



**DEPARTMENT OF FAMILY MEDICINE**

**Waiver of Training Policy**

Classification Residency Training	Table of Contents Purpose 1
Approval Authority Department of Family Medicine Residency Training Committee	Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5
Implementation Authority Calgary and Rural Residency Program Directors	History 6
Effective Date December 13 2010	
Latest Revision July 26, 2018	

**Purpose**            **1**    A “Waiver of Training” is an exceptional granting by the College of Family Physicians of Canada of an exemption for up to one block of training (usually of 4-weeks duration) for a Resident who has previously been granted a Leave of Absence.

The purpose of this policy is to define the requirements for the Program Director to recommend to the Postgraduate Associate Dean, support for an application to the College of Family Physicians of Canada on behalf of a Resident seeking a Waiver of Training.

**Scope**            **2**    This policy applies to all Residents in the Cumming School of Medicine’s Department of Family Medicine Calgary and Rural Residency Training Programs.

The College of Family Physicians of Canada explicitly requires residents registered in enhanced skills programs of one year or less in duration must complete the entire duration of training to be eligible for examinations, certificates of added competence, and/or affirmations of completion of training. They are therefore ineligible for Waivers.

**Definitions**      **3**    In this policy:

- a) "Approval authority" means the office or officer responsible for approving University policy and procedures.
- b) "Implementation authority" means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

**Policy  
Statement**

**4 Policy Statement**

- 4.1 Granting of a waiver of training after a Leave of Absence is considered to be the exception rather than the standard procedure. Programs and Residents must not assume that a Waiver will be approved, and should plan the final year of training and graduation date accordingly.
- 4.2 Waivers of Training are approved by the College of Family Physicians of Canada's Board of Examiners.
- 4.3 The maximum duration of a Waiver of Training is for one (1) 4-week block.
- 4.4 The Program **may** support a Waiver of Training, in exceptional circumstances, provided **all** of the following conditions are met:
  - 4.4.1 The Resident has taken a previous Leave of from the Program for any of the following reasons:
    - 4.4.1.1 Sick Leave
    - 4.4.1.2 Special Leave (i.e. Compassionate)
    - 4.4.1.3 Educational Leave
    - 4.4.1.4 Other Leaves at the discretion of the Associate Dean, PGME
      - 4.4.1.4.1 Residents taking Leave from the Program for parental leave, or administrative reasons will **not** usually merit support for a Waiver of Training;
  - 4.4.2 The Resident is in the final year of training;
  - 4.4.3 The Resident has not yet taken the Certification Exam;
  - 4.4.4 The Resident's remaining schedule includes an Elective Block;
  - 4.4.5 The Resident's schedule can be adjusted to ensure that all remaining mandatory elements of the Program will be completed;
  - 4.4.6 The Resident does not have any unresolved performance deficiencies;
    - 4.4.6.1 A Focussed Learning Plan does not necessarily indicate a

performance deficiency;

4.4.7 The Resident does not have any unresolved concerns regarding professionalism;

4.5 In determining whether to support an application for a Waiver of Training, the Resident's Program Director **must** consult with the Resident's Division (Calgary Program) or Site (Rural Program) Director, and **may** consult with the Resident's Primary Preceptor (Calgary Program).

4.6 Upon determining support for an application for a Waiver of Training, the Program Director must formally indicate this support to the Associate Dean, PGME, in writing. If supportive, the Associate Dean PGME will then forward this request to the College of Family Physicians of Canada's Board of Examiners for consideration.

- Responsibilities**    5    *Approval Authority* – ensure appropriate rigour and due diligence in the development or revision of this policy.
- Implementation Authority* – ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.
- Policy Advisor* – fulfill the responsibilities of the Implementation Authority.
- History**            6    *Drafted: November 16, 2010*  
*Approved: December 13, 2010*  
*Effective: December 13, 2010*  
*Revised: December 13, 2010*  
*Revised: March 18, 2018*  
*Approved: April 19, 2018*  
*Approved: July 26, 2018*