

Texas Tech Health Sciences Center

Department of Pediatrics

Advisor Policy

June 2008

This policy outlines the major responsibilities of faculty advisors and their resident advisees.

1. Faculty advisors are assigned to all incoming interns during their orientation week in June and no later than the first week of July of their intern year.
2. PL-1 residents are expected to approach their assigned advisor and, if so desired, to make a request for change of faculty advisor by August 1.
3. Part-time faculty may be considered for advisors by request from a resident in writing to the Program Director/Associate Director.
4. Faculty advisors **may be changed once per academic year**. The request may be initiated either by the resident or the faculty. Requests for change of faculty should be submitted in writing to the Associate Program Director. If additional change is necessitated, the justification of the request should be submitted in writing to the Associate Program Director or the Program Director.
5. One faculty may advise up to 4 residents. Every effort will be made to adhere strictly to the 4-resident advisee limit.
6. Faculty advisors oversee advisees' accomplishments towards promotion and are expected to meet with their advisees at least 3 times a year (or, on a quarterly basis).
7. Faculty advisors should keep a confidential record about their meetings with advisees. This record will **not** be shared with third parties (e.g. Program Director) unless special circumstances necessitate it (e.g. suspicion of drug abuse, criminal conduct, etc.).
8. Faculty advisors and residents keep a record of the **dates** they meet and present the dates and completed form for documenting meetings between residents and their advisors to the Program Director or Associate Program Director at least twice a year (by request from the PD/Associate PD).

9. Faculty advisors approve advisees' Individual Learning Plans (PediaLink) and monitor their advisees' progress per the ILP. The Program Director signs on the ILP after approval by the Advisor.
10. In general, advisors advise on strategies to learn and do clinical work, as well as leadership and teamwork. Suggested meeting reasons/topics include:
- Scheduled meeting
 - Follow-up meeting
 - Urgent meeting
 - Academic progress
 - ITE/Certifying exam
 - Curriculum
 - Evaluations
 - Portfolio
 - Patient care questions
 - Promotion questions
 - Job search
 - Leadership
 - Teamwork
 - Research/study
 - Teaching
 - Stress management
 - Personal questions
 - Other
11. Faculty advisors are expected to participate in resident quarterly and yearly evaluation meetings with Program Director/Associate Director.
12. In some occasions, where personal advice is needed, advisors may help within limits they feel comfortable with, or may recommend to the Program Director (or the Associate Program Director) that the resident be directed to the Assistance Program.
13. Recommending a resident to the Assistance Program is **required** in all occasions of perceived emotional or learning impairment (e.g. depression, distress, dyslexia, etc.).

14. Faculty advisors are working with the advisees towards improvements, as needed
(e.g. meeting together with the advisee with the rotation director/attendings, etc.)

It is important to match advisor and advisee, so both feel comfortable with each other; e.g., there must be some personality compatibility too.