



## Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Early Termination of Clinical Field Assessment (CFA) Policy and Procedure

<b>Office of Accountability:</b>	Office of Professional & Educational Development
<b>Office of Administrative Responsibility:</b>	Associate Dean, Educational Development
<b>Approver:</b>	PD Council
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### Definitions

<b>PRA Result Letter</b>	The letter which PRA-NL candidates receive disclosing the result of their 12-week assessment and which is provided to the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) and the candidate’s sponsoring Regional Health Authority (RHA).
<b>PRA-NL Academic Committee</b>	A committee comprised of representatives from the Faculty of Medicine and RHAs to advise on candidates’ initial eligibility for the program and to make recommendations based on candidates’ educational assessment results.
<b>Clinical Field Assessment (CFA) Dashboard</b>	The password-protected online system via which assessors submit the required assessment forms and candidates can view their completed assessment forms and feedback.

### Overview

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL), (the “Program”) is administered by the Office of Professional & Educational Development (OPED), Faculty of Medicine, Memorial University. The purpose of PRA-NL is to observe and assess PRA-NL Candidates under the direct supervision of physician assessors during a 12-week Clinical Field Assessment (“CFA”) to assess readiness to practice in Canada. There is no training component.

### Purpose

To document the reasons for, and the process by which, a PRA-NL candidate’s CFA can be terminated early (prior to completion of the 12-week CFA).



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## **Scope**

This policy applies to the PRA-NL program and PRA-NL candidates as stated in the Purpose.

## **Policy**

- 1.0 A PRA-NL candidate's CFA can be terminated early (prior to the end of the 12-week CFA) under circumstances including, but not limited to:
  - the candidate is demonstrating significant deficiencies with the expected level of competence (practice readiness) to enter independent medical practice under a provisional license;
  - the candidate's assessor reports, and the University investigates, a critical incident and/or boundary violation as defined by the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) (<https://cpsnl.ca/standards-of-practice-and-practice-guidelines/>), safety issues, and/or concerns;
  - there are concerns surrounding the safety of patients, assessors or associated staff members;
  - there is unprofessional or unethical behaviour by the Candidate;
  - there is failure or refusal to comply with the assessor(s) or the assessment process.
- 2.0 PRA-NL assessors are obligated to notify the Director of PRA-NL, or their delegate, with any concerns as noted in Section 1.0.
- 3.0 The Program reviews all assessment forms submitted via the CFA Dashboard on a continuous basis.

## **Procedure**

- A.0 If a PRA-NL assessor contacts the Program with concerns as per Section 1.0 and/or if the review of the assessment forms and feedback in the CFA Dashboard highlights concerns:
  - A.1. The candidate's CFA is immediately put on hold by the Director of PRA-NL. The candidate's sponsoring RHA and CPSNL will be notified and an investigation launched as per A.2.
  - A.2. As part of the investigation, the Director of PRA-NL, or their delegate, may request additional information from the candidate or others involved in the candidate's assessment. All information will be shared with the PRA-NL Academic Committee. The Program will make efforts to obtain this information within a reasonable timeframe.

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- A.3. The Director of PRA-NL shall request an urgent meeting of the PRA-NL Academic Committee to review all assessment forms and/or reports submitted via the CFA Dashboard, as well as any additional information gathered.
- A.4. The PRA-NL Academic Committee determines the candidate's standing with the following options:
- (1) Terminate CFA – No Standing
  - (2) Terminate CFA - Fail
  - (3) Resume CFA, indicating if a new assessor and/or site is required
- A.5. If the decision is made to terminate the CFA, the result of the CFA is communicated to the candidate in the PRA Result Letter within 14 calendar days of the date that the decision is made. The PRA-NL Candidate will receive a refund or partial refund as per the PRA-NL Refund Policy and Procedure.
- A.6. If the decision is made to resume the CFA, it will be subject to the following conditions and any such conditions as the Program may deem necessary:
- A.6.1 Processes will be implemented in accordance with the PRA-NL Change of Clinical Field Assessment (CFA) Site Policy and Procedure.
  - A.6.2. The Program will endeavor to find an alternate CFA site and assessor(s), but cannot guarantee this will occur within a specific timeline or at all.
  - A.6.3. If the University is unable to secure a new CFA site and/or assessors:
    - The candidate will receive a refund or partial refund, in accordance with the PRA-NL Refund Policy and Procedure (if applicable).
    - The PRA-NL candidate's PRA Result Letter will indicate "No Standing".
- A.7. As per the PRA-NL Candidate Agreement, the University is not responsible for any other costs or expenses incurred by the Candidate prior to or during the Assessment. Any additional and unforeseen costs associated with the assessment are the responsibility of the Candidate.