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Parent Policy: PGME Credit for Training Policy

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## PGME Credit for Training (Following Transfer/Re-Entry) Procedure

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry (FoMD)
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education (PGME)
<b>Approver:</b>	Postgraduate Medical Education Committee
<b>Classification:</b>	Assessment
<b>Scope:</b>	Residency Programs (Residents)

### Overview

The College of Family Physicians of Canada (CFPC) and the Royal College of Physicians and Surgeons of Canada (RCPSC) expect all residents to successfully complete all aspects of their training program, including the requisite learning objectives and competencies. Residents may enter a training program having completed some or all of another residency training program.

### Purpose

This document outlines the procedures for residents wishing to apply for credit for previous training. The purpose of this procedure is to provide Residency Program Directors, Residency Program Administrators, and residents direction with respect to the process for considering credit for training.

## PROCEDURE

### 1. LIMITATIONS

- a. International medical graduates who have not done their postgraduate training in Canada are not eligible for credits for training.
- b. Residents must complete a minimum of three (3) blocks of training in their current residency program before applying for credit for training.
- c. Residents are not automatically granted credit for training.

### 2. RESPONSIBILITIES OF THE RESIDENCY PROGRAM

- a. Residents are entitled to know in advance how their past assessments will be evaluated to determine if they qualify for credit for training.
- b. The program should use the first three (3) blocks of training to determine the resident's stage of training.

- c. A credit for training request is typically submitted within the first year of training.
- d. If credit is awarded, a retroactive pay-grid promotion may be granted but will not include the initial three (3) blocks as mentioned in 2.b.
- e. The program should be prepared to address the learning needs of the individual trainee if concerns arise regarding training experiences for which they were given credit.

### **3. CREDIT FOLLOWING TRANSFER**

- a. **Same Program Transfer (from one Canadian University to another)**
  - i. Programs are expected to evaluate the rotations and training experiences the resident has already completed and ensure they structure the remainder of their training to meet all outstanding rotations and training experiences. The Credit for Training procedure does not apply for this situation.
- b. **Transfer Between Different Programs (within or across Canadian Universities)**
  - i. Residents who transfer from one program to another may qualify for credit for training.
  - ii. At the time of transfer, the resident will typically start the new program at that program's entry stage of training and/or postgraduate year (PGY) level.
  - iii. The Residency Program Committee (RPC) must be confident that all requirements/objectives outlined by the respective accrediting college (i.e. RCPSC or CFPC) for the rotations and training experiences of the current program being considered for credit have been met.

### **4. CREDIT FOLLOWING RE-ENTRY**

- a. Re-entry residents may qualify for credit for training.
- b. At the time of re-entry, the resident will typically start the program at that program's entry stage of training and/or postgraduate year (PGY) level.
- c. The Residency Program Committee (RPC) must be confident that all requirements/objectives outlined by the respective accrediting college (i.e. RCPSC or CFPC) for the rotations and training experiences of the current program being considered for credit have been met.

### **5. PROCESS FOR CFPC PROGRAMS**

- a. Residents who wish to apply for credit for previous training must document their rationale for the request, including the rotations and training experiences that they request the credit for, and submit it to their Residency Program Director, who should in turn bring the request to the RPC for consideration and consultation.
  - i. The program may ask for any and all related assessments of the rotations and training experiences for which the credit is being requested.
  - ii. The program may decide to recommend as much or as little as the request for credit for previous training.
- b. The Program Director will submit a Letter of Request for Credit for Training to the PGME office and include the applicable PGME form detailing the time and rotations/training experiences for the credit for which they support.
  - i. The PGME office may request a copy of all applicable training assessments used for the program's determination of the credit.
- c. The Associate Dean, PGME, on the recommendation of the Residency Program Director, will write a letter of support for the credit.



- d. The Associate Dean, PGME, will submit the program's recommendation as well as the letter of support to the CFPC for final evaluation and approval.
- e. The Associate Dean, PGME, will notify the Residency Program Director and the Resident of the final decision of the credit for training in writing.

## **6. PROCESS FOR RCPSC PROGRAMS**

- a. Residents who wish to apply for credit for previous training must document their rationale for the request, including the rotations, training experiences, and stages that they request the credit for, and submit it to their Residency Program Director, who should in turn bring the request to the RPC for consideration and consultation.
  - i. The program may ask for any and all related assessments for the rotations and training experiences for which the credit is being requested.
  - ii. The program may decide to recommend approval for as much or as little of the resident's request for credit for previous training as they assess to be appropriate.
  - iii. The program should, if they have launched the national Competence by Design (CBD) educational model, be guided by the RCPSC's CBD Technical Guide on Transfers when considering credit for training for residents that have transferred from one CBD program to another or from a traditional to a CBD program.
- b. The Program Director will submit a Letter of Request for Credit for Training to the PGME office and include the applicable PGME form detailing the time and rotations/training experiences for the credit for which they recommend.
  - i. The PGME office may request a copy of all applicable training assessments used for the program's recommendation of the credit.
- c. The Associate Dean, PGME, on the recommendation of the Residency Program Director, may grant the credit for training.
- d. The Associate Dean, PGME, will notify the Residency Program Director, the Resident, and other necessary third parties of the final decision of the credit for training in writing.

## **DEFINITIONS**

Definitions are listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>College of Family Physicians of Canada or CFPC</b>	The College of Family Physicians of Canada is the professional organization that establishes the standards for and accredits postgraduate family medicine training in Canada.
<b>Royal College of Physicians and Surgeons of Canada or RCPSC</b>	The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of specialists in Canada.
<b>Block</b>	A block of training is considered approximately four (4) weeks of consecutive training, per the block schedule for each academic year set by PGME.