UNIVERSITY OF OTTAWA FACULTY OF MEDICINE
POLICY AND PROCEDURE FOR PGME ACADEMIC APPEALS
DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE

Effective date: Immediately following approval from the Executive Committee of University Senate

INTRODUCTION

The Faculty of Medicine wishes to ensure that there is a fair and transparent evaluation system, including an appeal mechanism for postgraduate trainees enrolled in Postgraduate training programs at the Faculty of Medicine.

POLICY

Postgraduate medical trainees registered with the Faculty of Medicine at the University of Ottawa have the right to appeal decisions of the Residency Program Committee (RPC), which are the outcome of the trainee having been judged to have had an unsatisfactory performance.

PROCEDURE

The purpose of this procedure is to outline the actions to be taken in the case of an appeal by a postgraduate trainee.

1. Where concerns have been raised regarding a trainee’s performance, the Program Director, or delegate, will review the concerns with the trainee. The purpose of this communication is to ensure a full assessment of the issues as well as disclosure of the evidence and rationale for the concerns.

2. The RPC will review all relevant supporting documentation prior to making a decision regarding a trainee’s unsatisfactory performance. The trainee must be provided with the opportunity to address the concerns with the RPC; this communication may be verbal or written.

3. A decision regarding rotation failure is open to an appeal as part of the evidence upon which decisions for extra educational activities, extension of training, remediation, probation, suspension or dismissal have been made. A
decision regarding rotation failure for which the consequences are limited to repeat of rotation and/or reduced time available for electives is not eligible for appeal.

4. A trainee has the right to appeal an RPC decision regarding extra educational activities, extension of training, remediation, probation, suspension or dismissal as ratified by the Associate Dean, Postgraduate Medical Education (PGME), or delegate, to the Faculty Council Appeals Committee. To do so, the postgraduate trainee should consult the Faculty Council Appeals Committee procedures concerning the preparation and submission of such an appeal and the applicable deadlines.

5. A trainee may appeal the decision of the Faculty of Medicine Faculty Council Appeals Committee to the University’s Senate Appeals Committee. To do this, the student or trainee should consult the Office of the Vice-Rector Governance concerning the preparation and submission of such an appeal and the applicable deadlines.

6. While a trainee may appeal an RPC decision regarding extra educational activities, extension of training, remediation or probation, as ratified by the Associate Dean, PGME, or delegate, to the Faculty Council Appeals Committee, the appellant is required to undertake the planned activities, period of extension, remediation or probation plan pending the results of the Appeal. Failure to do so will result in the appellant being placed on leave from training for the duration of the appeal process. If the appeal is upheld for the trainee, the period of training will receive credit to the extent possible.

7. While a trainee may appeal an RPC decision regarding suspension or dismissal, as ratified by the Associate Dean, PGME, or delegate, to the Faculty Council Appeals Committee, the appellant will remain on leave from training pending the results of the Appeal.

**REVIEW**

This Policy will be reviewed 1 year after adoption and every 3 years subsequently.
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<tr>
<th>Committee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Postgraduate Education Committee</td>
<td>March 28, 2012</td>
</tr>
<tr>
<td>Faculty Advisory Board</td>
<td>April 24, 2012</td>
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<tr>
<td>Leadership Team</td>
<td>May 10, 2012</td>
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<tr>
<td>Executive Committee of the Senate</td>
<td>October 15, 2012 (12:05:20)</td>
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