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Parent Policy: PGME Academic Appeals Policy

PGME Academic Review Board Procedure

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

Purpose

This procedure outlines the steps the Academic Review Board takes when it reviews a case where a resident disagrees with the specific content of a major learning plan or professionalism learning plan or when a Residency or AFC Program (hereby referred to as “Training Program”) requires a resident or AFC trainee (hereby referred to as “trainee”) to withdraw.

PROCEDURE

1. REQUIREMENT FOR ARB CASE REVIEW

- The ARB will conduct a review when a trainee disagrees with the specific requirements of a major learning plan or professionalism plan.
- An ARB review is mandatory when a program requires the trainee to withdraw from training.
 - In rare situations where a trainee is required to withdraw from training for reasons beyond academic performance alone (such as the College of Physicians and Surgeons of Alberta revoking the trainee’s licence, a health authority banning the trainee from their premises, or other similar situations), the ARB chair may conduct an expedited review (without forming an ARB review panel) at their discretion.

2. EXCEPTIONS TO ARB CASE REVIEW

- An ARB review may be waived if the trainee agrees with the program’s decision to withdraw.
- An ARB review is not required when a trainee decides to voluntarily withdraw.

3. CONSTITUTION OF THE ARB REVIEW PANEL FOR CASE REVIEW

- Where the requirements for an ARB case review are met, the PGME Office must inform the ARB Chair and the ARB Chair then constitutes an ARB Review Panel for Case Review.



- b. The ARB Review Panel shall consist of the Chair or Vice-Chair (who will act as the ARB Review Panel Chair), three (3) faculty members, and two (2) trainee members.
- c. Quorum for the ARB Review Panel shall be the Chair or Vice-Chair, two (2) faculty members, and one (1) trainee member.
- d. ARB members must declare any potential conflict of interest with any case presented to the ARB Review Panel Chair.
 - i. Trainee or faculty members must recuse themselves from the process in the following circumstances:
 - 1. If the trainee whose case is being considered is from the same residency program;
 - 2. In the case of trainee members, if it is their own case being considered; and/or
 - 3. Any other identified conflict of interest.
- e. The ARB Review Panel Chair, on review of the case file, may invite witnesses to submit written attestations for the presentation of information concerning each case.

4. TIMELINES

- a. Once an ARB review is deemed necessary, the ARB Chair will determine the timing of the ARB Review Panel.
- b. The ARB will notify the Program Director, Trainee, and PGME of the review date and panel composition in writing at least ten (10) working days prior to the meeting.
- c. Following receipt of the panel composition, the Program Director and/or trainee will have five (5) working days to request that an identified ARB Review Panel member not serve on the panel.
 - i. Challenges may only be made on the grounds that there is a clear conflict of interest with the identified member that they cannot mitigate. The request must include a written explanation to support the challenge.
 - ii. The Chair shall consider and rule upon the challenge, and their decision is final and binding.
- d. Upon completion of the review, and on behalf of the ARB Review Panel, the Chair will prepare a review summary and recommendations, which will be provided to the Assistant and/or Associate Dean, PGME within five (5) working days of the review.
 - i. Case review and recommendation by the panel is considered final.
- e. At the discretion of the ARB Review Panel Chair, the case review may be forwarded to the entire ARB for further deliberation and final recommendation.
 - i. Timing for a case review by the entire ARB is at the discretion of the ARB Chair, either at a regularly scheduled meeting or at an additional meeting to allow for timely review.

5. DOCUMENTATION FOR REVIEW

- a. The PGME Office shall act as intermediary between the program and the ARB, including document submission for case review.
- b. For a Case Review of Learning Plans the Program Director must submit the recommendation for the learning plan and supporting documentation, which must include the applicable learning plan (monitoring, minor, major, or professionalism), the relevant assessments, and other supporting documents the ARB requires to make their decision.
- c. For a Case Review of a Requirement to Withdraw, the Program Director must submit the trainee's entire academic record.



- d. The trainee must be given the opportunity to make a separate written submission to the ARB for consideration.
- e. Document submission to the ARB must be within fifteen (15) working days, but no later than five (5) working days prior to the scheduled ARB Review Panel meeting.
 - i. Case review by the ARB will proceed even if no written submission is received from the trainee.
 - ii. The Chair or Vice Chair, on review of the case file, may request further information or documentation from the Program Director or other parties.

6. OUTCOMES OF AN ARB CASE REVIEW

- a. Where the trainee disagrees with the specifics of the learning plan, the ARB shall review and determine the specific requirements of the learning plan. The ARB's decision is final and binding on the program and the trainee.
- b. In the event of a requirement to withdraw by the Program, the ARB acts in an advisory capacity and makes a recommendation to the Program Director, via the Assistant Dean, PGME. The final decision rests with the Program Director.

DEFINITIONS

There are no definitions for this document.