

## PGME Resident Remediation Checklist

This checklist is designed to help ensure that due process is followed when a resident is placed on a remediation plan. Refer to the [Resident Assessment and Appeals Policy](#) for complete information.

### Remediation

Definition – remediation is a formal program designed to assist the resident in correcting identified weaknesses or deficiencies in clinical, academic, and/or professional performance so that the resident can progress successfully within the program.

Note: The Residency Program Committee (RPC) may delegate decisions about learning plans, promotion to the next stage of training, eligibility for certification, remediation, probation etc. to the Competence Committee (CC). If the CC is in the decision-making role, the CC should provide a report to the RPC so that the RPC is aware.

- **Criteria to determine if resident is likely to require a remediation program:**
  - Resident has received a 'Does not meet expectations' on rotation ITER.
  - Resident has summative assessment from CC of 'Failing to Progress'.
  - Other examples include concerns regarding professional conduct, recurring 'Unsatisfactory' or 'Not progressing as expected' assessment(s), failure to consistently demonstrate achievement in objectives/competencies, etc. as outlined in the Resident Assessment and Appeals Policy.
  - Individualized Learning Plan (ILP) implemented but not successful.
  
- **Step 1:**
  - The RPC (or CC) will decide regarding requirement for remediation.
  - If the RPC (or CC) decides on recommending remediation, the program director/designate\* on behalf of the RPC or CC will advise the resident in writing, providing reasons for the decision.
  
- **Step 2:**
  - Resident is provided an opportunity to meet with the Residency Program Committee (RPC) or Competence Committee (CC) and may be accompanied by a support person to the meeting.
  - Resident is provided a copy of the PGME [Resident Assessment and Appeals Policy](#).
  - Resident is provided an opportunity to respond to the decision.
  
- **Step 3:**
  - PGME is advised of the decision for recommending a remediation period.
    - PGME will provide advice and redacted examples of remediation plans. Remediation plan template can be found [here](#).
  - A remediation plan is developed by the program director/designate (in consultation with RPC and/or CC).
    - A copy of the draft plan may be provided to the resident prior to implementation.
    - Once completed, the plan can be sent to [Patricia Morris](#) at the PGME office.

- **Step 4:**
  - Upon submission of the remediation plan to PGME:
    - The remediation plan is brought up for discussion at the PGE Advisory Board meeting. (Advisory Board meeting dates can be found [here](#)).
    - PGME, on behalf of the Advisory Board, will provide a written summary of the recommendations to strengthen the remediation plan (including proposed revisions) to the program director.
- **Step 5:**
  - The program director/designate (in consultation with the RPC and /or CC) will review the recommendations from the PGE Advisory Board, make appropriate changes to the remediation plan, and re-submit the same to the PGME office for review and approval.
- **Step 6:**
  - Upon approval of the PGE Advisory Board:
    - A copy of the remediation plan is provided to the resident.
    - The program director/designate reviews the plan with the resident.
    - The plan is signed by the program director/designate and the resident.
    - A copy of the signed plan is provided to [PGME](#).
- **Final step** (after remediation is complete):
  - Prior to completion of the remediation, [PGME](#) will contact the program director for a summary of the performance.
    - This summary should include whether or not:
      - the remediation period was successful/unsuccessful, and
      - if the remediation period will count/not count towards residency training.

\*Designate: Competence Committee Chair, Academic Advisor, CBME Lead