



**BOARD OF EXAMINERS – POSTGRADUATE PROGRAMS (BOE-PG)  
Roles and Responsibilities**

WHO	ROLE	RESPONSIBILITIES
<b>RESIDENT</b>	<ol style="list-style-type: none"> <li>1. Review and comment on remediation plan</li> <li>2. Awareness of due process</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accepts or declines invitation to meet with RPC prior to BOE-PG meeting</li> <li><input type="checkbox"/> Ensures availability for meeting with Vice Dean-PG before BOE-PG meeting</li> <li><input type="checkbox"/> Has meeting with Vice Dean-PGME</li> <li><input type="checkbox"/> Reviews the plan and confirms that he/she understands the plan</li> </ul>
<b>PROGRAM DIRECTOR</b>	<ol style="list-style-type: none"> <li>1. Identifies when a resident may need to undergo remediation</li> <li>2. Attends the BOE-PG meeting for new cases or extension of remediation cases</li> <li>3. Monitors resident on remediation</li> <li>4. Submits update reports as requested by BOE-PG; adheres to BOE-PG deadlines</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notifies the Postgraduate Medical Education (PGME) Office via the PGME Education Consultant that a case needs to be presented at an upcoming BOE-PG meeting</li> <li><input type="checkbox"/> Prepares draft remediation plan and supporting documentation and submits to PGME Education Coordinator for review</li> <li><input type="checkbox"/> Works with assigned PGME Education Consultant to refine and finalize remediation plan</li> <li><input type="checkbox"/> Ensures the resident has had the opportunity to provide input to and respond to remediation plan and all documentation being submitted to the BOE-PG</li> <li><input type="checkbox"/> Ensures RPC reviews and approves final remediation plan</li> <li><input type="checkbox"/> Presents case at BOE-PG meeting and responds to questions from the BOE-PG</li> <li><input type="checkbox"/> Completes any modifications to the remediation plan as per BOE-PG decisions by requested deadline</li> </ul>
<b>BOARD OF EXAMINERS-PG</b>	<ol style="list-style-type: none"> <li>1. Accept or deny a recommendation for remediation</li> <li>2. Make recommendations for modifications to remediation plan</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures that due process was followed</li> <li><input type="checkbox"/> Considers the submission, which includes: <ul style="list-style-type: none"> <li>o Report from Program Director (in consultation with RPC)</li> <li>o Written submission from resident (if submitted)</li> <li>o Report from Vice Dean</li> <li>o Report from the Office of PGME</li> <li>o Renders a decision</li> </ul> </li> </ul>
<b>CHAIR BOE-PG</b>	<ol style="list-style-type: none"> <li>1. 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 Evaluation of Postgraduate Trainees</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews and approves agenda</li> <li><input type="checkbox"/> Ensures that a quorum is present</li> <li><input type="checkbox"/> Chairs meeting</li> <li><input type="checkbox"/> Drafts meeting notes and Letters of Decision</li> <li><input type="checkbox"/> Oversees modifications to the remediation plan</li> </ul>

WHO	ROLE	RESPONSIBILITIES
<b>VICE DEAN - PGME</b>	<ol style="list-style-type: none"> <li>1. Monitors due process</li> <li>2. Meets with resident being recommended for remediation or extension of current remediation</li> <li>3. Reports to BOE-PG with respect to resident wellness and due process</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtains the resident's interpretation of the situation</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Ensures that the Resident has seen the plan and it was reviewed before the BOE-PG meeting</li> <li><input type="checkbox"/> Explores any extenuating circumstances which may interfere with the start of a remediation period</li> <li><input type="checkbox"/> Prepares written Report from the Vice Dean</li> </ul>
<b>LEAD, LEARNER EDUCATION SUPPORT, CURRICULAR INNOVATION AND RESEARCH</b>	<ol style="list-style-type: none"> <li>1. Meets with resident being recommended for remediation or extension of current remediation</li> <li>2. Reports to the BOE-PG with respect to the adequacy of the remediation plan</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> </ul>
<b>EDUCATION CONSULTANT - PGME</b>	<ol style="list-style-type: none"> <li>1. Provides advice and feedback to Program Director as it relates to the educational quality of the remediation plan</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitors that the Program Director has followed due process</li> <li><input type="checkbox"/> Reviews draft remediation plan, extension of remediation plan, and modified remediation plan submissions</li> <li><input type="checkbox"/> Provides input/feedback for refinements to be made to the remediation plan</li> <li><input type="checkbox"/> Coaches the Program Director in terms of the nature and length of the recommended remediation period</li> </ul>
<b>FACULTY AFFAIRS OFFICER</b>	<ol style="list-style-type: none"> <li>1. Communicates BOE-PG meeting details, procedures, deadlines and decisions to the Program Director</li> <li>2. Coordinates BOE-PG meetings and ensures that there is a quorum</li> <li>3. Provides administrative support to the Chair BOE-PG and the Board</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares Agenda</li> <li><input type="checkbox"/> Manages the BOE-PG Portal; posts all documentation</li> <li><input type="checkbox"/> Records meeting minutes and prepares Letters of Decision which are approved by the Chair</li> <li><input type="checkbox"/> Monitors report submissions with respect to timeliness, sending reminders as necessary and tracks open cases</li> </ul>
<b>EDUCATION COORDINATOR - PGME</b>	<ol style="list-style-type: none"> <li>1. Liaise with Faculty Affairs Officer on the preparation of the agenda; collects and forwards all case materials for posting on portal</li> <li>2. Provides administrative support to: <ol style="list-style-type: none"> <li>a) Vice Dean &amp; Lead, Learner Education Support and Research as it relates to resident meetings &amp; documentation</li> <li>b) Education Consultants as it relates to documentation review</li> <li>c) PGME Office as it relates to BOE case tracking/record keeping</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides list of new and extension of remediation cases to the Faculty Affairs Officer</li> <li><input type="checkbox"/> Ensures Vice Dean &amp; Lead, Learner Education Support, Curricular Innovation and Research meet with resident(s)</li> <li><input type="checkbox"/> Monitors and collates documentation from Program Director for submission to the Faculty Affairs Officer/ BOE-PG</li> <li><input type="checkbox"/> Reviews draft remediation plan, extension of remediation plan, and modified remediation plan submissions for quality and completion</li> <li><input type="checkbox"/> Maintains BOE-PG database and resident files</li> </ul>