

DOCUMENT GUIDE



DOCUMENT NAME: RESIDENT PROGRESS SUBCOMMITTEE DECISION

DESCRIPTION:

This document is prepared by the Site Education Director for presentation to the Resident Progress Subcommittee following the 6-month periodic review (at T6, T12, T18, T24), and at such time where the Resident Progress Subcommittee must deliberate on all decisions regarding Resident progress, including: advancement from PGY1 to PGY2; completion of training; remediation, probation, or dismissal; accommodation of residents with disabilities, and educational handover. Following the Resident Progress Subcommittee Decision, the document is shared with the Resident, and thereafter submitted through VENTIS to PGME by completing and submitting the VENTIS RoRP, as required by PGME. The VENTIS RoRP is generated ad hoc by the Site Education Director, and populated using information from the final Resident Progress Sub-Committee Decision. At the T24 review, the Site Education Director will provide a completed Resident Progress Subcommittee Decision Form and Residency Program Requirements Tracking Form to the Resident Progress Subcommittee for decision. This will lead to the VENTIS Completion of Training eform.

ACCESS TO DOCUMENT:

- Go to Family Medicine website - http://umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/index.html
- Click on “Documents and Forms”
- Form is available under “Assessments”

AUTHORITY/RESPONSIBILITY:

- Program Assistant
- Site Medical Lead
- Site Education Director
- Primary Preceptor
- Alternate/Secondary Preceptor
- Faculty Lead
- Resident
- Postgraduate Director
- Associate Director, Enhanced Skills Program
- Assistant Director, Enhanced Skills
- Postgraduate Program Office

SCHEDULE:

| UPDATE/COMPLETE | SUBMIT/PRESENT | ENTER IN VENTIS (yes/no) | COMMENTS |
|---|--|--------------------------|---|
| Maintain regularly, and prepare for Resident Progress Subcommittee meetings | 6-month review at Resident Progress Subcommittee meetings and as required if resident is not meeting the expected trajectory of training | No | This form is not in VENTIS, however, the information from it will inform the VENTIS RoRP, which is mandated by PGME |
| | Program Assistant collects Resident Progress Subcommittee Decision forms and files in Resident Portfolio Binder | | |

RESIDENT PROGRESS SUBCOMMITTEE DECISION

| | | | | | |
|--|---|--|--|--|---|
| RESIDENT: _____ SITE: _____ DATE: _____ | Well behind the expected trajectory requiring remediation / probation | Behind the expected trajectory, will require extension of training if not improved | Is meeting the expected trajectory of training | Is somewhat ahead of the expected trajectory | Is significantly ahead of the expected trajectory |
| FM-EXPERT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FM-Expert: Patient-centered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FM-Expert: Selectivity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FM-Expert: Clinical reasoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| FM-Expert: Procedural Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMUNICATOR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COLLABORATOR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LEADER | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HEALTH ADVOCATE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCHOLAR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PROFESSIONAL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| GLOBAL ASSESSMENT OF PROGRESS | | | | |
|---|--|--|--|---|
| Well behind the expected trajectory requiring remediation / probation | Behind the expected trajectory, will require extension of training if not improved | Is meeting the expected trajectory of training | Is somewhat ahead of the expected trajectory | Is significantly ahead of the expected trajectory |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SITE EDUCATION/DIRECTOR RECOMMENDATION:

- Continue the program with no interruption
- Continue the program with no interruption, and demonstrate resolution of noted area of weakness by the next assessment
- Undertake a remediation
- Undertake probation
- Be dismissed from the program
- Discuss at Resident Progress Subcommittee for Counsel

RESIDENT PROGRESS SUBCOMMITTEE DECISION:

- Agree Disagree (if disagree, please explain)

Chair or Delegate of the Chair, Resident Progress Subcommittee

Date

RESIDENT COMMENTS:

Resident

Date