



Schedule B

Probationary Plan
School of Medicine, Queen's University

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

It is recommended that Dr. _____, a PGY __, a resident in _____ (name of program) participate in a probationary 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 probationary 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) |

Defined Objectives: The following objectives have been defined for the purpose of this probationary 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 (e.g. A commitment to meet with the Director of Resident Affairs and to participate in any recommended assessments or treatments to try to address these concern)

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 probationary period.

I understand the following about the probationary program:

- The identified areas to be remediated
- The expected level of performance on probation objectives
- The nature of the probationary program
- The time frame of the probationary 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 *probationary 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 process for a successful or not successful probation period.

- 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