have an evaluation conducted mid-way (if needed) and at the end of each rotation.
3. Keeping up-to-date learning resources on the McMaster Pediatric Website www.macpeds.com. The Webmaster and contact person is M. Ladhani.
4. The ERP will be the point person for any rotational issues involving the residents and will also be the most responsible individual whereby the Program Director can address pertinent problems regarding the rotation.
5. The divisional ERP will undertake the following assignments and work in liaison with the Program Director: OSCE development, identifying examiners for the OSCE's and collating MCQ & SAQ questions from members of the division. The ERP will ensure that the workload for these activities is spread evenly within their particular division.
6. The ERP will ensure that long cases as assigned to the division are completed for residents during their rotations. The point person will also collate a list of appropriate patients that can be tapped for the Royal College, Part 1 Examination.
7. The ERP will be contacted to secure members within their division to participate in the various interview processes that involve recruitment of new residents to the program.
8. The ERP will ensure that the Academic half days and other educational activities assigned to the division are attended by one of their Faculty members.
9. The ERP will recruit faculty from the division to participate in the examination preparation of the PGY4 residents.
10. The ERP will seek volunteers for the PEAP (Pre-Entry Assessment Program) and AVP examination process for our IMG (International Medical Graduates) and Gulf Sponsored residents.

A general schedule of Postgraduate activities are as follows:

- ❖ Academic ½ day, held every Wednesday afternoon from 1:15 – 4:30 pm
- ❖ Tuesday Teaching Sessions held from 12:15 – 1:15 pm every week.
- ❖ Thursday Teaching Sessions held from 08:00 – 09:00 every week
- ❖ OSCE Examinations held in October & April of every year
- ❖ Royal College, Part 1 Examinations held in May or June of every year
- ❖ CARMS Interview Sessions held every January.
- ❖ Gulf Sponsored Resident Interviews held every fall.
- ❖ Practice Long-case Examinations held twice a year in November/December and May/June
- ❖ Preparation of MCQ & SAQ & OSCE Stations every Fall around September and every Spring around March
- ❖ PEAP and AVP examination from May though July every year
- ❖ PGY 4 exam preparations January to June every year