



UNIVERSITY OF CALGARY

Departmental Policy

Departmental Procedure
Instructions/Forms

POSTGRADUATE MEDICAL EDUCATION Resident Promotion Policy

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- Purpose** **1** The purpose of this policy is to outline the requirements and processes for Promotion of Residents from one PGY level to the next, through the Stages of Training in RCPSC CBME Programs, and for determining Program Completion in PGME Programs in the Cumming School of Medicine at the University of Calgary.
- Scope** **2** This policy applies to all Residents in all Residency Training Programs in the Cumming School of Medicine at the University of Calgary.
- 2.1 In this policy, the word “**must**” is used to denote something that is required, and the word “**should**” is used to denote something that is highly recommended.
- Definitions** **3** In this policy,
- a) “Associate Dean” means Associate Dean of Postgraduate Medical Education in the Cumming School of Medicine at the University of Calgary and is the faculty member responsible for the overall conduct and supervision of PGME within the faculty.
- b) “CBME” means Competency Based Medical Education that is a medical curriculum paradigm that focuses on outcomes

(acquisition of skills, competencies, or Program elements) that may or may not be constrained by defined periods of time, such as Rotations, for their acquisition. In this Policy, CBME Program refers to both an entire Program or a stream within a Program that is based on CBME.

- c) “Competence Committee” means a sub-committee of the RPC in RCPSC CBME Programs that is tasked with monitoring Resident performance and making decisions with respect to Resident progress within the Program, specifically, readiness for increasing professional responsibility and progression through Stages of Training and Promotion as well recommending and monitoring Focused Learning Plans, Remediation, and Probation.
- d) “Educational Experience” means an experience in a particular environment or set of environments selected/selected to support the Resident’s achievement of competencies. This may or may not occur in a block, or Rotation. Other terms used are: “block”, “training experience”, or “Program element”.
- e) “Focused Learning Plan” means a structured learning plan endorsed by the RPC, or subcommittee thereof, a Preceptor, the Competence Committee, or the Program Director to describe an area of performance deficiency requiring focused attention to bring the Resident up to the expected level of proficiency but not requiring a formal Remediation. The plan describes how the deficiency will be addressed and does not require an extension of training or result in a delay in Promotion to the next PGY level. “Modified Learning Plan” is an equivalent term.
- f) “ITER” means In-Training Evaluation Report
- g) “Not Progressing as Expected” means a status in RCPSC CBME Programs that a Resident is not progressing along the competency continuum as expected and includes a status of “Failing to Progress”
- h) “PGME” means Postgraduate Medical Education.
- i) “PGY level” means postgraduate year and is used interchangeably with “residency year”.
- j) “Preceptor” means a physician who has taken on the responsibility to guide, observe, and assess the Educational Experiences of a Resident. “Supervisor” may be used interchangeably with “Preceptor”.
- k) “Probation” means a formal program of individualized educational support, assessment, and monitoring for a Resident that requires the Resident to demonstrate sufficient improvement in described areas in order to continue in the

Program. Refer to Policy on Remediation, Probation, & Dismissal.

- l) “Program” means a RCPSC or CFPC accredited PGME residency training Program in the Cumming School of Medicine at the University of Calgary.
- m) “Program Completion” means that all required elements, time based and not time based, of a Program have been met and a certificate of completion can be issued by PGME. In RCPSC CBME Programs this means a Resident has completed all Stages of Training.
- n) “Program Director” means the person responsible for the overall conduct of a Program who is responsible to the Associate Dean.
- o) “Promotion” shall have the meaning set out in Section 4.
- p) “Remediation” is a formal program of individualized educational support, assessment, and monitoring for a Resident to assist in correcting identified performance deficiencies. Refer to Policy on Remediation, Probation, & Dismissal.
- q) “Resident” means a physician registered in a PGME training Program that is administered by the Cumming School of Medicine at the University of Calgary and leads to RCPSC or CFPC certification.
- r) “Rotation” is defined by each Program as a required element of training and may consist of one or more four (4) week Blocks.
- s) “RPC” means Residency Program Committee, the committee or delegated subcommittee that assists the Program Director in planning, organization, and supervision of the Program. “REC” (Residency Education Committee) or “RTC” (Residency Training Committee) are acceptable equivalent terms in use by some Programs. This also means the Family Medicine Postgraduate Education Committee and includes the Resident Performance Subcommittee in CFPC Programs.
- t) “Time-Based Program” refers to a Program structure and Assessments based on Rotation based time points.
- u) “Stages of Training” in RCPSC CBME means four developmental stages: transition to discipline, foundations of discipline, core of discipline, and transition to practice. Each stage has its own set of markers for learning and assessment.

- 4.1 Accreditation requirements mandate that each RPC, or a subcommittee thereof, **must** assess each Resident for Promotion within their Program.
 - 4.1.1 Each Program identifies the elements each Resident must complete. RPCs have the autonomy to determine the order in which Educational Experiences (core, selective, and elective components) occur.
 - 4.1.2 Residency training is based on successful achievement of Program requirements in a designated time frame in Time-Based Programs.
 - 4.1.3 In CBME Programs, Promotion to the next PGY level is based on continued progression along the competency continuum for the discipline.
 - 4.1.4 Individual Programs will use various tools and explicit criteria to assess Residents. Refer to the Policy on Resident Assessment.
- 4.2 A Resident will be promoted to the next PGY level when the Resident has met the expectations of the preceding PGY level including successful completion of Rotations, Educational Experiences, and other Program and/or discipline specific elements. Typically this is June 30 each year.
- 4.3 In RCPSC CBME Programs a Resident will be promoted to the next PGY level if the RPC or Competence Committee determines they are progressing as expected through the Stages of Training in their current PGY level.
- 4.4 In RCPSC CBME Programs the RPC or Competence Committee (if this responsibility is delegated to them) also determines if a Resident is promoted to the next Stage of Training based on all Assessment and feedback data in a Resident's file.
- 4.5 For all Residents, the Promotion date must be explicitly communicated to the PGME office.
- 4.6 The Resident's PGY level will advance on their Promotion date, provided confirmation is received in the PGME office.

Policy Statement 5 Promotion Exceptions and Off-Cycle Promotion

- 5.1 When a Resident fails one Rotation and passes all others within a PGY level, the RPC **may** promote the Resident to the next PGY level. Refer to Policy on Resident Remediation, Probation, & Dismissal.
- 5.2 When a Resident is placed on a Focused Learning Plan, they will still be promoted to the next PGY level.

- 5.3 When a Resident has not completed other Program or discipline specific requirements, the RPC, or a subcommittee thereof, may, at its discretion, determine whether Remediation or Probation should occur. The expectation is that ALL elements are completed for each PGY level prior to Promotion being approved. Refer to Policy on Resident Remediation, Probation, & Dismissal.
- 5.4 Residency Training that is **interrupted by leaves of any type** resumes where it left off when the Resident returns to the Program unless there are special circumstances under consideration. These include but are not limited to: the length of the leave; performance issues prior to the leave; requirements for Remediation and/or Probation; accommodation requirements; licensure, privileging or regulatory restrictions; investigations or reviews. Under such circumstances, the RPC, or Competence Committee, at its discretion, will determine the PGY level and ongoing requirements of a returning Resident. This may result in an off-cycle Promotion date. Refer also to Policy on Resident Remediation, Probation, & Dismissal.
- 5.5 In RCPSC CBME Programs, if a Resident has been assigned a status of NOT Progressing as Expected, and Remediation and/or Probation leads to an extension of training the Resident may have an off-cycle PGY level, Promotion date and/or a new Program Completion date. Refer also to Policy on Resident Remediation, Probation, & Dismissal.
- 5.6 For Residents with a Promotion date other than June 30, consideration for Promotion may require a special RPC, or subcommittee thereof, meeting; careful attention must be paid to dates and timelines for Residents in this category.
 - 5.6.1 The off-cycle Promotion date **must** be communicated to the PGME office.

Policy Statement 6 Waiver of Training

- 6.1 The Waiver of Training Guideline applies. Waivers may have an impact on the Program Completion date, but since they are only available in the final year of a Program, do not affect Promotion.

Policy Statement 7 Program Completion

- 7.1 When all Program and discipline requirements have been met and the final ITER completed, the RPC, or subcommittee thereof, makes the final Promotion decision with respect to Program Completion. Upon notification, the PGME office will issue a Certificate of Completion.

- 7.2 In CFPC Programs, when all Program requirements have been met the RPC, or subcommittee thereof, will make the decision with respect to Program Completion. Upon notification, the PGME office will issue a Certificate of Completion. Refer to CFPC Policies.
- 7.3 In RCPSC CBME Programs, when the Competence Committee determines that a Resident has completed all Stages of Training the RPC makes its decision with respect to Program Completion. Upon notification, the PGME office will issue a Certificate of Completion.

Disclosure

8 Disclosure

- 8.1 It is essential that everyone associated with a Residency Training Program maintain professionalism and confidentiality regarding any difficulties that Residents are experiencing which may lead to delayed Promotion and/or Program Completion. This requires the application of discretion, professionalism, and compassion.

Delegation of Responsibility

- 9 Any responsibility of the Program Director found in this document may be delegated to an appropriate faculty member.

Authority and Implementation

10 Approval and Implementation Authority

- 10.1 The PGME committee ensures appropriate rigor and due diligence in the development or revision of this policy.
- 10.2 The Associate Dean has the following responsibilities:
- 10.2.1 To ensure that University of Calgary staff is aware of and understands the implications of this policy and related procedures.
- 10.2.2 To monitor compliance with this policy and related procedures.
- 10.2.3 To regularly review this policy and related procedures to ensure consistency in practice.
- 10.2.4 To sponsor the revision of this policy and related procedures when necessary.

Related Information

- 11 All Residents must be given a copy of, or access to, this document as well as any Program-specific documents relating to assessment when they enter a PGME Program at the University of Calgary. It is the responsibility of the Resident to familiarize themselves with all PGME and Program-specific policies related to PGME training.

Other Related Policies:

- Resident Assessment Policy

- Resident Appeals Policy
- Remediation, Probation, & Dismissal
- Waiver of Training
- Remediation and Probation Guidelines

History

- 12** Approved: February 25, 2005
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