

## 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.

**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 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) 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 Appeal Policy](#).
- During** decision-making process:
  - The RPC (or CC) will decide regarding requirement for remediation.
  - If the RPC (or CC) decides on remediation – the program director on behalf of the RPC or CC will advise the 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 and/or 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 [Patricia Morris, Manager](#) 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](#).

### **Completion of remediation:**

Prior to completion of the remediation, PGME will contact the program director for a summary of the resident performance during the remediation.

This summary must include whether or not:

- the remediation period was successful/unsuccessful,
  - if unsuccessful the specific requirements of the remediation that were not met
  - if the remediation period (if successful) will count/not count towards residency training.

- **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.