



Policy Name	Voluntary Withdrawal from PGME Residency Training
Application/ Scope	All Post Graduate Medical Education Programs
Approved (Date)	PGME Executive Committee: June 10, 2014; Amended and Approved: March 10, 2015; October 20, 2020
Review Date	Five (5) years from approved date
Revised (Date)	
Approved By	Faculty Executive Council: June 10, 2014 Dean's Council: May 12, 2015 College Executive Council: June 24, 2014, College Executive Council: April 27, 2021

BACKGROUND

The decision to withdrawal from residency training requires serious consideration and should be made only following extensive consultation with counseling supports available to residents. A resident may choose to withdraw from their Residency Program for a number of reasons including the following:

- Ongoing issues with academic performance
- Career choice
- Personal reasons
- Extended leave of absence making circumstances around return to training difficult

DEFINITIONS

CaRMS – Canadian Residency Matching Service

CPSM – College of Physicians and Surgeons of Manitoba

Home Residency Program – is the Residency Program in which postgraduate medical trainee is based

PARIM – Professional Association of Residents and Interns of Manitoba

PGME – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, postdoctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Geneticists (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME

committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

PGME-ARET – Alternate Resident Entry & Transfer Subcommittee is the PGME committee responsible for managing alternate resident routes of entry to Residency Programs

Provincial Medical Administration Office (PMAO) – is the office or person designated to receive and maintain records, applications, correspondence and information pertaining to the Medical Staff (including trainees) provincially

Shared Health – is the organization that delivers specific province-wide health services and supports centralized administrative and business functions for Manitoba health organizations

1. PURPOSE

- 1.1 Provide specific guidelines regarding a resident's voluntary withdrawal from a Residency Program
 - 1.1.1 This policy does not include resident transfer to another Residency Program or dismissal from a Residency Program

2. POLICY STATEMENTS

- 2.1 A resident may voluntarily withdraw from training in a Residency Program/terminate employment as a resident. This intent is subject to a minimum of four (4) weeks written notice to their Home Residency Program Director
- 2.2 Withdrawal from a Residency Program does not prevent a resident from reapplying to their previous Residency Program or another Residency Program within PGME in the second iteration of the CaRMS Match
- 2.3 Any actions in progress at the time of withdrawal (e.g. resident on leave of absence, Suspension or Probation) will be discontinued
- 2.4 Residency positions that have been vacated are eligible to be filled by the Residency Program

3. PROCEDURES

- 3.1 A resident wishing to withdraw from their Residency Program must meet with their Residency Program Director, who will seek consultation with the Associate Dean, PGME
- 3.2 After consultation and final determination, the resident must provide notice (email or hard copy) of their intent to withdraw to their Residency Program Director
- 3.3 The Program Director will provide a copy of the resident's notice including the effective withdrawal date to the PGME Office within twenty-four (24) hours of receipt of the notification
- 3.4 The PGME Office will provide notification (email or hard copy) that a resident has withdrawn from the Residency Program, to the following:
 - PARIM, within twenty-four (24) hours of notification of such action
 - Employer (usually Shared Health/PMAO)

- CPSM

3.5 The PGME Office will coordinate with the Employer to make the appropriate payroll adjustments for any unused vacation accrued or adjustments for any negative vacation or sick leave balances

3.6 Resident Suspension and Dismissal are covered under the *PGME Policy on Resident Assessment, Promotion, Modified Learning Plan, Remediation, Probation, Suspension and Dismissal*

3.7 Management of the vacant spot created by a resident withdrawal will require the combined input from the Associate Dean, PGME, PGME-ARET, the relevant Residency Program Committee and the Residency Funding Advisory Committee

POLICY CONTACT: Associate Dean, PGME

REFERENCES

PARIM and WRHA Collective Agreement <https://www.parim.org/residency/contract/>

University of Manitoba, Postgraduate Medical Education, PGME Resident Assessment, Promotion, Remediation, Probation, Suspension and Dismissal Policy
[https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user Assessments Attendance and Evaluation](https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user_Assessments_Attendance_and_Evaluation)

University of Manitoba, Postgraduate Medical Education, PGME Alternate Routes of Entry to Residency - Transfer, Re-Entry, Non-CaRMS
[https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user Transfers](https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user_Transfers)

University of Manitoba, Student Affairs, Registrar's Office, Withdrawal from Classes
http://umanitoba.ca/student/records/leave_return/695.html