

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

5 weeks prior to BOE-PG meeting	Program Director identifies Resident who may need 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 members of your Residency Program Committee (RPC) or Competence Committee (CC). Assess whether informal program-based remediation is possible or whether the case should be brought forward to BOE-PG.</p> <p>Consider early notification to Division Head, and/or 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> if they wish to seek wellness supports. They can contact <a href="mailto:ola.reception@utoronto.ca">ola.reception@utoronto.ca</a> for an appointment. Services are voluntary and confidential.</li> <li>• The <a href="#">PARO</a> office for advice/support</li> <li>• If experienced <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 PGME Manager, Curriculum &amp; Learner Assessment as early as possible to discuss the situation. The PGME Office can assist with the development of the remediation plan, suggest appropriate assessment tools and provide access to educational consultants, learning specialists and experienced coaches.</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 time frames are not flexible. EARLY discussion with the PGME Office will help you to meet BOE-PG document deadlines. See <a href="#">the full schedule here</a>.</p>
	Faculty Affairs Officer emails Program Director with the 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 including providing PDs with presentation times at the BOE-PG meetings, reiterating document deadline dates and process instructions.</p> <p><b>Program Directors must attend the BOE-PG meeting (virtual attendance only)</b></p>
4-5 weeks prior to BOE-PG meeting	Program Director and PGME Office drafts remediation plan for the resident	<p>For remediation plan template <a href="#">click here</a></p> <p>The PGME Office can provide sample wording and support to Program Directors when drafting individualized remediation plans. The PGME Office reviews draft plans provides feedback to Program Directors, and works with Program Administrators/Coordinators to gather the following documents for BOE-PG review:</p> <ul style="list-style-type: none"> <li>• Resident's Trainee Profile (from POWER)</li> <li>• Resident's ITER/ITARs (from POWER)</li> </ul> <p>Draft remediation plans should be sent via email to <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a> by or before the posted deadlines.</p>

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2-3 weeks prior to BOE-PG meeting	Program Director meets with Resident to review remediation plan	<b>Due Process Steps:</b> <table><tr><td>Before the RPC or CC meeting</td><td><b>STEP 1:</b> Resident MUST receive a copy of their remediation plan by email.  <b>STEP 2:</b> Resident MUST meet with their Program Director to review their remediation plan and invite resident to your RPC or CC meeting.</td></tr><tr><td>Remediation plan must be reviewed by the RPC or CC</td><td><b>STEP 3:</b> Resident MUST 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.</td></tr><tr><td>At minimum 1 week before the BOE-PG meeting</td><td><b>STEP 4:</b> all Due Process steps must be completed, any changes be incorporated into plan, and Resident and PD MUST sign remediation plan.</td></tr></table>	Before the RPC or CC meeting	<b>STEP 1:</b> Resident MUST receive a copy of their remediation plan by email.  <b>STEP 2:</b> Resident MUST meet with their Program Director to review their remediation plan and invite resident to your RPC or CC meeting.	Remediation plan must be reviewed by the RPC or CC	<b>STEP 3:</b> Resident MUST 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.	At minimum 1 week before the BOE-PG meeting	<b>STEP 4:</b> all Due Process steps must be completed, any changes be incorporated into plan, and Resident and PD MUST sign remediation plan.
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Residency Program Committee (RPC) or Competence Committee (CC) reviews and approves remediation plan								
2 weeks prior to BOE-PG	Send finalized plan to Faculty Affairs Officer and PGME Office by or before deadline	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>  <b>Note that late or incomplete submissions will be removed from the agenda and moved to a later date.</b>						
1 week prior to BOE-PG meeting	Resident meets with Associate Dean, PGME (or designate)	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 Executive Assistant to the Associate Dean schedules the meeting.  The purpose of this meeting is to ensure that due process has been followed, that the resident understands their remediation plan and provides the resident the opportunity to ask questions or discuss concerns about their remediation plan.  Residents have the option to make a short written submission to the BOE-PG Committee for consideration. <b>The deadline to submit is 12:00 PM on the Wednesday before BOE 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>  Resident submissions will NOT be shared with Program Directors.  The Associate Dean, PGME submits a brief report to the BOE-PG.  The PGME Office writes an Education Report on the remediation plan outlining the education curriculum of the remediation plan and may provide suggestions/recommendations for consideration. This report is sent to the Program Director prior to the BOE-PG meeting.						
Day of BOE-PG Meeting	Program Director to arrive to the BOE-PG meeting at their scheduled presentation time.	Prior to meeting, the BOE-PG committee members review: 1. Remedial plan, ITERs/ITARs, and other documents (if any) 2. Report from the Associate Dean (re: process), and 3. Educational Report on the remediation plan  <b>Resident does NOT attend BOE-PG meeting</b>						
	<b>At the meeting:</b> Program Director presents case to BOE-PG	Provide a brief presentation (not to exceed 5-7 minutes) on the rationale for formal remediation. Include a brief educational history of the resident and any relevant details to help provide context within your training program and be prepared to answer questions from the BOE-PG about the case  Please note that commentary or details related to resident wellness are <b>NOT</b> to be disclosed at the BOE meeting or in the remediation documents.						

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After the BOE-PG meeting	The Faculty Affairs Officer emails decision letter from BOE-PG Chair to resident and PD approximately 1 week after the meeting.	Remediation activities should start as planned. The letter from the Chair of the BOE-PG may outline revisions/additions that must be made to the remediation plan. <b>Submit required revisions</b> by the noted deadline in the Chair's letter to the PGME Office: <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a>
	Next Steps:	<p>The BOE-PG Chair's letter outlines the dates and deadlines for <b>mandatory</b> submissions of 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.</p>

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