



Policy Name:	Voluntary Withdrawal from PGME Residency Training
Application/ Scope:	All PGME Programs
Approved (Date):	FPGME Executive June 10, 2014 Amended and Approved March 10, 2015
Review Date:	
Revised (Date):	
Approved By:	Faculty Executive Council June 10, 2014 Dean's council May 12, 2015

BACKGROUND

The decision to withdrawal from medical residency requires serious consideration and should be made only following extensive consultation with counseling supports available to residents. A resident may choose to withdraw from his/her residency program for a number of reasons including the following:

- Ongoing issues with academic performance
- Career choice
- Personal reasons
- Extended leave of absence making circumstances around return difficult

DEFINITIONS

ARETS – Alternate Resident Entry & Transfer Subcommittee is the PGME Subcommittee responsible for managing alternate resident routes of entry to Residency Programs

CPSM – College of Physicians and Surgeons of Manitoba

Home Program – is the Residency Program in which postgraduate medical trainee is based

PARIM - Professional Association of Residents and Interns of Manitoba

PGME – Postgraduate Medical Education

WRHA – Winnipeg Regional Health Authority

1. PURPOSE

1.1 Provide specific guidelines regarding a resident's voluntary withdrawal from a Residency Program

1.1.1 This policy does not include resident transfer to another Residency Program or dismissal from a Residency Program.

2. STATEMENT OF POLICY

- 2.1 A resident may voluntarily withdraw from training in a Residency Program/ terminate employment as a resident. This intent is subject to a minimum of four (4) weeks written notice to his/her Home Residency Program Director.
- 2.2. Withdrawal does not prevent a resident from reapplying to their previous residency program or another residency program within PGME in the second iteration of the CaRMS match.
- 2.3 Any actions in progress at the time of withdrawal (e.g. resident on leave of absence; on suspension; on probation) will be discontinued.
- 2.4 Positions that have been vacated are not lost and are eligible to be filled.

3. PROCEDURES

- 3.1. A resident wishing to withdraw from his/her Residency Program must meet with his/her Residency Program Director, who will seek consultation with the Associate Dean, PGME.
- 3.2 After consultation and final determination, the resident must provide written notice of his/her intent to withdraw to his/her Residency Program Director.
- 3.3 The Program Director will provide a copy of the resident's written notice to the Office of the Associate Dean, PGME within 24 hours of receipt.
- 3.4 The Office of the Associate Dean, PGME will provide written notification that a resident has withdrawn to the following:
 - 3.4.1 PARIM, within 24 hours of notification of such action
 - 3.4.2 Employer (usually WRHA)
 - 3.4.3 CPSM
- 3.5 The PGME Office will coordinate with the Employer to make the appropriate payroll adjustments for any unused vacation accrued or adjustments for any negative vacation or sick leave balances.
- 3.6 Residents' suspension and dismissal are covered under the PGME policy on Resident Assessment, Promotion, Remediation, Probation, Suspension and Dismissal.
- 3.7 Management of the vacant spot created by a resident withdrawal will require the combined input from the Associate Dean, PGME, the PGME ARETS Subcommittee, the relevant Residency Program Committee and the WRHA Residency Funding Advisory Committee.

POLICY CONTACT: Associate Dean, PGME

REFERENCES

PARIM and WRHA Collective Agreement; <http://www.parim.org/contract>

University of Manitoba, Postgraduate Medical Education, FPGME Resident Assessment, Promotion, Remediation, Probation, Suspension and Dismissal Policy, 2013
http://umanitoba.ca/faculties/medicine/education/pgme/media/PGME_RESIDENT_ASSESSMENT_FINAL.FEC.13Sept2013.pdf

University of Manitoba, Postgraduate Medical Education, FPGME Alternate Routes of Entry to Residency - Transfer, Re-Entry, Non-CaRMS, Dec. 2013
http://umanitoba.ca/faculties/medicine/education/pgme/media/Resident_Routes_of_Entry_-_Transfer_Re-Entry_NonCaRMS.FEC10Dec2013.pdf

University of Manitoba, Student Affairs, Registrar's Office, Withdrawal from Classes,
http://umanitoba.ca/student/records/leave_return/695.html

University of Saskatchewan, PGME Resident Handbook, June 2013
<https://www.medicine.usask.ca/education/medical/postgrad/Resident%20Handbook-FINAL%20as%20of%20June%2030%202011.pdf>

University of Toronto, Department of Medicine, Resource Materials for the Academic Administrator Residency Programs, "Withdrawal from Residency Training", 2014
http://www.deptmedicine.utoronto.ca/Assets/DeptMed+Digital+Assets/Department_of_Medicine/P/G/Resources+Manual+for+Residency+Program+Administrators.pdf

University of Toronto, Clinical Investigator Program Handbook, July 2013
<http://cip.utoronto.ca/wp-content/uploads/2014/03/CIP-HANDBOOK-2013-Sep.pdf>