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Board of Examiners - PG Remediation Process

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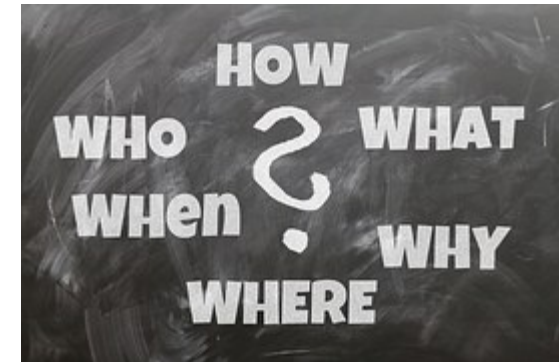
January 12, 2016



Postgraduate Medical Education
UNIVERSITY OF TORONTO

AGENDA

- Introductions
- What?
- Purpose?
- How?
- Interim reports made easier
- BOE Process – key things
- Questions



Introductions



What is BOE-PG?

Faculty Council Committee NOT PGME Committee

- Todd Coomber, Faculty Affairs Officer – overall process
- Adrienne Fung, Education Coordinator, PGME – manages documents, tracking cases (pgboe@utoronto.ca)

What is BOE-PG?

Committee Membership:

- 1 Chair, 1 Vice Chair
- 9 Faculty (teaching faculty/previous Program/FM Site Directors)
- Resident members
- Vice Dean PGME (non-voting)
- PGME Director of Education & Research (non-voting), PGME Staff
- Meets at end of every month

Purpose of BOE-PG?

- Hears cases of residents in academic difficulty and decides on course(s) of action:
 - 1) remediation
 - 2) remediation with probation
 - 3) probation
 - 4) suspension
 - 5) dismissal



BOE-PG reviews:

- Formal remediation education plan tailored to the resident's needs
- Update/Interim reports to BOE
- Completion or extension of remediation plans
- Any modification to the approved remediation plan

 Search

- PGME Administration
- Applicants
- Current Trainees
- Policies & Guidelines
- Education & Research
- Resident Wellness

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VICE DEAN, PGME

A message from the Vice Dean
Dr. Salvatore Spadafora

SEASON'S GREETINGS FROM POST-MD EDUCATION

Season's Greetings

from Dr. Salvatore Spadafora, Dr. Glen Bandiera, Dr. Suzan Schneeweiss, Dr. Linda Probyn and the Post-MD Education team at the University of Toronto

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BOE-PG Schedule and Documents

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BOARD OF EXAMINERS (BOE-PG)

The BOE-PG is a committee of faculty and residents appointed by the Faculty Council of the Faculty of Medicine, University of Toronto. At the request of the Program Director and Vice Dean – PG, the BOE-PG reviews the cases of residents in academic difficulty and determines the appropriate course(s) of action, which may include remediation, remediation with probation, probation or suspension and dismissal.

The BOE-PG committee meets on a monthly basis usually on the last Friday of each month. A Program Director who would like to bring forward a case to be considered by the committee must notify PGME approximately 4 weeks in advance of the BOE meeting date in the month they wish bring forward a case (Please see BOE Meeting schedule for deadline dates).

2015-16 Board of Examiners-PG Meeting Schedule			
MEETING DATE	Deadline for submitting ITERS for report	Deadline for submitting DRAFT report	Deadline for submitting FINAL report
July 24, 2015	Fri Jul 3	Wed Jul 8	Wed Jul 15
August 28, 2015	Fri Aug 7	Wed Aug 12	Wed Aug 19
September 25, 2015	Fri Sep 4	Wed Sep 9	Wed Sep 16
October 30, 2015	Fri Oct 9	Wed Oct 14	Wed Oct 21
November 27, 2015	Fri Nov 6	Wed Nov 11	Wed Nov 18
December 18, 2015	Fri Nov 27	Wed Dec 2	Wed Dec 9
January 29, 2016	Fri Jan 8	Wed Jan 13	Wed Jan 20
February 26, 2016	Fri Feb 5	Wed Feb 10	Wed Feb 17
March 18, 2016	Fri Feb 26	Wed Mar 2	Wed Mar 9
April 29, 2016	Fri Apr 8	Wed Apr 13	Wed Apr 20
May 27, 2016	Fri May 6	Wed May 11	Wed May 18



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Case Example: Dr. John Doe

1st year Family Medicine Resident

Low scores on ITERS

Difficulty translating knowledge into practice

Showing up late and missing educational rounds

Poor communication skills with patients

Patient complaints

Dis-jointed history-taking

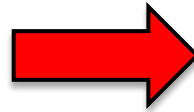
Essential info missing from medical notes



Program Director Consults with PGME



Program Director



PGME Office



Draft Remediation Plan



CanMEDS Roles
Assignments
Evaluation Tools
Support Team
Schedules
Time Frame

Templates and Documentation – things to keep in mind:

- ITERs – collated by PGY year, ONE PDF file per PGY year
- Brief narratives where possible
- Final version of remediation plan and *all other forms* collated into ONE continuous PDF doc
- Last page of template “Development of the PLAN” must be completed
- Can use PD electronic signatures. Insert in final version



Resident Program Committee (RPC)





Resident Meets with Vice Dean, PGME



Hears resident's interpretation
Ensures due process
Explores extenuating circumstances



Program Director Presents to BOE-PG





Remediation Starts

Remediation plan is finalized

Dr. John Doe begins remediation



Documentation Tracking Sheet





Documentation Tracking Sheet



Understanding the Paper Trail

Maintaining the Paper Trail





Updates and Completion

Interim/Update reports

Request for Extension of remediation

Completion of remediation



Interim Reports made easier

Here is one method for creating a report that you might find helpful:

Step 1: Find the most recent electronic MS Word version of the approved revised remediation plan and make a copy. Rename that copy to something like: John Doe_Interim report_draft_DATE

Step 2: Open the Interim/Completion/Extension of remediation report template you have to create. Keep it open and use it as your guide.

Interim Reports made easier

Step 3: In the Doe_Interim report_draft_DATE file (which is the original approved revised remediation plan) go through and edit all the headings and sections, move things around to follow the report template. You can copy paste directly from the template.

In the table that outlines the remedial plan goals, strategies, evaluation/outcome measures: add two columns to the right side of the table. Label these columns “Progress” and “Outcome” respectively. If the columns don’t fit on the page, click to highlight the whole table, in Table Tools, click on Layout ribbon, click on the AutoFit button, select AutoFit Window. You can manually adjust column widths as needed. Now the Progress and Outcome columns are ready to be filled in.

BOE Process – Things to keep in mind

- ✓ Notify us as soon as possible
- ✓ Allow at least 3 weeks in advance to prepare documents
- ✓ Many people involved and many steps – see *BOE-PG Roles and Procedures and BOE process for Residents in Academic Difficulty*
- ✓ Resident does NOT attend BOE-PG meeting but can make a written submission

BOE Process – Things to keep in mind

- ✓ Privacy and Confidentiality
- ✓ Professionalism
- ✓ Supporting the Resident

We're Here to Help

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Your Turn for Questions



Thank You!

