

## 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.