

## POSTGRADUATE MEDICAL EDUCATION

### **WAIVER OF TRAINING REQUIREMENTS AFTER A LEAVE OF ABSENCE FROM RESIDENCY: PROCESS**

Normally all residents will be required to complete the full duration of the program. However, it is recognized that in certain circumstances a waiver of training may be appropriate. If the Resident's wishes to explore whether s/he may be eligible to have training waived, they should discuss this with their Program Director. There may be program-specific guidelines in place.

When considering whether to grant a waiver of training following a leave of absence(s), it is within the purview of the Program Director and the Residency Program Committee to determine whether consultant competency has been achieved. The waiver of training must then be supported by the Postgraduate Dean.

#### **Process to request for waiver of training requirements:**

1. In the beginning of the final year of training a resident may make a request, in writing, to the Program Director.
2. If the Program approves the request for the waiver, the Program Director will then submit a letter of support to the Postgraduate Dean. The Program Director's letter should include the following information:
  - a. Resident's name, program, level, and dates of the leaves taken during the program and the recommended revised end date.
  - b. That the Resident has successfully completed all training requirements of the program, including in-training examinations, quality assurance projects, case logs, etc.
  - c. A detailed description of the circumstances surrounding the request and why the waiver is being supported. Some examples of special circumstances: continuation in a fellowship program that will allow completion of primary program requirements during the fellowship, job opportunity, individual specific circumstances.
3. The Postgraduate Dean will review the request and if approved, write a letter of support to the Credentials Committee of the Royal College or the College of Family Physicians. Notification will be made prior to submission of the

FITER. A decision to grant a waiver of training cannot be granted after the resident has taken the certification examinations.

### **Maximum Allowable times for waivers**

#### College of Family Physicians of Canada

<http://www.cfpc.ca/ProjectAssets/Templates/Series.aspx?id=308&langType=4105&terms=waiver+of+training>

Family Medicine – 4 weeks

Enhanced Skills Programs of one year or less – no waiver allowed

#### Royal College of Physicians and Surgeons of Canada (RCPSC)

( joint policy for the RCPSC and the College des medecins du Quebec. See the Policies and Procedures for Certification and Fellowship, Item 4.3.2:

<http://www.royalcollege.ca/portal/page/portal/rc/credentials/start>

1. One year programs – no waiver allowed
2. Less than one year for remediation or enhanced skills – no waiver allowed
3. Two years – 6 weeks
4. Three years – 6 weeks
5. Four years – three months
6. Five years – three months
7. Six years – three months
8. In Internal Medicine and Pediatrics, where residents are undertaking 3 years of training with an Internal Medicine or Pediatrics Program Director, a maximum of 6 weeks may be waived for these 3 years of training. Subsequently, a maximum of six weeks of training may be waived in the following 2 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 2 or 3 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 year for a maximum duration of 6 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 of 6 week waiver of training can only be taken in the final year of training.
  
- (iv) If the resident undertakes 3 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 pediatric training at the University of Toronto and switches to pediatric nephrology at McGill, the Postgraduate Dean from Toronto would approve the 6 week waive in pediatrics and the Postgraduate Dean from McGill would approve the 6 week waiver in Pediatric Nephrology. \*The policy as previously written precludes 4 year Gen Peds and GIM from applying/granting a waiver of training and is inconsistent with the Royal College guidelines. RCPSC states: 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 6 week waiver of training can only be taken in the final year of training. If the resident undertakes core training at one university and subspecialty training at another, it is the responsibility of the Postgraduate Dean where the core or subspecialty training occurs to approve the waiver of training.