

Resident Research Guidelines

KP Oakland Otolaryngology – Head & Neck Surgery

Overall Goals

We expect all residents to complete their residency with at least several completed projects. While the research point system (RPS) offers some flexibility in achieving research expectations, we hope it will result in some minimal acceptable accomplishments. In particular, our expectation is that every resident will present at national meetings and complete to submission for publication at least 1 patient safety/quality improvement project (preferably as a PGY 1-2) and at least 1 large retrospective, prospective, or systematic review project (as a PGY 3-5). We also hope this stimulates further research achievements above a minimal expectation.

SECTION I: Resident Research Yearly & Graduation Requirements

PART A. RPS (Research Point System)

| <i>Points</i> | <i>Research/Scholarly Activity</i> | <i>Maximum Points</i> |
|---------------|---|-----------------------|
| 0.5 | Writing and submitting an IRB, PS/QI proposal, and/or research grant | 1 |
| 2 | Publication of a clinical research project or quality improvement project, excluding case report/series, in a peer-reviewed journal (1 point for submission, 1 point for accepted publication) | No max |
| 1 | Publication of a case report/series in a peer-reviewed journal (0.5 points for submission, 0.5 points for accepted publication) | 4 |
| 1 | Oral presentation of a clinical research project or quality improvement project at a national meeting | No max |
| 0.5 | Oral presentation of a clinical research project or quality improvement project at a local or regional meeting excluding BARRS (maximum of 2 points) | 1 |
| 1 | Poster presentation of a clinical research project or a quality improvement project at a national meeting | 4 |
| 0.5 | Poster presentation of a case report/series at a national meeting, or clinical research project or quality improvement project at a local or regional meeting. | 2 |
| 2 points | Formal submission for publication of a book chapter (1 point for submission, 1 point for accepted publication) | 4 |

PART B. RPS Requirements Timeline (Effective July 1, 2018)

| <i>Year of Residency</i> | <i>Annual RPS Requirement</i> | <i>Cumulative RPS Requirement</i> |
|--------------------------|-------------------------------|-----------------------------------|
| PGY-1 | 0.5 points | 0.5 points |
| PGY-2 | 2.5 points | 3 points |
| PGY-3 | 3 points | 6 points |
| PGY-4 | 3 points | 9 points |
| PGY-5 | 2 points | 11 points |

All residents must meet Annual or Cumulative RPS Requirements by June 30th of each academic year. PGY-5 residents must complete Cumulative RPS Requirement for graduation.

SECTION II: BARRS (Bay Area Resident Research Symposium)

PART A: BARRS Requirements

- Annual presentation required for PGY2-5.
- We strongly recommend doing higher quality clinical studies (RCTs, case-control, cohort), systematic reviews, quality improvement projects.
- **Case Report Lifeline Rule:** You may choose to do a case report for your BARRS presentation, but you only get to use this lifeline once during your residency.

PART B: BARRS Timeline

| | |
|---------------------------------------|--|
| 2nd Friday in Nov | BARRS topic/proposal due |
| 2nd Friday in March | BARRS abstract due |
| 2nd Friday in April | BARRS presentation due |
| 4th Friday in April | BARRS final manuscript due |
| 1st Thursday in May | Practice talks for BARRS (during AM resident teaching session) |
| Mid/late May | BARRS |

**These dates are subject to change per discretion of Residency Research Director. Date changes will be communicated to residents well in advance.*

SECTION III: GENERAL RESEARCH TIMELINE

PART A: Research Training/Credentialing

- **Interns/PGY1s** must complete all KPNC and DOR research training courses/documents by **Sept 1st** of PGY1 year. Instructions/links will be provided in July of PGY1 year.

- All Residents must keep all their KPNC and DOR research training active throughout their residency.

PART B: Planning the academic year

- Meet with faculty in July–Aug to discuss possible research projects for the year.
- If you are working on a project that requires **IRB approval**, please allow **~3 months** for IRB approval. It is recommended you submit your IRB no later than **Sept 1st** of the academic year. Note that modifications to existing IRB–approved projects generally take ~2 months for approval.

SECTION IV: RESEARCH ROTATION GUIDELINES

PART A: Research Meetings

- Resident **MUST** meet with the **Residency Research Director** during the **first week of your research rotation**. Please schedule this at least 2 weeks in advance. It is the resident’s responsibility to schedule this meeting.
- Resident **MUST** meet with **Research Project Manager** (*Miranda Weintraub*, Miranda.l.weintraub@kp.org; *Nirmala Ramalingam*, Nirmala.d.ramalingam@kp.org) in GME during the **first week of your research rotation**. Please schedule this at least 2 weeks in advance. It is the resident’s responsibility to schedule this meeting.
- **Meet with your Research Project Mentor weekly** during your research rotation. This can be in person or over the phone. It is the resident’s responsibility to schedule this meeting.
- Resident will update the Residency Research Director & Research Project Manager within 2 weeks after the completion of the research rotation with a status report of their progress/accomplishments during the research rotation.

PART B: Clinical Duties during Research Rotation

- *Clinical Duties*: **No more than 1 day per week** on clinical activities/duties (OR, clinic). Please inform the Residency Research Director if this is not the case. *Exceptions* on a case–by–case basis must be approved by the Residency Research Director.

SECTION V: EVALUATIONS & ASSESSMENT

PART A: “Scholarly Activity” Evaluation

- The resident’s **“Scholarly Activity”** will be assessed at the bi–annual resident evaluation.
- This evaluation will focus on research **Pursuits** (involvement in research/QI projects, breadth & depth of projects, etc.), **Interests** (areas of clinical interest, initiative/attitude toward projects, collaboratively, timeliness, etc.), **Knowledge** (understanding of research methodology and concepts, statistical and analytic skills, writing ability, etc.), and **Accomplishments** (published manuscripts/papers, quality of posters/presentation/manuscripts, etc.) – **PIKA**

PART B: Rewards

- Annual Research Award: The resident with the highest annual accumulated RPS points will receive the **Resident Research Award** at the Graduation. In the event of a tie in annual accumulated RPS points, the Residency Research Director will assess the cumulative RPS points and “Scholarly Activity” Evaluation to determine the recipient of the Research Award.

PART C: Consequences & Punishment

- Failure to meet annual deadlines or cumulative RPS requirements include, but are not limited to, the following:
 - **Reduced OR time / Increased Clinic time:** Resident will be taken out of the OR and assigned to clinic until research requirements are met.
 - **Freezing of Resident Funds:** Resident funds for purchases and travels will be frozen until research requirements are met.
 - **No privileges to go to Conferences/Courses:** Resident will not be allowed to attend meetings and/or courses until research requirements are met.
- Residents will not be given additional or extra “research time” if they fail to meet research deadlines or RPS requirements.
- These consequences will be strictly enforced in collaboration with the Residency Program Director and Coordinator.