Recommendation for remediation

The Residency Program Committee in ___________________(name of program) at its meeting on _____________ (date) has recommended that

Dr __________________________, a PGY ____ requires a period of remediation.

The decision was based on the following sources of information: (check all that apply and include copies or a summary of all documents with the exception of ITERs available in One45)

a. □ ITER’s  
b. □ Standardized exams  
c. □ OSCE’s  
d. □ Direct Observation.  
e. □ Multi-source Feedback.  
f. □ Other (please specify):

Based on these observations, Dr ____________________ strengths include:
1
2

Based on these observations, Dr ____________________ areas for improvement include:
1
2

Does the trainee’s performance require the involvement of the Professionalism Committee?

Yes  No

Does the trainee’s performance meet the mandatory reporting requirements under Schedule 2 of the Regulated Health Professions Act (for incompetence, incapacitation or sexual abuse)?

Yes  No
Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these were considered in the RPC decision

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these were considered in the RPC decision

_________________________ __________________ _________________
Signature of program director  Print Name   Date
(on behalf of the RPC)

I acknowledge that these concerns about my performance have been discussed with me. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

__________________________ __________________ _________________
Signature of trainee    Print Name   Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

_________________________________________  _________________
Signature of Associate Dean or Delegate, PGME  Date
Faculty of Medicine, University of Ottawa
Comments:
Remediation plan

Dr __________________, a PGY ____ in ___________________(name of program) requires a period of remediation. This period of remediation has been recommended by the Residency Program Committee and that decision has been ratified by the Associate Dean PGME, or Delegate. The proposed plan for the remediation period is described below; it has been proposed by the Residency Program Committee and has been discussed with the resident.

The proposed period of remediation is scheduled to begin __________________________ until ________________________. The primary supervisor for this period of remediation will be Dr _______________________________________. The primary supervisor will ensure that the activities and assessments of the remediation period are carried out as planned, and is responsible for submitting the results of those assessments to the Residency Program Committee. The RPC will decide the results and outcome of the remediation period.

The sources of information used to create this remediation plan have been documented in the “Recommendation for Remediation” along with the trainee’s strengths and areas for improvement. Complete the table below linking a specified area for improvement (learning issue) with a learning objective. Document the method by which the trainee will achieve the objective (the learning strategy) and state the assessment methods, frequency, timing and expectations that will be used to evaluate whether the resident has achieved the objectives (the expected outcome). The learning strategy and expected outcomes should be SMART (example provided in italics)
Specific – are there specific steps and plans on how to accomplish each step?
Measurable – are there measurable outcomes?
Accountable – is the plan linked to the issues that were identified?
Realistic – is it realistic for the resident and program to carry out this plan?
Timeline – does the plan outline a timeline?
<table>
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<th>Identified learning issue (list specific performance issue, include CanMEDs role and/or personal issue)</th>
<th>Learning objective</th>
<th>Learning Strategies (include Strategy, Frequency, Individual responsible)</th>
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<td>To complete dictations for all patients seen in clinic and on the ward in a timely manner.</td>
<td>Dr. XX should expect to spend time after a clinic completing dictations. All faculty members will keep track of patients seen by Dr.XX and whether or not a dictation has been completed.</td>
<td>Dictations must be completed within 48 hours of the patient encounter/discharge. It is expected that this objective be met at the beginning of the remediation period and continue to be met throughout.</td>
</tr>
</tbody>
</table>
Based on the above, list the trainee’s activities during the remediation period including the location and identified supervisor(s) (examples provided in italics)

<table>
<thead>
<tr>
<th>Block</th>
<th>Activity (eg. Rotation or specific session)</th>
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<td>4</td>
<td>Cardiology ward</td>
<td>General</td>
<td>Dr Heart</td>
</tr>
</tbody>
</table>

Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these will be addressed in the remediation period

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these will be addressed in the remediation period
Potential outcomes of this period of Remediation

Upon completion of this period of remediation, the Residency Program Committee will review the resident's performance and complete the Final Remediation Outcome form. Possible outcomes of this period of remediation are guided by the PGME Policy for the Evaluation of Postgraduate Trainees and include:

☐ Reinstatement with no loss of time or extension of training

☐ Reinstatement with an extension of training based on time lost due to unsatisfactory performance and/or the remediation period

☐ An additional period of remediation

☐ A period of probation

☐ Dismissal (only allowed if this is second failure of a remediation)

☐ Other (specify)

The Residency Program Committee’s decision will be based on the achievement of the expected outcomes stated in the table above.

This period of remediation was recommended, proposed and planned by the Residency Program Committee in ________________, and discussed at the RPC meetings dates: ________________________________ (attach relevant excerpts from those RPC meetings)

__________________________  __________________________  ________________
Signature of program director  Print Name  Date
(on behalf of the RPC)
I acknowledge that these concerns about my performance have been discussed with me. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

Signature of trainee    Print Name    Date

In signing this document, I am indicating that I understand the nature and structure of this period of probation and am agreeing to provide and/or oversee the described supervision and assessment.

Signature of primary remediation supervisor    Print Name    Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

Signature of Associate Dean or Delegate, PGME    Date

Comments:
Outcome of Remediation

Dr __________________, a PGY ____ in ___________________(name of program) has completed a period of remediation dated ________________ until ________________.

Prior to indicating the trainee’s success in achieving the objectives of this remediation period, comment on whether the learning strategies were able to be completed in the planned time frame. If not done, or only partially completed indicate the reason (including but not limited to lack of resources, lack of time, adherence to plan and/or personal issues).

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Did the trainee meet the objectives of the remediation period? Comments must be provided if the answer is "no"

<table>
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<tr>
<th>Identified learning issue</th>
<th>Outcome Expected (restate planned assessment method(s), frequency, timing and performance standard used to evaluate outcome)</th>
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Comments:
The Residency Program Committee used the following additional sources of information in making its decision regarding the result and outcome of remediation: (check all that apply and include copies or a summary of all documents with the exception of ITERs available in One45)

a. □ no additional sources used
b. □ ITER’s
c. □ Standardized exams
d. □ OSCE’s
e. □ Direct Observation.
f. □ Multi-source Feedback.
g. □ Other (please specify):

Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these were addressed in the remediation period

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these were addressed in the remediation period
New areas for improvement requiring further intervention (if any) identified during this period of remediation include:
1. 
2. 

Based on this information, was the result of this remediation period satisfactory?

☐ Yes
☐ No, please explain below (e.g., due to unsatisfactory performance, absence, other reasons)

The RPC’s decision regarding the outcome of this period of remediation is:

☐ Reinstatement with no loss of time or extension of training
☐ Reinstatement with an extension of training based on time lost due to unsatisfactory performance and/or the remediation period
☐ An additional period of remediation
☐ A period of probation
☐ Dismissal (only allowed if this is second failure of a remediation)
☐ Other (specify)

This outcome of remediation was discussed by the Residency Program Committee in ________________ at the RPC meetings dates ______________________________ (attach relevant excerpts from those RPC meetings)
Signature of program director

Print name

Date

I am aware of the results of the probation and the decision(s) of the RPC. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

Signature of resident

Print name

Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

Signature of Associate Dean or Delegate, PGME
Faculty of Medicine, University of Ottawa

Date

Comments:
Recommendation for probation

The Residency Program Committee in ___________________(name of program) at its meeting on _____________ (date) has recommended that
Dr __________________________, a PGY ____ requires a period of probation.

The decision was based on the following sources of information: (check all that apply and include copies or a summary of all documents with the exception of ITERs available in One45)

a. □ ITER’s
b. □ Standardized exams
c. □ OSCE’s
d. □ Direct Observation.
e. □ Multi-source Feedback.
f. □ Other (please specify):

Based on these observations, Dr ____________________ strengths include:
1
2

Based on these observations, Dr ____________________ areas for improvement include:
1
2

Does the trainee’s performance require the involvement of the Professionalism Committee?

Yes    No

Does the trainee’s performance meet the mandatory reporting requirements under Schedule 2 of the Regulated Health Professions Act (for incompetence, incapacitation or sexual abuse)?

Yes    No
Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these were considered in the RPC decision

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these were considered in the RPC decision

_________________________ __________________ _________________
Signature of program director  Print Name   Date
(on behalf of the RPC)

I acknowledge that these concerns about my performance have been discussed with me. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

__________________________ __________________ _________________
Signature of trainee    Print Name   Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

_________________________ __________________ Date
Signature of Associate Dean or Delegate, PGME
Faculty of Medicine, University of Ottawa
Comments:
Plan for a period of probation

Dr __________________, a PGY ____ in ___________________(name of program) requires a period of probation. This period of probation has been recommended by the Residency Program Committee and that decision has been ratified by the Associate Dean PGME, or Delegate. The plan for the probation period is described below; it has been proposed by the Residency Program Committee and has been discussed with the resident.

The proposed period of probation is scheduled to begin ______________________ until ______________________. The primary supervisor for this period of probation will be Dr______________________________. The primary supervisor will ensure that the activities and assessments of the probation period are carried out as planned, and is responsible for submitting the results of those assessments to the Residency Program Committee. The RPC will decide the results and outcome of the probation period.

The sources of information used to create this probation plan have been documented in the “Recommendation for Probation” along with the trainee’s strengths and areas for improvement. The table below links a specified area for improvement (learning issue) with a learning objective. The method by which the trainee will achieve the objective (the learning strategy) is documented along with the assessment methods, frequency, timing and expectations that will be used to evaluate whether the resident has achieved the objectives (the expected outcome). The learning strategy and expected outcomes should be SMART (example provided in italics)

Specific – are there specific steps and plans on how to accomplish each step?
Measurable – are there measureable outcomes?
Accountable – is the plan linked to the issues that were identified?
Realistic – is it realistic for the resident and program to carry out this plan?
Timeline – does the plan outline a timeline? 
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Based on the above, the trainee’s activities during the probation period including the location and identified supervisor(s) are listed below: *examples provided in italics*

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Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these will be addressed in the probation period

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these will be addressed in the probation period
Potential outcomes of this period of Probation

Upon completion of this period of probation, the Residency Program Committee will review the resident’s performance and complete the Final Probation Outcome form. Possible outcomes of this period of probation are guided by the PGME Policy for the Evaluation of Postgraduate Trainees and include:

- Reinstatement with no loss of time or extension of training
- Reinstatement with an extension of training based on time lost due to unsatisfactory performance and/or the probation period
- Dismissal
- Other (specify)

The Residency Program Committee’s decision will be based on the achievement of the expected outcomes stated in the table above.

This period of probation was recommended, proposed and planned by the Residency Program Committee in ________________, and discussed at the RPC meetings dates: ____________________________ (attach relevant excerpts from those RPC meetings)

Signature of program director
(on behalf of the RPC)  Print Name  Date
I acknowledge that these concerns about my performance have been discussed with me. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

__________________________ __________________ _________________
Signature of trainee    Print Name   Date

In signing this document, I am indicating that I understand the nature and structure of this period of probation and am agreeing to provide and/or oversee the described supervision and assessment.

_______________________________________   __________________ _________________
Signature of primary probation supervisor    Print Name   Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

_________________________________________________  ____________________________
Signature of Associate Dean or Delegate, PGME   Date
Faculty of Medicine, University of Ottawa

Comments:
Outcome of Probation

Dr ________________, a PGY ____ in ___________________(name of program) has completed a period of probation dated __________________ until _______________________.

Prior to indicating the trainee’s success in achieving the objectives of this probation period, comment on whether the learning strategies were able to be completed in the planned time frame. If not done, or only partially completed indicate the reason (including but not limited to lack of resources, lack of time, adherence to plan and/or personal issues).

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Did the trainee meet the objectives of the probation period? Comments must be provided if the answer is "no"

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Comments:
The Residency Program Committee used the following additional sources of information in making its decision regarding the result and outcome of probation: *(check all that apply and include copies or a summary of all documents with the exception of ITERs available in One45)*

a. □ no additional sources used  
b. □ ITER’s  
c. □ Standardized exams  
d. □ OSCE’s  
e. □ Direct Observation.  
f. □ Multi-source Feedback.  
g. □ Other *(please specify):*

Were there any issues involving the educational environment (including but not limited to workload, complexity of cases, level of responsibility, lack of orientation) and/or teaching faculty (including but not limited to inappropriate or unclear expectations, supervision, lack of feedback or personal perceptions) that may have affected the resident’s performance?

Yes  No

If yes, describe how these were addressed in the probation period

Were there any issues involving the resident’s personal wellbeing that may have affected the resident’s performance?

Yes  No

If yes, describe how these were addressed in the probation period
New areas for improvement requiring further intervention (if any) identified during this period of probation include:

1.
2.

Based on this information, was the result of this probation period satisfactory?

☐ Yes

☐ No, please explain below (e.g., due to unsatisfactory performance, absence, other reasons)

The RPC’s decision regarding the outcome of this period of probation is:

☐ Reinstatement with no loss of time or extension of training

☐ Reinstatement with an extension of training based on time lost due to unsatisfactory performance and/or the probation period

☐ Dismissal

☐ Other (specify)

This outcome of probation was discussed by the Residency Program Committee in ______________ at the RPC meetings dates __________________________ (attach relevant excerpts from those RPC meetings)

Signature of program director __________________________________ Print name __________________________ Date __________________________
I am aware of the results of the probation and the decision(s) of the RPC. Signing this document, does not prejudice my ability to disagree with or appeal this decision.

Signature of resident  
Print name  
Date

This document has been reviewed and ratified by the Evaluation SubCommittee of the PGEC

Signature of Associate Dean or Delegate, PGME  
Faculty of Medicine, University of Ottawa  
Date

Comments: