

NEPHROLOGY ACADEMIC ADVISOR ROLE DESCRIPTION- WESTERN UNIVERSITY

Created: November 15, 2024

Reviewed and approved by RPC Committee: December 17, 2024

Date of Next Scheduled Review: December 2027

Preamble:

Nephrology Training Program Academic Advisors (AA) are faculty members who are responsible for guiding and supporting residents with their progression through resident training.

Qualifications:

The AA must be certified by the Royal College of Physicians and Surgeons of Canada or equivalent international qualification.

They should have demonstrated an interest in postgraduate education.

The AA should have strong organizational and communications skills, and a foundational knowledge of Competency by Design (CBD) principles.

The AA will be required to access Elentra and other electronic portfolios.

Accountabilities:

The AA is accountable to the Adult Nephrology Training Program Director. The AA is expected to report any significant difficulties to the Program Director.

Confidentiality and protection of resident assessment and professional interests must be maintained.

The AA is a member of the Competency Committee (CC) and a delegate of the Program Director to evaluate and present reports on residents' progress, in particular for learners in difficulty.

Appointment:

The AA will be selected by the program director, or the CBD lead or divisional/department Chair.

The term is normally 3 years, which is renewable.

The AA will require 2 hours every 3 months (4 times per academic year) for each resident they are assigned (1 hour for preparation and 1 hour for the resident meeting and completion of summary documentation). Learners in difficulty may require additional support.

Responsibilities

The AA will be assigned 4-6 residents per academic year.

1. Review resident portfolios and meet with the resident every 3 months, and a minimum of at least once per stage of training. Resident meetings with the AA should occur prior to any CC meeting in which the resident progression will be discussed. Each meeting should be documented in the provided template and added to the resident file. A copy of the documentation should also be shared with the resident.
 - Assessments include all evaluations (ITERS, EPA assessments, multi-source feedback forms), academic half day attendance, scholarly project progress, and presentations.
2. Provide coaching for performance change.
3. Participate in the process of developing enhanced learning plans, remediation, or probation plans for residents in difficulty.