

POSTGRADUATE MEDICAL EDUCATION

SCHULICH SCHOOL OF MEDICINE & DENTISTRY

POLICY ON WAIVERS OF TRAINING

Approved by PGME Committee: March 9, 2022

Approved by ECSC: April 1, 2022

Date of Next Scheduled Review: 2025

Preamble

Residents are required to complete their entire training program and demonstrate achievement of all requisite learning objectives and competencies. In certain circumstances a waiver of training may be appropriate for residents who have taken a Leave of Absence during their training.

Residents in Competence by Design programs whose progress has been given the status 'Progress is Accelerated' are required to complete their time-based contract in the absence of an approved Leave of Absence. Additional time may be devoted to pursuit of additional electives, or research interests.

This Policy applies to residents in programs accredited by the Royal College of Physicians and Surgeons of Canada (Royal College) and College of Family Physicians of Canada (CFPC). This policy does not apply to trainees in Royal College Area of Focused Competence (AFC) programs or to clinical or research fellows.

Granting of a waiver of training after a leave of absence is considered the exception rather than the standard procedure. Programs and residents must not assume that a waiver will be approved and should plan the final year of training and graduation date accordingly.

Reference Documents

- PGME Residency Leaves of Absence (LOA) Policy
- [Royal College of Physicians and Surgeons of Canada Policies and Procedures for Certification and Fellowship](#)
- [College of Family Physicians of Canada Eligibility and Application](#)

Policy

All residents are required to complete the full duration of the residency program after a leave of absence. However, the Associate Dean PGME on the recommendation of the resident's Program Director, may grant a waiver of training time following an approved leave of absence in accordance with the policies of the Royal College and the CFPC and provided that the resident meets the criteria set out below.

1. A resident may be granted a waiver of training after a leave of absence if:
They have met all the specialty training requirements of the Royal College/CFPC and all the program's educational requirements, and the program director is satisfied that the resident will have achieved the required level of competence by the end date of the training.
2. The Associate Dean PGME may allow a waiver of training following a leave of absence in accordance with university policy and within the maximum time for a waiver as determined by the Royal College or CFPC.
3. Programs may recommend a waiver of training up to the maximum allowable times permitted by the Royal College and CFPC. The length of training time waived shall not exceed leave time taken by the resident.
4. Every program must make available to the resident information on the program educational requirements
5. A resident who has undergone remedial training or probation during their residency program is not normally eligible for a waiver of training after a leave of absence. Resident eligibility is reviewed on a case-by-case basis by the Associate Dean PGME.
6. A decision not to grant a waiver of training cannot be appealed.

Maximum Allowable Time for Waivers

1. CFPC programs
 - i. Family Medicine – maximum of four weeks
 - ii. Family Medicine Enhanced Skills Programs – no waiver permitted
2. Royal College programs

The below maximum times have traditionally been permitted for residents in time-based Royal College programs; Schulich Medicine has adopted the maximum times for residents in both time-based and Competence by Design (CBD) programs to maintain consistency across all programs and residents. See the Royal College Policy for additional details with respect to Internal Medicine and Pediatric specialty and subspecialty waivers.

Length of program:

- i. One-year program – no waiver permitted
- ii. Two years – maximum 6 weeks
- iii. Three years – maximum 6 weeks
- iv. Four or more years – maximum 12 weeks

Waiver of Training Submission and Process

1. The resident will request a waiver of training, in writing, from their program director for approval.
2. The program director will review the request, and if approved, submit the [request](#) to PGME. The Waiver of Training application form must include the following information:
 - i. Resident name, program, level of training, and dates of leaves taken during the program.
 - ii. Recommended revised end of training date.
 - iii. Confirmation that the resident has successfully completed all specialty training requirements of the Royal College/CFPC and all the program educational requirements, and the resident will have achieved the required level of competence by the revised end date of training.
 - iv. A detailed description of the circumstances surrounding the request and why the waiver is being supported.

Approval Process

1. CPFC Program

- i. The Associate Dean PGME will review and approve the waiver request submitted by the program director. If approved, PGME will provide a letter to CFPC notifying the Board of Examinations and Certification that a waiver of training has been granted.
- ii. The PGME office will forward the response to the program and update the registration database and notify all appropriate parties, CFPC, paymaster and CPSO.

2. Royal College Programs

The Royal College is not required to approve Waiver of Training requests. Final approval is determined by the Associate Dean, PGME. If the Associate Dean PGME approves the request, the PGME office will update the resident registration database and notify all appropriate parties, RCPSC, paymaster, and CPSO.

Submission Timelines

1. Royal College Time-Based Programs and CFPC Family Medicine Program

The program director will submit the approved Waiver of Training request to PGME at the beginning of the final year of training. The waiver of training request may also be submitted with the program's recommendation for exam readiness (Confirmation of Training documents submission to PGME). The waiver of training approval cannot be granted after the resident has taken the certification exam in time-based programs.

2. Royal College Competence by Design (CBD) Programs

Waivers of training should be submitted to PGME during the last 12 months of training (and no later than 4 weeks prior to the revised recommended end date) regardless of the resident's stage of training. Exam eligibility is determined by the program during the Core of Discipline (third stage of training).

Since exams are situated earlier in the CBD programs requests for waivers can be submitted after the certification examination. In programs where the oral examination is in the last 6 months of the final year of training new waiver requests cannot be submitted after completion of the oral examinations.

Additional Resources

- PGME [Waiver Request Template](#)