**TEMPLATE INSTRUCTIONS (Remove these instructions before publishing)**

YELLOW HIGHLIGHTS: Update with your program’s information and remove the highlights.

RED TEXT: Notes for the program only. Meant to provide context or instruction. Remove anything in red text prior to publishing.

BLUE TEXT: Reference to applicable accreditation standards, for your information. Remove anything in blue text prior to publishing.

**Requirement 1.2.1:** The residency program committee structure is composed of appropriate key residency program stakeholders.

Indicator 1.2.1.1: Major academic and clinical components and relevant learning sites are represented on the residency program committee.

**Requirement 1.2.2:** The residency program committee has a clear mandate to manage and evaluate the key functions of the residency program.

Indicator 1.2.2.3: The mandate of the residency program committee includes planning and organizing the residency program, including selection of residents, educational design, policy and process development, safety, resident wellness, assessment of resident progress, and continuous improvement.

**Requirement 3.2.2** The residency program uses a comprehensive curriculum plan, which is specific to the discipline and addresses all the CanMEDS/CanMEDS-FM roles.

Indicator 3.2.2.3: The curriculum plan addresses expert instruction and experiential learning opportunities for each of the CanMEDS/CanMEDS-FM roles.

The relevant role for this document is Scholar, specifically evidence-informed decision making and research.

**Requirement 3.2.5:** The educational environment supports and promotes resident learning in an atmosphere of scholarly inquiry.

Indicator 3.2.5.1: Residents have access to, and mentorship for, a variety of scholarly opportunities, including research as appropriate.

Indicator 3.2.5.2: Residents have protected time to participate in scholarly activities, including research as appropriate.

Indicator 3.2.5.3: Residents have protected time to participate in professional development to augment their learning and/or to present their scholarly work.

**Requirement 4.2.1:** Teachers appropriately implement the residency curriculum, supervise and assess trainees, contribute to the program, and role model effective practice.

Indicator 4.2.1.3: There are sufficient competent individual supervisors to support a variety of resident scholarly activities, including research as appropriate.

Indicator 4.2.1.4: There is a designated individual who facilitates the involvement of residents in scholarly activities, including research as appropriate, and who reports to the residency program committee.

This means all programs require a research lead (or equivalent). The research lead must be a member of the RPC and report to the RPC.

*This document is designed to serve as a guideline for programs in creating a program-specific role description. It is not prescriptive. Please edit and modify as required for your program and Residency Program Committee processes.*

**Research Lead Role Description**

**Approved:** DATE

**Date of Next Scheduled Review:** DATE (review at least every three years)

**Preamble:**

As per learning objectives set by the RCPSC/CFPC, all residents are required to engage in scholarly activities during the residency program.

A Research Lead is a faculty member who is responsible for supporting resident research during the residency program.

**Qualifications:**

The Research Lead should have demonstrated an interest in resident research, including foundational knowledge of the program’s research requirements and available resources.

**Accountabilities:**

The Research Lead is accountable to the program director and the Residency Program Committee (RPC).

The Research Lead serves as a member of the RPC.

**Appointment:**

The Research Lead will be selected by the program director or the divisional/department Chair. (This is program dependent – each program should decide on the selection process. A nomination and vote process is also acceptable.)

The term is normally x number of years with x renewable terms possible. Ideally the term is long enough to provide consistent support to residents and the RPC for several years, including action plan follow-up.

If the program is providing protected time or renumeration for this role, this should be clearly identified in this section.

**Responsibilities**

Note: responsibilities will vary from program to program, but may include (edit list as needed):

1. Provide residents with information about research expectations and resources at the time of orientation (e.g. learning objectives, protected time, project mentors/supervisors, assessments, etc.) and ensure that this information is regularly updated and made available to residents. (e.g. program handbook or the program’s internal website)
2. Identify and engage potential faculty research mentors/supervisors.
3. Monitor resident research progression and complete assessments for research requirements, including progress reports (or delegate to research mentor/supervisor). These will be provided to the Competence Committee as part of resident assessment.
4. If the resident is undertaking a research block or research elective ensure that specific objectives, timelines and requirements are provided in written form to the resident (this may be delegated to research mentor/supervisor).
5. Liaise with residents and project mentors/supervisors regarding research concerns that arise and report back to the RPC.
6. Provide a regular research update at RPC meetings and document any action plans and follow-up.
7. Develop a research curriculum that incorporates journal clubs, academic half day sessions, research seminars, resident research days, insert other topics.
8. Coordinate and schedule any program research activities that include residents and faculty. Insert program specific activities. Examples may include Annual Research Day or journal clubs.

Agenda items that must be included in the Research Update at RPC meetings (edit list as needed):

* Updates to action items identified in previous meetings
* Research update which identifies the residents/topic of projects/supervisor(s) and project progress (this may be provided as a briefing note)
* New research concerns, including any resource related concerns
* Planned research-related activities (e.g. Research Day, research seminars, etc.)
* Research related curriculum updates (e.g. research methodology, ethics, critical appraisal skills, epidemiology, biostatistics, etc.)
* Research curriculum review (at least every 3 years)