



Waiver of Training Policy

Office of Accountability:	Postgraduate Medical Education Office (PGME)
Office of Administrative Responsibility:	Postgraduate Medical Education Office
Approver:	Postgraduate Medical Education Committee
Approval Date:	May 1st, 2022
Review Date:	May 1st, 2026

Definitions

Competence Committee or Assessment, Evaluation and Promotions Committee	The committee responsible for synthesizing and reviewing the assessment data of postgraduate learners to determine postgraduate learner progress in achieving specialty-specific requirements of a program. Each discipline will have their own Competence Committee or Assessment, Evaluation and Promotions Committee.
Entrustable Professional Activity (EPA)	A task in the clinical setting that can be delegated to a postgraduate learner who has demonstrated sufficient competence.
Leave of Absence	A period of time during which a postgraduate learner is absent from their clinical and academic duties. Types of leave of absence include: <ul style="list-style-type: none">• Sick leave• Parental leave (see below definition)• Other leave of absence as approved by PGME

Waiver of Training Policy

Parental Leave	Unpaid leave granted to either parent following the birth or adoption of a child.
Probation	A formal academic standing that identifies a postgraduate learner as being in academic difficulty to the extent that their ability to continue training is, or is likely to be, significantly compromised. When a postgraduate learner is placed on probation, formal modifications to their training program are implemented to address specific identified weaknesses.
Remediation	A formal program of individualized educational support, assessment, and monitoring designed to assist a postgraduate learner in correcting identified performance deficiencies.
Postgraduate Training Program	A period of training in a specific discipline of medicine prescribed by the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) leading to certification by one of these bodies.
Residency Training Committee	A committee established to assist the Program Director in the planning, organization and supervision of the postgraduate training program.
Suspension	A formal academic standing which indicates the temporary removal of a postgraduate learner from the clinical and academic activities of their postgraduate training program.

Waiver of Training Policy

Overview

The Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) expect all learners to successfully achieve the goals and objectives of their postgraduate training program and complete the full length of their training.

It is understood that learners may require a leave of absence from training (due to illness, parental leave, personal reasons, etc.). Although it is expected that any time lost during a leave of absence will be made up upon the learner's return, in some circumstances a reduction in training time (waiver of training) may be granted upon recommendation from the learner's Program Director and approval from the Associate Dean, PGME.

Purpose

To provide guidance to Program Directors and learners when considering, applying for and recommending a waiver of training.

Scope

Learners completing postgraduate training programs at Memorial University that are at least two years in duration.

Policy

1.0 General Provisions

- 1.1** The PGME office may permit a waiver of training, following a leave of absence, in accordance with the maximum time for a waiver as outlined in Schedule A.
- 1.2** Waivers of training are not permitted for delayed start dates.
- 1.3** A waiver of training can only be granted by the Associate Dean, PGME, on the recommendation of the learner's Program Director, on behalf of the Residency Training Committee.
- 1.4** Learners can only apply for waivers of training in their final year of training regardless of when the leave was taken.
- 1.5** A waiver of training does not permit a learner to shorten the duration of their training should

Waiver of Training Policy

they meet all required competencies ahead of the prescribed training timeline, nor does it apply to those who may otherwise qualify for accelerated training.

- 1.6 Granting a waiver of training must be considered the exception rather than standard procedure. Programs are under no obligation to recommend waivers and both learners and programs must not assume that a recommended waiver will be approved. Program and learners should therefore plan the final year of training and completion date accordingly.
- 1.7 If applicable, the RCPSC and CFPC will be notified that a waiver of training has been granted to ensure the learner maintains their residency eligibility for certification.
- 1.8 Waivers of training cannot be granted after the learner has taken the certification examinations.
- 1.9 A decision not to grant a waiver of training can only be appealed based on procedural errors.

2.0 Learner Eligibility for a Waiver of Training

- 2.1 Each postgraduate training program will determine whether to recommend a waiver of training following a leave of absence.
- 2.2 A learner can only be granted a waiver of training if they have met all training and educational requirements of their postgraduate training program, and will have achieved the required level of competence for their program by the end of their final year of training.
- 2.3 Learners who have failed rotations and/or completed remedial/probationary training, for any reason, are not eligible to request a waiver of training.
- 2.4 Each postgraduate training program can put in place specific guidelines outlining how a learner's performance will be evaluated to determine whether they qualify for a waiver of training.
- 2.5 When considering a waiver of training request, the Program Director and Residency Training Committee should take into account the following information regarding a learner's performance:
 - 2.5.1 Rotation evaluations/assessments, Entrustable Professional Activity (EPA) completion, Field Notes and Competence Committee or Assessment, Evaluation and Promotions Committee recommendations;

Waiver of Training Policy

- 2.5.2 Objective evaluations (e.g. written exams);
- 2.5.3 Remediation or probation;
- 2.5.4 An interruption in residency training including suspension;
- 2.5.5 Inconsistent attendance at academic activities; and
- 2.5.6 Any concerns regarding the academic, professional, behavioural and ethical performance of the learner.

Procedure

- A.0 In their final year of training, a learner may request a waiver of training to their Program Director by completing Section A of the Application for a Waiver of Training (Appendix A).
- B.0 If the postgraduate training program supports the request, the Program Director writes a recommendation letter and completes Section B of the Application for a Waiver of Training (Appendix A). The form, recommendation letter, and all other supplementary documentation must be submitted to the PGME office no later than **June 15th** for candidates of fall exams and **January 15th** for candidates of spring exams.
 - B.1. The recommendation letter should include:
 - B.1.1. A description of the learner's performance based on the Competence Committee's or Assessment, Evaluation and Promotions Committee's recommendations;
 - B.1.2. A brief summary of the information used to base the recommendation (e.g. rotation evaluations/assessments, national in-training examinations, Objective Structured Clinical Examinations (OSCE), EPA completion, Field Notes; and
 - B.1.3. Any other information that demonstrates the requirement of learner competency.
- C.0 The Associate Dean, PGME reviews the request and if granted, notifies the learner and Program Director within 10 business days of submission.
 - C.1. The PGME office notifies the credentials unit of the RCPSC or CFPC, as applicable.



Faculty of Medicine

Waiver of Training Policy

Related Links

[Certification Examination in Family Medicine: Leaves of absence and waivers](#)

[RCPSC Policies and Procedures for Certification and Fellowship – Section 4.3.2](#)

[Professional Association of Residents of Newfoundland and Labrador \(PARNL\) Collective Agreement](#)

[Post Graduate Leave Management Policy](#)

Schedule A

Maximum Allowable Times for Waivers

Length of Program	Maximum Allowable Waiver Time
One year program	no waiver allowed
Less than one year for remediation or enhanced skills	no waiver allowed
2 year CFPC program	up to 4 Weeks
2 year RCPSC program	up to 6 Weeks
3 year program	up to 6 Weeks
4 year program	up to 3 Months
5 year program	up to 3 Months
6 Year Program	up to 3 Months
<p>For Internal Medicine learners undertaking three years of training with an Internal Medicine Program Director, a maximum of six weeks may be waived for these three years of training. Subsequently, a maximum of six weeks of training may be waived in the following two years of training under the subspecialty Program Director.</p>	

APPENDIX A

Application for a Waiver of Training

Section A: To be completed by the Learner

Page 1 of 2

Date: _____

Name of learner: _____ Postgraduate training program: _____

Program start date: _____

Current anticipated completion date: _____

Current year (PGY level) of learner in the program: _____

Dates of applicable leave:

Date commencing leave: _____

Date of return to service: _____

Total duration of leave (months/weeks): _____

Type of Leave: _____

Types of applicable leave:

Sick Leave

Parental Leave

Unpaid Leave

Other, please specify:

Section B: To be completed by the Program Director

Has this learner ever failed a rotation: Yes No

Has this learner ever required a period of remediation or probation: Yes No

Date of certification examinations: _____

New proposed program end-date: _____

I, (Program Director) _____, on behalf of the Residency Program Committee, consider this learner to be on a trajectory of progress as to allow completion of all competencies set out by the RCPSC or CFPC and recommend that _____ (months or weeks) of their residency training be waived.

APPENDIX A

Application for a Waiver of Training

To be completed by the Program Director

Page 2 of 2

In addition to this form please include a brief recommendation letter, including the information on which this application is based (e.g. rotation evaluations/assessments, EPAs, national in-training examinations, OSCEs, etc.). Your summary should describe the learner's performance based on the Competence Committee's feedback. You may include copies of any relevant documents. Please also provide any other information that satisfies the requirement of competency for this learner.

Please return this form, and all supplementary documentation, to the PGME office by **June 15th** for fall exams and **January 15th** for spring exams.

Program Director signature: _____ Date: _____

Associate Dean, PGME, signature: _____ Date: _____

The information requested on this form is collected under the authority of the [Access to Information and Protection of Privacy Act, 2015 \(SNL2015 Chapter A-1.2\)](#) and is needed to determine eligibility for leaves of absence for learners completing their residency training programs at Memorial University of Newfoundland. Personal information may be disclosed to academic and administrative units as required. For details on the use and disclosure of personal information, please contact the postgraduate medical education office at pgmeadministrator@mun.ca or 709-864-6331.