Level 1 APPEALS—Otolaryngology-Head and Neck Surgery

General Guidelines for Surgical Residency Training Programs

1. A resident may submit an appeal to the Home Program Director with respect to any procedural or academic specialty specific issues (substantive decisions) arising out of the evaluation process on the ITER.

2. A committee chaired by the Program Director will be in place to review program appeals. Members of the committee include the Program Director, the CTU Directors from Hamilton Health Sciences or St. Joseph Healthcare, the Divisional Chair, and a senior Resident representative.

3. All committee members will take care to respect and maintain Resident confidentiality.

Level 1 Appeals Policy Program Level

1. All appeals submitted must include a written statement from the Resident clearly stating the decision(s) under appeal, providing detailed reasons why the decision is thought to be incorrect or inaccurate, and the desired result. The Resident must submit the appeal within 15 working days after having become aware of the decision under appeal.

2. Once the Program Director has received an appeal, s/he will provide the Resident with a copy of the Postgraduate Evaluation Policy and Procedures, http://www.fhs.mcmaster.ca/postgrad/policies.html, along with any program specific evaluation policies.

3. The Resident has the opportunity to attend the committee meeting where his/her case is being reviewed. The Resident has the opportunity to invite relevant individuals and/or counsel.

4. The Chair of the Residency Program Committee will ensure that a record of the meeting is kept, including any written submissions, findings and recommendation of the Residency Program Committee, concerning the matters before it. The Chair of the committee will also provide the Resident with a written report of the findings and recommendations of the committee. A copy of the report will be sent to the Departmental Program Director in Surgery, the Assistant Dean of Postgraduate Medical Education, and to the Resident’s file.
5. If the Resident does not agree with the committee's decision, s/he has the option to appeal all matters to the Evaluation Review Board. This is a level 2 Appeals. The Resident must submit the appeal within 15 working days after having become aware of the decision from the level 1 Appeal.

6. If the program committee is unable to reach a decision on the issues, the program may elect to refer the matter to the Evaluation Review Board. A referral must be made in writing to the Assistant Dean of Postgraduate Education within 15 working days of the committee decision to refer.

7. All upheld Unsatisfactory or Provisional Satisfactory Evaluations will be followed by either a Learning Contract or a Remedial Contract as designed by the Program Director and the Residency Education Committee.

8. For decisions in respect of rotations outside the Resident’s specialty, the Home Program Director should consider the appeal and will consult the Clinical Supervisor and/or the Program Director of that rotation, along with other appropriate individuals, e.g., CTU Director. If the appeal is denied, the appeal may proceed to Level 2 Appeals, Evaluation Review Board.

9. For residents completing a Pre-Entry Assessment Program (PEAP), and Assessment Verification Period (AVP), and Practice Ready Assessment (PRA) or Clinical examinations (STACERS) the sole remedy that may be granted following a successful appeal is the ability to repeat relevant components of the assessment or clinical event as applicable, one more time only. In these instances, if the appeal is denied at Level 1 program, the Resident has the option to appeal to Level 2 and 3, however, the sole remedy remains to repeat the relevant components one time only.

Approved January 25, 2010