



Faculté de médecine

**Études médicales postdoctorales**

Faculty of Medicine

**Postgraduate Medical Education**

**FACULTY OF MEDICINE / UNIVERSITY OF OTTAWA  
POSTGRADUATE MEDICAL EDUCATION  
APPEAL MECHANISM**

Postgraduate medical trainees registered with the Faculty of Medicine at the University of Ottawa have the right to appeal when their performance has been judged unsatisfactory by their Faculty. Trainees may appeal a non-reappointment, dismissal, non-promotion, suspension, rotation failure, or recommendations for remediation and probation.

Non-reappointments may be appealed when the resident has not been reappointed because of failure to meet the academic requirements. There is no appeal if non-reappointment is due to lack of positions or funding.

Normally trainees should try and resolve matters informally with the staff directly involved in the performance evaluation. In the case of a rotation failure, it is expected that the immediate supervisor of the rotation convey this information to the resident in question; every effort should be made to resolve the problem at the program level. The supervisor should also inform the Program Director and the Residency Program Committee of the recommendation.

The Program Director and Residency Program Committee are expected to monitor evaluations of all residents in a program on an ongoing basis. This process of monitoring evaluations and, where needed, in receiving additional feedback from supervisors, may lead to judging a particular performance as unsatisfactory. A Residency Program Committee may then recommend as to remediation, probation, non-reappointment, dismissal, non-promotion or suspension. The Program Director will then convey this recommendation in writing to the resident concerned.

If the resident does not accept the recommendation after review with the Program Director and relevant supervisors, he/she may appeal in writing (within 10 working days of receiving the written notice) to the Residency Program Committee, via the Program Director and ask to speak directly with the Residency Program Committee for review of the recommendations. The resident may also ask for review of the recommendations by the Residency Program Committee without attending.

If the resident is still not satisfied after consideration by the Residency Program Committee he/she must be informed of his/her right of appeal in writing by the Program Director and advised of the following levels of appeal:

- A) Appeal in writing to the Chair of the University Division or Department, within 10 working days of receiving the written notice.
- B) Appeal in writing to the Postgraduate Medical Education Committee through the Assistant Dean of Postgraduate Medical Education:
  - 1. After meeting in person with the Assistant Dean, if the trainee wishes to pursue the appeal he/she will give written notice to the Assistant Dean within 20 working days of being notified of his/her right of appeal, by the Chair of the Division or Department. The Assistant Dean will ask the Appeal Subcommittee to meet within 20 working days of receipt of the appeal notice.

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2. The Assistant Dean (PGME) will set up an Appeal Subcommittee to consider the appeal, not to exceed six members. The Committee must include 2 resident representatives; one of these representatives, appointed by PAIRO functions as a resource to the Committee regarding contractual issues. The Appeals Subcommittee members will not be active program directors. The members will be active physicians in the Faculty of Medicine; at least one should have an understanding of the specific knowledge, skills and attitudes relevant to the trainee=s program. No Subcommittee members should have participated in the evaluation of the postgraduate training of the person appealing. The Chair of the Committee will be appointed by the Assistant Dean, Postgraduate Medical Education.
3. The program will be asked to prepare a file including, a summary of the rotation schedule of the trainee in question, a copy of all in-training evaluation reports of the trainee, other relevant reports and correspondence, and a summary statement of the actions taken relevant to the appeal. The trainee appealing will be invited to submit a written statement outlining the reasons for the appeal and the desired result. The trainee will have access to all his/her in-training rotation evaluations. It needs to be emphasized that these written materials are essential to the process. The Program Director or University Chair of the Division or Department should also provide clarification of issues if required.
4. The trainee will have the right to be represented or accompanied by another trainee or faculty member of his/her choice during the appeals procedure.
5. The Chair of the University Division or Department in question and/or the Program Director would be expected to be present to provide any information or clarification deemed necessary by the Subcommittee to assist it in its deliberations.
6. The Appeals Subcommittee will review the reasons for non-reappointment, dismissal, non-promotion, suspension, rotation failure or recommendations for remediation and probation and make the appropriate recommendation to the Faculty Postgraduate Medical Education Committee for consideration.
7. The results of the appeal will be conveyed to the trainee in writing.

If the appeal is not successful, the trainee will be advised of his/her right to appeal in writing, within 10 working days of receiving the written notice, to:

C) The Faculty Council of the Faculty of Medicine, University of Ottawa.

D) The University Senate Committee on Individual Cases (through Secretary of University).

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