



# McGill

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## **McGill's Postgraduate Medical Education Waiver of Training Policy**

October 2016

The current policy regarding waiver of training requirements after a leave of absence from residency in the Faculty of Medicine at McGill University is based on the following standards:

### **I. Waiver of Training after a Leave of Absence from Residency: Canadian College of Family Physicians (CCFP) Family Medicine Training Program**

<http://www.cfpc.ca/LeavesAbsenceWaivers/>

*... 'A leave may still result in a waiver of training requirements, but only in exceptional circumstances. Such circumstances will be determined by the Postgraduate Director of the Department of Family Medicine with the approval of the Postgraduate Dean. The Board of Examiners of the College of Family Physicians of Canada must be notified that a waiver of training was granted under these circumstances, if the candidate wishes to maintain their residency eligibility for certification. Such notification must be provided prior to the submission of completion of training for each individual.*

*To be eligible for the certification examination in Family Medicine and for being granted Certification in The College of Family Physicians (CCFP), the maximum length of a waiver of training for residents in family medicine residency training programs will be four weeks.*

*Family Medicine residents registered in Enhanced Skills programs of one year or less in duration must complete the entire duration of training (that is, no waiver allowed) to be eligible for CFPC examinations leading to certificates of special competence and/or attestations of completion of training.'*

### **II. Waiver of Training after a Leave of Absence from Residency: Royal College of Physicians and Surgeons of Canada (RCPSC) Programs**

[http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy\\_procedures\\_e.pdf](http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy_procedures_e.pdf)

*... 'Policy on Granting a Waiver of Training*

*The Postgraduate office may allow a waiver of training following a leave of absence, in accordance the maximum allowable time for a waiver determined by the RCPSC and the CMQ. A decision to grant a waiver of training can only be taken in the final year of the program but cannot be granted after the resident has taken the certification examinations.*

*The decision of a waiver of training must be based on the assumptions that the resident will have achieved the required level of competence by the end of the final year of training.*

*A waiver of training can only be granted by the Postgraduate Dean on the recommendation of the resident's Program Director.*

#### *RCPSC and CMQ Maximum Allowable Times for Waivers*

*It is the responsibility of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the 'Collège des médecins du Québec' (CMQ) to set maximum allowable times for waivers of training that would maintain eligibility for certification.*

*The following are the maximum allowable times for waivers for RCPSC Programs only:*

- 1. One year program – no waiver allowed*
- 2. Less than one year for remediation– no waiver allowed*
- 3. Two year program – six weeks*
- 4. Three year program – six weeks*
- 5. Four year program – three months*
- 6. Five year program – three months*
- 7. Six year program – three months*
- 8. In Internal Medicine and Pediatrics, where residents are undertaking three years of training with an Internal Medicine or Pediatrics 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.*

*The process for these programs is as follows:*

- i. Three years of training completed with an Internal Medicine or Pediatrics Program Director followed by two or three years of subspecialty training with a different Program Director are treated separately for the purpose of the waiver of training.*
- ii. A waiver must be recommended by the Internal Medicine or Pediatrics Program Director and approved by the Postgraduate Dean on the Core In-Training Evaluation Report (CITER). A decision to grant a waiver is made in the PGY3 for a maximum duration of six weeks.*
- iii. In the subspecialty years, a decision to grant a waiver is recommended in the final year by the subspecialty Program Director and approved by the Postgraduate Dean. A maximum six week waiver of training can only be taken in the final year of training.*
- iv. If the resident undertakes three years of Internal Medicine or Pediatrics training with an Internal Medicine or Pediatrics Program Director at one university and switches to another university for subspecialty training, it is the responsibility of the Postgraduate Dean at the corresponding institution to approve the waiver of training. For example, if a resident does Pediatrics training at the University of Toronto and switches to Pediatric Nephrology at McGill, the Postgraduate Dean from Toronto would approve the six week waiver in Pediatrics and the Postgraduate Dean from McGill would approve the six week waiver in Pediatric Nephrology.'*

### **McGill University Application of this Policy:**

The Office of Postgraduate Medical Education will consider applications for waiver of training following a leave of absence. This policy will comply with all standards outlined in the current Policies and Procedures for Certification and Fellowship of the Royal College of Physicians and Surgeons of Canada and The College of Family Physicians of Canada.

In order to standardize the process across all McGill University residency programs for considering applications for waiver of training following a leave of absence, we will require the residency Program Director to complete and submit the attached form to our office for any resident whom the program is recommending for a waiver of training.

The resident and the residency Program Director must review the relevant CFPC or RCPSC Policies and confirm that the resident fulfills all of the requirements.

In addition, to satisfy the specific McGill University requirement that the resident's performance be deemed superior, the Program Director will have to demonstrate that based on the evaluations throughout the program the resident's performance is superior – i.e. that on the majority of rotations the resident's performance was considered to be superior (within the top ten percentile of residents in that program).

### **Timing and Deadlines for Application**

To be considered for the waiver of training, a resident must ensure that his/her Program Director submits a completed application for waiver of training to the Office of the Postgraduate Medical Education ***during the final year of training at least three months for Family Medicine or six months for Royal College programs prior to the scheduled date of program completion in the absence of the waiver. The application must be made before certification examinations are taken.*** The decision as to whether a resident will be granted a waiver of training will be made by the Associate Dean for Postgraduate Medical Education. Please take note of the RCPSC policy with regards to Internal Medicine/Pediatrics with respect to timing and process of waiver application.

### **Preliminary Assessment**

We recognize that for certain career planning purposes and for applying to subspecialty residency programs and clinical fellowships it may be helpful for the resident to determine if she/he likely will stand granted the waiver of training prior to the last year of the residency program. In such cases, our office will review the merits of the application and offer a "prognostication", but this will not be binding on the decision rendered above during the final year of the residency program.

### **Waiver of Training Application Form for Residency Programs**

Please note: In order to complete this form, the residency program will need some measure of whether a resident meets the standard of "superior". While this is difficult to define precisely, "consistent performance within the top ten percentile" will be the minimum expectation of a superior resident.

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