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Parent Policy: PGME Waiver of Training Policy

PGME Waiver of Training Procedure (Following a Leave of Absence)

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Postgraduate Medical Education Committee
Classification:	Governance and Administration
Scope:	Residency Programs (Residents)

Overview

The Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) expect all residents to successfully complete all aspects of their training program, including the requisite learning objectives and competencies. Leaves of Absence (LOA) are commonly encountered during residency training due to a variety of reasons (e.g. illness, parental leave, etc.) and result in a change in the end date of training equal to the amount of time for the LOA. The required training time missed ordinarily is made up by the resident with equivalent time upon return to training.

Purpose

This document outlines the procedure for residents wishing to apply for a waiver of training after an approved LOA. The purpose of this procedure is to provide Residency Program Directors, Residency Program Administrators, and residents direction with respect to the process for waivers of training under exceptional and rare circumstances.

PROCEDURE

1. Residents who wish to apply for a waiver of training must document their rationale for the request, including the length of exemption requested, and submit it to their Residency Program Director, who may choose to bring the request to the Residency Program Committee (RPC) for consideration and/or consultation.
2. In order to make the decision objective and transparent, all programs must establish and make known the criteria, in writing, that they will use in recommending a waiver of training.
3. Residents are entitled to know in advance how their performance will be evaluated to determine if they qualify for a waiver of training.
4. Residents are not automatically granted waivers of training.
5. A waiver of training is typically submitted at the beginning of the final year of training.

6. A waiver of training will not be recommended if any of the following occurred during residency:
 - a. Any unsatisfactory, borderline, or incomplete rotation assessments.
 - b. Inconsistent attendance at academic activities.
 - c. Training modifications that resulted in an overall dilution of the educational experience.
 - d. Any concerns about the academic, professional, behavioural, and/or ethical performance of the resident.
 - e. Substandard performance in summative objective evaluations (e.g. OSCE, MiniCEX, MCQs, etc.).
7. When considering a waiver of training, the Residency Program Director and/or RPC must be confident that all training objectives outlined by the respective accreditation College (ie. RCPSC or CFPC) will be met by the end of training, including mandatory training experiences and/or rotations.
8. The program will submit the Request for Waiver of Training to the PGME office on behalf of the resident.
9. A reduction of training time can be considered only in the final year of training for RCPSC programs and the last six (6) months of training for CFPC programs.
 - a. The Residency Program Director or RPC needs to be able to evaluate a resident's competency before considering a request for a waiver of training which is not possible to do at the time of the LOA.
10. For CFPC programs, the maximum time to be considered for reduction is set by the CFPC in accordance with their policies (as listed in Appendix I).
11. For RCPSC programs, the maximum time to be considered for reduction is set by the PGME office (as listed in Appendix I).
12. The Associate Dean, PGME, on the recommendation of the resident's Residency Program Director, may grant a waiver of training following an approved leave in accordance with the policies and procedures of the RCPSC and the CFPC. The Associate Dean, PGME, will notify the Residency Program Director of the approval or denial of the waiver of training in writing.

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.	
Royal College of Physicians and Surgeons of Canada or RCPSC	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.
College of Family Physicians of Canada or CFPC	The College of Family Physicians of Canada is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.

APPENDIX I

Maximum Allowable Time for Waivers: CFPC Programs

Program	Maximum Allowable Time
Family Medicine	Four (4) Weeks
Enhanced Skills	No waiver permitted

Maximum Allowable Time For Waivers: RCPSC Programs

Program Length	Maximum Allowable Time
One Year	No waiver permitted
Two Years	Six (6) Weeks
Three Years	Six (6) Weeks
Four Years	Twelve (12) weeks
Five Years	Twelve (12) weeks
Six Years	Twelve (12) weeks
Seven Years	Twelve (12) weeks

Maximum Allowable Time for Internal Medicine and Pediatrics:

1. Where residents undertake only three years of training with an Internal Medicine or Pediatrics residency program, a maximum of six (6) weeks may be waived for these three years of training. Subsequently, a maximum of six weeks (6) of training may be waived for the following 2-3 years of training under the subspecialty program.
2. Subspecialty training with a different program is treated separately for the purpose of the waiver of training and can only be taken in the final year of training.
3. If a resident undertakes three years of training with an Internal Medicine or Pediatrics residency program at one university and switches to another university for subspecialty training, it is the responsibility of the Postgraduate Dean at the corresponding institution to approve the waiver of training.