

Postgraduate Medical Education (PGME)

Title:	Postgraduate Trainee Records Policy	Number:	005
Approved By:	PGME Committee		
Approval Date:	September 6, 2022		
Contact:	postgrad@postgrad.med.ubc.ca		

Purpose

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

Definitions

“Postgraduate trainee” in this policy refers to residents, fellows (including AFC), elective residents, International fellows registered with the College of Physicians and Surgeons of BC and hold a postgraduate (fellow) or postgraduate (resident) educational license.

“Program Director” in this policy is applicable to Residency or AFC fellowship programs where a Program Director is required by accreditation standards.

“Postgraduate Trainee 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 trainee’s progress through the Program and includes all assessments, evaluations and any documents upon which the trainee’s progress will be determined or any documents which may lead to changes in the trainee’s program including documents identifying accommodation needs, remediation or probation letters.

Principles

Postgraduate trainee Records shall:

1. Contain an accurate account of the trainee’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 Office

The Postgraduate Program Office shall:

1. Maintain Records for each postgraduate trainee in the Program. These 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 postgraduate trainee's written request allow reasonable access to the Records. Reasonable access is considered to be three business days after the request is received.
3. Provide private, but supervised, space for the postgraduate trainee to review the Records. Should the postgraduate trainee require copies of records, reasonable photocopying charges will be made if applicable.
4. Disclose the contents of postgraduate trainee record as required to provide postgraduate education as per UBC PGME policies and National Accreditation Standards. Examples include, but are not limited to, disclosure to the Competency Committee, Oversight Committee, Accreditation Survey Teams and the PGME Dean's Office.
5. Disclose necessary relevant contents of the postgraduate trainee record to the UBC Centre for Accessibility, or equivalent committee in PGME, for the purpose of assessing and implementing accommodation requests.
6. Inform the postgraduate trainee of any evaluations, assessments or other reports received by the Program Director which may be considered in a decision to alter the postgraduate trainee's program including placing the postgraduate trainee on remediation or probation, or recommending dismissal. These documents will be placed in the trainee's Records.

Responsibilities of the Postgraduate Trainee

A postgraduate trainee must notify the Program Director immediately if they believe that their records contains inaccurate information. At the Program Director's discretion, the postgraduate trainee may be permitted to submit a response that will be placed in the trainees Records.

Postgraduate Trainee Records contain 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 trainee'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

PGME Policy 005 Appendix - [Postgraduate Trainee Records Policy - Appendix: Records Management Best Practices](#)

Records Management, UBC Policy GA4 - [Records Management Policy \(ubc.ca\)](#)

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
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Approved	PGME Committee	Sept. 6, 2022	Live