



Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Candidate Withdrawal/Leave of Absence Policy and Procedure

| | |
|---|--|
| Office of Accountability: | Office of Professional & Educational Development |
| Office of Administrative Responsibility: | Associate Dean, Educational Development |
| Approver: | PD Council |
| Approval Date: | August 12 th , 2022 |
| Review Date: | August 12 th , 2023 |

Definitions

| | |
|-------------------|---|
| Assessment | A PRA-NL Candidate’s 12-week Clinical Field Assessment (CFA). |
|-------------------|---|

Overview

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL), (the “Program”) is administered by the Office of Professional & Educational Development (OPED), Faculty of Medicine, Memorial University. The purpose of PRA-NL is to observe and assess PRA-NL Candidates under the direct supervision of physician assessors during a 12-week Clinical Field Assessment (“CFA”) to assess readiness to practice in Canada. There is no training component.

Purpose

To provide PRA-NL candidates with a process by which they can request a withdrawal or leave of absence from the Program.

Scope

This policy applies to the PRA-NL program and PRA-NL candidates as stated in the Purpose.

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Candidate Withdrawal/Leave of Absence Policy and Procedure

Policy

- 1.0 A PRA-NL candidate can request a withdrawal or leave of absence from the Program due to exceptional or extenuating circumstances as defined and determined by the University.
 - 1.1 Exceptional or extenuating circumstances are evaluated on a case-by-case basis and may include, but are not limited to:
 - Illness or injury;
 - Bereavement;
 - The worsening of a long-term physical or mental health condition, or the complication/aggravation of an existing condition;
 - Serious adverse personal, professional, or family circumstances, which were not known at the start of the Assessment;
 - Unforeseen changes in Immigration, Refugees, and Citizenship Canada (IRCC) immigration policies which negatively impact the physician;
 - Unexpected sudden social upheaval or hostilities arising in the physician's home jurisdiction which prevent the physician from remaining in Canada.
- 2.0 A PRA-NL candidate can also request a withdrawal from the Program (not a leave of absence) if they self-identify concerns about their practice readiness. Such requests will be evaluated on a case-by-case basis.
- 3.0 The onus is on the PRA-NL candidate to justify the request for withdrawal or leave of absence by identifying the circumstances for consideration.

Procedure

- A.0 Request for Withdrawal from the Program:
 - A.1. The PRA-NL candidate submits a request for withdrawal, in writing and signed, to the Director of PRA-NL which outlines the basis for the request and includes documentation supporting the exceptional or extenuating circumstances.
 - A.2. The Director of PRA-NL reviews the request, and other appropriate documentation if necessary, and consults with others as required.
 - A.3. The Director of PRA-NL has the authority to approve or reject the request at their discretion and in so doing, may consult with whomever is deemed necessary to make a decision.

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Candidate Withdrawal/Leave of Absence Policy and Procedure

- A.4. The final decision is communicated by the Director of PRA-NL in writing to the PRA-NL candidate as soon as possible.
- A.5. If approval is granted, it will be subject to the following:
 - A.5.1. The PRA-NL candidate may be entitled to a refund or partial refund in accordance with the PRA-NL Refund Policy and Procedure.
 - A.5.2. The PRA-NL candidate's PRA Result Letter will indicate "No Standing".
- B.0 Request for Leave of Absence from the Program:
 - B.1. The PRA-NL candidate submits a request for a leave of absence, in writing and signed, to the Director of PRA-NL which outlines the basis for the request and includes documentation supporting the exceptional or extenuating circumstances.
 - B.2. The Director of PRA-NL reviews the request, and other appropriate documentation if necessary, and consults with others as required.
 - B.3. The Director of PRA-NL has the authority to approve or reject the request at their discretion and in so doing, may consult with whomever is deemed necessary to make a decision.
 - B.4. If approval is granted, it will be subject to the following conditions and any such other conditions as the Program may deem necessary:
 - B.4.1. Payment of an administrative fee.
 - B.4.2. Upon return to the program, the candidate must provide proof of continuing eligibility for the Program, including continuing eligibility for a provisional license, ongoing Regional Health Authority sponsorship, and Canadian Medical Protective Association coverage.
 - B.4.3. Confirmation that the designated primary assessor and/or secondary assessors are able to re-start the CFA and extend the CFA time beyond that originally agreed upon to complete the CFA.
 - B.4.4. If the primary assessor is unable to accommodate the proposed change to the CFA period, PRA-NL will endeavor to find an alternate CFA site and assessor(s), but cannot guarantee this will occur within a specific timeline or at all.

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Candidate Withdrawal/Leave of Absence Policy and Procedure

- B.4.5. A candidate may request an extension(s) of their leave of absence, but in no event shall a candidate be granted more than one separate leave of absence during the CFA.
- B.4.6 If the University is unable to secure a new CFA site and/or assessors:
- The candidate will receive a refund or partial refund, in accordance with the PRA-NL Refund Policy and Procedure.
 - The PRA-NL candidate's PRA Result Letter will indicate "No Standing".