

## Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Change of Clinical Field Assessment (CFA) Site Policy and Procedure

<b>Office of Accountability:</b>	Office of Professional & Educational Development
<b>Office of Administrative Responsibility:</b>	Associate Dean, Educational Development
<b>Approver:</b>	PD Council
<b>Approval Date:</b>	February 15 <sup>th</sup> , 2023
<b>Review Date:</b>	February 15 <sup>th</sup> , 2024

### Definitions

<b>Clinical Field Assessment (CFA) Site</b>	Refers to the assessor and/or clinical setting in which the PRA-NL candidate is being assessed.
<b>Clinical Field Assessment (CFA) Dashboard</b>	The password-protected online system via which assessors submit the required assessment forms and candidates can view their completed assessment forms and feedback.
<b>PRA Result Letter</b>	The letter which PRA-NL candidates receive disclosing the result of their 12-week assessment and which is provided to the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) and the candidate’s sponsoring Regional Health Authority (RHA).
<b>PRA-NL Academic Committee</b>	A committee comprised of representatives from the Faculty of Medicine and RHAs to advise on candidates’ initial eligibility for the program and to make recommendations based on candidates’ educational assessment results.

### 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.

# Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Change of Clinical Field Assessment (CFA) Site Policy and Procedure

## **Purpose**

To document the reasons for, and the process by which, a PRA-NL candidate can be transferred from their designated CFA site to an alternate CFA site during the 12-week CFA.

## **Scope**

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

## **Policy**

- 1.0 A PRA-NL candidate's designated CFA site (i.e. assessor and/or clinical setting) may be changed in situations including, but not limited to:
  - 1.1 An unanticipated lack of available assessors and/or facilities arising for any reason (i.e. assessor illness, family emergency, emergency room closures, etc.).
  - 1.2 Significant interpersonal conflict between a PRA-NL Primary Assessor and PRA-NL Candidate as identified by the assessor and/or candidate and as per the procedure stated in B.0.

## **Procedure**

- A.0 If the change of CFA site is due to lack of available assessors and/or facilities:
  - A.1. The candidate's CFA is immediately put on hold by the Director of PRA-NL. The candidate's sponsoring RHA and CPSNL will be notified.
  - A.2. Efforts will be made to identify new assessor(s) and/or clinical settings with the assistance and support of the candidate's sponsoring regional health authority (RHA).
  - A.3. The exact date of the candidate's transfer will be arranged by PRA-NL following consultation with the sponsoring health authority and/or the newly designated primary assessor. PRA-NL will then identify the candidate's confirmed CFA start and completion dates in the new CFA site.
    - A.3.1 The candidate must ensure that Canadian Medical Protective Association coverage is extended to the new completion date.

## Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Change of Clinical Field Assessment (CFA) Site Policy and Procedure

- A.3.2. PRA-NL will contact the College of Physicians and Surgeons of Newfoundland and Labrador to ensure the candidate's placement on the Education Register is extended to the new completion date.
- A.4. Candidate assessments from both CFA sites will be provided to the PRA-NL Academic Committee for its review and determination of the candidate's final CFA pass/fail standing.
- B.0 Request for change of CFA site (assessor and/or clinical setting) due to the identification of significant interpersonal conflict:
  - B.1. The individual requesting a change of CFA site (candidate or assessor) must submit a request for a change in CFA site, in writing and signed, to the Director of PRA-NL which outlines the basis for the request.
  - B.2. The candidate's CFA may be immediately put on hold by the Director of PRA-NL pending further investigation and referral to the PRA-NL Academic Committee. The candidate's sponsoring RHA and CPSNL will also be notified if the CFA is put on hold.
  - B.3. As part of the investigation, the Director of PRA-NL, or their delegate, may request additional information from the candidate or others involved in the candidate's assessment. All information will be shared with the PRA-NL Academic Committee. The Program will make efforts to obtain this information within a reasonable timeframe.
  - B.4. The PRA-NL Academic Committee reviews the documentation compiled by the Program to determine if a fair, defensible, and transparent CFA can continue at the current site. The Committee will determine next steps based on the following options:
    - (1) Maintain the current CFA site and complete the 12-week assessment.
    - (2) Change the current CFA site and complete the 12-week assessment. This would be considered a continuation of the 12-week assessment (not a re-start).
    - (3) Change the current CFA site and re-start the 12-week assessment.
- C.0. Conditions:
  - C.1. If a change in CFA site is recommended by the Committee, the Program 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) Change of Clinical Field Assessment (CFA) Site Policy and Procedure

- C.2. PRA-NL may share information regarding the reason(s) for the change in CFA site with the new primary assessor as reasonably necessary.
- C.3. If the Committee recommends a continuation of the 12-week CFA (and not a re-start):
- Any new assessors will have access to previous assessments in the CFA Dashboard as per PRA-NL process.
  - Candidate assessments from both CFA sites will be provided to the PRA-NL Academic Committee for its review and determination of the candidate's final CFA pass/fail standing.
- C.4. 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 (if applicable).
  - The PRA-NL candidate's PRA Result Letter will indicate "No Standing".
- C.5. As per the PRA-NL Candidate Agreement, the University is not responsible for any other costs or expenses incurred by the Candidate prior to or during the Assessment. Any additional and unforeseen costs associated with the assessment are the responsibility of the Candidate.