

## Postgraduate Medical Education (PGME)

Title:	Waiver of Training Policy	Number:	020
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### Preamble

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**Waiver of Training Requirements after a Leave of Absence from Residency: A joint policy of the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), and the Collège des médecins du Québec (CMQ)**

April 2014

### Policy

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The current policy regarding waiver of training requirements after a leave of absence from residency in the Faculty of Medicine at UBC is based on the following standards:

**I. College of Family Physicians of Canada Requirements for Residency Eligibility: Waivers of training (<http://www.cfpc.ca/LeavesAbsenceWaivers/>)**

A leave may still result in a waiver of training requirements, but only in exceptional circumstances. Such circumstances will be determined by the Postgraduate Director of the Department of Family Medicine with the approval of the Postgraduate Dean. The Board of Examiners of the College of Family Physicians of Canada must be notified that a waiver of training was granted under these circumstances, if the candidate wishes to maintain their residency eligibility for certification. Such notification must be provided prior to the submission of completion of training for each individual.

To be eligible for the certification examination in Family Medicine and for being granted Certification in The College of Family Physicians (CCFP), the maximum length of a waiver of training for residents in family medicine residency training programs will be four weeks.

Family Medicine residents registered in Enhanced Skills programs of one year or less in duration must complete the entire duration of training (that is, no waiver allowed) to be eligible for CFPC examinations leading to certificates of special competence and/or attestations of completion of training.

**II. Policies and Procedures for Certification and Fellowship (Royal College of Physicians and Surgeons of Canada)**

January 2013

### Postgraduate Medical Education (PGME)

#### Section IV: Postgraduate Medical Education

#### 4.3.2 Waiver of Training after a Leave of Absence from Residency: A Joint Policy of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the Collège des médecins du Québec (CMQ)

##### Accommodation

The policy detailed in this section 4.3.2 is subject to the Royal College of Physicians and Surgeons of Canada (RCPSC) commitment to accommodate residents with personal characteristics enumerated under applicable human rights legislation, as provided in sections 4.3 and 6.9 of this guide.

##### Policy on Granting a Leave of Absence

The Royal College and the Collège des médecins du Québec (CMQ) expect that all residents must have achieved the goals and objectives of the training program and be competent to commence independent practice by the completion of their training program. It is understood by the RCPSC and the CMQ that residents may require leaves of absence from training. The circumstances that would qualify residents for leaves of absence are determined by the university. It is anticipated that any time lost during a leave will be made up upon the resident's return.

##### Policy on Granting a Waiver of Training

The Postgraduate office may allow a waiver of training following a leave of absence, in accordance with university policy and within the maximum time for a waiver determined by the RCPSC and the CMQ. A decision to grant a waiver of training can only be taken in the final year of the program but cannot be granted after the resident has taken the certification examinations.

Each university will develop its own policy on whether or not it is willing to grant a waiver of training for time taken as a leave of absence; however, in the case where waivers of training are acceptable to the university, they must be within the acceptable times listed below. In addition, regardless of any waived blocks of training, the decision to grant a waiver of training must be based on the assumptions that the resident will have achieved the required level of competence by the end of the final year of training. A waiver of training can only be granted by the Postgraduate Dean on the recommendation of the resident's Program Director.

##### RCPSC and CMQ Maximum Allowable Times for Waivers

It is the responsibility of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the Collège des médecins du Québec (CMQ) to set maximum allowable times for waivers of training that would maintain eligibility for certification. The following are the maximum allowable times for waivers **for RCPSC Programs only**:

1. One year program – no waiver allowed
2. Less than one year for remediation– no waiver allowed
3. Two year program – six weeks
4. Three year program – six weeks
5. Four year program – three months
6. Five year program – three months
7. Six year program – three months

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8. In Internal Medicine and Pediatrics, where residents are undertaking three years of training with an Internal Medicine or Pediatrics Program Director, a maximum of six weeks may be waived for these three years of training. Subsequently, a maximum of six weeks of training may be waived in the following two years of training under the subspecialty Program Director.

The process for these programs is as follows:

- i. Three years of training completed with an Internal Medicine or Pediatrics Program Director followed by two or three years of subspecialty training with a different Program Director are treated separately for the purpose of the waiver of training.
- ii. A waiver must be recommended by the Internal Medicine or Pediatrics Program Director and approved by the Postgraduate Dean on the Core In-Training Evaluation Report (CITER). A decision to grant a waiver is made in the PGY3 for a maximum duration of six weeks.
- iii. In the subspecialty years, a decision to grant a waiver is recommended in the final year by the subspecialty Program Director and approved by the Postgraduate Dean. A maximum six week waiver of training can only be taken in the final year of training.
- iv. If the resident undertakes three years of Internal Medicine or Pediatrics training with an Internal Medicine or Pediatrics Program Director 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. For example, if a resident does Pediatrics training at the University of Toronto and switches to Pediatric Nephrology at McGill, the Postgraduate Dean from Toronto would approve the six week waiver in Pediatrics and the Postgraduate Dean from McGill would approve the six week waiver in Pediatric Nephrology.

### **UBC Application of this Policy**

The Office of Postgraduate Medical Education at the University of British Columbia will consider applications for waiver of training following a leave of absence. This policy will comply with all standards outlined in the current Policies and Procedures for Certification and Fellowship of the Royal College of Physicians and Surgeons of Canada and The College of Family Physicians of Canada.

In order to standardize the process across all UBC residency programs for considering applications for waiver of training following a leave of absence, we will require the residency Program Director to complete and submit the attached form to our office for any resident whom the program is recommending for a waiver of training.

The resident and the residency Program Director must review the relevant CFPC or RCPSC Policies noted above and confirm that the resident fulfills all of the requirements.

In addition, to satisfy the specific UBC requirement that the resident's performance be deemed exceptional, the Program Director will have to demonstrate that based on the evaluations throughout the program the resident's performance is exceptional – i.e. that on the majority of rotations the resident's performance was considered to be exceptional (within the top ten percentile of residents in that program).

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### Timing and Deadlines for Application

To be considered for the waiver of training, a resident must ensure that his/her Program Director submits a completed application for waiver of training to the Office of the Postgraduate Medical Education **during the final year of training at least three months for Family Medicine or six months for Royal College programs prior to the scheduled date of program completion in the absence of the waiver. The application must be made before certification examinations are taken.** The decision as to whether a resident will be granted a waiver of training will be made by the Associate Deans and Assistant Dean for Postgraduate Medical Education.

### Preliminary Assessment

We recognize that for certain jobs and for applying to subspecialty residency programs and clinical fellowships it may be helpful for the resident to determine if she/he likely will be granted the waiver of training prior to the last year of the residency program. In such cases, our office will review the merits of the application and offer a “prognostication”, but this will not be binding on the decision rendered above during the final year of the residency program.

### Waiver of Training Application Form for Residency Programs

Please note: In order to complete this form, the residency program will need some measure of whether a resident meets the standard of “exceptional” While this is difficult to define precisely, “consistent performance within the top ten percentile” will be the minimum expectation of an exceptional resident. To assist residency programs in identifying exceptional residents, it is recommended that programs include at the end of their In-Training Evaluation Reports (ITERs) the following section for rotation supervisors to complete:

“Overall I consider this resident to be exceptional (in the top ten percentile of residents at this level of training) (YES/NO). If yes, please support this statement citing specific performance measures based on the CanMEDS/CanMEDS-FM criteria.”

Action	Committee	Date	Status