

Coaching Session Checklist

Please find below a detailed overview of topics that can be discussion during coaching sessions.

#		Item	Probing Questions
1	<input type="checkbox"/>	Overall Wellness Check PGME Wellness Resources/Office of Learner Affairs (OLA) https://pgme.utoronto.ca/current-trainees/while-youre-training/access-wellness-resources/	1. How is the resident doing? Are they maintaining an appropriate work-life balance? 2. Are there any concerns around their wellness? Does the resident require any wellness resources?
2	<input type="checkbox"/>	Review PG Education/Residency Program Website https://www.psychiatry.utoronto.ca/postgraduate-education-home	1. Is the resident aware of/familiar with the PG Education Website? Documents and resources are located in the following key areas: <ul style="list-style-type: none"> • Current Residents • Resident Wellness • Competence By Design
3	<input type="checkbox"/>	Rotation Plans Resource Available here https://psychiatry.utoronto.ca/sites/default/files/assets/files/rotation-plan-booklet-final-2023jul.pdf	1. Has the resident reviewed the rotation plan for their current rotation? 2. Have they reviewed the above with their primary supervisor? 3. Has the resident and supervisor completed the “ Rotation Plan & Safety Review Form ”? Has the form been sent in to the central postgrad office?
4	<input type="checkbox"/>	Entrustable Professional Activities (EPAs) EPA Resources - https://www.psychiatry.utoronto.ca/entrustable-professional-activities-epas Elentra – https://meded.utoronto.ca/ Use your UTORid to login to view EPA progress	1. Is the resident encountering any issues with attempting EPAs? Are they given the opportunity to do these on their rotations? 2. Is the resident having any issues with supervisors completing EPAs? 3. Are they attempting at least 1 EPA a week?
5	<input type="checkbox"/>	Rotation evaluations (ITARs): https://www.power.utoronto.ca Resident can log in, download and share their completed ITARs with you.	1. Are there any recent ITARs to be reviewed? 2. Are there any specific feedback comments that the resident wants to discuss or needs guidance on? 3. If applicable, has the resident met with their clinical supervisor for mid-rotation feedback?
6	<input type="checkbox"/>	STACERs (not applicable for PGY1s) https://www.psychiatry.utoronto.ca/stacers PGY2: 4 practice STACERs + 1 FOD STACER in the Spring (April-June) PGY3: 4 practice STACERs PGY4: 4 Practice STACERs + 2 COD for the whole year. Note practice STACERs are unnecessary if 2 COD STACERs are successful. The first COD STACER is typically scheduled in September-October and the second is done after the Royal College Exams (late May). PGY5: 4 Practice STACERs, however, are not required if 2 COD STACERs in PGY4 were successful	General questions for PGY2-4/5: <ol style="list-style-type: none"> Has the resident booked any practice STACERs? If not, remind the resident to coordinate with their local PG site director. Are there any practice STACERs on file? Did they meet expectations? Are there any specific items of concern in the feedback comments or the resident’s performance? Does the resident require extra support? For PGY2: <ol style="list-style-type: none"> Spring: Has the resident completed their PGY2 FOD STACER? Did they meet expectations? Are there any specific items of concern in the feedback comments? For PGY4/5: <ol style="list-style-type: none"> Has the resident completed their 2 COD STACERs? Did they meet expectations? Are there any specific items of concern in the feedback comments?
7	<input type="checkbox"/>	Scholarly Presentations (Critical Appraisal and Grand Rounds) (not applicable for PGY1s) Resource: https://psychiatry.utoronto.ca/sites/default/files/assets/files/guidelines-scholarly-presentations.pdf	<ol style="list-style-type: none"> Has the resident secured a date for their critical appraisal/grand rounds? Does the resident have any items they want to discuss regarding their presentation? Do they need guidance on what they could present on? Has the resident completed their grand rounds?

Resident Name:

Date:

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		<p>Once a year</p> <ul style="list-style-type: none"> - PGY2: Critical Appraisal Rounds - PGY3: Grand Rounds - PGY5: Grand Rounds <p>Take this opportunity to remind residents that they obtain EPAs (FOD5 – Critical Appraisal or COD10 – Teaching) for their presentation.</p>	<p>5. Did the resident receive any feedback on their presentation?</p>
8	<input type="checkbox"/>	<p>PGCorEd Modules (PGY1-2 only)</p> <p>Self-directed modules on CanMEDS roles and must be completed by the end of PGY2. More info - https://pgme.utoronto.ca/faculty-staff/pgcored-information/</p>	<p>1. Has the resident started or completed the 8 mandatory PGCorEd modules?</p>
9	<input type="checkbox"/>	<p>COPE (Coordinators of Psychiatric Education) Exam</p> <p>https://copeweb.ca/</p> <p>An online MCQ exam administered once a year in the Fall. This provides residents with an opportunity to understand the state of their working clinical knowledge and skills against colleagues nationally. The program will share additional details regarding registration and the exam period when it becomes available from COPE.</p> <p>Remind the resident that their COPE Exam score will be included in their PCS reviews and reports.</p>	<p>1. Did the resident sit for the exam?</p> <p>2. Does the resident want to discuss their performance?</p> <p>3. Are there any areas of concern or areas of clinical knowledge that the resident needs to attend to?</p>
10	<input type="checkbox"/>	<p>Psychotherapy Requirements (PGY2-5)</p> <p>https://www.psychiatry.utoronto.ca/psychotherapy-0</p>	<p>1. Has the resident been keeping track of their psychotherapy requirements on the Psychotherapy Log?</p>
11	<input type="checkbox"/>	<p>Areas of strength and development</p>	<p>1. Are there any overarching themes regarding areas of strength or development to be discussed?</p>
12	<input type="checkbox"/>	<p>Mentorship/Scholarship/Navigating Residency</p> <p>The coach can also develop a mentorship relationship with their coachee to help provide guidance on career planning, and wellness.</p>	<p>1. Does the resident have any specific needs around mentorship/networking/scholarship?</p> <p>2. Does the resident require any guidance on the residency program?</p>

If you have any questions or concerns with regards to the resident’s progress/progression in the program or any wellness concerns please contact the Program Director, Adrienne Tan - adrienne.tan@uhn.ca