

Original Approval Date: December 9, 2024
 Effective Date: December 10, 2024
 Approximate Review Date: December 2028

Parent Policy: PGME Assessment Policy

PGME Requirement to Withdraw Procedure

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee (PGEC)
Classification:	Assessment
Scope:	Residency and Area of Focused Competence (AFC) Programs

Purpose

This procedure outlines the triggers for consideration and the process of a requirement to withdraw in keeping with the principles described in the parent policy.

PROCEDURE

1. TRIGGERS FOR CONSIDERATION OF A REQUIREMENT TO WITHDRAW

- a. A trainee may be required to withdraw for, but not limited to, academic reasons such as the following:
 - i. the unsuccessful completion of one or more Major Learning Plans or Professionalism Plans
 - ii. recurring significant deficiency (for example, in the same CanMEDS role or competencies) despite a previous successful Major Learning Plan or Professionalism Plan
 - iii. the unsuccessful completion of a Major Learning Plan after a reintegration plan (see the Leave of Absence Procedure)
 - iv. Conditions for a practicum intervention are not met within eight (8) months
- b. A trainee who is subject to a probationary period as outlined in their Letter of Engagement may also be required to withdraw should they fail to demonstrate the competence and/or progress required for continuation in their program, as determined by the Program Director. Because the probationary period is designed to assess the trainee's ability to complete their program, a decision to require a trainee to withdraw during a probationary period is discretionary in nature and does not engage the Academic Review Board process outlined in section 2 of this Procedure.

2. PROCESS FOR THE REQUIREMENT TO WITHDRAW

- a. In the event of a requirement to withdraw initiated by the training program, the following steps shall occur:
 - i. The Program Director must inform the Assistant and/or Associate Dean, PGME.
 - ii. The PGME Office informs the Academic Review Board, triggering the PGME Academic Review Board (ARB) Procedure for review and recommendation of the requirement to withdraw.
 - iii. After receiving the ARB's recommendation, the Program Director makes the final decision, in consultation with the Residency Program Committee (RPC) or AFC Program Committee, on the requirement to withdraw.
 - iv. The Program Director notifies the Associate Dean, PGME, in writing of the training program's decision for the trainee to be required to withdraw.
 - v. The Program Director notifies the trainee both face to face and in writing of the decision to require withdrawal from the program.
 - 1. The Program Director must also inform the trainee of their right to appeal the requirement to withdraw through the process set out in the FoMD's Academic Appeals Policy.
 - vi. The Associate Dean, PGME, notifies the trainee in writing of the Requirement to Withdraw and effective date.
 - vii. The PGME Office advises Alberta Health Services (AHS) Academic Medicine, the College of Physicians and Surgeons of Alberta (CPSA), and any other necessary administrative offices of the trainee's requirement to withdraw.

DEFINITIONS

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Trainees	Refers to residents or fellows registered in accredited postgraduate residency or Area of Focused Competence (AFC) programs.
CanMEDS	CanMEDS is an educational framework that describes the abilities physicians require to effectively meet the health care needs of the people they serve.