

# **POLICY FOR RESIDENT REMEDIAL**

## **BACKGROUND**

Though it is anticipated that the vast majority of residents will progress at a normal rate through their training programs, there may be a small number of residents who have difficulties for a variety of reasons and may require a period(s) of remediation. Where remediation is considered necessary, the following process will be followed.

## **PROCESS**

1. Unsatisfactory progress in a rotation shall be discussed with the resident at the time of end-of-rotation evaluation. Written documentation of such discussions shall be provided to the resident. The Program Director will attempt to determine if unsatisfactory performance or failure of the rotation is due to external reasons or personal issues which require attention.
2. The proposed remediation must be presented to the full Residency Program Committee (RPC) by the Program Director and approved by minuted motion.
3. If the RPC supports the recommendation for a remedial, the Program Director will schedule a meeting with the resident during which the deficiencies are clearly described.
4. Written documentation of all such discussions will be provided to the resident.
5. The resident must be informed of the right to appeal the decision through a process described in the Faculty of Medicine and Dentistry Academic Appeal Policy.
6. When a remedial is to take place, a supervisor shall be identified who is acceptable to both the Program Director and the resident and a contract with objectives and evaluation methods for the remediation process agreed upon. A form entitled "Remediation Contract" will be completed and signed by all parties concerned (attached). A copy of the Remediation Contract will be forwarded by the Program Director to the Associate Dean, PGME before the start date of the remedial period.
7. At the end of the remedial period a second form (attached) entitled "Remediation Process Evaluation" will be completed along with the usual in-training evaluation report. This form will attest to the success or failure of the remedial. A copy of the Remediation Process Evaluation will be forwarded to the Associate Dean, PGME within 14 days of the completion date of the remedial period.
8. The length of the remedial process shall in most instances approximate the time on the rotation that was considered unsatisfactory, but this may vary dependant upon the nature of the difficulty and its planned correction.
9. If the resident fails a remediation, the issue must be discussed promptly by the RPC. At that time the RPC may propose clearly documented plans for further remediation, with goals and objectives, and identification of possible outcomes as per 6 thru 8 inclusive above; or the resident may be asked to withdraw. Either option may be appealed through the Faculty of Medicine and Dentistry Academic Appeal Policy.
10. If a remediation is required more than three times during residency training, the resident may be dismissed from the residency program.
11. The remediation may be taken in lieu of electives if this time has not yet been used. Otherwise, the resident will have to make up the time at the end of the training program, though it may still be possible for the Program Director to forgive up to three months training in a Royal College program or one month in a Family Medicine program if the resident is considered to have otherwise achieved all training objectives.

*Approved PGME Council June 1999*

*Revised: April 25, 2005*

*Approved PGME Council June 2005*