

PGME Resident Remediation Checklist

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

Remediation

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

- ☐ Resident is likely to require a remediation program:
 - ☐ Resident has received a 'Does not meet expectations' on rotation ITER.
 - ☐ Resident has summative assessment from Competence Committee of 'Failing to Progress'.
 - ☐ Other – for example concerns about professional conduct, 'Unsatisfactory' or 'Not progressing as expected' assessment(s) and/or failure to consistently demonstrate achievement in objectives/competencies etc. as outlined in Appeal Policy.
- ☐ **Before** deciding to require remediation, 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.
 - ☐ Resident is provided a copy of the [PGME Resident Assessment and Appeal Policy](#).
- ☐ **During** decision-making process:
 - ☐ The RPC will decide regarding requirement for remediation (the Competence Committee may provide input to RPC).
 - ☐ If the RPC decides on remediation – 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 remediation program.
 - PGME will provide advice and redacted examples of plans. Remediation plan template is [here](#).
 - ☐ Remediation plan is developed by the program director (in consultation with RPC, CC). A copy of the draft plan must be provided to the resident prior to submission to the PGME office.
 - ☐ This can be sent to [Karen Lancey](#) at the PGME office.
- ☐ Upon submission of the remediation plan to PGME:
 - ☐ The remediation plan is provided to PGME for discussion 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 remediation 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](#).

- **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.