



# Board of Examiners-Postgraduate Medical Education (BOE-PG)

Frequently Asked Questions

## Contents

<b>What is the Board of Examiners Postgraduate (BOE-PG)?</b> .....	2
<b>Which cases are presented at the BOE-PG?</b> .....	2
<b>Will my case be anonymized when presented to the BOE-PG?</b> .....	2
<b>Is the BOE-PG confidential?</b> .....	2
<b>When does the BOE-PG meet?</b> .....	2
<b>How many members are there on the BOE-PG and who are they?</b> .....	2
<b>Are there resident members on the BOE-PG?</b> .....	3
<b>Who can attend meetings of the BOE-PG?</b> .....	3
<b>If my case is being presented at the BOE-PG, can I attend?</b> .....	3
<b>What should I include in my letter to the BOE-PG?</b> .....	3
<b>How soon will a decision be made?</b> .....	3
<b>Will I know what was discussed about my case at the BOE-PG meeting?</b> .....	3
<b>Who can I reach out to for support prior to the BOE-PG meeting?</b> .....	4
<b>What if I want to submit information about a medical issue or learning disability?</b> .....	4
<b>Is it possible to be dismissed from a PGME residency training program?</b> .....	4
<b>What is the appeal process, should I disagree with the decision made by the BOE-PG?</b> .....	4

### **What is the Board of Examiners Postgraduate (BOE-PG)?**

The Board of Examiners Postgraduate (BOE-PG) is a standing committee of the Temerty Faculty of Medicine Council, which is the senior body in the Faculty with responsibility for academic affairs. The BOE-PG is comprised of faculty, residents, and the Vice Dean, Medical Education (or delegate), supported by medical educators and administrative staff. One of the functions of the BOE-PG is to gather monthly to objectively review evidence of learners in academic difficulty. It established a formal process to ensure that postgraduate trainees are meeting their required competencies by adhering to the Royal College of Physicians and Surgeons of Canada (RCPSC) CanMEDS Framework. The BOE-PG reviews remediation educational plans submitted by the Program Director and decides on a course(s) of action, which may include remediation, remediation with probation, probation, suspension, or dismissal.

Please refer to the [Guidelines for the Assessment of Postgraduate Residents](#) for additional information.

The University of Toronto additionally sets guidelines for appropriate professional behaviour in the [Professional Practice Behaviour for all Health Professional Students, Standards of \[March 31, 2015\]](#).

### **Which cases are presented at the BOE-PG?**

The BOE-PG reviews all resident cases regarding remediation, remediation with probation, probation, suspension, and dismissal. Cases are brought forward to the BOE-PG after the relevant Program Director, in consultation with their Residency Program Committee (RPC) or Competence Committee (CC), has determined that the issues related to a resident's progress cannot be met with program-level interventions.

### **Will my case be anonymized when presented to the BOE-PG?**

Residents are presented to the BOE-PG with the following details: name, program, year in the program, past assessments (including examination scores, if applicable), PGME records, ITERS/ITARS, and any other pertinent evidence deemed necessary to support the rationale for presenting to the BOE-PG. The items listed provide a general outline and is not considered an exhaustive list.

### **Is the BOE-PG confidential?**

Yes, the BOE-PG is confidential. All case details are shared only with BOE-PG members and with university staff who support the BOE-PG process, for the sole purpose of providing context on the situation to facilitate decision making. BOE-PG members are not permitted to share information to people who are not on the BOE-PG, or forward information to residency programs/Program Directors. A BOE-PG member must declare a potential conflict of interest with any case presented to the BOE. The concern will be disclosed by the BOE-PG member to the Chair, who will decide on the appropriate course of action. Any information relating to a case before the BOE-PG will only be shared with third parties (e.g., legal/regulatory authorities, police, etc.) as required by law.

### **When does the BOE-PG meet?**

The BOE-PG committee meets on a monthly basis, usually on the last Friday of each month. See [the full schedule here](#).

### **How many members are there on the BOE-PG and who are they?**

Membership:

Chair, elected by Faculty Council

Vice-Chair, elected by and from among the members

Nine Teaching Staff (not current Program Directors)

Three postgraduate trainees

Ex officio:  
Vice Dean, Medical Education (or designate)  
Faculty Affairs Officer (non-voting)

Quorum (the essential board members and quantity of board members needed to make decisions): Chair (or Vice-Chair) and 4 members of the BOE-PG of whom one must be a resident.

**Are there resident members on the BOE-PG?**

Yes, selected residents are present as voting members of the BOE-PG. They are present to provide the resident perspective on the cases raised at the BOE-PG, and to provide context when it is needed.

**Who can attend meetings of the BOE-PG?**

These meetings are held in camera, so only the following people can attend: Chair, Vice Chair, Faculty Members, Resident Members, Vice Dean, Medical Education or Associate Dean, PGME (or delegate), Faculty Affairs Officer, PGME Learner Education Support Lead, Consultant and Coordinator.

**If my case is being presented at the BOE-PG, can I attend?**

Residents who are being brought forward to the BOE-PG by their program are not permitted to attend the BOE-PG but are provided opportunities to provide their input to the BOE-PG. Residents being brought forward to the BOE-PG will be invited to attend a mandatory meeting with the Associate Dean, PGME (or designate) prior to the BOE-PG presentation. This meeting is an opportunity for the resident to learn about the BOE-PG process and ask questions. During this meeting residents are asked to share their perspective about the events leading up to the referral. Notes are made about residents' concerns or if residents have requests for changes to the plan. These issues are brought forward by the Associate Dean, on behalf of the resident, for consideration by the BOE-PG. Should the resident have additional concerns, the resident is encouraged to reach out to the Office of Learner Affairs (OLA) at [ola.reception@utoronto.ca](mailto:ola.reception@utoronto.ca) for access to additional resources.

Residents are also given an opportunity to communicate with the BOE-PG in the form of a written letter.

**What should I include in my letter to the BOE-PG?**

Residents are invited to tell the BOE-PG their perspectives on the request for remediation if they wish. This may include details pertaining to the circumstances that they feel contributed to their program putting forward a request. The letter is meant to be a concise high-level summary of the circumstances.

**How soon will a decision be made?**

Best efforts are made to share the BOE-PG's decision with the Program and the resident as soon as possible, but the specific distribution timeline depends on the complexity of the arrangement/next steps. The Program and the resident will receive a letter from the Chair by email with the details of the BOE-PG's decision usually within 7 business days after the BOE-PG meets.

**Will I know what was discussed about my case at the BOE-PG meeting?**

In advance of the meeting, the student will receive the remediation plan in its entirety, via email, from their Program Director or Program Administrator. After the remediation, the BOE-PG decision letter will provide the motion(s) passed by the BOE-PG and a brief summary of the information on which the decision is based. The full details of the deliberations are confidential and not shared with the resident.

**Who can I reach out to for support prior to the BOE-PG meeting?**

The learner is encouraged to reach out the Office of Learner Affairs (OLA) for a wide range of supports. OLA specializes in wellness issues and provides confidential consultations, referral services and counselling. Please refer to the [Office of Learner Affairs website](#) for additional information.

**What if I want to submit information about a medical issue or learning disability?**

Residents who feel that their performance on an assessment(s) has been affected due to a health reason or disability are encouraged to reach out the Office of Learner Affairs (OLA) as soon as possible. OLA offers confidential access to resources, referrals, and resident specific supports regarding accessibility and accommodations. Residents can contact OLA through their web site, where they can [book an accessibility advisor](#). OLA can assist residents by liaising with their program to implement approved accommodations.

**Is it possible to be dismissed from a PGME residency training program?**

Yes, it is possible to be dismissed from the residency program. Dismissal may occur:

- following an unsuccessful remediation with probation;
- following an unsuccessful probation;
- following suspension;
- for improper, egregious conduct; or,
- for concerns of patient safety.

The recommendation to dismiss a resident may be made by the Program Director, on the advice of the Residency Program Committee (RPC) or the Competence Committee (CC), to the BOE-PG. The Resident must be informed of the decision in writing. The written statement must include the reason(s) for recommending dismissal.

**What is the appeal process, should I disagree with the decision made by the BOE-PG?**

To appeal a BOE-PG decision, the resident must submit, in writing, a Notice of Appeal to the Temerty Faculty of Medicine Appeals Committee indicating an intention to appeal within a maximum of 30 days after receiving written notice of the decision to be appealed. Specific information on appealing a BOE-PG decision and the associated timelines will be communicated to the resident when they receive the BOE-PG's decision.

For more information on the Temerty Faculty of Medicine Appeals Committee, the limited bases for appeals, guidelines, and processes, please refer to the [Guidelines for Procedure-Faculty of Medicine Appeals Committee](#).