Postgraduate Medical Education
UNIVERSITY OF TORONTO

Referral Process for Board of Medical Assessors (PGME)

1) Referral letter sent to the Chair BMA (PGME) through Faculty Affairs Office (Todd Coomber):

   a. Program Directors are strongly advised to discuss referral prior with the Director, Resident Wellness, regarding need for referral and specific questions the referral is intended to answer (see: Sample Referral Letter to BMA)

2) Director of Resident Wellness meets with resident to:

   a. review referral, BMA process, and Terms of Reference

   b. obtain consent for medical information

3) BMA meets and reviews:

   a. Referral

   b. Medical documentation

4) BMA makes recommendations to Vice Dean, PGME

5) If accepted, recommendations sent to source of referral, resident, and Director, Resident Wellness

Meetings take place generally the second Friday afternoon of the month when required. Referral letter must be received by the Chair of BMA (PGME) at least three weeks prior to the next scheduled meeting of the BMA. All supporting medical documentation is to be received in the Office of Resident Wellness at least one week prior to the meeting to give members time to review.

FACULTY OF MEDICINE
500 University Avenue, Suite 602, Toronto, Ontario M5G 1V7 Canada
Tel: + 1 416 978 6976 • Fax: + 1 416 978 7144 • postgrad.med@utoronto.ca • www.pgme.utoronto.ca