

### Postgraduate Medical Education (PGME)

Title:	Resident Records Policy	Number:	005
Approved By:	PGME Committee		
Approval Date:	November 26, 2019		
Contact:	postgrad@postgrad.med.ubc.ca		

#### Purpose

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

#### Definitions

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“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 Records” refer to the collection of records, regardless of medium or characteristics i.e paper and/or electronic records. These records are 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

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Resident Records 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.

## **Postgraduate Medical Education (PGME)**

### **Responsibilities of the Program Office**

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The Program Office shall:

1. Maintain Resident Records for each Resident in the Program. These Resident Records shall be stored securely. For paper records, they must be stored in the Department and must not be removed from the Department.
2. At the Resident's written request allow reasonable access to the Resident Records. 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 Records. Should the Resident require copies of records, reasonable photocopying charges will be made if applicable.
4. Disclose the contents of Resident Records 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 Records 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 Records.

### **Responsibilities of the Resident**

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A Resident must notify the Program Director immediately if the Resident believes the Resident Records 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 Records.

Resident Records 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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### Related Policies and Resources

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Records Management, UBC Policy 117 - <https://recordsmanagement.ubc.ca/files/2014/09/policy117.pdf>

UBC Information Security Fact Sheet for Paper Records -  
<https://recordsmanagement.ubc.ca/files/2014/09/security.pdf>

Electronic Records Management - <https://rmo.sites.olt.ubc.ca/files/2016/11/E-RecordsManagement.pdf>

UBC Records Management - <https://recordsmanagement.ubc.ca>

Action	Committee	Date	Status
Approved	PGME Committee	Nov. 26 2019	Live