

Pediatric Residents Academic Support Committee Terms of Reference

- 1 The Academic Support Committee will monitor the evaluation and promotion of residents within the program.
- 2 The committee will meet at least three times a year.
- 3 The membership of the committee will include the Program Director (Chair), 2 or 3 faculty involved in the Residency Training Committee and the chief resident(s).
- 4 The principle of confidentiality will be strictly respected
- 5 The Academic Support Committee actions will be guided by the Evaluation Policy of the McMaster Post-Graduate Medical Education Office.
- 6 The records of all residents will be reviewed twice a year. The entire record of a resident who has received a provisional satisfactory, unsatisfactory or incomplete evaluation during any evaluation must be reviewed by the committee. The overall performance of any resident can be reviewed by the committee, at the discretion of the Program Director.
- 7 Residents receiving **PROVISIONAL SATISFACTORY, UNSATISFACTORY or INCOMPLETE** evaluations:
 - a) In all cases, the Program Director and resident shall meet as soon as reasonably possible to discuss and review the In-Training Evaluation Report (ITER) and all supporting documentation. This will be followed by further discussion at the Academic Support Committee.
 - b) The resident may elect to accept or reject the designation. If s/he elects to reject the designation, s/he may appeal the designation at Level 1 Appeals – Program Level, in accordance with Section VII (Appeals) of the postgraduate evaluation policy.
- 8 If the resident accepts the designation: The Academic Support Committee will follow the guidelines set out by the Postgraduate Medicine Evaluation Policy with respect to a) reporting to the evaluation review board and b) initiating a remediation plan.
- 9 Level 1 Appeals: Program Level
 - a) A resident may submit an appeal to the Academic Support Committee in respect of any procedural or substantive decision (i.e. decisions involving academic judgment or speciality specific skills) arising out of the Evaluation Process, including a decision to indicate a designation other than “Satisfactory” on the resident’s ITER.
 - b) All appeals submitted at Level 1 must include a written statement from the resident clearly stating the decision(s) under appeal, providing detailed reasons why the decision is thought to be incorrect or inaccurate, and the desired result. The resident is

encouraged to submit the appeal as soon as possible after having become aware of the decision under appeal.

- c) Once the Program Director has received an appeal, s/he must provide the Student with a copy of the Postgraduate Evaluation Policy and Procedures, along with any program specific evaluation policies.
- d) The Student must be offered the opportunity to attend the committee meeting where his/her case is being reviewed. The Student must be provided the opportunity to invite relevant individuals and / or counsel.
- e) If the Student does not agree with the committee's decision, s/he has the option to appeal all matters to the Evaluation Review Board.
- f) If the program committee is unable to reach a decision on the issue, the Program may elect to refer the matter to the Evaluation Review Board.
- g) There must be written report documenting the details and the outcome of all appeals. A copy is sent to the Assistant Dean, Postgraduate Medical Education, as well a copy is maintained in the Student's file.
- h) For residents completing a Pre-Entry Assessment Program (PEAP), an Assessment Verification Period (AVP), a Practice Ready Assessment (PRA), or clinical examinations (STACERs), the sole remedy that may be granted following a successful appeal is the ability to repeat relevant components of the assessment or the clinical event, as applicable, one more time only.

- 10 The Academic Support Committee can recommend the withdrawal of a resident from the training program for academic or non-academic reasons. This recommendation will be sent to the Education Review Board (ERB).
- 11 After an Academic Support Committee meeting, if concerns have been raised, a letter delineating the concerns will be sent to the resident, with a copy to the resident advisor. The resident will be advised to meet with his/her advisor to develop an education remedial plan that addresses the pertinent issues as per the Academic Support Committee's recommendations. The education plan should be submitted to the Chair of the Academic Support Committee (Program Director). If the resident is being forwarded to the ERB, this will also be stated in the letter.

- 12 The committee will review all residents that have unexpectedly left the program or have been terminated. The committee will review former residents that were unsuccessful in the Royal College exams.

The Evaluation Policy of the McMaster Post-Graduate Medical Education Office can be found here:

<http://fhs.mcmaster.ca/postgrad/policies.html>

