



UBC Critical Care Medicine

Bringing Excellence in Critical Care, Teaching and Research to the Bedside

Core Site Terms of Reference (TOR)

A Critical Care Medicine Core Site is identified as a hospital site in which UBC CCM residents are required to complete rotations in critical care medicine as part of the core ICU blocks mandated by the Royal College over a two-year period during training. The Core Sites will adhere to all standards described below to maintain designation of a Core Site with the University of British Columbia Adult Critical Care Medicine Residency Training Program.

Environment

A Core Site will:

1. Consist of a closed intensive care unit with > 10 allocated ventilated beds.
2. Be staffed by RCPSC certified intensive care physicians with active registration as an “intensivist” as per the British Columbia College of Physicians and Surgeons and hold a clinical or academic appointment with the University of British Columbia.

Responsibilities to the CCM Residents

To provide an exceptional clinical and educational experience for the CCM residents, a Core Site will:

1. Ensure the ICU attending physicians are available for clinical consultation over the phone within 10 minutes of being called. The on-call ICU attending physician must be available to provide bedside clinical care in accordance with the local health authority policy.
2. Schedule the CCM resident in accordance with Resident Doctors of BC guidelines.
3. Facilitate the development of key consultancy skills by having the on-call CCM resident (or call team) be first call for consults from the wards and emergency room.
4. Ensure the ICU team has the opportunity to attend Code Blues to enhance the CCM residents’ learning in crisis management, communication and acute resuscitation skills.
5. Provide the CCM resident the opportunity to conduct and lead daily ICU multidisciplinary clinical rounds with the appropriate level of supervision/independence based on the CCM resident’s stage of training and demonstrated level of competence.
6. Excuse CCM residents from clinical duties to allow participation in the weekly academic half-day and other required learning experiences that have been approved by the training program. Consideration for necessary travel time must be factored into the time of excusing the CCM residents from clinical duties.



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7. Provide the CCM resident with the opportunity to be excused from clinical duties the morning after an on-call shift in accordance with Resident Doctors of BC collective agreement.
8. Ensure CCM residents are treated professionally and respectfully during their rotation.
9. Enforce a zero tolerance policy for verbal, physical or mental abuse of the CCM resident by any ICU attending physician, other staff or members of the multidisciplinary team. If any such issues should arise, the Program Director(s) and Residency Program Committee (RPC) will address them immediately.

Responsibilities to the CCM Training Program

A Core Site will:

1. Contribute an annual financial stipend to the program proportionate to clinical time spent with CCM residents. The respective Core Sites must make this payment on time in concordance with the deadline set by the Program Director(s).
2. Appoint one of their attending physicians to serve as the Site Education Coordinator. This individual is expected to serve on the Residency Program Committee (RPC) and serve as a point of first contact to the CCM resident during their core rotation at the respective site to answer any resident questions or concerns. This individual, or a delegate, must also provide the CCM resident with feedback at the end of their rotation after collating the feedback from the Core Site's intensivists and multidisciplinary team.
3. Ensure a Core Site Representative (Core Site Education Coordinator or Director) attend the quarterly RPC meetings.
4. Have faculty members contribute actively to the academic half-days as per the request of the Program Director(s). This may include provision of didactic lectures, mentorship of journal clubs, teaching interesting cases, case based presentations or other educational activities.
5. Contribute to the training program by designating faculty members to serve as Academic Advisors to the CCM residents and serve on the Competence Committee.
6. Ensure at least one faculty member from their site participates in the annual CaRMS sub-specialty match process, including file reviews and interviews.
7. Ensure faculty members from their site actively participate with competence-by-design (CBD) by completing EPA's and ITERS and provide meaningful feedback to CCM residents on their performance after working together on a clinical week.



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Assessment of Core Site Performance

On an annual basis, or more frequently if deemed necessary, each Core Site's overall performance and adherence to the aforementioned standards will be reviewed. Relevant information will be obtained through:

1. A site visit by the Program Director(s) and Program Administrator.
2. Review of CCM resident rotation evaluations.

The Program Director will present a summary of each site's performance to the Residency Program Committee on an annual basis.

Process for Improvement

Should the Program Director(s) and the Residency Program Committee identify a Core Site as having not met the aforementioned standards, the Site Education Coordinator for that site will receive a written description of the concerns that have been raised. They will then have 6 months to adequately address the concerns.

Consequences of Failure to Meet Core Site Standards

If the respective Core Site does not adequately address the concerns, as determined by the Program Director(s) and Residency Program Committee (RPC), the designation of being a Core Site will be terminated. A subsequent application to the RPC may be made in the future to request reappointment of Core Site designation.

Process for Core Site Application

Hospital sites interested in becoming a CCM Training Program Core Site must ensure they meet the above criteria. If criteria is met, the hospital site may contact the Program Director(s) to discuss further. Candidacy will depend on various factors including number of fellows, funding, value add of additional core site, review by RPC etc.

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