



### 309 11j Overview: Schedule

The schedule identifies where residents should be where and when. The program director is responsible for assuring that the schedule is followed. The schedule must reflect the experiences provided the resident at **all** training sites. Please make certain that you have developed competencies and assessment tools for each scheduled rotation. Even if a rotation is not one which is required by the regulations in CPME 320, such as an elective, the competencies and assessment for that rotation must be developed and must be available to the residents and faculty.

Remember, when residents rotate through a facility that is NOT part of the sponsoring institution, a properly executed affiliation agreement must be in place. For example, when residents train at a wound care center that is wholly or partially owned by the sponsoring institution, an affiliation agreement is not necessary. When residents train at a free standing privately owned ambulatory surgery center an affiliation agreement must be in place. When residents train at a doctor's private office even if he/she is a paid employee of the sponsor an affiliation agreement is necessary. When residents train at a doctor's office that is not a paid employee of the sponsor an affiliation agreement must be in place.

In developing your schedule, please remember to be sensitive to institutional requirements as well. For example if the institution does not allow employees to take vacation in the first six months of employment, and you do not allow residents to take vacation during certain rotations, please make certain that there are no conflicts which do not allow residents to take any vacation time at all during their first year.

The schedule should be included in the Residents Manual and distributed.

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#### *FROM CPME 320*

**3.10 The sponsoring institution shall develop a residency manual to include, but not be limited to the policies and mechanisms affecting the resident, rules and regulations, curriculum, training schedule, assessments, didactic activities schedule, and journal review schedule.**

**6.3 The program shall establish a formal schedule for clinical training. The schedule shall be distributed at the beginning of the training year to all individuals involved in the training program including residents, faculty, and administrative staff.**

**6.8 A journal review session, consisting of faculty and residents, shall be scheduled at least monthly to facilitate reading, analyzing, and presenting medical and scientific literature.**