



Calgary and Rural Residency Program Promotion and Completion Requirements

Classification Residency Training	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Policies 6 History 7
Approval Authority Family Medicine Postgraduate Executive Committee	
Implementation Authority Calgary and Rural Residency Program Directors	
Effective Date 2014-03-03	
Latest Revision 2018.04.06	

- Purpose** 1 The purpose of this policy is to:
- Describe the Promotion and Graduation requirements for Residents in the Calgary and Rural Residency Programs
- Scope** 2 This policy applies to all residents in the University of Calgary Department of Family Medicine Calgary and Rural Residency Programs
- Definitions** 3 **In this policy:**
- a) “Approval authority” means the office or officer responsible for approving University policy and procedures.
 - b) “Implementation authority” means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.
 - c) “MSc” means Master of Science program of study, through Community Health Sciences
 - d) “Program” means the Calgary or Rural Family Medicine Program at the Cumming School of Medicine, University of Calgary
 - e) “RPC” means the Residency Program Committee of the respective Programs
- Policy Statement** 4 **4.1 PROMOTION**
- A resident will be promoted to the next PGY level when the resident has met the expectations of the preceding PGY level, including rotations and any other program-specific criteria. The program must approve each resident’s promotion to the next PGY level (or completion status) annually. For residents having a

promotion/completion date that is not June 30 (such residents are referred to as having a promotion or completion date that is “off-cycle”), the date must be explicitly communicated to the resident and Postgraduate Medical Education. The resident’s pay level and PGY level will advance on that date annually provided confirmation is received in the PGME Office.

Requirements for Promotion:

- 4.1.1 The Resident is in “good standing” in the program, both in terms of academic performance and professionalism (Focused Learning Plans do not impact promotion).
- 4.1.2 The Resident has met all requirements of the “Attendance and Leave Policy”.
- 4.1.3 The Resident has satisfactorily completed all elements of the first year of the Curriculum as defined by the RPC, or delegated subcommittee.
- 4.1.4 Residents completing the concurrent FM Residency/MSc Program shall be promoted to the next PGY level based on:
 - i) The Resident’s initial acceptance into and continued appropriate progression in the MSc Program as confirmed by the Resident’s named MSc supervisor(s)
 - ii) The successful completion of 13 blocks of training, including both clinical and MSc related components. (e.g. Residents may be promoted to PGY2 ahead of completion of all elements of the first year and to PGY3 ahead of completion of all elements of the second year of the curriculum, as defined by the the Curriculum and Evaluation Committee)
- 4.1.5 Recommendation for promotion by the Resident’s Division or Site Director.

4.2 COMPLETION OF TRAINING

Requirements for Completion of Training:

Residents are required to meet the following criteria in order to successfully complete the program:

- 4.2.1 The Resident is in Good Standing in Program - no unresolved concerns about academic performance or professional conduct (Focused Learning Plans must be satisfactorily concluded prior to Completion of Training).
- 4.2.2 The Resident has met all requirements of the “Attendance and Leave Policy”.
- 4.2.3 The Resident has satisfactorily completed all elements of the Residency Program Curriculum as defined by RPC or delegated subcommittee
- 4.2.4 The Resident has obtained Level 4 for all Program Entrustable Professional Activities.
- 4.2.5 Recommendation for completion of training by the Resident’s Division or Site Director.

4.3 NON-COMPLETION OF NON-CLINICAL ELEMENTS

- 4.3.1 When a Resident has completed all clinical rotations of the curriculum without satisfactory completion of the non-clinical elements of the curriculum, the Resident will be placed on an immediate unpaid Leave of Absence.
- 4.3.2 The Resident Progress Subcommittee will review these Residents, and determine if a formal remediation plan is required.

- Responsibilities** 5 *Approval Authority* – ensure appropriate rigour and due diligence in the development or revision of this policy.
- Implementation Authority* – ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.
- Policy Advisor* – fulfill the responsibilities of the Implementation Authority.
- Related Policies** 6 Attendance and Leave Policy – Summary
 Calgary Residency Programm Assessment Policy
 Calgary Residency Program Appeals Process – Summary and Guidance
- History** 7 ***Drafted:*** January 10th 2014
- Approved:*** PGEC – 2014-03-03, PGEC 2014-12-18; PGEC 2015-05-28;
 PGEC 2018-02-01
- Effective:*
- Revised: 2014-07-14*
- *Formatting*
 - *Updates to related policy names*
 - *Removal of dates in the files names*
 - *Separating appeals and assessment into two distinct files*
 - *Change of “their” to “his or her” under 4.1.4 and 4.2.5*
- Revised 2014-11-24*
- *Removal of reference to “Triple-C Program”; replaced with “Urban Residency Program”*
 - *Change of document name to Urban Residency Program Promotion and Completion Requirements*
 - *Updated names of Related Policies*
- Revised 2015-04-16*
- *Added 4.1.4 1 i and ii – Promotion requirements pertaining to the Combined/Integrated MSc Program*
- Revised: 2016-10-20*
- *Under Scope removal of “Urban PGY1 and PGY2” from the policy statement*
 - *4.1.2 & 4.2.2 Updated name of related policy “Attendance and Leave Policy”*
 - *4.1.4 removal of ‘Combined/Integrated’ and replaced with “Concurrent”*
- Revised: 2017-10-25*
- *Name Change from Urban Program to Calgary Program*
- Revised 2018-02-01*

- *Gendered language removed*
- *Both Calgary and Rural Programs now accounted for in the same policy*
- *Additional definitions included*
- *Section on Non-Completion of Non-Clinical requirements added*

Revised 2018-04-06

- *Electronically approved by PGEC Committee*