



Probation Plan

School of Medicine, Queen's University

This probation plan shall be prepared by the Program Director in consultation with Residency Program Committee (RPC).

It is recommended that Dr. _____, a PGY _____, a resident in _____ (name of program) participate in a probation period for a period of _____ (length), to begin _____ and end _____ (dates).

The need for probation was identified during the _____ rotation (s) beginning on _____ and ending on _____ (dates) at _____ (location).

This is an interim plan until reviewed by the Education Advisory Board (EAB). Further revisions of this plan may be required based on EAB recommendations.

Rationale: This probation plan has been established with the understanding that it is not in keeping with the role of a _____ (name of program) resident to:

Events leading to probation:

1)
2)
3)

Define Objectives: The following objectives have been defined for the purpose of this probation period:

1)
2)
3)

Methods of intervention: During the probation period, Dr. _____ must: (indicate all that apply)

1) Follow a structured reading program in the area of _____, paying particular attention to the following (Check all that apply.)

- Basic science
- Clinical presentation
- Pathophysiology
- Therapeutics
- Management and approach
- Evidence based medicine
- Other: (e.g. increased protected time) _____

Reading should be done from the following sources: _____

2) Improve clinical performance by: (e.g. increased time on rotation, individualized observation and feedback, simulations, additional clinics, standardized patients), *please specify:*

3) Follow remedial program (e.g. communication skills, skills training), *please specify:*

4) Counseling recommended

5) Other: (e.g. leave of absence, suspension, please specify) _____

Monitoring schedule:

1) Mentor/Academic Advisor (not involved in assessing resident's performance)

Dr. _____ (resident) will meet with Dr. _____ at intervals of _____ (specify: weekly, biweekly, monthly) during the probation period to discuss progress and ongoing objectives.

2) Supervisor

Dr. _____ (resident) will meet with Dr. _____ at intervals of _____ (specify: weekly, biweekly, monthly) during the probation period to discuss progress and ongoing objectives.

3) Program Director

Dr. _____ (resident) will meet with Dr. _____ at intervals of _____ (specify: weekly, biweekly, monthly) during the probation period to discuss progress and ongoing objectives.

Documentation of Monitoring Meetings

The following meeting template (or reasonable equivalent) will be used to document all meetings:

(a) Date:
(b) Recorded by (circle one): Resident, Mentor, Supervisor/Academic Advisor, Program Director
(c) Other, Please specify _____
(d) In attendance:
(e) Focus of discussion:
(f) Outcomes/plan:

- Residents should be encouraged to document all meetings, and this record should subsequently be reviewed with, and approved by, all meeting attendee(s)
- The presence of a third party is recommended

Documented Outcomes:

Successful probation will require Dr. _____ to meet listed objectives to the defined level of performance:

Expected level of performance	Sources of Evidence (Assessment strategies)
Objectives: as listed above	e.g. Documented direct observations, Multisource feedback data, Examination results, etc.
Defined expectations in keeping with resident's year in program. (Describe what that looks like)	

The Residency Program Committee will review all relevant documentation to determine the outcome of the probation period.

I understand the following about the probation program:

- The identified weaknesses
- The expected level of performance on probation objectives
- The nature of the probation program
- The time frame of the probation program
- The evaluation techniques to be used
- The consequences of a successful/failed probation period
- I have been given the chance to clarify all components of this *probation plan*.
- I have access to an independent mentor and I know how to reach him/her

The document *Assessment, Promotion and Appeals* is on the Queen's University School of Medicine Postgraduate Website and available as a reference

<http://meds.queensu.ca/education/postgraduate/policies/apa/assessment>

Of note, Section 10 of the *Assessment, Promotion and Appeals* policy details the processes for successful and unsuccessful probation period.

Links to Resident Health and Wellness Resources are available here:

<http://meds.queensu.ca/education/postgraduate/wellness/resources>

- I have been made aware of this document
- I have been made aware that further revisions of this plan may be required based on EAB recommendations.

Resident/date

Program Director/date