

**STATEMENT: Remediation and Probation in the MD Program**  
**Undergraduate Medical Education**  
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## I. PURPOSE

1. Remediation and probation in the Doctor of Medicine (MD) Program (the “Program”) at the Schulich School of Medicine & Dentistry in Western University is a process of support for Students to improve Program outcome competency and meet Course objectives when the Student is identified as at risk for progression difficulty in personal or Program processes. Remediation and probation are grounded in the principles of: student focused; competency based education; align with standards of Western University and advancing student career development. This document outlines the process to access, manage and complete remediation and probation in the MD Program.

### Related Statements/Policies:

- Appeal Process in the MD Program
- Assessment and Progression in the MD Program
- Senate document reference
- Western University documents

## II. DEFINITIONS

1. In addition to other terms defined elsewhere, the following terms have the following meanings:

**Academic Coach** is a faculty mentor assigned to the student longitudinally over the time in studies in the Program. Coaches are advisors, supports and mentors who do not assess the learner and whose recommendations are not binding to the student or Program except in issues of student professionalism.

**Competency Based Medical Education Program (CB MD Program)** is the MD Program curriculum, starting in September 2019 that is planned and organized around the competencies required for transition to residency.

**Curriculum Experience** is a learning activity designed to address the required educational objectives and/or key and enabling competencies at a stage or level of the MD Program. Core, elective, and selective Curriculum Experiences may be organized in blocks of time, or arranged longitudinally throughout all or part of the MD Program.

**Formative Assessment** is assessment for learning which allows learners to measure their progress in attaining the learning objectives and/or key and enabling competencies with sufficient time to identify and address any gaps or deficiencies in learning before summative assessments.

**LEW** refers to the Learner Equity & Wellness Office of the Schulich School of Medicine & Dentistry.

**MD Program Advisory Board (MD AB)** is a committee constituted by the Associate Dean UME that is responsible for approving remediation plans and probation plans, and upon request, assisting in the design of individual learning plans, remediation plans and probation plans.

**Competence Committee (CompC)** is a governance committee of the Curriculum Committee of the MD Program, responsible for reviewing student's progression through the curriculum, and transition to residency, and such other responsibilities as may be delegated by the Curriculum Committee. The Competence Committee is responsible for approving remediation plans and probation plans, and upon request, assisting in the design of individual learning plans, remediation plans and probation plans.

**Student** is a learner registered in the MD Program undergraduate medical program at Schulich Medicine and Dentistry, Western University.

**Schulich MD Program Appeals Committee** is a committee that hears appeals from decisions of the MD Program Competence Committee and decisions of the Course Chairs and/or Associate Dean UME.

**Summative Assessment** is an assessment of a student performance, readiness for increasing professional responsibility, and/or achievement of objectives and/or competencies. A Summative Assessment will be required at the end of an Educational Experience. Summative Assessments are also prepared by courses as part of their assessment of student progress and achievement of competencies and/or objectives for the respective stage or level of training.

**Time-Based MD Program (TB MD Program)** is the MD Program for Medicine 2019, 2020, 2021 and 2022 that is organized around educational objectives linked to required learning experiences.

**UME** – Undergraduate Medical Education

### **III. REMEDIATION**

1. Remediation is a formal process designed to assist the Student in correcting identified weaknesses or performance deficiencies in clinical, academic and/or professional performance so that the Student can be successful in the MD Program. Failure to meet outcomes by a Student in Program assessments or any other identified academic challenge or performance deficiency will be reviewed by the Course Chair, AD UME (or delegate), and Competence Committee – with notification to the LEW Office – to determine what remediation, if any, is required.
2. Except under exceptional circumstances as determined by the Competence Committee, a Student is required to complete a remediation program in the following instances:
  - i. For the TB MD Program, if the Student receives a grade of "Fail" in an end of Course grade or any course designated Summative Assessments; or
  - ii. For the CB MD Program, if the Competence Committee issues a Summative Assessment Grade of "Failing to Progress" at a program decision point.
3. The Competence Committee may, in its discretion, require remediation in the following

circumstances:

- i. if the Competence Committee issues a Summative Assessment of “Not Progressing as Expected” and the assessment indicates that the Student has failed to consistently demonstrate achievement in one or more defined learning objectives and/or competencies;
  - ii. if the Student has received a “Fail” rating on any Course assessment;
  - iii. if significant concerns have been raised about the professional conduct of the Student in a Course and the conduct is deemed remediable; or
  - iv. if there has been substantial absence by the Student from the MD Program impacting the Student’s progression to the next Program stage of competency.
4. In making a decision, the Competence Committee shall consider the nature of the assessment and whether the deficiencies in the Student’s performance can be addressed through additional learning.
5. The remediation plan will be developed by the Course Chair in consultation with the Associate Dean UME and the Competence Committee and must be approved by the Competence Committee before implementation. A remediation plan should generally be designed following a standard form/template available through the UME Office. The Student must be given an opportunity to review and comment on the plan. The Student’s comments will be submitted with the remediation plan to the Competence Committee. Remediation plans should be finalized generally within four (4) weeks of the Competence Committee’s decision that remediation is required. If the Competence Committee requires assistance in the implementation of the plan, the request for assistance should be submitted to the UME Office in a timely manner.
6. The remediation plan must include the following elements:
  - i. Course and where relevant module involved;
  - ii. purpose of the remediation, and the specific competencies/objectives to be achieved;
  - iii. educational strategies/learning experiences;
  - iv. location and duration;
  - v. assessment methods;
  - vi. potential outcomes and consequences; and
  - vii. necessity of communication to future Courses or programs.
7. A remediation program may include new educational activities or a requirement to repeat a course module or Program-specific requirements. The educational activities may be clinical or non-clinical. A remediation program’s length is at the discretion of the Competence Committee.
8. Prior to the commencement of the remediation, the remediation plan must be signed by the Course Chair and the Student. The Course Chair must meet with the Student to review the plan. The Student will be informed of the consequences of a successful or unsuccessful outcome and how a final decision will be made as to the success of the remediation. The Student is encouraged to consult with the LEW Office in the remediation process.
9. The AD UME must be advised when a Student is required to complete a remediation program and a copy of the remediation plan must be forwarded to the UME Office and will be included in

the Student's academic file.

10. The Student should receive informal verbal and written feedback about their performance throughout the remediation period. A documented interim assessment is required for each educational activity during remediation, and any performance deficiencies identified at that time must be documented and discussed with the Student in person. There must be documentation that this meeting occurred and forwarded to the UME Office. A copy of the interim assessment must be provided to the Student. For TB MD Program curriculum, this interim assessment will be a mid-remediation assessment. A Summative Assessment must be completed after each educational activity forming the remediation. The Summative Assessment should be issued generally within four weeks of completion of the educational activity and there must be an in-person discussion with the Student if performance concerns were identified with formal written documentation forwarded to the UME Office.
11. During the remediation the Student must:
  - i. For *TB MD Program Curriculum* - achieve a "Pass" rating on every educational activity assessment and there must be evidence satisfactory to the Course Chair and Competence Committee that the Student has made sufficient progress in addressing the documented deficiencies; or
  - ii. For *CB MD Program Curriculum* - satisfactorily achieve the MD Program competencies and/or objectives required for the stage of curriculum or alternatively there must be evidence satisfactory to the Course Chair and Competence Committee that the Student has made sufficient progress in attaining the required Course outcomes; and
  - iii. fully comply with all other academic expectations as outlined in the remediation plan and any other terms and conditions prescribed by the Competence Committee.
12. Where remediation is required for a second time in the Program, the Student will be required to proceed directly to probation.
13. Upon completion of the remediation period, the Course Chair shall make a recommendation to the Competence Committee on whether the Student successfully completed remediation. The Course Chair shall provide a copy of the recommendation to the Student. The Course Chair will inform the Student and the Competence Committee of the Course Chair's recommendation in writing generally within two (s) weeks of the completion of the remediation.
14. If the Competence Committee determines that the remediation was successful, it will permit the Student to continue in the MD Program at a level or stage to be determined by the AD UME and Competence Committee. Any required extension of training will be determined by the Competence Committee and the AD UME. According to Program regulations, a Student must complete all Program studies by six (6) years after registration (unless in a combined degree stream).
15. If the Competence Committee considers that any expected outcomes of remediation were not achieved, it and the Course Chair will meet with the Student to discuss results before deciding as to whether the remediation was successful. The Student may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student. If the Student disputes the accuracy or fairness of the assessments or raises

extenuating or compassionate circumstances for consideration, the Competence Committee will consider the Student's oral and/or written submissions, review all the relevant documentation, and meet with such other individuals as it deems necessary before making a decision. If the Competence Committee decides that the assessments were inaccurate or unfair, it may require that the assessments be corrected or repeated, or it may remove the assessments from the file and extend the remediation period to allow a further period of assessment. If the Competence Committee decides that there were extenuating circumstances that warrant an extension of remediation, it will allow the Student to undergo a further period of remediation. The terms of any extension and reassessment are in the discretion of the Competence Committee and must be reported to the UME Office.

16. If the Competence Committee determines that the remediation was unsuccessful, the Competence Committee may: (i) recommend that the Student to undergo probation; (ii) require the Student to repeat a course or stage of the Program; or (iii) recommend dismissal of the Student from the Program.
17. The Competence Committee must notify the Student and the AD UME of the Competence Committee's decision in writing with reasons within two (2) weeks of reaching a decision.

#### Leaves of Absence

18. Any leave of absence request during remediation must be approved in writing in advance by the AD UME. If the request is approved, the remediation may be considered incomplete. Depending on the length of the absence, the remediation plan may be redesigned by the Course Chair upon the Student's return, with approval of the Competence Committee and with input from the Student. Any redesigned plan will consider the nature of the weaknesses or performance deficiencies, the performance of the student to date, and the need for continuity.
19. It is recommended that Students wishing to take a leave of absence during the remediation period discuss with their Course Chair what impact it would have on the completion of remediation.

#### **IV. PROBATION**

1. Probation is similar remediation, but with the requirement that the Student must demonstrate sufficient achievement and progression to be allowed to continue in the Program. Probation is an educational process consisting of educational activities during which the Student is expected to demonstrate achievement of, or satisfactory progression towards the identified educational outcomes.
2. A Student may be placed on probation:
  - i. where a remediation program has been unsuccessful;
  - ii. where remediation is required for a second time in the Program;
  - iii. for any reason pertaining to academic progress or clinical skills which is unsatisfactory;
  - iv. for any serious issues relating to professionalism; or

- v. substantial absence from the Program.
3. The probation plan must include the following elements:
  - i. identification of the weaknesses and performance deficiencies to be addressed;
  - ii. educational strategies/learning experiences;
  - iii. location and duration;
  - iv. assessment methods; and
  - v. potential outcomes and consequences.
4. The Student should be informed of the consequences of a successful or unsuccessful outcome and how a final decision will be made as to the success of the probation.
5. Before placing a Student on probation, the AD UME shall advise the Student in writing of the concerns under consideration and give the Student an opportunity to meet with the AD UME and provide oral submissions and documentation. The Student may be accompanied by a colleague or other support person, however, ordinarily any oral submissions or presentations must be made by the Student. The AD UME may also meet with the Competence Committee such other individuals as the AD UME deems necessary prior to making a decision. If the AD UME decides to place the Student on probation, the AD UME must issue a written decision setting out the reasons for the decision.
6. A probation plan will be developed by the AD UME, in consultation with the Competence Committee, the LEW Office and the Student. The Student must be given an opportunity to review and comment on the plan.
7. Prior to the commencement of the probation, the probation plan must be signed by the AD UME and Student when the AD UME meets with the Student to review the plan.
8. The UME Office must be advised by the AD UME when a Student is placed on probation and a copy of the probation plan must be forwarded by the AD UME to the UME Office to be entered into the Student's academic file. The AD UME must also provide a copy of the probation plan to the LEW Office.
9. During a period of probation, the Student should receive informal feedback about their performance throughout the probation period. A documented interim assessment is required for every educational activity during probation and any performance deficiencies identified at that time must be documented and discussed with the Student in person. There must be documentation that this meeting occurred in the Student's academic file. A copy of the assessment must be provided to the Student. A Summative Assessment must be completed after each educational activity forming part of the probation. The Summative Assessment should be issued generally within two (2) weeks of completion of the educational activity and there must be an in-person discussion and written documentation with the AD UME (or delegate) and Student (forwarded to the UME Office) if performance concerns were identified.
10. The Student must:
  - i. For *TB MD Program* - achieve a "Meets Expectations" rating on every assessment or alternatively there must be evidence satisfactory to the AD UME that the Student has made sufficient progress in addressing the weaknesses and performance deficiencies to

be permitted to continue in the Program; or

- ii. For *CB MD Program*- achieve the outcomes required or alternatively there must be evidence satisfactory to the AD UME that the Student has made sufficient progress in addressing the objectives of the probation to be permitted to continue in the Program; and
  - iii. Fully comply with all other academic expectations as outlined in the probation plan and any other terms and conditions prescribed by the AD UME.
11. If the AD UME determines that the probation program was successful, the AD UME will notify the Student, the Competence Committee and applicable school officials and the Student will continue in the Program at a stage determined by the AD UME in consultation with the Competence Committee.
12. If the AD UME considers that any expected outcomes were not achieved, the AD UME will give the Student an opportunity to meet and discuss results before making a decision as to whether the probation was successful. The Student may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student. If the Student disputes the accuracy or fairness of the assessments or raises extenuating or compassionate circumstances for consideration, the AD UME will consider the Student's oral and/or written submissions, review all the relevant documentation, and meet with such other individuals as they deem necessary before making a decision. If the AD UME decides the assessments were inaccurate or unfair, they may require the assessments to be corrected or repeated or they may extend the probation period to allow a further period of assessment. If AD UME decides that there are extenuating circumstances that warrant an extension of probation, they will allow the Student to undergo a further period of probation. The terms of any extension or re-assessment are at the discretion of the AD UME and must be reported to the Student, Competence Committee, UME Office and any applicable school officials.
13. If AD UME decides the probation was unsuccessful, the Student will be dismissed from the Program. The AD UME must notify the Student, the Competence Committee and the applicable school officials of their decision in writing with reasons. The AD UME must afford the Student the opportunity to meet with the AD UME to discuss the decision.

#### Leaves of Absence

14. Any leave of absence request during probation must be approved in writing in advance by the AD UME. If the request is approved, the probation may be considered incomplete. Depending on the length of the absence, the probation plan may be redesigned by the AD UME upon the Student's return, in collaboration with the Competence Committee and with input from the Student. Any redesigned plan will consider the nature of the probationary outcomes, the performance of the student to date, and the need for continuity.
15. It is recommended that Students wishing to take a leave of absence during the probationary period discuss with the AD UME or LEW OFFICE what impact it would have on the completion of probation.

**V. ACTIVITIES UNDERTAKEN PENDING COMMENCEMENT OF REMEDIATION OR PROBATION**

1. Pending commencement of a remediation or probation, the ADUME will determine whether it will permit a Student to continue with regularly scheduled curriculum or whether it will require alternative arrangements, such as a leave of absence. The decision AD UME will be communicated to the Student and LEW Office

**VI. SUSPENSION/REMOVAL FROM STUDIES**

1. The AD UME may suspend a Student from their Program or remove the Student from specific curriculum experiences at any time if there are concerns about patient care or safety, safety of faculty, staff, learners, or other allied health professionals or there are allegations of unprofessional conduct that require suspension. Such suspension may continue until the completion of the investigation of the allegation(s).
2. If a Student is suspended, the following will occur:
  - i. The AD UME will notify the Student and LEW Office in writing of the suspension or removal from curriculum and meet with the Student in a minuted meeting to review the reasons for the decision and allow the Student to respond. Where possible, any such meeting will be held within seven (7) days of the suspension. The Student may be accompanied by a colleague or other support person and a representative from the LEW Office.
  - ii. After considering any representations from the Student, the AD UME will decide if the suspension should continue pending completion of the investigation and shall inform the Student and LEW Office in writing of the decision within seven (7) days of the meeting.
  - iii. The UME Office will advise any hospital or clinical affiliates' administration, if necessary, when a Student is suspended.
  - iv. If a Student is suspended, the Student will be unable to continue his or her curriculum for the duration of the suspension
3. The Student has the right to appeal the suspension to the Schulich MD Program Appeals Committee.

**VII. DISMISSAL**

1. A Student will be dismissed from the Program in any of the following circumstances:
  - i. where the AD UME determines that a probation program was unsuccessful;
  - ii. where the AD UME determines pursuant to below that the Student has failed to make satisfactory progress in the Program; or
  - iii. where the Student is dismissed by the AD UME for engaging in unprofessional conduct and/or jeopardizing patient care or safety, safety of faculty, staff, learners, or other allied health professionals.

2. Where remediation or probation is required more than once during the Program and the Competence Committee is of the opinion that the Student has failed to make satisfactory progress in the Program or the Competence Committee determines that remediation was unsuccessful, the Competence Committee may recommend to the AD UME that the Student be dismissed from the Program. In considering this recommendation, the AD UME shall provide the Student and LEW Office with a copy of the recommendation and shall ensure that the Student is informed of the reasons for the recommendation. The Student must be given an opportunity to meet with the AD UME and file written submissions. The Student may be accompanied by a colleague or other support person and a member of the LEW Office at any meetings with the AD UME, however ordinarily any oral submissions or presentations must be made by the Student. The AD UME shall review all of the relevant documentation and shall meet with such other individuals as the AD UME deems necessary before making a decision. The AD UME shall issue a written decision with reasons to the Student and the LEW Office. If the AD UME decides that the Student has not made satisfactory progress in the Program, AD UME will dismiss the Student. If AD UME decides that dismissal is not warranted, the Student will complete another probationary period under such terms as the AD UME may require.

#### **VIII. APPEALS**

1. As outlined in the Program Policy on Appeals, any decision related to Remediation, Probation or Dismissal may be appealed. Timelines and processes of Appeals align with Western University policy and processes.