

Postgraduate Medical Education (PGME)

Title:	Resident Records Policy	Number:	006
Approved By:			
Approval Date:			
Contact:	postgrad@postgrad.med.ubc.ca		

Purpose

This policy describes the process for keeping Resident records and for access to those records.

Definitions

“Resident” refers to a trainee enrolled in a postgraduate training program (“Program”) at the University of British Columbia. A Resident must be registered with the College of Physicians and Surgeons of BC and hold a postgraduate (resident) or postgraduate (resident elective) educational license.

“Program Director” refers to the faculty member responsible, in collaboration with the residency program or training committee (“RTC”), for oversight of all aspects of the residency program.

“Resident file” means the collection of documents related to the Resident’s progress through the Program and includes all assessments, evaluations and any documents upon which the resident’s progress will be determined or any documents which may lead to changes in the Resident’s program including documents identifying accommodation needs, remediation or probation letters.

Principles

The Resident File shall:

1. Contain an accurate account of the Resident’s progress;
 2. Will be considered a confidential document with access and disclosure of its contents described in this Policy or as determined by University Policies, including PGME Evaluation and Appeal Policy, legislation, or court order.
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Responsibilities of the Program Director

The Program Director shall:

1. Maintain a Resident File for each Resident in the Program. The Resident File shall be stored securely in the Department and must not be removed from the Department.
2. At the Resident's written request allow reasonable access to the Resident File. Reasonable access is considered to be three business days after the request is received.
3. Provide private, but supervised, space for the Resident to review the Resident File. Should the resident require copies of the file, reasonable photocopying charges will be made.
4. Disclose the contents of the Resident File as required to provide residency education as per UBC PGME policies and National Accreditation Standards. Examples include, but are not limited to, disclosure to the Competency Committee and the PGME Dean's Office.
5. Disclose relevant contents of the Resident File to the UBC Centre for Accessibility, or equivalent committee in PGME, to assess and implement accommodation requests.
6. Inform the resident of any evaluations, assessments or other reports received by the Program Director which may be considered in a decision to alter the Resident's program including placing the Resident on remediation or probation, or recommending dismissal. These documents will be placed in the Resident File.

Responsibilities of the Resident

A Resident must notify the Program Director immediately if the Resident believes the Resident File contains inaccurate information. At the Program Director's discretion the Resident may be permitted to submit a response that will be placed in the Resident File.

A Resident File contains personal information and will be maintained in accordance with this Policy. Disclosure to third parties may be made as permitted by legislation, or with the Resident's consent, or in response to a request made pursuant to the Freedom of Information Act.

FOI requests are managed through the UBC Office of University Counsel Access and Privacy Office. For more information on privacy and disclosure visit: <https://universitycounsel.ubc.ca/access-and-privacy/>

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Action	Committee	Date	Status

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