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)
Assessment, Promotion, & Appeals Policy

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:

<table>
<thead>
<tr>
<th>(a) Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Recorded by (circle one): Resident, Mentor, Supervisor/Academic Advisor, Program Director</td>
</tr>
<tr>
<td>(c) Other, Please specify__________________________</td>
</tr>
<tr>
<td>(d) In attendance:</td>
</tr>
<tr>
<td>(e) Focus of discussion:</td>
</tr>
<tr>
<td>(f) Outcomes/plan:</td>
</tr>
</tbody>
</table>

- 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:

<table>
<thead>
<tr>
<th>Expected level of performance</th>
<th>Sources of Evidence (Assessment strategies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives: as listed above</td>
<td>e.g. Documented direct observations, Multisource feedback data, Examination results, etc.</td>
</tr>
<tr>
<td>Defined expectations in keeping with resident’s year in program. (Describe what that looks like)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessment, Promotion, & Appeals Policy

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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](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](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