

PGME Evaluation Roles and Responsibilities

WHO	ROLE	RESPONSIBILITIES
Resident	<ol style="list-style-type: none"> 1. Review and comment on written plan 2. Awareness of due process 3. Fulfill requirements of written plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews the formal learning plan and confirms that he/she understands the plan <input type="checkbox"/> Accepts or declines invitation to meet with RPC about the plan prior to PGME Evaluation Subcommittee meeting <input type="checkbox"/> Meets with Assistant Dean, PGME prior to the PGME Evaluation Subcommittee meeting <input type="checkbox"/> Accepts or declines invitation to prepare written submission to PGME Evaluation Subcommittee in response to RPC recommendation <input type="checkbox"/> Fulfills the requirements of the written plan
Program director	<ol style="list-style-type: none"> 1. Identifies when a resident may need to undergo a formalized plan and discuss with RPC 2. Attends the PGME Evaluation Subcommittee meeting 3. Monitors resident on remedial plan 4. Submits update reports as requested by the PGME Evaluation Subcommittee 5. Adheres to PGME Evaluation Subcommittee deadlines 	<ul style="list-style-type: none"> <input type="checkbox"/> Notifies the Assistant Dean, PGME that a recommendation for a formal learning plan needs to be presented at an upcoming PGME Evaluation Subcommittee meeting <input type="checkbox"/> Prepares draft formal learning plan (in writing) and supporting documentation and submits to PGME office at pgmecom@uottawa.ca <input type="checkbox"/> Meets with resident to notify of the intention to present them to the PGME Evaluation Subcommittee for formalized plan <input type="checkbox"/> Provides a copy of the written formal learning plan to the resident to review and get their input <input type="checkbox"/> Advises resident to contact the office of the Assistant Dean of Wellness if needed <input type="checkbox"/> Works with Director of Academic Support to refine and finalize the written formal learning plan <input type="checkbox"/> Ensures the resident has the opportunity to provide input to and respond to the written plan and all documentation being submitted to the PGME Evaluation Subcommittee <input type="checkbox"/> Ensures RPC reviews and approves the final formal learning plan <input type="checkbox"/> Ensures resident is invited to attend RPC meeting where consideration being given to recommend a formalized plan and gives resident opportunity to present either in person or to submit

		<p>documentation to the committee for consideration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presents case at PGME Evaluation Subcommittee and responds to questions from members of the subcommittee <input type="checkbox"/> Completes any modifications to the formal learning plan as per the PGME Evaluation Subcommittee decisions, by the requested deadline
PGME Evaluation Subcommittee	<ol style="list-style-type: none"> 1. Accept (ratify) or deny (fail to ratify) a recommendation for a formalized plan 2. If fail to ratify, decide on an alternate plan 3. Make recommendations for modifications to written plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures that due process was followed <input type="checkbox"/> Considers the submission which includes: <ol style="list-style-type: none"> 1. Formal learning plan from program director 2. Evidence that trainee was given the opportunity to address the RPC and review the formal learning plan 3. Written submission from resident (if submitted) 4. Report from the Assistant Dean, PGME <input type="checkbox"/> Renders a decision
Chair, PGME Evaluation Subcommittee	<ol style="list-style-type: none"> 1. Conducts the meeting, ensuring that key steps and due process are followed as mandated by the 'Policy for the Assessment of Postgraduate Trainees' 	<ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge notification of the upcoming plan, communicate with the PD to identify necessary documentation that needs to be received by the committee prior to the review <input type="checkbox"/> Collaborates with the Director of Academic Support to ensure due process <input type="checkbox"/> Reviews and approves the agenda <input type="checkbox"/> Ensures that a quorum is present <input type="checkbox"/> Chairs the meeting <input type="checkbox"/> Drafts meeting notes and 'Letter of Decision' (letter sent to PD with a cc to PGME Assistant Dean and resident) <input type="checkbox"/> Oversees with the Director of Academic Support, modifications and finalizations of written plans <input type="checkbox"/> Notify Assistant Dean, PGME that the plan is finalized for sign off
Assistant Dean, PGME	<ol style="list-style-type: none"> 1. Consults with program directors who have residents in difficulty 2. Monitors due process 	<ul style="list-style-type: none"> <input type="checkbox"/> Obtains the resident's interpretation of the situation <input type="checkbox"/> Ensures that resident is aware that he/she has the right to address the RPC in person or in writing when RPC is considering recommending a formal learning plan

	<ol style="list-style-type: none"> 3. Meets with the resident 4. Reports to the PGME Evaluation Subcommittee with respect to due process 5. Advises program director on the PGME Assessment Policy and on the PGME Evaluation Subcommittee process 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures that the resident is aware that he/she can prepare a written submission to the PGME Evaluation Subcommittee in response to the recommendation for a formalized plan <input type="checkbox"/> Ensures resident has reviewed the formal learning plan <input type="checkbox"/> Explores any extenuating circumstances which may interfere with the start of a formal learning plan <input type="checkbox"/> Sends written communication to the Chair of the Evaluation Subcommittee confirming the above <input type="checkbox"/> Monitors that the Program Director has followed due process
<p>Director of Academic Support</p>	<ol style="list-style-type: none"> 1. Provides advice and feedback to program directors as it relates to the design and educational quality of the written plan 2. Assists in implementation of accommodations 3. Acts as a resource person for program directors to assist them with understanding various tools and methodologies to support remediation 4. Monitors programs and trainees throughout a remediation or probation 	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews formal learning plans for educational content and appropriateness <input type="checkbox"/> Provides input/feedback for refinements to be made to the formal learning plan <input type="checkbox"/> Advises the Evaluation Subcommittee on the rationale of the formal learning plan <input type="checkbox"/> Monitors implementation and fidelity of process at direction of the Assistant Dean of PGME <input type="checkbox"/> Acts as liaison between wellness and the program. <input type="checkbox"/> Assists Program Directors in writing robust learning plans utilizing the SMART methodology to set clear and realistic objectives. <input type="checkbox"/> Assists Program Directors with understanding documentation requirements <input type="checkbox"/> Provides ongoing support to the Program Director and trainee throughout the period of remediation or probation. <input type="checkbox"/> Meet with RPC as required to answer questions regarding the remediation process, status and outcomes.
<p>PGME Executive Assistant and Administrative Supervisor</p>	<ol style="list-style-type: none"> 1. Liaise with the Chair of Subcommittee on the preparation of the agenda; collects and 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures list of remediations / probations is kept current <input type="checkbox"/> Keeps track of status of outcome document and ensures completion prior to the end of the block / remediation period, reminds PD to complete outcome document throughout process

	<p>forwards all case materials for posting</p> <p>2. Provides support to the Chair as it relates to meetings, documentation and minutes</p> <p>3. Provides support to the Director of Academic Support</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proactively monitors which formal learning plans are coming to an end, and requests the outcome of formal learning plan from the Program Director <input type="checkbox"/> Monitors and collates documentation from Program Directors for submission to the Chair <input type="checkbox"/> Maintains Evaluation Subcommittee database and resident files <input type="checkbox"/> Prepares the agenda <input type="checkbox"/> Records meeting minutes and prepares Letters of Decision which are approved by the Chair <input type="checkbox"/> Monitors document submissions with respect to timeliness, sending reminders as necessary and tracks open cases
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Interaction	Process	Outcome
First	Remediation	Remains in program
Second, or if professionalism concern	Remediation with probation	Remains in program, OR dismissal if warranted
Other	Probation	If probation failed, dismissal is possible