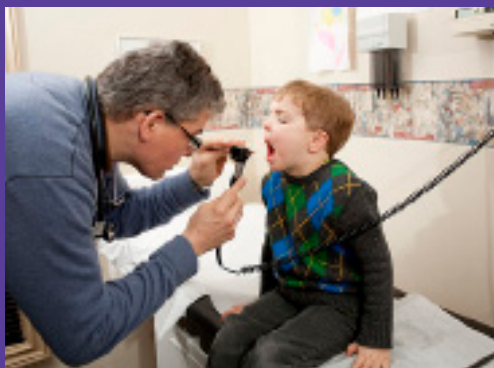


The *Department* of Family Medicine's

# GUIDE TO COMPLETING YOUR RESIDENT PROJECT



## A MESSAGE FROM THE ACADEMIC PROGRAM DIRECTOR

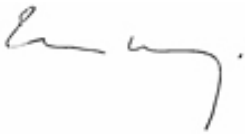
Dear Residents,

As part of the program's commitment to train comprehensive family physicians and leaders in family medicine, all residents are required to participate in a resident project. The process of designing and completing a project will allow you to assess and develop your skills in academic work and become familiar with the requirements and expectations of scholarly activities. Staying true to our promise of flexibility and support in the program, we have developed a wide array of scholarly projects that you can participate in and we have Stacy Miller, our Resident Project Coordinator, who is dedicated in supporting you in fulfilling this requirement.



I sincerely thank Stacy for developing this wonderful guide which I firmly believe will further facilitate your work in your project. Our entire faculty look forward to learning about your efforts at our Annual Resident Project day.

Sincerely,



**Eric Wong, MD, MCISc(FM), CCFP**  
Assistant Professor and Postgraduate Director, Department of Family Medicine  
Academic Director - Family Medicine, Southwestern Ontario Medical Education Network

## A MESSAGE FROM THE RESIDENT PROJECT COORDINATOR

Dear Residents,

Welcome to the Family Medicine Residency Program! During your residency there are a number of requirements that you must complete, one of which is a Resident Project. Your Resident Project will not only be a part of some of the scholarly activities you undertake as a Resident, but it will also contribute to the body of knowledge within the Family Medicine discipline.

As the Resident Project Coordinator, my primary role is to support you in successfully completing your Resident Project. If you require any support from developing your idea to preparing the final report, I am here to help. I have also prepared a number of resources which are available on the Resident Project Website (see link below). If you have any questions regarding your Resident Project, please feel free to contact me!



I am looking forward to working with each and every one of you!

Sincerely,



**Stacy Miller, MSc**  
Resident Project Coordinator - Postgraduate Program  
The Department of Family Medicine  
P: 519-661-2111 x89215, Stacy.Miller@schulich.uwo.ca  
Resident Project Website: [http://familymedicineuwo.ca/PostGrad/Handbook/resident\\_project\\_home.aspx](http://familymedicineuwo.ca/PostGrad/Handbook/resident_project_home.aspx)

# STEP ONE:

## IDENTIFY AN AREA OF INTEREST FOR YOUR PROJECT.

Choosing an area of interest is the very first step on the path to completing your Resident Project. There are a couple ways to do this:

- Have a discussion with your Supervisor
- Review abstracts from previous Resident Project Day presentations
- Talk to the Resident Project Coordinator

Topics and ideas might develop based on:

- Your daily clinical practice (case studies, patient education, best practices)
- Learning issues (medical education, patient education, resident training)
- Questions related to primary health care (disease specific, best practices)

*(Note: Scholarly work or projects completed before the beginning of the residency are **NOT** appropriate for the Resident Project).*

One of the most important things to remember is to choose a topic that is of personal interest and something you would like to investigate. You will be spending a fair amount of time developing and working on this project, so choose a topic that will be valuable to you.

A large complicated project is **NOT** expected or advisable. It is encouraged, however, that your project is one that is thoughtful and contributes to the body of knowledge in Family Medicine.

If you are interested in doing a research project, clinical audit or other project that will require ethics or Departmental Research Committee (DRC) support, please contact Stacy Miller, Resident Project Coordinator to begin planning your project as early as possible and to ensure you have sufficient time to complete your project.

If you are a transfer resident, please contact Stacy Miller to set up a modified timeline for completing your project.

## PROJECT TYPES

- Clinical Audit** -- assess the quality of care of your own medical practice
- Case Report** -- a patient-centered case presentation
- Research Project** -- investigation of a question concerning Family Medicine
- Systematic Literature Review** -- a review of relevant and recent literature on a specific medical topic
- Major Essay** -- constructive and critical thought surrounding a particular topic in Family Medicine
- Patient Education Project** -- development of a patient education resource
- Practice Tools Development** -- development of a tool or resource that can be used by Family Physicians to enhance patient care
- Medical Education Project** -- a project with the purpose of enhancing the education of undergraduate and postgraduate medical education
- Community Outreach Program** -- participation in the regular work of a community agency or helping the community agency in developing new programs or enhance existing ones
- Other** -- if you have a project idea that does not fit into one of the types listed above, please speak to your Supervisor and to the Resident Project Coordinator

Visit the following website to view the full descriptions and project guidelines:  
[http://familymedicineuwo.ca/PostGrad/Handbook/resident\\_project\\_home.aspx](http://familymedicineuwo.ca/PostGrad/Handbook/resident_project_home.aspx)



# STEP FIVE:

## PREPARE YOUR ETHICS AND DEPARTMENTAL RESEARCH COMMITTEE (DRC) SUBMISSION.

An ethics submission will be required if your study involves gathering information from or about patients, residents, physicians, staff, or faculty. Ethics approval may take a few months depending on the type of submission, level of detail, and possible revisions. It is very important for you to prepare your ethics submissions and all of the materials that will be used for your project and submit it as soon as possible to avoid any delays that might have a negative impact on your project.

Also, any studies that are being carried out at one or more of the Family Medicine Centres must receive support from the Department Research Committee (DRC) as well as the Centre Research Committee (CRC). The table below outlines what actions must take place regarding Department and Centre Research Committees. All of the required forms can be found on the Resident Project website in the “Resources” section.

Funding is also available to support you in the completion of your Resident Project. The deadline for submission is February 1st and October 1st of each year. Submission guidelines and forms are available on the Resident Project Website in the Project Resources Section.

Nature of the Research	Approval Required	Notification for Information and Support
Single Practice		DRC/CRC
Single Family Medicine Centre	CRC	DRC
More than one Family Medicine Centre	DRC/CRC	

DRC = Department Research Committee, CRC = Centre Research Committee

The Resident Project Coordinator can assist you in completing all of the necessary forms that are required for Ethics and DRC submissions. Please contact the Resident Project Coordinator as soon as possible in order to get this process started.

If you are unsure as to whether your project needs ethics submission, please speak to the Resident Project Coordinator.



**\*\* STEPS 1-5 MUST BE COMPLETED BY THE END OF YOUR PGY1 \*\***

### NOTES:

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# 6 PROCEED WITH YOUR PROJECT

Now you will proceed with your project. You have completed the planning stages and all that is left to do is collect the necessary information for the writing stage. While you are collecting information, consider using some of the resources available such as RefWorks. This tool is available for free through the UWO Library and will help you collect and organize your references. This will save you a lot of time during the writing step.

## Some key things to remember for this step:

- Try to meet once a month with your supervisor to discuss the progress of the project and resolve any challenges
- If you require assistance at any time, you can contact the Resident Project Coordinator

Be sure to check the Resident Project Website for information about project requirements regarding the appropriate referencing styles and writing related resources, such as the Writing Support Centre.

# 7 START WRITING

Something that is always helpful in starting the writing process is to prepare an outline. An outline helps organize your thoughts and will ensure that the paper will have a good flow and read well. Use the guidelines for the project types (found on the Resident Project Website) to prepare your outline. This way, you will also be sure to include all the necessary components for the evaluation.

Using a tool such as RefWorks will also help you save time in writing your project. RefWorks has a feature called “Write-N-Cite” where you can cite references that have been imported directly into your Word document. When you are finished writing, click “Create Bibliography” and your references will be added and formatted in NLM Style within your document. There are instructions on the Resident Project Website as to how to create an account, set up the citation style in RefWorks, and how to view tutorials that will instruct you how to use the program for importing references.

# 8 PROOFREAD AND REVISE YOUR PAPER

As you get closer and closer to presenting your final product, an important step when writing anything is to proofread and revise your paper. You should read your paper at least twice. Try reading it out loud. It might seem a bit odd at first, but hearing what you have written can help you uncover any grammatical mistakes. This will also help ensure that you have clearly expressed the thoughts and information in your project.



## STEP NINE

### WRITE YOUR ABSTRACT

When you have read and re-read your project and are satisfied that it is complete and contains all the necessary content, you will then write the abstract.

An abstract is a very brief overview of your entire project. It should include all the essential components and provide the reader with enough information to understand your entire project. Your abstract will include:

- a. **Purpose** -- Why was this project undertaken?
- b. **Methods** -- How did you do your project? What were the steps you took to complete your project?
- c. **Results** -- What did you find?
- d. **Implications** -- What conclusions did you draw from the results? How is this relevant to Family Medicine?

Some project types might include other sections so follow the Project Type guidelines for the sections that should be included in your abstract.

You can also find more information on the Resident Project Website in the "Resources" section about how to write an abstract.

## STEP TEN

### REVIEW AND SUBMIT YOUR PROJECT

The last few weeks leading up to the final submission might seem like you're playing hot potato with your project, but this is all with good cause.

Prior to submitting your project, you must (in this order):

- a. Have your project reviewed by the Resident Project Coordinator.
- b. Make any necessary revisions suggested by the Resident Project Coordinator and be prepared for the possibility of a 2nd review.
- c. Have your project reviewed and approved by your Supervisor (make any necessary revisions).
- d. Have your supervisor sign the Resident Project Submission Form.
- e. Submit your project according to the Submission Guidelines outlined on the Resident Project Website.

This process can take 2-4 weeks so it is very important that your project is completed early. It is not acceptable to wait until one week before the project submission deadline to begin this step. Late submissions of your project for review and for evaluations may delay the completion of your residency. Additional penalties might also occur as a result of late submissions.

# STEP ELEVEN: PRESENTING YOUR PROJECT

The final requirement for the resident project is to present your work. For the majority of residents this will take place at Resident Project Day.

Resident Project Day is held each year in June and is an opportunity for residents to share their Resident Projects with other residents and faculty. Only those residents who present at Resident Project Day will be eligible for annual project awards.

There are however some residents who will be completing their projects at different times throughout the year. In those cases, residents must make arrangements with their supervisor to present at their home centre. You must inform Stacy Miller of the date and time of your presentation so she can attend and confirm that you have completed the presentation requirement of your Resident Project.

Once you have completed your project, you may wish to submit your paper to a journal or present at a conference. You should first determine which journal or conference you would like to submit your paper to and review the requirements. Each journal or conference will have specific guidelines and requirements for your submission.

Some of the journals you might submit to include:

- Annals of Family Medicine
- Canadian Family Physician
- Canadian Medical Association Journal (CMAJ)
- Family Medicine
- Family Practice - An International Journal
- Internet Journal of Family Practice

Annual Conferences:

- North American Primary Care Research Group (NAPCRG)
- Family Medicine Forum (FMF)
- Trillium Primary Health Care Research Day
- Ontario College of Family Physicians Annual Scientific Assembly (ASA)

## NOTES:

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For additional information and resources, please visit:

[http://familymedicineuwo.ca/PostGrad/Handbook/resident\\_project\\_home.aspx](http://familymedicineuwo.ca/PostGrad/Handbook/resident_project_home.aspx)

### Acknowledgements:

Department of Family Medicine, Faculty of Medicine, University of Ottawa

