

## Guidelines for EEP, Remediation and Probation

	Enhanced Education Plan	Remediation	Probation
<b>Definitions</b>	<p>An <b>Enhanced Education Plan (EEP)</b> is an individualized education plan, designed to assist trainees in correcting identified performance deficiencies that can be delivered without significant changes to clinical or academic curriculum. The EEP occurs over a specified period with formal assessment and monitoring.</p> <p>It is expected that many trainees may require an EEP during training.</p>	<p><b>Remediation</b> is a formal period of individualized educational support, assessment, and monitoring, designed to assist a trainee in correcting identified significant performance deficiencies that may impede the progress of the trainee in the program.</p>	<p><b>Probation</b> is a formal period of individualized educational support, assessment and monitoring designed to assist the trainee in correcting serious weaknesses felt to jeopardize successful completion of the program.</p> <p>Probation implies the possibility of dismissal from the program if sufficient improvement in performance is not demonstrated by the end of the probation period.</p>
	<ul style="list-style-type: none"> <li>• Program directors, competence committees or equivalent can recommend an EEP with approval of the program committee.</li> <li>• The EEP identifies the duration, area of deficiencies, additional supports required to assist the trainee, expectations, assessment and monitoring of progress.</li> <li>• An EEP should not require significant changes to the clinical curriculum or modifications to the degree of required clinical supervision at level of training.</li> <li>• An EEP is not expected to increase the duration of training.</li> </ul>	<ul style="list-style-type: none"> <li>• Program directors, competence committees or equivalent can recommend remediation with approval of the program committee.</li> <li>• The remediation plan identifies the duration, area of deficiencies, additional supports required to assist the trainee, expectations, assessment and monitoring of progress.</li> <li>• Clinical curriculum and degree of clinical supervision may be modified with repeat rotations and/or new educational experiences with specific objectives for the period of remediation.</li> </ul>	<ul style="list-style-type: none"> <li>• Program directors, competence committees or equivalent can recommend probation with approval of the program committee and the Associate Dean, PGME.</li> <li>• Probation is a <u>critical</u> period where rotations may be highly modified to focus on specific areas of deficit and an elevated monitoring and assessment program is implemented.</li> <li>• The probation plan identifies the duration, area of deficiencies, additional supports required to assist the trainee, expectations, assessment and monitoring of progress.</li> <li>• An unsuccessful probation period may result in <u>dismissal</u> from the program.</li> </ul>

	Enhanced Education Plan	Remediation	Probation
<b>Triggers</b>	<ul style="list-style-type: none"> <li>Provisional satisfactory on ITAR.</li> <li><i>Not progressing as expected</i> designation after CC review.</li> <li>Less than satisfactory assessment on other assessment tools as defined by the program in the program-specific assessment guidelines.</li> <li>Repeated difficulties noted in one or more competencies across training experiences.</li> <li>Concerns about the professional conduct of the trainee.</li> <li>Review of a successful remediation/probation period has determined that an EEP is required for areas to be further strengthened.</li> <li>Review from a suspension has determined that an EEP is required upon return to training.</li> </ul>	<ul style="list-style-type: none"> <li>Unsatisfactory ITAR</li> <li><i>Failure to Progress</i> decision after CC review.</li> <li>One or more provisional satisfactory/not progressing as expected assessments; deficiencies are significant enough to be better addressed by remediation than EEP (e.g., extension of training duration is required or significant changes to the clinical curriculum).</li> <li>Less than satisfactory assessment/not progressing as expected based on program assessment plan as defined by the program in the program-specific assessment guidelines.</li> <li>Repeated difficulties noted in one or more competencies across training experiences</li> <li>Concerns about the professional conduct of the trainee.</li> <li>Review from a suspension has determined that remediation is required upon return to training.</li> <li>Unsatisfactory/Failure to Progress following an EEP.</li> </ul>	<ul style="list-style-type: none"> <li>Unsatisfactory/Failure to Progress assessment on completion of a remediation period.</li> <li>If repeated deficiencies after two remediation periods, even if the prior remediation has been successful.</li> <li>A prior probation period for the same issue(s), even if the probation was successfully completed.</li> <li>Following a suspension after an investigation of the critical incident has been conducted by the program, hospital and/or the PGME office.</li> <li>A critical incident related to professionalism and/or patient safety.</li> </ul>
<b>Duration (typically)</b>	1-4 blocks	2-3 blocks to a maximum of 6 blocks if improvement noted	1-3 blocks with possibility of extension to a maximum of 4 blocks if improvement noted

	Enhanced Education Plan	Remediation	Probation
<p><b>Approval, Reporting &amp; Document Requirements</b></p> <p><i>All modified educational plans must be approved by the program committee</i></p>	<ul style="list-style-type: none"> <li>An EEP can be developed independently by the program or with requested assistance from the Director of Academic Performance Support (APS).</li> <li>The EEP must be signed by the trainee and the program director/delegate.</li> </ul>	<ul style="list-style-type: none"> <li>The remediation plan must be signed by the trainee and the program director/delegate.</li> <li>The remediation plan must be reviewed by the Director of APS with a copy of the plan to the PGME office.</li> <li>It is recommended that supervisors during the remediation period be made aware of the plan, areas of difficulty, and key learning objectives.</li> </ul>	<ul style="list-style-type: none"> <li>The probation plan must be signed by the trainee, program director and the Associate Dean, PGME.</li> <li>The Associate Dean, PGME will notify CPSO when the decision for probation is made, regardless of appeal in process.</li> <li>It is recommended that supervisors during the probation period be made aware of the plan, areas of difficulty, and key learning objectives.</li> </ul>
<p><b>Assessment</b></p>	<p>Formal review and documentation of the trainee's progress is recommended every four (4) weeks.</p>	<ul style="list-style-type: none"> <li>Formal review and assessments must be completed as stipulated in the remediation plan.</li> <li>Formal review and documentation of the trainee's progress is recommended every two (2) weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Formal review and assessments must be completed as stipulated in the probation plan.</li> <li>Formal review and documentation of the trainee's progress must occur every two (2) weeks.</li> </ul>
<p><b>EAB case conference</b></p>	<p>Optional</p>	<ul style="list-style-type: none"> <li>Optional for first remediation unless terms of remediation are disputed.</li> <li>Mandatory for requests for extension and any remediation period beyond the first.</li> </ul>	<p>Mandatory</p>
<p><b>Eligible Rotations and/or Using Elective Time</b></p>	<p>Training during an EEP can be counted towards completion of program training requirements</p>	<ul style="list-style-type: none"> <li>Training during remediation may be counted towards completion of program training requirements, provided that remedial training experiences resulted in appropriate achievement of required competencies for progression.</li> <li>This may be decided by the program committee after remediation has been successfully completed.</li> </ul>	<p>Training during the probation period cannot be counted towards completion of program training requirements.</p>

	Enhanced Education Plan	Remediation	Probation
<b>Extension of Training, Vacations, Electives, Moonlighting</b>	<ul style="list-style-type: none"> <li>An extension of training is NOT required</li> <li>The trainee may have access to vacations, electives, and off-rotation service at the discretion of the program committee and if meets the requirements of the EEP.</li> <li>Moonlighting is not recommended during the duration of the EEP.</li> </ul>	<ul style="list-style-type: none"> <li>An extension of training may be required following successful remediation, at the discretion of the program committee.</li> <li>Remediation should occur in home training locations unless the training experience at another institution is of educational benefit. If this is proposed, this must be discussed with the Associate Dean, PGME office prior to approval</li> <li>The trainee is typically not granted elective requests during remediation to ensure a continuous period of assessment.</li> <li>Any leave of absence during the remediation will not be counted as part of the remediation period.</li> <li>Moonlighting is not permitted during remediation. Requests for moonlighting after successful remediation must be approved by the program committee.</li> </ul>	<ul style="list-style-type: none"> <li>An extension of training is required after successful probation.</li> <li>Probation must be completed within the home institution.</li> <li>Electives are not permitted during the probation period.</li> <li>Any leave of absence during probation will not be counted as part of the probation period.</li> <li>No program transfers will be permitted during probation.</li> <li>Moonlighting is not permitted during probation. Requests for moonlighting after successful probation must be approved by the program committee.</li> </ul>
<b>Extension of EEP, Remediation, or Probation Periods</b>	The EEP may be extended to a maximum of six (6) blocks if improvement is demonstrated.	Remediation may be extended up to three (3) further blocks to a maximum of six (6) blocks for one remediation period, at the discretion of the program committee, when: <ul style="list-style-type: none"> <li>there is <i>evidence of some improvement</i> in identified deficits being remediated,</li> <li>or</li> <li>new deficits are identified during the remedial period.</li> </ul>	<ul style="list-style-type: none"> <li>Probation may be extended to a maximum of four (4S) blocks for one probation period when: <ul style="list-style-type: none"> <li>there is <i>evidence of some improvement</i> in identified deficits being remediated, or</li> <li>new deficits are identified during the remedial period.</li> </ul> </li> <li>Extension must be approved by the Associate Dean, PGME.</li> </ul>
<b>Consequences of Failure</b>	Remediation	Extension of remediation Probation	Extension of probation Dismissal from Program
<b>Appeal</b>	Decision for EEP cannot be appealed	Decision for remediation can be appealed at Level 1 and 2 Appeals	Decision for probation can be appealed at Level 1, 2 and 3 appeals

## The Remediation Team: Roles and Responsibilities

Please note that this table does not include roles such as Academic Advisor, remediation coach, etc., which are dependent on the program and the specifics of the modified educational plan. The responsibilities of the additional roles to those below should be outlined in the modified educational plan.

<p><i>Associate Dean, PGME PGME Office</i></p>	<ul style="list-style-type: none"> <li>• Monitors due process for trainee, including but not limited to appeals.</li> <li>• Approves recommendations for probation.</li> <li>• Approves extension requests for probation.</li> <li>• Provides advice to programs on process and policy.</li> <li>• Notifies CPSO regarding trainees on probation.</li> <li>• Approves recommendations of the EAB and the Director of APS.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors activity to ensure strategic use of resources and educational training.</li> <li>• Maintains records of trainees on remediation/probation and outcomes.</li> <li>• Provides administrative support for the Director of APS and the EAB.</li> <li>• Organizes EAB case conferences in collaboration with the Chair of the EAB, trainee and the program director.</li> <li>• Ensures timely revisions and updates to existing assessment and appeal policies.</li> <li>• Arranges university legal counsel to support the program committee and EAB as required.</li> </ul>
<p><i>Program Director or Delegate</i></p>	<ul style="list-style-type: none"> <li>• Informs and consults with the Associate Dean, PGME and the Director of APS for decisions on remediation and probation.</li> <li>• Develops EEPs, remediation and probation plans in consultation with the trainee, program committee, Director of APS, EAB, and Associate Dean, PGME, as applicable.</li> <li>• Communicates and monitors progress of the trainee during the period of the modified educational plan.</li> <li>• Advises resident on the relevant policies, including but not limited to appeals.</li> <li>• Monitors the progress of trainees on modified education plans.</li> <li>• Considers potential wellness concerns and advises trainee about supports, including but not limited to Resident Affairs.</li> </ul>	
<p><i>Director of APS and EAB</i></p>	<ul style="list-style-type: none"> <li>• Provides input on policies/processes related to trainee assessment.</li> <li>• Reviews all remediation and probation plans.</li> <li>• Conducts EAB case conferences and provides recommendations to the Associate Dean, PGME.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports programs to develop EEPs, remediation and probation plans.</li> <li>• Facilitates access to available resources to support the plan.</li> <li>• Provides annual reports to the Postgraduate Education Committee (PGEC) on activities of the EAB.</li> <li>• Develops and delivers educational sessions to program directors on assessment strategies for trainees in difficulty.</li> </ul>
<p><i>Program Committee/ Competence Committee</i></p>	<ul style="list-style-type: none"> <li>• Assessment recommendations/decisions for progression, promotion and need for modified educational plans.</li> <li>• Assists in the development of modified educational plans.</li> <li>• Approval for modified educational programs and extensions.</li> <li>• Approval for credit to be granted during remediation</li> </ul>	
<p><i>Trainee</i></p>	<ul style="list-style-type: none"> <li>• Provides input into the modified educational plan</li> <li>• Reviews and signs modified educational plan</li> <li>• Participates in required activities</li> <li>• Responsible for disclosing any issues affecting their ability to perform in their training to the program director, PGME or Resident Affairs.</li> </ul>	