



Northern Ontario
School of Medicine
École de médecine
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Guidelines

Postgraduate Medical Education Waiver of Training Requirements					Class: C
Approved By:	Associate Dean, Postgraduate Medical Education & Health Sciences				
Approval Date:	2021 10 12	Effective Date:	2021 10 12	Review Date:	2024 10 12
Responsible Portfolio/Unit/Committee:	Postgraduate Medical Education (PGME)				
Responsible Officer(s):	Associate Dean, Postgraduate Medical Education and Health Sciences and Senior Director, Postgraduate Medical Education and Health Sciences				

1.0 Purpose

The purpose of these guidelines is to provide program directors and residents with direction with respect to the approval process for waivers of training under exceptional and rare circumstances. Residents are required to complete the full duration of their training program. However, in exceptional circumstances, a waiver of training may be appropriate for residents following a Leave of Absence during their training.

The Associate Dean, Postgraduate Medical Education (PGME) may grant a waiver of training following the recommendation of the resident's program director and residency program director in accordance with the policies of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) provided the criteria outlined below is met.

2.0 Requirements and Process of Requesting a Waiver of Training

- 2.1 Residents who wish to explore eligibility for training waivers must document their rationale for the request including the length of exemption requested and submit this to their program director in writing who will bring the request to the Residency Program Committee (RPC) for review. There may be program-specific guidelines in place, in addition to RCPSC/CFPC requirements and these PGME requirements. The decision to support or deny a waiver of training must be discussed and approved by the Residency Program Committee based on the principles in this document.
- 2.2 Residents are entitled to know in advance how their performance will be evaluated to determine if they qualify for a waiver of training. Residents are not automatically granted waivers of training.

- 2.3 Decisions not to grant waivers of training may not be appealed.
- 2.4 A waiver of training does not mean that a resident can shorten training because they have performed well and would like to start practicing earlier than the planned end of the residency. Residents must be aware that commitments regarding any new employment or training position can only be timed for when their residency officially ends.
- 2.5 A waiver of training request is usually submitted at the beginning of the final year of a resident's training but may also be submitted along with the program's recommendation for exam readiness (i.e. the program submits the Confirmation of Training (CCT)). A resident can request a waiver of training to their Program Director who will take the request to review by the RPC for decision support. The decision to request a waiver of training cannot be granted after the resident has taken the certification exam.
- 2.6 When considering a waiver of training, the program director and RPC must take into account:
 - 2.6.1 Any unsatisfactory, borderline or incomplete rotation assessments;
 - 2.6.2 Inconsistent attendance at academic activities;
 - 2.6.3 Training modifications which resulted in an overall dilution of the educational experience;
 - 2.6.4 Any concerns about the academic, professional, behavioural, and ethical performance of the resident;
 - 2.6.5 Performance across a range of assessments that may include but are not limited to OSCE, mini CEX, multiple choice examinations, oral examinations, short answer questions, and in-training examinations;
 - 2.6.6 That all training objectives outlines by the respective College will be met by the end of training (including all mandatory rotations);
- 2.7 The Program Director will submit the [Request for Waiver of Training Form](#) outlining the RPC's support for a resident's waiver of training following a Leave of Absence, to the Associate Dean, Postgraduate Medical Education (PGME) via postgrad@nosm.ca
- 2.8 The Associate Dean, PGME will review the request. If approved, the PGME Office will provide a letter of support to the Credentials Committee of the Royal College or the College of Family Physicians of Canada (CFPC).
- 2.9 If approved by the Credentials Committee (of the respective College), they will inform the Associate Dean, PGME. The PGME Office will forward the response to the program who will be responsible for all related clinical scheduling and registration change notification updates. The program is responsible for informing the resident of the decision.

2.10 Residents who are granted a Waiver of Training and then go on to fail their certification examinations are not entitled to additional funding to extend their residency.

3.0 College Maximum Allowable Times for Waivers

3.1 College of Family Physicians of Canada (CFPC)

3.1.1 [CFPC Leave of Absence Information](#)

- i. Family Medicine – four weeks
- ii. Enhanced Skills Program of one year or less – no waiver permitted

The CFPC has an expectation that a trainee will complete 24-months of training. The maximum amount of time for a Waiver of Training cannot exceed four-weeks. The CFPC will not accept a Waiver of Training for any enhanced skills program that is one year or less.

3.2 Royal College of Physicians and Surgeons of Canada (RSPSC)

3.2.1 [RCPSC Policies and procedures for certification and fellowship see item 4.3.2](#)

- i. Three years – six weeks
- ii. Four years – three months
- iii. Five years – three months

3.2.2 Waivers of Training in Competency By Design (CBD) Programs

In CBD, the exit from training is based on demonstrated achievement, rather than time spent in training. The demonstration of competence will be the criteria for certification and completion of training and will apply to all residents, regardless of whether a leave has been taken. However, at the current time, the waiver allowances as described above are still in effect for all programs, both CBD-based and traditional time-based programs.

In considering adaptations to the policy for CBD programs, PGME reviewed the Royal College's [CBD Policy Working Group Communique: Waivers of Training](#). The circumstances that may qualify residents for leaves of absence would continue to be determined by the university. Following a leave, the Program Director and Postgraduate Dean will review the trainee's status with regard to stage of training and determine if any adjustments to the training program are required. A leave of absence may not impact the total duration of training if the necessary competencies have been achieved.

4.0 Related Documents

- 4.1 [RCPSC Policies and Procedures for Certification](#)
- 4.2 [CFPC Requirements for Residency Eligibility](#)
- 4.3 [Leaves of Absence Policy](#)
- 4.4 [Request for Waiver of Training Form](#)

5.0 Getting Help

Queries regarding interpretations of this document should be directed to:

Northern Ontario School of Medicine
Senior Director of Postgraduate Medical Education & Health Sciences.
(807) 766-7503.

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