



McGill

Faculty of  
Medicine and  
Health Sciences

Faculté de  
médecine et des  
sciences de la santé

Postgraduate Medical Education  
Faculty of Medicine and Health Sciences  
McGill University  
680 Sherbrooke West, suite 1701  
Montreal, Quebec  
Canada H3A 2M7

Formation médicale postdoctorale  
Faculté de médecine et des sciences de la santé  
Université McGill  
680 Sherbrooke Ouest, suite 1701  
Montréal, Québec  
Canada H3A 2M7

[pgrecords.med@mcgill.ca](mailto:pgrecords.med@mcgill.ca)

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

September 2020

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\****

<https://www.cfpc.ca/en/education-professional-development/examinations-and-certification/certification-examination-in-family-medicine/eligibility-and-application>

*“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 Examinations and Certification of the College of Family Physicians of Canada (CFPC) 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 granted Certification in the College of Family Physicians of Canada (CFPC), 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 to be eligible for CFPC examinations leading to Certificates of Added Competence and/or attestations of completion of training.”*

***\*During the pandemic the Board of Examinations and Certification (BEC) has made adjustments to the policy: [CFPC pandemic adjustments](#).***

### ***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/rcsite/documents/credential-exams/policy-procedure-certification-fellowship-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 with university policy and within the maximum time for a waiver determined by the Royal College. 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. Similarly, the end-of-training date for a resident cannot be changed to an earlier date after the resident has taken the certification examinations.*

*Each university will develop its own policy on whether or not it is willing to grant a waiver of training for time taken as a leave of absence. However, in the case where waivers of training are acceptable to the university, they must be within the acceptable times listed below. In addition, regardless of any waived blocks of training, the decision to grant a waiver of training must be based on the assumption 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.*

*The following are the maximum allowable times for waivers:*

- 1. One year program – no waiver allowed*
- 2. Less than one year for remediation or enhanced skills – 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 2 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 2 or 3 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 6 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 6 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 pediatric 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 McGill 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.

The McGill Office of Postgraduate Medical Education will require the residency program director to complete and submit the McGill PGME waiver application form to our office for any resident whom the program is recommending for a waiver of training. It is important to highlight that a waiver of training is not an automatic expectation but a privilege based on an overall exceptional training profile for the resident requesting it.

The McGill Office of Postgraduate Medical Education requires that the relevant CFPC or RCPSC Policies are reviewed by both the resident and the program director to ensure that a waiver request can be considered. A waiver application must be reviewed by the resident's Program Promotions or Competency Committee.

The McGill Office of Postgraduate Medical Education requires that a resident fulfill all their program's training requirements (academic project, core rotations, etc.) to be considered a candidate for a waiver of training. Moreover and equally paramount, the resident must have achieved all the required competencies of their training program by the projected end date of training.

The McGill Office of Postgraduate Medical Education will only grant waivers to residents with an overall superior performance in all CanMEDs roles and specific program requirements. It is the responsibility of the program director and Promotions/Competency Committee chair to demonstrate that, based on evaluations and overall performance throughout the program, the resident's performance is superior – i.e. that on the majority of rotations the resident's performance was considered superior (within the top ten percentile of residents in that program). Fulfilling this requirement does not automatically grant a waiver of training, as the final recommendation will be determined by the program director based on the goals and objectives of the residency program and the resident's acquired competencies. The final decision is made by the Postgraduate Medical Education Associate Dean.

The McGill Office of Postgraduate Medical Education recommends that program directors and Promotions or Competency Committees take the following into account:

- Any unsatisfactory or borderline rotation evaluations
- Inconsistent attendance to academic activities
- Lack of professionalism
- Poor performance in objective evaluations (annual mock or mandatory standardized exams, etc)

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

To be considered for a waiver of training, a resident must ensure that his/her program director submits a completed application for waiver of training to the McGill Office of 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 the 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 will likely be granted a 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 assurance as to 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.

**Approved Advisory Nov 2020 – FPGEC March 2021**