

## PGME Evaluation Roles and Responsibilities

WHO	ROLE	RESPONSIBILITIES
<b>Resident</b>	<ol style="list-style-type: none"> <li>1. Review and comment on written plan</li> <li>2. Awareness of due process</li> <li>3. Fulfill requirements of written plan</li> </ol>	<ul style="list-style-type: none"> <li>■ Reviews the formal learning plan and confirms that he/she understands the plan</li> <li>■ Accepts or declines invitation to meet with RPC about the plan prior to PGME Evaluation Subcommittee meeting</li> <li>■ Meets with Assistant Dean, PGME prior to the PGME Evaluation Subcommittee meeting</li> <li>■ Fulfills the requirements of the written plan</li> </ul>
<b>Program Director</b>	<ol style="list-style-type: none"> <li>1. Identifies when a resident may need to undergo a formalized plan and discuss with RPC</li> <li>2. Attends the PGME Evaluation Subcommittee meeting or sends a delegate</li> <li>3. Monitors resident on remedial plan</li> <li>4. Adheres to PGME Evaluation Subcommittee deadlines</li> </ol>	<ul style="list-style-type: none"> <li>■ 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 documentation to the committee for consideration</li> <li>■ Notifies the Assistant Dean, PGME that a recommendation for a formal learning plan needs to be presented at an upcoming PGME Evaluation Subcommittee meeting</li> <li>■ Prepares draft formal learning plan (in writing) and supporting documentation and submits to PGME office at <a href="mailto:pgmecom@uottawa.ca">pgmecom@uottawa.ca</a></li> <li>■ Meets with resident to notify of the intention to present them to the PGME Evaluation Subcommittee for formalized plan</li> <li>■ Provides a copy of the written formal learning plan to the resident to review and get their input</li> <li>■ Advises resident to contact the office of the Assistant Dean of Wellness if needed</li> <li>■ Works with Director of Academic Support to refine and finalize the written formal learning plan</li> <li>■ 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</li> <li>■ Ensures RPC reviews and approves the final formal learning plan</li> <li>■ Presents case at PGME Evaluation Subcommittee and responds to questions from members of the subcommittee</li> <li>■ Completes any modifications to the formal learning plan as per the PGME Evaluation Subcommittee recommendations, by the requested deadline</li> </ul>

<p><b>PGME Evaluation Subcommittee</b></p>	<ol style="list-style-type: none"> <li>1. Accept (ratify) or deny (fail to ratify) a recommendation for a formalized plan</li> <li>2. If fail to ratify, decide on an alternate plan</li> <li>3. Make recommendations for modifications to written plan</li> </ol>	<ul style="list-style-type: none"> <li>■ Ensures that due process was followed</li> <li>■ Considers the submission which includes:             <ol style="list-style-type: none"> <li>1. Formal learning plan from program director</li> <li>2. Evidence that trainee was given the opportunity to address the RPC and review the formal learning plan</li> <li>3. Review of all evidence that was reviewed by the RPC in coming to its recommendation</li> <li>4. Report from the Assistant Dean, PGME</li> </ol> </li> <li>■ Renders a decision</li> </ul>
<p><b>Chair, PGME Evaluation Subcommittee</b></p>	<ol style="list-style-type: none"> <li>1. Conducts the meeting, ensuring that key steps and due process are followed as mandated by the 'Policy for the Assessment of Postgraduate Trainees'</li> </ol>	<ul style="list-style-type: none"> <li>■ Acknowledge notification of the upcoming recommendation for a formal plan, communicate with the PD to identify necessary documentation that needs to be received by the committee prior to the review</li> <li>■ Reviews and approves the agenda</li> <li>■ Ensures that a quorum is present</li> <li>■ Chairs the meeting</li> <li>■ Drafts meeting notes and 'Letter of Decision' (letter sent to PD with a cc to PGME Assistant Dean and resident)</li> <li>■ Notify Assistant Dean, PGME that the plan is finalized for sign off</li> </ul>
<p><b>Assistant Dean, PGME</b></p>	<ol style="list-style-type: none"> <li>1. Consults with program directors who have residents in difficulty</li> <li>2. Monitors due process</li> <li>3. Meets with the resident</li> <li>4. Reports to the PGME Evaluation Subcommittee with respect to due process</li> <li>5. Advises Program Director on the PGME Assessment Policy and on the PGME Evaluation Subcommittee process</li> </ol>	<ul style="list-style-type: none"> <li>■ Obtains the resident's interpretation of the situation</li> <li>■ 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</li> <li>■ Ensures that PD is aware that the resident has the right to address the RPC in person or in writing prior to the RPC making a recommendation for a formal learning plan</li> <li>■ Meets with the resident to ensure the resident understands the assessment policy, procedures and processes, including appeal mechanisms</li> <li>■ Finalizes and approves the formalized learning plan based on input received from the PGME Evaluation Subcommittee</li> <li>■ Communicates with the Senior Medical Officer at the site where the formalized plan will be carried out</li> <li>■ Ensures resident has reviewed the formal learning plan</li> <li>■ Explores any extenuating circumstances which may interfere with the start of a formal learning plan</li> <li>■ Sends written communication to the Chair of the</li> </ul>

		<p>Evaluation Subcommittee confirming the above</p> <ul style="list-style-type: none"> <li>■ Monitors that the Program Director has followed due process</li> </ul>
<p><b>Director of Academic Support</b></p>	<ol style="list-style-type: none"> <li>1. Provides advice and feedback to program directors as it relates to the design and educational quality of the written plan</li> <li>2. Assists in implementation of accommodations</li> <li>3. Acts as a resource person for program directors to assist them with understanding various tools and methodologies to support remediation</li> <li>4. Monitors programs and trainees throughout a remediation or probation</li> </ol>	<ul style="list-style-type: none"> <li>■ Reviews formal learning plans for educational content and appropriateness</li> <li>■ Provides input/feedback for refinements to be made to the formal learning plan</li> <li>■ Advises the Evaluation Subcommittee on the rationale of the formal learning plan</li> <li>■ Monitors implementation and fidelity of process at direction of the Assistant Dean of PGME</li> <li>■ Acts as liaison between wellness and the program</li> <li>■ Assists Program Directors in writing robust learning plans utilizing the SMART methodology to set clear and realistic objectives where appropriate</li> <li>■ Assists Program Directors with understanding documentation requirements</li> <li>■ Provides ongoing support to the Program Director and trainee throughout the period of remediation or probation.</li> <li>■ Meet with RPC as required to answer questions regarding the remediation process, status and outcomes.</li> </ul>
<p><b>PGME Executive Assistant and Administrative Supervisor</b></p>	<ol style="list-style-type: none"> <li>1. Liaise with the Chair of Subcommittee on the preparation of the agenda; collects and forwards all case materials for posting</li> <li>2. Provides support to the Chair as it relates to meetings, documentation and minutes</li> <li>3. Provides support to the Director of Academic Support</li> </ol>	<ul style="list-style-type: none"> <li>■ Ensures list of remediations / probations is kept current</li> <li>■ 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</li> <li>■ Proactively monitors which formal learning plans are coming to an end, and requests the outcome of formal learning plan from the Program Director</li> <li>■ Monitors and collates documentation from Program Directors for submission to the Chair</li> <li>■ Maintains Evaluation Subcommittee database and resident files</li> <li>■ Prepares the agenda</li> <li>■ Records meeting minutes and prepares Letters of Decision which are approved by the Chair</li> <li>■ Monitors document submissions with respect to timeliness, sending reminders as necessary and tracks open cases</li> </ul>