## Roles and Responsibilities

### WHO

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<th>ROLE</th>
<th>RESPONSIBILITIES</th>
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| **RESIDENT** | Reviews and comment on remediation plan  
 2. Awareness of due process  
 3. Fulfill requirements of remediation plan | ☐ Reviews the plan and confirms that he/she understands the plan  
☐ Accepts or declines invitation to meet with RPC about remediation plan prior to BOE-PG meeting  
☐ Meets with Associate Dean, Post MD Education prior to BOE-PG meeting  
☐ Fulfill the requirements of the remediation plan |
| **PROGRAM DIRECTOR** | Identifies when a resident may need to undergo remediation and discuss with RPC  
2. Attends the BOE-PG meeting for new cases or extension of remediation cases  
3. Monitors resident on remediation  
4. Submits update reports as requested by BOE-PG; adheres to BOE-PG deadlines | ☐ Notifies the Post MD Education (PGME) Office via the Lead, Learner Education Support that a case needs to be presented at an upcoming BOE-PG meeting  
☐ Prepares draft remediation plan and supporting documentation and submits to Post MD office at: pgboe@utoronto.ca for review  
☐ Meet with resident to notify of the intention to present them to BOE-PG for remediation and provide a copy of the remediation plan to the resident to review  
☐ Advise resident to contact Post MD Office of Resident Wellness if needed  
☐ Works with assigned Post MD Education Consultant to refine and finalize remediation plan  
☐ Ensures the resident has the opportunity to provide input to and respond to remediation plan and all documentation being submitted to the BOE-PG  
☐ Ensures RPC reviews and approves final remediation plan and that resident is invited to attend this meeting  
☐ Presents case at BOE-PG meeting and responds to questions from the BOE-PG  
☐ Completes any modifications to the remediation plan as per BOE-PG decisions by requested deadline |
| **BOARD OF EXAMINERS-PG** | Accept or deny a recommendation for remediation  
2. Make recommendations for modifications to remediation plan | ☐ Ensures that due process was followed  
☐ Considers the submission, which includes:  
  o Remediation plan from Program Director (in consultation with RPC)  
  o Written submission from resident (if submitted)  
  o Report from Associate Dean, Post MD Education  
  o Report from the Education Office of Post MD  
  o Renders a decision |
| **CHAIR BOE-PG** | Conducts the meeting, assuring that key steps and due process are followed as mandated by the Terms of Reference Policies and The Guidelines for the Assessment of Postgraduate Residents | ☐ Reviews and approves agenda  
☐ Ensures that a quorum is present  
☐ Chairs the meeting  
☐ Drafts meeting notes and Letters of Decision  
☐ Oversees modifications to remediation plans |
| **ASSOCIATE DEAN, POST MD EDUCATION** | Monitors due process  
2. Meets with resident being recommended for remediation or an extension of remediation | ☐ Obtains the resident’s interpretation of the situation  
☐ Ensures that the resident is aware that he/she can prepare a written submission to the BOE-PG in response to the request for remediation |
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|     | 3. Reports to BOE-PG with respect to resident wellness and due process | □ Ensures that the resident has reviewed the remediation plan  
□ Explores any extenuating circumstances which may interfere with the start of a remediation period  
□ Prepares written report confirming the above to BOE-PG |
| LEAD, LEARNER EDUCATION SUPPORT, POST MD EDUCATION | 1. Consults with Program Directors who have residents in difficulty  
2. Advises Program Director on BOE-PG process  
3. Meets with resident being recommended for remediation or extension of current remediation  
4. Reports to the BOE-PG with respect to the adequacy of the remediation plan | □ Reviews remediation plans for educational content and appropriateness of assessments  
□ Monitors that the Program Director has followed due process  
□ Advises BOE-PG of the adequacy of the remediation (if it is based on reasonable educational principles) and provides recommendations for modification to the plan |
| EDUCATION CONSULTANT, POST MD EDUCATION | 1. Provides advice and feedback to Program Director as it relates to the educational quality of the remediation plan | □ Reviews draft remediation plan, extension of remediation plan, and modified remediation plan submissions  
□ Provides input/feedback for refinements to be made to the remediation plan  
□ Coaches the Program Director in terms of the nature and length of the recommended remediation period |
| EDUCATION COORDINATOR, POST MD EDUCATION | 1. Liaise with Faculty Affairs Officer on the preparation of the agenda; collects and forwards all case materials for committee review  
2. Provides support to:  
   a) Associate Dean & Lead, Learner Education Support as it relates to resident meetings & documentation  
   b) Education Consultants as it relates to documentation review  
   c) Post MD office as it relates to BOE case tracking/record keeping | □ Provides list of new and extension of remediation cases to the Faculty Affairs Officer  
□ Monitors and collates documentation from Program Director for submission to the Faculty Affairs Officer/ BOE-PG  
□ Reviews remediation plans and modified remediation plan submissions for quality and completion  
□ Manages BOE-PG database and resident files |
| FACULTY AFFAIRS OFFICER, FACULTY OF MEDICINE | 1. Communicates BOE-PG meeting details, procedures, deadlines and decisions to the Program Director  
2. Coordinates BOE-PG meetings and ensures that there is a quorum  
3. Provides administrative support to the Chair BOE-PG and the Board | □ Prepares Agenda  
□ Manages the BOE-PG Portal; posts all documentation  
□ Records meeting minutes and prepares Letters of Decision which are approved by the Chair  
□ Monitors report submissions with respect to timeliness, sending reminders as necessary and tracks open cases |
| DEPARTMENTAL CHAIR/ VICE-CHAIR | 1. Monitors due-process  
2. Made aware of high-risk cases |  

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