

School of Medicine
Postgraduate Medical Education
Level 1 Appeals - Procedural Guidelines

1. A Resident appealing to the Resident Program Committee (RCPSC programs) or Postgraduate Education Committee (CFPC program) must file the appeal in writing explaining the reasons for the appeal and the remedy sought 15 business days after the decision being appealed. The grounds for an appeal to the RPC (RCPSC programs) or PGEC (CFPC program) are extenuating circumstances or a breach of procedural fairness. Academic judgments are not subject to appeal.
2. In advance of the hearing, the Resident may file with the RPC (RCPSC programs) or PGEC (CFPC program) documents that are relevant to the appeal.
3. The RPC (RCPSC programs) or PGEC (CFPC program) will give the individual whose decision is being appealed (the decision maker) notice of the appeal and forward any documents received from the Resident to the decision maker. The decision maker will be asked to provide a response and all relevant documentation.
4. The RPC (RCPSC programs) or PGEC (CFPC program) will set a date for the hearing as soon as reasonably possible. Any RPC (RCPSC programs) or PGEC (CFPC program) committee member who is unable to be present for the entire hearing may not participate in the final decision.
5. The Resident and the decision maker will be invited to appear before the RPC (RCPSC programs) or PGEC (CFPC program) to make submissions. The Resident may be accompanied by an advisor and/or support person; however it is expected that the Resident will present her or his case and be prepared to respond to questions from the members of the RPC (RCPSC programs) or PGEC (CFPC program).
6. After hearing first from the Resident, the RPC (RCPSC programs) or PGEC (CFPC program) will ask the decision maker to make submissions in response. The Resident will then be given the opportunity to reply to any new issues raised by the decision maker.
7. The members of the RPC (RCPSC programs) or PGEC (CFPC program) may ask questions of the Resident and the decision maker and may ask for additional information to assist in understanding all the issues.
8. After the hearing, the RPC (RCPSC programs) or PGEC (CFPC program) will meet in camera and render a decision. The decision and the reasons for the decision will be delivered to the Resident and the decision maker.
9. The RPC (RCPSC programs) or PGEC (CFPC program) must advise the Associate Dean, Postgraduate Medical Education of the outcome of the appeal.