

## OP4970 POST-GRADUATE MEDICAL TRAINEE RECORD

Records documenting the education of post-graduate medical trainees in residency, post-residency or post-certification programs.

Includes process of admission, administration of rotations and electives, evaluation of practice in rotations, administration of schedules, leaves, probations, awards, and licencing by external bodies.

Used for post-graduate medical resident's files.  
Also used for clinical fellow files and research fellow files.

Examples: admissions, schedules, evaluations, correspondence.

*Correspondence includes paper, email and other electronic communication.*

### OPR - Associate Dean, Post-Graduate Medical Education

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	<b>Post-Graduate Medical Resident Application Files (Program Director)</b> OPR - Medical Residency Program Director <i>Records consist of files created by Queen's Post-Graduate Medical Education during the resident matching process. Files are created for applicants who are invited for an interview only. Information about applicants that exists on the Canadian Resident Matching Service (CaRMS) website is not included.</i> <i>ET Definition: Resident matching cycle ends and decisions are made.</i> <i>Disposition Plans: When the resident matching cycle ends and decisions are made, successful applicant files will be reclassified to -30, unsuccessful applicant files will be reclassified to -31.</i>	ET + 0	0	DP	PIB
11	<b>Post-Graduate Medical Residency Application Files (Reviewers)</b> OPR - Medical Resident Program Director <i>ET Definition: Resident matching cycle ends and decisions are made.</i> <i>Disposition Plans: The reviewers transfer all their records to the residency program directors.</i>	ET + 0	0	DP	PIB

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)      DP = Special Disposition Plan  
AY = Academic Year (September 1 to August 31)      AR = Transfer to Archives  
CY = Calendar Year (January 1 to December 31)      D = Destroy / Delete  
ET = Event Trigger      PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Resident's Files</b>	ET + 0	50	DP/AR	PIB
<p><i>Records consist of application files, training program files, rotations, evaluations, disciplinary actions, leaves, The following records are designated as archival: biographical info, previous education, certificate of completion or equivalent.</i></p> <p><i>Both a medical residency program office and Post-Graduate Medical Education maintain resident's files while a resident is in a program at Queen's University.</i></p> <p><i>Records in this series exist in both paper and electronic format. Some electronic records (e.g. evaluations) reside with vendors that provide software solutions to the University. These records are subject to Queen's University's records management policy and records retention schedules.</i></p> <p><i>ET Definition: Resident completes program or program abandoned by resident.</i></p> <p><i>Disposition Plans: After the event trigger (ET), Post-Graduate Medical Education will collect all resident's files from each individual medical residency program. Records designated as archival will be transferred to archives after the complete files arrive at Post-Graduate Medical Education. All other records (paper and electronic) are to be destroyed at the end of the 50-year retention.</i></p> <p><i>Both paper and electronic records will be retained and maintained in accessible form for fifty years (migrated and monitored as necessary).</i></p>					
31	<b>Post-Graduate Medical Resident Application Files (Unsuccessful Candidates)</b>	ET + 1	0	DP/D	PIB
<p><i>ET Definition: Resident matching cycle ends and decisions are made.</i></p> <p><i>Disposition Plans: Unsuccessful candidates' application files will transferred from individual medical resident program to Post-graduate Medical Education after event trigger (ET), then to be destroyed after one year.</i></p>					

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NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
32	<b>Clinical / Research Fellow Files</b>	ET + 0	50	DP/AR	PIB

*Records consist of application information, training program files, rotations, evaluations, disciplinary actions, leaves, The following records are designated as archival: biographical info, previous education, certificate of completion or equivalent.*

*Both a medical residency program office and Post-Graduate Medical Education maintain clinical / research fellows files while a fellow is in a program at Queen's University.*

*Records in this series exist in both paper and electronic format. Some electronic records (e.g. evaluations) reside with vendors that provide software solutions to the University. These records are subject to Queen's University's records management policy and records retention schedules.*

*ET Definition: Post-Graduate trainee completes or abandons the program.*

*Disposition Plans: After the event trigger (ET), Post-Graduate Medical Education will collect all clinical / research fellows' files from each individual medical residency program. Records designated as archival will be transferred to archives after the complete files arrive at Post-Graduate Medical Education. All other records (paper and electronic) are to be destroyed at the end of the 50-year retention.*

*Both paper and electronic records will be retained and maintained in accessible form for fifty years (migrated and monitored as necessary).*

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