

## Resident in academic difficulty ... What do I do?

<b>5 weeks prior to BOE-PG</b>	Program Director (PD) identifies Resident in need of formal remediation with presentation to the Board of Examiner's-PG (BOE-PG)	<p>Refer to the <a href="#">Guidelines for the Assessment of Postgraduate Residents of the Faculty of Medicine at the University of Toronto</a></p> <p>Discuss the potential case with your Residency Program Committee (RPC) and/or Competence Committee (CC).</p> <p>Consider early notification to Division Head, Chair and/or Vice-Chair in select cases including but not limited to:</p> <ul style="list-style-type: none"> <li>i) Risk of reputational damage to department/program and/or institution</li> <li>ii) Reporting to CPSO</li> <li>iii) Significant changes to resident status (e.g. suspension, patient risk etc.)</li> </ul> <p><b>Meet with the resident in person</b> as early as possible to notify and discuss the potential for formal remediation.</p> <p><b>Refer resident to resources/supports:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Office of Learner Affairs</a> for Wellness supports. Services are voluntary and confidential.</li> <li>• The <a href="#">PARO</a> office for advice/support</li> <li>• <a href="#">Learner Mistreatment</a></li> <li>• <a href="#">BOE-PG Frequently Asked Questions (FAQs)</a></li> </ul>						
	Program Director contact PGME Office	<p>Contact the PGME Office as early as possible for assistance.</p> <p><b>Contact:</b> <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a></p>						
	Be aware of the BOE-PG document deadlines.	<p>The BOE-PG is a Temerty Faculty of Medicine Faculty Council committee. Processes are highly structured and document deadlines are not flexible. See <a href="#">the full schedule here</a>.</p>						
	Faculty Affairs Officer emails Program Director BOE-PG meeting details	<p>The PGME Office works with Faculty Affairs to prepare for meetings.</p> <p>Faculty Affairs Officer organizes logistics for BOE-PG meetings and provides PDs with presentation times.</p> <p><b>Program Directors must attend the BOE-PG meeting (virtual attendance only)</b></p>						
<b>4-5 weeks prior to BOE-PG</b>	<p>Program Director and PGME Office drafts remediation plan</p>	<p>The PGME Office assists with the development of the remediation plan and provides access to educational consultants, learning specialists, and experienced coaches. The PGME Office reviews draft plans and provides feedback to Program Directors. The following documents are reviewed by BOE-PG:</p> <ul style="list-style-type: none"> <li>• Resident's Trainee Profile (from POWER)</li> <li>• Resident's ITER/ITARs (from POWER)</li> <li>• Remediation plan</li> <li>• Other assessments and/or relevant documents</li> </ul> <p>Email draft remediation plan to <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a> by or before the posted deadlines.</p>						
<b>2-3 weeks prior to BOE-PG</b>	<p>Program Director meets with Resident to review the remediation plan</p> <p>Residency Program Committee (RPC) or Competence Committee (CC) reviews and approves remediation plan</p>	<p><b>Due Process Steps:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Before the RPC or CC meeting</td> <td> <p><b>STEP 1:</b> Resident <b>MUST</b> receive a copy of their remediation plan by email.</p> <p><b>STEP 2:</b> Resident <b>MUST</b> meet with their Program Director to review their remediation plan and invite resident to your RPC or CC meeting.</p> </td> </tr> <tr> <td>Remediation plan must be reviewed by the RPC or CC</td> <td> <p><b>STEP 3:</b> Resident <b>MUST</b> be invited to attend the RPC or CC meeting at which their remediation plan will be reviewed. Resident has the option to attend or decline. If the Resident attends, they should be allowed a non-legal support person if requested.</p> </td> </tr> <tr> <td>At minimum 1 week before the BOE-PG meeting</td> <td> <p><b>STEP 4:</b> all Due Process steps must be completed, any changes be incorporated into plan, and Resident and PD <b>MUST</b> sign remediation plan.</p> </td> </tr> </table>	Before the RPC or CC meeting	<p><b>STEP 1:</b> Resident <b>MUST</b> receive a copy of their remediation plan by email.</p> <p><b>STEP 2:</b> Resident <b>MUST</b> meet with their Program Director to review their remediation plan and invite resident to your RPC or CC meeting.</p>	Remediation plan must be reviewed by the RPC or CC	<p><b>STEP 3:</b> Resident <b>MUST</b> be invited to attend the RPC or CC meeting at which their remediation plan will be reviewed. Resident has the option to attend or decline. If the Resident attends, they should be allowed a non-legal support person if requested.</p>	At minimum 1 week before the BOE-PG meeting	<p><b>STEP 4:</b> all Due Process steps must be completed, any changes be incorporated into plan, and Resident and PD <b>MUST</b> sign remediation plan.</p>
Before the RPC or CC meeting	<p><b>STEP 1:</b> Resident <b>MUST</b> receive a copy of their remediation plan by email.</p> <p><b>STEP 2:</b> Resident <b>MUST</b> meet with their Program Director to review their remediation plan and invite resident to your RPC or CC meeting.</p>							
Remediation plan must be reviewed by the RPC or CC	<p><b>STEP 3:</b> Resident <b>MUST</b> be invited to attend the RPC or CC meeting at which their remediation plan will be reviewed. Resident has the option to attend or decline. If the Resident attends, they should be allowed a non-legal support person if requested.</p>							
At minimum 1 week before the BOE-PG meeting	<p><b>STEP 4:</b> all Due Process steps must be completed, any changes be incorporated into plan, and Resident and PD <b>MUST</b> sign remediation plan.</p>							

## Resident in academic difficulty ... What do I do?

<p><b>2 weeks prior to BOE-PG</b></p>	<p>Send finalized plan to Faculty Affairs Officer and PGME Office by or before deadline</p>	<p>Send finalized remediation plan to Faculty Affairs and PGME Office by the deadline: <a href="mailto:faculty.affairs@utoronto.ca">faculty.affairs@utoronto.ca</a> and <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a></p> <p><b>Note that late or incomplete submissions will be removed from the agenda and moved to a later date.</b></p>
<p><b>1 week prior to BOE-PG</b></p>	<p>Resident meets with Associate Dean PGME (or designate)</p>	<p>The Resident <b>MUST meet with the Associate Dean PGME (or designate) and the PGME Manager, Curriculum &amp; Learner Assessment (or designate) prior to the BOE-PG meeting.</b> The PGME Office coordinates this meeting.</p> <p>Residents have the option to provide a short, written submission to the BOE-PG for consideration. <b>The deadline to submit is 12:00 PM on the Wednesday before the BOE-PG meeting.</b> Resident submissions can be sent to: <a href="mailto:adpgme@utoronto.ca">adpgme@utoronto.ca</a> and <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a></p> <p>Resident submissions will NOT be shared with Program Directors.</p> <p>The Associate Dean PGME submits a brief report on this meeting to the BOE-PG.</p> <p>The PGME Office submits an Education Report on the remediation plan and may provide suggestions/recommendations for consideration. This report is sent to the Program Director prior to the BOE-PG meeting.</p>
<p><b>Day of BOE-PG</b></p>	<p><b>At the meeting:</b> Program Director presents case to BOE-PG</p>	<p>Prior to meeting, the BOE-PG committee members review:</p> <ol style="list-style-type: none"> <li>1. Remedial plan, ITERs/ITARs, and other documents (if any)</li> <li>2. Report from the Associate Dean PGME, and</li> <li>3. Educational Report on the remediation plan</li> </ol> <p><b>Resident does NOT attend BOE-PG meeting</b></p> <p>Program Director provides a brief presentation (not to exceed 5-7 minutes) on the rationale for formal remediation and be prepared to answer questions from the committee.</p> <p>Please note that details related to resident wellness are <b>NOT</b> to be disclosed at the BOE meeting or in the remediation documents.</p>
<p><b>After the BOE-PG</b></p>	<p>Letter from BOE-PG Chair</p>	<p>Faculty Affairs Officer emails Letter from BOE-PG Chair to Resident and Program Director approximately 1-week after the meeting.</p> <p>Remediation activities should start as planned. The Letter from the Chair BOE-PG may outline revisions/additions that must be made to the remediation plan. <b>Submit required revisions</b> to the PGME Office: <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a></p>
	<p>Next Steps:</p>	<p>The Letter from the Chair BOE-PG outlines the dates and deadlines for <b>mandatory</b> future interim reports and expected completion (or extension) reports.</p> <p><b>If there is an Extension of remediation or Dismissal request, Program Directors must present their case at the BOE-PG meeting in person.</b></p> <p>Interim or Completion report submissions do not require the attendance of Program Directors to BOE-PG meetings.</p>

Revised May 2024

Contact: [pgboe@utoronto.ca](mailto:pgboe@utoronto.ca)