

PGME Resident Probation Checklist

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

Probation

Definition – probation is similar to remediation, but with the requirement that the resident demonstrate sufficient achievement and progression in order to be allowed to continue in the residency program.

- Resident is likely to require a probation program:
 - Remediation program has been unsuccessful.
 - Remediation is required for a second time within a 12-month period.
 - Other – serious concerns about professional conduct, academic performance or unsatisfactory clinical skills. See Appeal [policy](#).
- Before** deciding to require probation, program director advises resident in writing of concerns.
 - Resident is provided an opportunity to meet with the Residency Program Committee (RPC) and may be accompanied by a support person to the meeting. (This meeting may be delegated to the Competence Committee (CC)).
 - Resident is provided a copy of the [PGME Resident Assessment and Appeal Policy](#).
- During** decision-making process:
 - The RPC (CC) will decide regarding requirement for probation. If the CC has made the decision it will need to be ratified by the RPC.
 - If the RPC decides on probation – the program director on behalf of the RPC will advise resident in writing, providing reasons for the decision.
- After** decision is made:
 - PGME is advised of decision for probation.
 - PGME will provide advice and redacted examples of plans. Probation plan template is [here](#).
 - Probation plan is developed by the program director (in consultation with RPC and/or CC).
 - This can be sent to [Karen Lancey](#) at the PGME office.
- Upon submission of the probation plan to PGME:
 - The probation plan is provided to PGME for discussion and review at the PGE Advisory Board meeting. (Advisory Board meeting dates are [here](#)).
 - PGME, on behalf of the Advisory Board, will provide a written summary of the recommendations to strengthen the probation plan (including proposed revisions).
- Upon approval of the PGE Advisory Board:
 - A copy of the plan is provided to the resident and the program director reviews the plan with the resident.
 - The plan is signed by the program director and resident.
 - A copy of the signed plan is provided to [PGME](#).
 - PGME will notify hospital administration and CPSO when a resident is placed on probation.

- **After** probation 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 probation period was successful/unsuccessful, and
 - if the probation period will count/not count towards residency training.