

## Postgraduate Waiver of Training Policy

### Background

In 2011, the Department of Medicine (DoM) Residency Program Directors determined that there should be a department-wide policy for waivers of training. It was established that waivers of greater than one month/block would be considered and such cases would be reviewed and adjudicated by a central committee – the DoM Waiver of Training Committee.

### Criteria to be Considered for a Waiver of Training

It is expected that residents in the DoM will make up training time missed due to all leaves of absence; however requests to waive training will be considered if the resident has:

1. Clearly met the competencies outlined for each rotation. This includes assessments on ITERs in the range of 4 to 5. The Waiver of Training Committee may discuss further with the Program Director the relevance of any discrepancies.
2. Successfully completed all Royal College of Physicians & Surgeons of Canada (RCPSC) requirements **AND** program requirements including (as required): in-training examinations, research and/or quality improvement projects, case logs, and portfolios.

Each request for waiver of training will be reviewed on a case by case basis.

### Process to Apply for a Waiver

1. The trainee must submit a request to their Program Director (PD) in writing. The request should outline the situation surrounding the request, as well as the length of exemption they are requesting.
2. Requests will be brought forward by the trainee's PD to the Residency Program Committee (RPC) to ensure criteria have been met.
3. If the RPC is in support of the request, a letter of support, along with the trainee's request will be submitted to the [Waiver of Training Committee](#) for adjudication.
4. If all criteria are met and the Waiver of Training Committee approves the waiver of training request, the Waiver Committee Chair will make a recommendation to the Postgraduate Dean for a waiver of training.
5. The Postgraduate Dean will review and make a recommendation to the RCPSC to grant a waiver of training.
6. RCPSC will review request and provide a ruling letter for waiver of training. Upon receipt of the RCPSC letter, the PGME will adjust the resident's registration status, as applicable.

## Timelines for Submitting Requests

A decision to grant a waiver of training request can only be taken in the final year of the program but cannot be granted after the resident has taken the certification examinations. The decision to grant a waiver of training must be based on the assumptions that the resident will have achieved the required level of competence by the end of the final year of training.

Requests for waivers of training should be submitted at least 3 months prior to the scheduled specialty / subspecialty exam date or end date of training – whichever date may come first.

## Waivers of Training – One Block or Less

If a resident has taken a leave of absence for one block or less, this training can be waived at the discretion of the trainee’s Program Director and RPC. The DoM must be notified of all waivers. Program Directors must submit a formal letter indicating the length of time that is being waived, the trainee’s new end date, as well as confirmation that all program & RCPSC requirements have been met.

## Maximum Training Exemption

The following summarizes that maximum duration of training exemption as per the [RCPSC Policies and Procedures for Certification and Fellowship](#), Section 4.3.2, page 18 (January 2016)

Length of Program	Maximum Training Exemption	Example
1 Year Programs	0 weeks	DoM n/a
2 Year Programs	6 weeks	Subspecialty Programs
3 Year Programs	6 weeks	Internal Medicine & Cardiology
4, 5 & 6 Year Programs	12 Weeks	Dermatology

- 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

## Questions

Questions regarding the Waiver of Training Policy can be directed to [medicine.training@utoronto.ca](mailto:medicine.training@utoronto.ca).