Department of Family Medicine

Residency Training Program

Sheldon M. Chumir Centre

8th floor, 1213 4th St. SW

Calgary, AB T2R 0X7

Current date

Dr. resident name

PGY-Level Resident, Family Medicine

**PROBATION LETTER**

Dear Dr. name,

As you have been made aware, significant concerns about your performance and progress in residency training have been identified and documented. Your performance continues to be well below what is expected for a resident at your current level of training. After careful consideration, the Department of Family Medicine, Resident Progress Sub-Committee (RPS) decided on date, to place you on probation. The details of this are outlined in the accompanying Probation Plan.

**As per the Postgraduate Medical Education (PGME) *Resident Remediation, Probation, & Dismissal Policy,* the PGME Office must notify the CPSA and the AHS Medical Education Office of your probationary status.**

It is important that you understand that probation is a critical period of performance assessment in residency training as reflected in the *Resident Remediation, Probation, & Dismissal Policy*:

*Probation is a period of training during which a Resident is expected to correct serious performance weaknesses that are felt to jeopardize their successful completion of the Program. Probation implies the possibility of dismissal from the Program if sufficient improvement is not identified at the end of Probation. It is composed of a formal program of individualized educational support, assessment, and monitoring designed to assist a Resident in correcting the serious performance deficiencies identified. (6)*

Your signature on this letter acknowledges receipt of this notice and the accompanying Probation Plan.

Sincerely,

Dr. name, Program Director/Division Director

Family Medicine Residency Training Program

cc: Dr. Lisa Welikovitch

 Associate Dean, Postgraduate Medical Education

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Resident Signature Date



Family Medicine Residency Program

Post Graduate Medical Education

Dr. Name of Resident

PGY level Resident, Family Medicine

Date **PROBATION PLAN**

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| --- | --- | --- | --- |
| **Start Date** |  | **Program /Division Director** |  |
| **End Date** |  | **Probation Supervisor** |  |
| **Duration** | 12 weeks | **CanMEDs Coach (if applicable)** |  |
|  |  | **PGME Learning & Education Resource Specialist** | Nancy Dunlop |

By signing this document (last page), you indicate that you understand the nature and structure of the Probation Plan.

**BACKGROUND**

<narrative description of deficiencies e.g. failed rotations, failed remediation, professionalism, patient safety issues, etc.>

On date, the Resident Progress Subcommittee (RPS) reviewed documented deficiencies in your performance and decided to place you on a formal period of probation.

**IDENTIFIED PERFORMANCE DEFIENCIES (based on CFPC Evaluation Objectives):**

delete any that don’t apply below

**THE PATIENT-CENTRED APPROACH**

* specify

**COMMUNICATION SKILLS**

* specify

**CLINICAL REASONING SKILLS**

* specify

**SELECTIVITY**

* specify

**PROFESSIONALISM**

* specify

**PROCEDURAL SKILLS**

* specify

**OTHER** (e.g. any deficiencies relating to CanMEDS-FM roles not covered above)

* specify

**STRUCTURE OF THE PROBATION PLAN**

**Schedule:**

Probation will be for a total duration of 12 (twelve) weeks.

The following experiences have been arranged to provide you an opportunity to demonstrate a satisfactory level of competence in the areas identified above: insert rotations or weekly activity – tailor to situation

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| **Weeks,** e.g. 1-2 | dates |
| **Rotation** |  |
| **Site** |  |
| **Rotation Preceptor** |  |
|  |  |
| **Weeks** |  |
| **Rotation** |  |
| **Site** |  |
| **Rotation Preceptor** |  |
|  |  |
| **Weeks** |  |
| **Rotation** |  |
| **Site** |  |
| **Rotation Preceptor** |  |

As a future Family Physician, you are expected to conduct yourself in a manner consistent with the expectations of the discipline. The following background documents outline these expectations:

CPSA Standards of Practice: <http://www.cpsa.ca/standardspractice/>

CMA Code of Ethics and Professionalism: <https://www.cma.ca/cma-code-ethics-and-professionalism>

CFPC Evaluation of Competence Objectives: <https://www.cfpc.ca/EvaluationObjectives/>

**Objectives**

In addressing the identified performance deficiencies, you are expected to meet the following objectives for a PGY-level resident by the end of the probation period: specify the objectives, learning strategies, and evaluation criteria:– tailor to the situation, delete any that don’t apply

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| --- |
| **The Patient-Centred Approach** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Communication Skills** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Clinical reasoning** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Selectivity** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Professionalism** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Procedural Skills** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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| **Other (specify)** |
| **Specific Learning Objectives** | **Learning Strategies** | **Feedback and Assessment** |
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**Responsibilities of the Resident**

You are expected to be in full attendance (100%) during the probation period. Any absence due to extenuating circumstances must be discussed with the Program/Division Director in advance or as soon as possible. You will be excused from regular resident activities including mandatory program events, academics, and call back clinics, in order to attend to the requirements outlined in this Probation Plan. It is strongly recommend that the entire probation period be completed without a break in order to monitor and maintain progress. It is recognized that in certain circumstances (e.g. PARA designated named vacation periods), that an interruption may occur and this will not count towards the overall duration of probation.

During the probation period, you are expected to participate in the following activities: see examples below – tailor as required

1. Assessments and targeted activities including:
	1. Keep at least one (1) field note per day that records feedback you have received on areas of deficiency as described in this Probation Plan.
	2. Acquire at least one (1) field note per half-day experience of shift.
	3. Review feedback and field notes that are provided for issues related to communication and non-clinical interactions with your preceptors, colleagues, program staff and faculty.
	4. Review feedback received from preceptors, staff, patients, and others, including your CanMEDs Coach (if assigned). These may include shift encounter cards, IPFNs, or other usual assessment tools used in the training program, as well as informal feedback, e.g. an email to the program.
	5. Review MRITERS and the ORITER completed by your rotation preceptors.
2. Meet with Dr. name, Probation Supervisor, specify frequency to review feedback from assessments and discuss progress.
3. Meet with Dr. name, Division / Program Director, at the end of each rotation to discuss progress and ongoing objectives.
4. Meet with a CanMEDS coach for up to \_\_\_ sessions. The coach will be organized through the PGME Learning and Education Resource Specialist ndunlop@ucalgary.ca Feedback will be solicited and reviewed regarding your engagement and professional conduct. Optional, delete if not required
5. Keep notes of all feedback and suggestions provided by preceptors and during meetings. Regularly review and reflect on your notes & assessments and set ongoing personal learning goals.
6. Meet with Nancy Dunlop, Learning & Education Support Specialist in the PGME office to review and build learning strategies ndunlop@ucalgary.ca 403-210-7670. Optional, delete if not required.

**Note**: It is your responsibility to arrange these meetings.

**Responsibilities of the Probation Supervisor:**

During the probation period, Dr. name agrees to: these are examples-modify as required

1. Provide overall supervision during the probation period.
2. Meet with you specify frequency – suggested every two weeks to discuss and review progress in attaining the objectives of the Probation Plan; and keep records of these meeting.

1. Help you in achieving the objectives of probation by: see examples below – tailor as required
2. Clarifying expectations around identified difficulties you are having with the following FM Skill Dimensions: delete those that don’t apply
	1. The Patient-Centred Approach
	2. Communication Skills
	3. Clinical Reasoning Skills
	4. Selectivity
	5. Professionalism
	6. Procedure Skills
	7. Other (Specify)
3. Direct you to other recommended specific sources of information when requested by you.

**Responsibilities of the Program /Division Director**

During the probation period, Dr. name agrees to: these are examples – modify as required

1. Meet with you at the end of each block to review the rotation assessments, discuss progress in attaining the objectives of your probation, and to keep records of these meetings.
2. Develop a comprehensive assessment schedule for you, including the use of midterm (MRITERs) and overall rotation (ORITER) assessments to be completed by rotation preceptors.
3. Consult with the RPS on the outcome of probation and communicate the decision to you.
4. Approve time to access coaching, counselling, medical appointments, or advising services as required.

**Responsibilities of the Mentor:**

You will haveaccess to a mentor during probation, who will not be involved in your direct assessment during the probation period but will be available for advice and support. If a Mentor has been assigned, specify name.

Your Mentor will maintain appropriate confidentiality but have a duty to report serious concerns to the Program Director in accordance with the Canadian Medical Protective Association (CMPA) Code of Conduct and the Cumming School of Medicine (CSM) Professional Standards, which address disclosure of serious concerns that could lead to personal or public harm.

Concerns that are outside the scope of these roles should be directed to appropriate resources such as the **AMA Physician and Family Support Program (PFSP)** **- Phone 1-877-767-4637** [**https://www.albertadoctors.org/services/physicians/pfsp**](https://www.albertadoctors.org/services/physicians/pfsp)

**OUTCOME OF PROBATION**

Please note that the decision about whether or not you pass this probation period is made by the RPS and not by any individual preceptor or group of preceptors. The RPS will consider all of the relevant assessment forms, data, and feedback provided throughout the course of the probation period in order to determine the outcome, as per current PGME Policy:

* Successful – requirements of the probation plan have been adequately met and the resident is to be reinstated into their regular program activities
* Extension of Probation – only in exceptional circumstances and/or for specified reasons unrelated to progress, and approved by the Associate Dean PGME
* Unsuccessful – failure to meet specific objectives or insufficient improvement in one or more objectives identified as a requirement in the Probation Plan

**Successful Completion**

RPS will usually decide that a resident has been successful if all the stated objectives in the Probation Plan have been met.

Successful completion of the Probation Plan will result in reinstatement of regular training in the program. An extension of training will be necessary to complete the requirements of the program.

**Unsuccessful Completion**

RPS will usually decide that a resident has been unsuccessful when there is documented failure to meet specific objectives listed in the Probation Plan or insufficient improvement in one or more of the objectives identified as a requirement in the Probation Plan.

RPS will also determine that the resident has been unsuccessful where there has been any occurrence of a serious patient safety incident.

Unsuccessful completion will result in the following outcome as recommended by the RPS: Dismissal from the Program.

**The program will notify the PGME Office of the outcome of probation and if successful, submit for approval, the number of weeks required to extend training as a result of probation.**

**ACKNOWLEDGEMENTS**

I resident, understand the following about the probation plan:

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|  | ResidentInitials |
| * The identified areas requiring performance improvement
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| * The expected level of performance on probation objectives/competencies
 |  |
| * The nature of the Probation Plan, including the reasons for probation
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| * The time frame of the probation period
 |  |
| * The assessment modalities to be used
 |  |
| * The consequences of successful/unsuccessful probation
 |  |
| * I have been given the chance to clarify all components of the Probation Plan
 |  |

You are welcome to contact the Associate Dean Postgraduate Medical Education, Dr. Lisa Welikovitch to discuss the implications of Probation. She can be reached via email at lwelikov@ucalgary.ca or by phone at 403-220-7448.

The policy documents [*Resident Assessment*](https://cumming.ucalgary.ca/sites/default/files/teams/6/policies/pgme-resident-assessment-policy-final-jul2018.pdf), [*Resident Remediation, Probation, & Dismissal*](https://cumming.ucalgary.ca/sites/default/files/teams/6/policies/pgme-resident-remediation-probation-dismissal-policy-final-jul2018.pdf) *and* [*Resident Appeals*](https://cumming.ucalgary.ca/sites/default/files/teams/6/policies/pgme-resident-appeal-policy-final-jul2018.pdf) are on the University of Calgary Postgraduate Medical Education (PGME) website [Residency Training Policies | Postgraduate Medical Education](https://cumming.ucalgary.ca/pgme/current-trainees/residents/starting-residency-training/policies-guidelines)

Please refer to these regarding any questions you might have. Please note that if implementation of the Probation Plan has to be deferred pending the outcome of an appeal, this will result in a mandatory unpaid leave from the program. It is in the learner’s best interest to continue their program in a timely manner with the learning supports provided. Should the appeal be upheld, the probation decision and plan will be reviewed by the RPS.

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|  | ResidentInitials |
| * I have been made aware of these policy agreements
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**SIGNATURES**:

By signing this document, I confirm that I understand the nature and structure of the Probation Plan. This does not preclude me from pursuing appeals as allowed under the University of Calgary PGME’s Policies.

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| *Signature of Resident* |  | *Date* |
|  |  |  |
| *Signature of Program/Division Director* |  | *Date* |
|  |  |  |
| *Signature of Probation Supervisor* |  | *Date* |
|  |  |  |
| *Signature of Associate Dean, Post Graduate Medical Education, University of Calgary* |  | *Date* |