

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"> ■ Reviews the formal learning plan and confirms that he/she understands the plan ■ Accepts or declines invitation to meet with RPC about the plan prior to PGME Evaluation Subcommittee meeting ■ Meets with Assistant Dean, PGME prior to the PGME Evaluation Subcommittee meeting ■ 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 or sends a delegate 3. Monitors resident on remedial plan 4. Adheres to PGME Evaluation Subcommittee deadlines 	<ul style="list-style-type: none"> ■ 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 ■ Notifies the Assistant Dean, PGME that a recommendation for a formal learning plan needs to be presented at an upcoming PGME Evaluation Subcommittee meeting ■ Prepares draft formal learning plan (in writing) and supporting documentation and submits to PGME office at pgmecoordinator@uottawa.ca ■ Meets with resident to notify of the intention to present them to the PGME Evaluation Subcommittee for formalized plan ■ Provides a copy of the written formal learning plan to the resident to review and get their input ■ Advises resident to contact the office of the Assistant Dean of Wellness if needed ■ Works with Director of Academic Support to refine and finalize the written formal learning plan ■ Ensures the resident has the opportunity to review and provide comment on the draft plan being submitted to the PGME Evaluation Subcommittee ■ Ensures RPC reviews and approves the final formal learning plan ■ Presents case at PGME Evaluation Subcommittee and responds to questions from members of the subcommittee ■ Completes any modifications to the formal learning plan as per the PGME Evaluation Subcommittee recommendations, by the requested deadline

<p>PGME Evaluation Subcommittee</p>	<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"> ■ Ensures that due process was followed ■ 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. Review of all evidence that was reviewed by the RPC in coming to its recommendation 4. Report from the Assistant Dean, PGME ■ Renders a decision
<p>Chair, PGME Evaluation Subcommittee</p>	<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"> ■ 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 ■ Reviews and approves the agenda ■ Ensures that a quorum is present ■ Chairs the meeting ■ Drafts meeting notes and 'Letter of Decision' (letter sent to PD with a cc to PGME Assistant Dean and resident) ■ Notify Assistant Dean, PGME that the plan is finalized for sign off
<p>Assistant Dean, PGME</p>	<ol style="list-style-type: none"> 1. Consults with program directors who have residents in difficulty 2. Monitors due process 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"> ■ Obtains the resident's interpretation of the situation ■ 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 ■ 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 ■ Meets with the resident to ensure the resident understands the assessment policy, procedures and processes, including appeal mechanisms ■ Finalizes and approves the formalized learning plan based on input received from the PGME Evaluation Subcommittee ■ Communicates with the Senior Medical Officer at the site where the formalized plan will be carried out ■ Ensures resident has reviewed the formal learning plan ■ Explores any extenuating circumstances which may interfere with the start of a formal learning plan ■ Sends written communication to the Chair of the Evaluation Subcommittee confirming the above ■ 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"> ■ Reviews formal learning plans for educational content and appropriateness ■ Provides input/feedback for refinements to be made to the formal learning plan ■ Advises the Evaluation Subcommittee on the rationale of the formal learning plan ■ Monitors implementation and fidelity of process at direction of the Assistant Dean of PGME ■ Acts as liaison between wellness and the program ■ Assists Program Directors in writing robust learning plans utilizing the SMART methodology to set clear and realistic objectives where appropriate ■ Assists Program Directors with understanding documentation requirements ■ Provides ongoing support to the Program Director and trainee throughout the period of remediation or probation. ■ Meet with RPC as required to answer questions regarding the remediation process, status and outcomes.
<p>PGME Registration Coordinator</p>	<ol style="list-style-type: none"> 1. Liaise with the Chair of Subcommittee on the preparation of the agenda; collects and forwards all case materials for posting 2. Provides support to the Chair as it relates to meetings, documentation and minutes 3. Provides support to the Director of Academic Support 	<ul style="list-style-type: none"> ■ Ensures list of remediations / probations is kept current ■ Creates outcome of remediations / probations documents ■ 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 ■ Proactively monitors which formal learning plans are coming to an end, and requests the outcome of formal learning plan from the Program Director ■ Monitors and collates documentation from Program Directors for submission to the Chair ■ Maintains Evaluation Subcommittee database and resident files ■ Prepares the agenda ■ Records meeting minutes and prepares Letters of Decision which are approved by the Chair ■ Monitors document submissions with respect to timeliness, sending reminders as necessary and tracks open cases