



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

5 weeks prior to BOE-PG	<p>Program Director (PD) identifies Resident in need of formal remediation to present to the Board of Examiner's-PG (BOE-PG)</p>	<p>Refer to the Guidelines for the Assessment of Postgraduate Residents of the Faculty of Medicine at the University of Toronto</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"> i) Risk of reputational damage to department/program and/or institution ii) Reporting to CPSO iii) Significant changes to resident status (e.g. suspension, patient safety concerns etc.) <p>Meet with the resident in person as early as possible to notify and discuss the potential for formal remediation.</p> <p>Refer resident to resources/supports:</p> <ul style="list-style-type: none"> • Office of Learner Affairs for Wellness supports. Services are voluntary and confidential. • The PARO office for advice/support • Learner Mistreatment • BOE-PG Frequently Asked Questions (FAQs) 						
	<p>PD contact PGME Office</p>	<p>Contact the PGME Office as early as possible for assistance. Contact: pgboe@utoronto.ca</p>						
	<p>Be aware of the BOE-PG document deadlines.</p>	<p>The BOE-PG is a Temerty Faculty of Medicine Faculty Council committee. Processes are highly structured, and document deadlines are not flexible. See the full schedule here.</p>						
	<p>Faculty Affairs Officer emails PD BOE-PG meeting details</p>	<p>The PGME Office works with the Faculty Affairs Officer of Faculty Council to prepare for meetings. The Faculty Affairs Officer organizes logistics for BOE-PG meetings and provides PDs with presentation times.</p> <p>Program Directors must attend and present their learner's case to the BOE-PG meeting (virtual attendance only)</p>						
4-5 weeks prior to BOE-PG	<p>PD and PGME Office draft remediation plan</p>	<p>The PGME Office assists with the development of the remediation plan and connects learners to educational consultants, learning specialists, and experienced coaches. The PGME Office reviews draft plans and provides feedback to PDs. The following documents are reviewed by BOE-PG:</p> <ul style="list-style-type: none"> • Resident's Trainee Profile (from POWER) • Resident's ITER/ITARs (from POWER) • Remediation plan • Other assessments and/or relevant documents 						
2-3 weeks prior to BOE-PG	<p>PD 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>DUE PROCESS STEPS:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"> <p>Before the RPC or CC meeting</p> </td> <td> <p>STEP 1: Resident MUST receive a copy of their remediation plan by email.</p> <p>STEP 2: Resident MUST meet with their Program Director to review their remediation plan, ask questions, and request changes. Provide a written summary of this meeting to the resident with an invitation to the resident to your RPC/CC meeting at which their remediation plan will be discussed. Resident should be provided with sufficient time to review their plan before the RPC/CC meeting.</p> </td> </tr> <tr> <td> <p>Remediation plan must be reviewed by the RPC or CC</p> </td> <td> <p>STEP 3: 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.</p> </td> </tr> <tr> <td> <p>At minimum 1 week before the BOE-PG meeting</p> </td> <td> <p>STEP 4: All Due Process steps must be completed. Resident and PD MUST sign the remediation plan. Send final version of plan to pgboe@utoronto.ca by deadline.</p> </td> </tr> </table>	<p>Before the RPC or CC meeting</p>	<p>STEP 1: Resident MUST receive a copy of their remediation plan by email.</p> <p>STEP 2: Resident MUST meet with their Program Director to review their remediation plan, ask questions, and request changes. Provide a written summary of this meeting to the resident with an invitation to the resident to your RPC/CC meeting at which their remediation plan will be discussed. Resident should be provided with sufficient time to review their plan before the RPC/CC meeting.</p>	<p>Remediation plan must be reviewed by the RPC or CC</p>	<p>STEP 3: 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.</p>	<p>At minimum 1 week before the BOE-PG meeting</p>	<p>STEP 4: All Due Process steps must be completed. Resident and PD MUST sign the remediation plan. Send final version of plan to pgboe@utoronto.ca by deadline.</p>
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2 weeks prior to BOE-PG	Submit finalized plan to Faculty Affairs Officer and PGME Office by or before deadline	Submit finalized remediation plan and any other relevant documents to Faculty Affairs faculty.affairs@utoronto.ca and PGME Office pgboe@utoronto.ca by the deadline. Note that late or incomplete submissions will be removed from the agenda and moved to a later date.
1 week prior to BOE-PG	Resident meets with Associate Dean PGME (or designate)	STEP 5: The Resident MUST meet with the Associate Dean PGME (or designate) and the PGME Manager, Curriculum & Learner Assessment (or designate) prior to the BOE-PG meeting. The PGME Office coordinates this meeting. Residents have the option to provide a short, written submission to the BOE-PG for consideration. The deadline to submit is 12:00 PM on the Tuesday before the BOE-PG meeting. Resident submissions can be sent to: adpgme@utoronto.ca and pgboe@utoronto.ca Resident submissions will NOT be shared with Program Directors. The Associate Dean PGME submits a brief report on this meeting to the BOE-PG. 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.
Day of BOE-PG	At the meeting: PD presents case to BOE-PG	The BOE-PG committee reviews: <ol style="list-style-type: none"> 1. Resident's Trainee Profile (from power) 2. Resident's ITER/ITARs (from power) 3. Remediation plan 4. Other assessments and/or relevant documents 5. Report from the Associate Dean PGME, and 6. PGME Office Educational Report on the remediation plan <p>Residents do NOT attend BOE-PG meetings.</p> <p>PD provides a brief presentation (5-7 minutes) on the rationale for formal remediation and the proposed plan and answers questions from the committee.</p> <p>Please note that details related to resident wellness are NOT to be disclosed at the BOE meeting nor in the submitted documents.</p>
After the BOE-PG	Letter from BOE-PG Chair	Faculty Affairs Officer emails the 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 BOE-PG Chair may outline revisions/additions that must be made to the remediation plan. Submit required revisions to the PGME Office: pgboe@utoronto.ca
	Next Steps:	The Letter from the BOE-PG Chair outlines the dates and deadlines for the mandatory future interim report and expected completion report. If there is an Extension of Remediation or Dismissal request, PDs must notify pgboe@utoronto.ca as soon as possible and they will need present their case to a BOE-PG meeting in person (virtual attendance). Interim or Completion report submissions do not require PD attendance to BOE-PG meetings.

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Contact: pgboe@utoronto.ca