

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.

Note: The Residency Program Committee (RPC) may delegate decisions about learning plans, promotion to the next stage of training, eligibility for certification, remediation, or 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.

- ☐ 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 RPC or CC decides on probation – the program director on behalf of the RPC or CC 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 [Patricia Morris, Manager](#) 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.

☐ **Completion** of probation is complete:

☐ Prior to completion of probation, [PGME](#) will contact the program director for a summary of the resident performance during probation.

- This summary must include whether or not:
 - the probation period was successful/unsuccessful, and if unsuccessful information about the specific components of the probation plan that were not met.
 - if the probation period (if successful) will count/not count towards residency training.