



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

| WHO                          | ROLE  | RESPONSIBILITIES   |
|------------------------------|---|--|
| <b>RESIDENT</b>              | <ol style="list-style-type: none"> <li>Review and comment on remediation plan</li> <li>Awareness of due process</li> <li>Fulfill requirements of remediation plan</li> </ol>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews the plan and confirms that he/she understands the plan</li> <li><input type="checkbox"/> Accepts or declines invitation to meet with RPC about remediation plan prior to BOE-PG meeting</li> <li><input type="checkbox"/> Meets with Associate Dean, Post MD Education prior to BOE-PG meeting</li> <li><input type="checkbox"/> Fulfill the requirements of the remediation plan</li> </ul>   |
| <b>PROGRAM DIRECTOR</b>      | <ol style="list-style-type: none"> <li>Identifies when a resident may need to undergo remediation and discuss with RPC</li> <li>Attends the BOE-PG meeting for new cases or extension of remediation cases</li> <li>Monitors resident on remediation</li> <li>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 Post MD Education (PGME) Office via the Lead, Learner Education Support 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 Post MD office at: <a href="mailto:pgboe@utoronto.ca">pgboe@utoronto.ca</a> for review</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Advise resident to contact Post MD Office of Resident Wellness if needed</li> <li><input type="checkbox"/> Works with assigned Post MD Education Consultant to refine and finalize remediation plan</li> <li><input type="checkbox"/> Ensures the resident has 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 and that resident is invited to attend this meeting</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>Accept or deny a recommendation for remediation</li> <li>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 Remediation plan from Program Director (in consultation with RPC)</li> <li>o Written submission from resident (if submitted)</li> <li>o Report from Associate Dean, Post MD Education</li> <li>o Report from the Education Office of Post MD</li> <li>o Renders a decision</li> </ul> </li> </ul>   |
| <b>CHAIR BOE-PG</b>          | <ol style="list-style-type: none"> <li>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</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 the meeting</li> <li><input type="checkbox"/> Drafts meeting notes and Letters of Decision</li> <li><input type="checkbox"/> Oversees modifications to remediation plans</li> </ul>  |

| WHO   | ROLE  | RESPONSIBILITIES  |
|---|---|---|
|   | Residents   |   |
| <b>ASSOCIATE DEAN, POST MD EDUCATION</b>                  | <ol style="list-style-type: none"> <li>1. Monitors due process</li> <li>2. Meets with resident being recommended for remediation or an extension of 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 reviewed the remediation plan</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 confirming the above to BOE-PG</li> </ul> |
| <b>LEAD, LEARNER EDUCATION SUPPORT, POST MD EDUCATION</b> | <ol style="list-style-type: none"> <li>1. Consults with Program Directors who have residents in difficulty</li> <li>2. Advises Program Director on BOE-PG process</li> <li>3. Meets with resident being recommended for remediation or extension of current remediation</li> <li>4. 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"/> Reviews remediation plans for educational content and appropriateness of assessments</li> <li><input type="checkbox"/> Monitors that the Program Director has followed due process</li> <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, POST MD EDUCATION</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"/> 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>EDUCATION COORDINATOR, POST MD EDUCATION</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 support to: <ol style="list-style-type: none"> <li>a) Associate Dean &amp; Lead, Learner Education Support as it relates to resident meetings &amp; documentation</li> <li>b) Education Consultants as it relates to documentation review</li> <li>c) Post MD 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"/> Monitors and collates documentation from Program Director for submission to the Faculty Affairs Officer/ BOE-PG</li> <li><input type="checkbox"/> Reviews remediation plans and modified remediation plan submissions for quality and completion</li> <li><input type="checkbox"/> Maintains BOE-PG database and resident files</li> </ul>   |
| <b>FACULTY AFFAIRS OFFICER, FACULTY OF MEDICINE</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>   |