

## Nephrology Site Lead Role Description

**Created:** November 15, 2024

**Reviewed and approved by RPC Committee:** December 17, 2024

**Date of Next Scheduled Review:** December 2027

### **Preamble:**

All learning sites require a Site Lead. This includes hospitals, clinics, or other facilities, where residents are regularly assigned and provide clinical care (excluding elective locations).

A Site Lead is a faculty member who is responsible for overseeing the delivery of educational activities at a specific learning site (Victoria Hospital, University Hospital, or Kidney Care Centre).

### **Qualifications:**

The Site Leads 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. They should have strong organizational and communication skills, including foundational knowledge of the program's policies and procedures, curriculum, and assessment requirements.

### **Accountabilities:**

Each Site Lead is accountable to the Adult Nephrology Training Program Director (PD) and the Residency Program Committee (RPC).

The Site Leads serve as a member of the RPC.

### **Appointment:**

Each Site Lead will be selected by the PD.

The term is normally 3 years which is renewable.

### **Responsibilities**

1. Ensure all residents and site faculty are aware of, and follow, the current program and site-specific policies and procedures.
2. Liaise with residents and faculty regarding any concerns that arise at the site and report back to the Program Director and the RPC.
3. Ensure residents are provided protected time to attend Academic Half Days and other program-related activities.
4. Confirm residents are aware of resident advocacy and support resources (Learner Experience, PARO, PGME, etc.)

5. Collaborate with the RPC to ensure the site has a positive learning environment.
6. Provide a regular site update at RPC meetings and document any action plans and follow-up. Site updates should consider the resources available (e.g. computers, call rooms, patient number and variety) including issues of over-census, patient safety, and clinical supervision concerns.
  - Agenda items that should be included in the Site Lead update at RPC meetings:
    - Updates to action items identified in previous meetings.
    - New resident or faculty concerns, including any resource, safety, or wellness-related concerns.
    - Site-specific policy review (if applicable, at least every 3 years).