

## Chief Resident Role Description General Psychiatry Residency Program (GPRP)

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### Role Description

The Chief Resident position is a rewarding leadership and mentorship opportunity for residents in the Core of Discipline (COD) and Transition to Practice (TTP) stage of training, typically PGY3, 4 and 5. This role allows residents to develop their knowledge and skills in medical education, leadership, management, advocacy, collaboration, and communication. Chief Residents work closely with other residents, clinical and education leadership at both the hospital site level and in the Psychiatry Residency Program.

As per the PARO Collective Agreement, the following definitions and responsibilities apply to Chief and Senior Residents:

#### 17.1

A Chief Resident, for the purpose of administrative bonus, shall be defined as a resident who has responsibility for six (6) or more assistant residents. There will be only one (1) Chief Resident in a hospital department.

#### 17.2

Senior Resident for the purpose of administrative bonus, shall be defined as a resident who is the most senior in an approved specialty/subspecialty training program within a clinical department or in a department with no Chief Resident who supervises clinical clerks, or residents, or has the responsibilities for administrative or educational duties.

#### Responsibilities include:

- Call scheduling, including collaboration with Site Director and relevant other hospital-based leadership for holiday block scheduling.
- Approving vacations/leaves from a Chief Resident perspective
- Applying the PARO Collective Agreement as it pertains to working conditions, maximum duty hours, vacation/leaves along with any other items included in the collective agreement related to the working/clinical environment for residents at the hospital site

- Developing a working knowledge of hospital and residency program policies and procedures, particularly those related to wellness, safety, adverse events, learner experience, alongside ensuring residents know how to access said policies and procedures
- Attending PRPC meetings (for those Chief Residents selected by PD/APD)

#### Hospital site-based responsibilities

- Organizing site-based community building experiences such as resident lunch or other social events
- Sending out regular communications/e-mail(s) to resident body at the hospital site
- Organizing and delivering orientation for new residents
- Facilitating resident-led or facilitated teaching sessions for medical students in collaboration with departmental/hospital training site Undergraduate Medical Education Coordinator/Site Director
- Co-facilitating PGY1 wellness curriculum during Transition to Discipline
- Attending site-specific meetings (either education-related or as resident representative)
- Attending residency program Chief Resident/Resident Leadership meetings with the Program & Associate Program Director

#### Other Responsibilities include

- Fostering collegiality and a sense of community among the residents at the site
- Advocating for resident interests at multiple levels (rotation, hospital, program)
- Being available to residents for support regarding issues with supervisors, work/life integration, wellness, learner experience, safety etc. on an ad hoc basis
- Providing guidance and leadership through challenges that arise on-call, during rotations, etc.
- Following up with residents when they are involved in a safety incident at the site
- Sharing and escalating as needed resident concerns to designated residency program leadership at the hospital training site and residency program
- Collaborating with the PG Site Director regarding concerns that arise with residents (e.g. professionalism issues)
- Liaising with PRAT (Psychiatry Residents Association of Toronto) and residency program for call-related responsibilities (e.g. call site assignment)

#### Remuneration/Administrative Bonus

Administrative bonuses for Chief and Senior Residents will be approved by the Program Director as per PARO collective agreement.

<https://myparo.ca/your-contract/#administrative-bonuses>

## Selection

Selection of Chief/Senior Residents will occur annually as per Postgraduate Site Director in collaboration with the hospital PIC/Head (Psychiatrist-in-Chief/Head) or equivalent. Chief/Senior Residents must be in good academic standing with no performance or professional conduct concerns to serve in this capacity.

## General Principles and Implementation

1. Recommended term limit - In general, for Chief Resident positions, a maximum term of 1-year is recommended – this could be completed as 2 x 6-month Chief Resident terms or 1 x 1-year Chief Resident term. For the 6-month terms, residents can complete these terms at the same or different hospitals and within the same or different academic years. Term limits allow for equitable distribution of Chief Resident opportunities. In exceptional circumstances based on limitations in available and/or qualified candidates, a site may select a Chief Resident who has already served a total of 1-year as Chief Resident.
2. Clinical Rotation Assignment – In general, as the Chief Resident role is a hospital-based one in the GPRP and given the key role Chief Residents play in community and relationship-building, they should optimize their time at the site where they serve as Chief Resident.
  - residents must complete rotations at the site where they are serving as chief resident for a minimum of two-thirds of their term – for a 6-month term, this equates to 4 months; for a 1-year term this equates to 8-months
  - PGY3 and 4s – residents will be pre-assigned to rotations at the site where they are serving as Chief Resident and the program will make every effort to honour the order of rotations the resident requests, subject to both hospital and residency program operational considerations
  - where there is not a core rotation available at the site – e.g. in PGY3 some sites do not have a Child and Adolescent Psychiatry rotation - every effort will be made to place residents at a geographically proximal site such that they can integrate on-site Chief Resident duties while minimizing time for travel/time away from the rotation – the residency program will work with residents and PG Site Directors on selection of an optimal site
  - PGY4 and 5 – Personalized Learning Experience (PLEX) – this is in general elective time, and the residency program would like to support career exploration as long as in total the resident is present at their Chief Resident site for two-thirds of their term
  - Please note that Underserved/Marginalized Populations (U/MPS) and Integrated Mental Health Care (IMHC) are core rotations in the residency program – where there are a variety of opportunities for these rotations at a site, Chief Residents will be given an opportunity to be pre-matched to their preferred selection

Residents considering the Chief Resident role and PG Site Directors leading the selections process are strongly encouraged to consider the principles as noted above. The residency program endeavours to support a robust and equitable Chief Resident selections process that fosters fulfilling and successful experiences in this important residency program leadership role.

<p><b>Prepared by:</b> Resident Leadership, Program Director, and Associate Program Director 2020-21 <b>Approved by PRPC:</b> February 2, 2026 (initial approval 2021, revisions 2024) <b>Date of next scheduled review:</b> 2029-30</p>
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