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.

Access the Database here https://residentresearch.obgyn.ubc.ca/

Project Details are visible to everyone. OBGYN Staff can operate the database using their Obgyn Access Manager login.
Projects List

Everyone (without login) can view limited details in the Projects List
Filter List by setting Supervisor, project Number or Status etc. and click ‘Begin Search’

Login Screen

Authorised Staff are able to view more details and maintain all details of Projects, Residents and Milestone on Login.
Project Details

Update all Projects Detail here – remember to Click ‘Update’

Allocate Project to a Learner with Start Date and Status =In Progress.
On completion set Status=Complete Published/Complete-Unpublished and Completed Date
Learner Milestones

A Learner milestone is added to track each event in the project progress. Select Learner, Date, Type, Project and click ‘Add Record’.

To Modify or Delete click on the date cell.

Department of Obstetrics & Gynaecology

Resident Research

Learner Milestones

<table>
<thead>
<tr>
<th>Learner</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baxter, Joanna (2014/15)</td>
<td></td>
</tr>
</tbody>
</table>

Type

Select a Type

- Academic Day
- Awards
- Communication
- Notes
- Presentation
- Progress Report
- Publication
- Publication/Abstract
- Research In Progress

Add Record >>

Records

<table>
<thead>
<tr>
<th>Learner</th>
<th>Date</th>
<th>Type</th>
<th>Project</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baxter, Joanna</td>
<td>02/01/2013</td>
<td>Progress Report</td>
<td>impact of HAART on cervical dysplasia and ...</td>
<td>Manuscript accepted in JID</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>08/31/2011</td>
<td>Research In Progress</td>
<td></td>
<td>project completed, has written up manuscript</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>08/11/2011</td>
<td>Progress Report</td>
<td>impact of HAART on cervical dysplasia and ...</td>
<td>Oral Presentation (horse)?</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>08/01/2011</td>
<td>Communication</td>
<td></td>
<td>My preliminary project is the effects of H...</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>04/14/2011</td>
<td>Progress Report</td>
<td>impact of HAART on cervical dysplasia and ...</td>
<td>Poster presentation at 20th Annual Canadian...</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>04/14/2011</td>
<td>Progress Report</td>
<td>impact of HAART on cervical dysplasia and ...</td>
<td>Oral presentation at CAAH 2011 by Sandra B...</td>
</tr>
<tr>
<td>Baxter, Joanna</td>
<td>04/14/2011</td>
<td>Presentation</td>
<td>The effects of HIV and HAART on the acquis...</td>
<td>20th Annual Canadian Conference on HIV/AIDS...</td>
</tr>
</tbody>
</table>
Learner Milestones Summary

Use Reports to produce Learner Progress reports either individually or in grouped by Grad Year. Filter by Type or Supervisor as required click ‘Begin Search’

(Export to MS Word or MS Excel)
RESIDENT RESEARCH DATABASE USER DOCUMENTATION

Maintain Learners

Learners are maintained by the Education team within the Education Database – they can only be viewed here.

Supervisors are selected as a subset from Education Database Payees.

Maintain Supervisors
Selecting a Supervisor from Payees

Click All Payees and ‘Begin Search’

Check Resident Research Supervisor and ‘Update Physician’.
This physician will now appear in list of Supervisors.