# Procedure for Waiver of Training After a Leave of Absence

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| **Procedure:**  | Procedure for Waiver of Training After a Leave of Absence  |
| **Policy reference:**  | Waiver of Training After a Leave of Absence  |
| **Contact:**  | Coordinator, Admissions and Resident Administration, PGME Office306-966-1941 |
| **Last update:**  | November 2021  |

## 1. PURPOSE

To arrange a process for approving a waiver of training after a leave of absence, in accordance with the policies of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

**2. INTRODUCTION**

Leave of absence approvals, as well as the waivers of training following a leaves of absence, are at the discretion of the Program Director and the Associate Dean, PGME. Final approval is given by the Associate Dean, PGME.

**3. SCOPE**

All Residents in all residency training programs at the College of Medicine, University of Saskatchewan.

**4. DEFINITIONS**

n/a

**5. RESPONSIBILITIES**

n/a

**6. SPECIFIC PROCEDURE**

# Residents are entitled to know, in advance, how their performance will be evaluated in order for them to qualify for a waiver. In order to make the decision objective and transparent all programs must make public the criteria they will use in granting a waiver of training.

# It must not be assumed that the Resident is entitled to a waiver of training. A waiver of training will be at the discretion of the Program Director using the principles outlined within this document, associated policy and those established by the respective training program.

Before recommending a waiver of training the Program Director must be satisfied that the Resident will achieve a minimum level of competence by the end of the final year of training.

When considering a waiver of training the Program Director is encouraged to consider:

1. any unsatisfactory, borderline or incomplete rotation evaluations;
2. inconsistent attendance at academic activities;
3. training modifications which resulted in an overall dilution of the educational experience;
4. any concerns about the academic, professional, behavioral and ethical performance of the Resident;
5. performance in objective evaluations;
6. that all training objectives outlined by the respective College will be met by the end of training.

Residents must apply in writing to their Program Director for waiver of training. Programs are encouraged to set up a RPC sub-committee to review waiver of training request.

Program will be required to submit an application form to the PGME Office when requesting a waiver of training. A waiver of training will be considered by the Associate Dean, PGME only under the following circumstances:

1. it is in compliance with the Waiver of Training after a Leave of Absence sections from residency policies of The Royal College of Physicians and Surgeons of Canada and The College of Family Physicians of Canada;
2. the resident is in the appropriate year to write their certification exams;
3. the resident has not yet written their certification examinations;
4. the waiver requested does not exceed the maximum allowable duration;
5. the Resident will have completed all mandatory components of training

Attached to the form must be a brief summary of the information on which the program has based the waiver recommendation. The summary should describe the Resident’s performance based on the relevant assessment criteria. Program may include copies of any relevant documents. Program can provide any other information that they feel makes the Resident’s application for waiver of training satisfy the requirement of competency.

# 7. FORMS AND TEMPLATES

# Application for waiver of training following a leave of absence from residency

**8. REFERENCES**

Wavier of Training after a Leave of Absence policy

RCPSC Policy and Procedures for Certification and Fellowship

College of Family Physicians of Canada- Requirements for Residency - Leaves of Absence

**9. CHANGE HISTORY**

November 2018, June 2021, November 2021