# BOARD OF EXAMINERS – POSTGRADUATE PROGRAMS (BOE-PG)

## Roles and Responsibilities

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<thead>
<tr>
<th>WHO</th>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
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<tbody>
<tr>
<td><strong>RESIDENT</strong></td>
<td>1. Review and comment on remediation plan  &lt;br&gt;2. Awareness of due process  &lt;br&gt;3. Fulfill requirements of remediation plan</td>
<td>☐ Reviews the plan and confirms that he/she understands the plan  &lt;br&gt;☐ Accepts or declines invitation to meet with RPC about remediation plan prior to BOE-PG meeting  &lt;br&gt;☐ Meets with Associate Dean, Post MD Education prior to BOE-PG meeting  &lt;br&gt;☐ Fulfill the requirements of the remediation plan</td>
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<td><strong>PROGRAM DIRECTOR</strong></td>
<td>1. Identifies when a resident may need to undergo remediation and discuss with RPC  &lt;br&gt;2. Attends the BOE-PG meeting for new cases or extension of remediation cases  &lt;br&gt;3. Monitors resident on remediation  &lt;br&gt;4. Submits update reports as requested by BOE-PG; adheres to BOE-PG deadlines</td>
<td>☐ 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  &lt;br&gt;☐ 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  &lt;br&gt;☐ 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  &lt;br&gt;☐ Advise resident to contact Post MD Office of Resident Wellness if needed  &lt;br&gt;☐ Works with assigned Post MD Education Consultant to refine and finalize remediation plan  &lt;br&gt;☐ Ensures the resident has the opportunity to provide input to and respond to remediation plan and all documentation being submitted to the BOE-PG  &lt;br&gt;☐ Ensures RPC reviews and approves final remediation plan and that resident is invited to attend this meeting  &lt;br&gt;☐ Presents case at BOE-PG meeting and responds to questions from the BOE-PG  &lt;br&gt;☐ Completes any modifications to the remediation plan as per BOE-PG decisions by requested deadline</td>
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<td><strong>BOARD OF EXAMINERS-PG</strong></td>
<td>1. Accept or deny a recommendation for remediation  &lt;br&gt;2. Make recommendations for modifications to remediation plan</td>
<td>☐ Ensures that due process was followed  &lt;br&gt;☐ Considers the submission, which includes:  &lt;br&gt;☐ Remediation plan from Program Director (in consultation with RPC)  &lt;br&gt;☐ Written submission from resident (if submitted)  &lt;br&gt;☐ Report from Associate Dean, Post MD Education  &lt;br&gt;☐ Report from the Education Office of Post MD  &lt;br&gt;☐ Renders a decision</td>
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<td><strong>CHAIR BOE-PG</strong></td>
<td>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 Assessment of Postgraduate Residents</td>
<td>☐ Reviews and approves agenda  &lt;br&gt;☐ Ensures that a quorum is present  &lt;br&gt;☐ Chairs the meeting  &lt;br&gt;☐ Drafts meeting notes and Letters of Decision  &lt;br&gt;☐ Oversees modifications to remediation plans</td>
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| **ASSOCIATE DEAN, POST MD EDUCATION** | 1. Monitors due process  
2. Meets with resident being recommended for remediation or an extension of remediation  
3. Reports to BOE-PG with respect to resident wellness and due process | ☐ 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  
☐ 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 | ☐ |