

## **Department of Obstetrics & Gynaecology**

### **Resident Database Process**

#### **Overview**

The Resident Research Database has been developed as an online tool to track projects across the Department that are available for Residents to sign up for as part of their training.

The project and supervisor are listed in the database and this information is available to the Resident when they access the database.

#### **Project Data**

The data related to the research project (PI, Project Title, Status) will be updated and maintained by the Research Managers at each site. The Research Managers will contact the Faculty at their site quarterly to check on the status of projects, request information on new projects and update in the database accordingly. Yearly each Research Manager will do a data audit of the information they are responsible for and contact the PI as required to clean up the data. The Research Managers are not responsible for any learner data in the system.

#### **Resident Milestones**

The Residency Education Team will be responsible for the resident data in this database. They are responsible for adding residents to the database and will be responsible for the Resident Milestones.

The resident information will be updated through three methods:

1. After bi-annual reviews with Program Director, any updated research project information will be entered into the database.
2. Residents can email the residency education team with any updates with their research project(s) and publications.
3. Review the Academic Day program for presentation and/or publication updates.