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| **Resident in academic difficulty … what do I do?** | | |
| 1 | Identify Resident who may need to undergo formal remediation and be presented to the Board of Examiner’s (BOE-PG) | Refer to the Guidelines for Evaluation of Postgraduate Trainees – Remedial Periods  Guidelines for Evaluation of Postgraduate Trainees (Feb 2007) can be found at:  <http://pg.postmd.utoronto.ca/wp-content/uploads/2016/06/Evaluation-Guidelines_February-2007.pdf>  Discuss the case with members of your Residency Program Committee (RPC). Assess whether informal program-based remediation is possible or whether the case should be brought forward to BOE-PG. |
| 2 | Contact PGME | Notify PGME Office Lead, Learner Education Support as early as possible. The PGME Office will assist with the development of remediation plans and provide administrative support. There are many resources available for program directors including assessment tools, access to educational consultants, learning specialists and experienced coaches.  Email relevant ITERs and other evaluations which support the need for remediation. Please note, new cases will not be included on the BOE meeting agenda until ITERs are received.  **Email:** [**pgboe@utoronto.ca**](mailto:pgboe@utoronto.ca) |
| 3 | Be aware of the BOE-PG document deadlines | The BOE is a Faculty of Medicine committee. The processes are highly structured and the time frames are not flexible. EARLY discussion with PGME will help you to meet BOE deadlines. BOE meeting dates and deadlines can be found at: <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/> |
| 4 | The Faculty Affairs Officer for  BOE-PG will contact you with your presentation time at the BOE-PG meeting, and provide you with process instructions and a request for remediation template. | For all New Cases, Extension requests and Dismissal requests **Program Directors must present their case at the BOE meeting in person**.  BOE meeting dates and deadlines can be found at: <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/> |
| 5 | Draft remedial plan for the Resident | Remediation plan templates can be found at: <http://pg.postmd.utoronto.ca/about-pgme/boards-committees/>  The PGME Office can provide SAMPLE plans and personalized support with the development of tailored remediation plans. Draft remediation plans should be sent to the PGME Office at [**pgboe@utoronto.ca**](mailto:pgboe@utoronto.ca) by or before the posted deadline. |
| 6 | Collaborate with the PGME Office to develop the plan | A PGME office Education Consultant will review the draft remediation plan and provide feedback to assist you in preparing the finalized plan for submission to the Board of Examiners. |
| 7 | Meet with resident and review plan and process | Review the remediation plan with the resident. The resident must have an opportunity to review and respond to the remediation plan and all documentation (e.g. ITERs, exam scores, other correspondence for BOE review).  Advise the resident in advance:   1. The date of RPC meeting at which the plan will be discussed and invite resident to attend. 2. That they **must** meet with the Associate Dean or designate the week prior to the BOE meeting. The PGME office will contact your Program Administrator with the scheduled meeting details. If the resident is not available to meet with the Associate Dean at the assigned time, the case will be postponed until the next BOE-PG meeting. |
| 8 | Review and approve the remediation plan at the **Residency Program Committee (RPC) meeting**. Consider input & perspective provided by resident. | Per Faculty requirements, ***new cases*** ***must be reviewed by RPC to be included on the BOE meeting agenda.*** The RPC meeting may be in person or by teleconference. Resident to be invited to attend to make a presentation after which he/she leaves the room. The members of the RPC then discuss the case and make recommendations/decisions.  Program Director to document invitation to attend meeting and record acceptance or regrets on the remediation plan. The plan may then be revised to incorporate any suggested/required edits. The PD signature should be inserted at the end of the form along with the date. Electronic signatures are acceptable. |
| 9 | Send finalized plan to Faculty Affairs Officer and PGME Office by or before deadline | Send finalized plan (i.e. reviewed with the Resident and approved by the RPC) to Faculty Affairs and PGME by or before deadline at [**faculty.affairs@utoronto.ca**](mailto:faculty.affairs@utoronto.ca) and [**pgboe@utoronto.ca**](mailto:pgboe@utoronto.ca)    ***Note that late or incomplete submissions will removed from agenda by the Faculty Affairs Officer*** |
| 10 | A few days before the BOE meeting | Program Directors are sent a copy of the PGME Office Report on the remediation plan |
| 11 | ***On the day of the meeting:***  Program Director to arrive at the PGME Office 10-15 minutes prior to the presentation time. | Please wait until you are met and invited to join the BOE meeting. You can wait in the office of the Lead, Learner Education Support, just next to the 6th floor boardroom.  Prior to meeting, the BOE members will have reviewed:  1. Remedial plan and related ITERs/documents  2. Report from the Associate Dean (re: process), and  3. PGME Office Report on remediation plan |
| 12 | ***At the meeting****:*  Provide the Board with a brief summary of the case and plan for remediation; answer questions. | At the meeting provide a:   * 3-5 minute synopsis of the educational history of the resident * 3-5 minute outline of the remedial plan * be prepared to answer questions from the BOE about the case   Note that ***no*** commentary on *details* related to resident wellness are to be disclosed at the BOE meeting OR in the remediation documents.  The Chair of the Board will thank you for attending and you will be escorted out of the room. The Board will then discuss the case and make decisions in private. |
| 13 | The Faculty Affairs Officer will forward the decision letter from the BOE Chair approximately 1 week after the meeting. | The letter from the Chair of the BOE may outline revisions/additions that must be made to the remedial plan. **Submit required revisions** by the noted deadline to [**pgboe@utoronto.ca**](mailto:pgboe@utoronto.ca). |
| 14 | Next Steps: | In the letter from the Chair of the BOE, note the BOE date(s) and deadlines for submisssion of future interim reports and completion or extension reports. These reports are mandatory.  **For all Extension Requests and Dismissal Requests,** **Program Directors must present their case at the BOE meeting in person.**  Interim reports submitted to the BOE do not require the attendance of Program Directors. |

Revised November 2016