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**ASSESSMENT VERIFICATION PERIOD (AVP)
GUIDELINES**

Background

Prior to 2004, the only route to residency in Ontario for International Medical Graduates (IMGs) was through the Ontario International Medical Graduate Program in which candidates completed a 9-month clerkship and then applied directly to residency.

In November 2003, in response to the government's request to increase IMG entry at both the PGY1 and PGY2+ levels, IMG Ontario proposed the implementation of the Assessment Verification Period (AVP). The medical schools and the College of Physicians and Surgeons of Ontario (CPSO) developed the structure of the AVP, basing it on the existing Pre-Entry Assessment Program (PEAP). As of July 2004, a new stream of candidates were recruited through Direct Entry at the PGY1 level and were required to pass an AVP before entering residency. The CPSO used the existing PEAP regulations to include the AVP so the terms and conditions of the AVP is issued in the form of a PEAP certificate (see Appendix 2). The length of the AVP was initially variable at 8-12 weeks, but was standardized at 12 weeks in September 2006 at the request of the Ontario PG Deans and can be automatically extended up to an additional month without Registration Committee approval if required for non-remedial reasons.

Purpose

The AVP is a period of assessment to determine if the candidates can function at their appointed level of training prior to full acceptance in the program. The AVP provides an opportunity for the Program Director to:

- Assess the candidate's basic skills in internal medicine, obstetrics and gynecology, pediatrics, psychiatry and general surgery, appropriate for practice in the chosen discipline.
- Ensure that the candidate is: mentally competent to practice medicine; has the ability to practice with decency, integrity and honesty and in accordance with the law; has sufficient knowledge, skills and judgment to engage in the kind of medical practice authorized by the certificate, can communicate effectively and displays an appropriately professional attitude.

Supervision

The AVP assessment must take place within appropriate, supervised clinical activity in a multidisciplinary environment with patient input on an ongoing basis.

AVP candidates may sign their own orders; however, the clinical supervisor may choose to have orders co-signed initially, or for the duration of the assessment period. The certificate granted for the AVP states that the candidate may practice medicine *"under a level of supervision that is determined to be appropriate for the holder and the program of medical education and assessment, by a member of the College of Physicians and Surgeons of Ontario designated by the director of the program."* It is up to the supervising physician to determine whether or not the candidate may write orders. In addition, there may be hospital policies which require AVP candidates to have their orders co-signed throughout the AVP.

Licensure

The candidate must hold a valid certificate of registration (Pre-Entry Assessment Program Certificate of Registration) from the CPSO to participate in the AVP. The AVP candidate:

- Is to function at the assigned training level during the assessment
- May be assigned to several rotations during the assessment period
- Is assessed for 12 weeks in duration

Once the AVP is finished, the AVP certificate is not valid, and the candidate cannot continue training until the CPSO has issued the Postgraduate Certificate. The AVP form must be submitted to the CPSO 2 – 3 days prior to the identified end date to avoid a break in the license and/or allow processing time for the changeover in license.

Application for extension of AVP can be made to CPSO in exceptional circumstances. Extension is for up to 4 weeks to allow for adequate assessment of the candidate, but not for remediation. The Postgraduate Dean must submit the request to CPSO. The CPSO Registration staff have the authority to extend the certificate up to 4 weeks without referral to the Registration Committee.

Assessment/Evaluation Format:

Program Directors must ensure that candidates are evaluated and given written feedback on a regular basis during the AVP. Evaluations and meetings should be well-documented, and should take place at the end of the 2nd week, a mid-rotation evaluation by the end of the 8th week, and a final evaluation at week 12. Attached is a sample of a more detailed evaluation form (sample attached Appendix 3).

If the candidate has been assigned to one or more rotations, the evaluation form completed by the supervisor should be forwarded to the Program Director for compilation in the final AVP evaluation form.

The final evaluation at the 12-week mark is to be completed by the Program Director on the AVP form and forwarded to the PG Dean's Office for authorization and further forwarding to the CPSO and CEHPEA.

Possible Outcomes:

1. Satisfactory

AVP candidate continues in the postgraduate training program.

2. Unsatisfactory

A candidate with an unsatisfactory assessment has his/her appointment with the University terminated. The PG Office informs the CPSO and CEHPEA by forwarding copy of completed AVP form.

3. Withdrawal

An AVP candidate may choose to withdraw from the AVP at any time. Withdrawal may have an impact on the terms of the Ministry of Health and Long Term Care's Return of Service Agreement. Candidates should consult the MOHLTC regarding their ROS obligations.

http://www.health.gov.on.ca/english/providers/ministry/recruit/repatriation/docs/ros_guidelines.pdf

4. Other

Candidates should refer to individual school and hospital policy regarding suspension or other potential outcomes.

Appeals

AVP candidates may choose to appeal the Unsatisfactory evaluation based on process issues only. The candidate would refer to the individual school's policy and procedures regarding appeals. If the appeal is upheld by the school, the candidate would repeat the AVP. The school would request that the CPSO extend the AVP certificate. For an extension of more than 4 weeks, approval of the CPSO Registration Committee would be required.

Reapplication of Failed/Withdrawn Candidates

- a) A candidate in the PGY2 Advanced stream may request the Program Director for consideration at the PGY1 level. Re-Entry at this level is at the discretion of the Program Director and will require CPSO approval.
- b) As a failed AVP is not creditable residency training, a candidate who failed an AVP (PGY1 or PGY2 level) may apply to the first iteration of CaRMS.
- c) Restriction on the re-application of failures are:
 - Cannot apply to the same specialty at the same level of entry. They may apply to a lower level of entry in the same specialty, if applicable (see (a) above).
 - May apply to a different specialty.

Vacation Requests during the AVP

The AVP is a high stakes assessment over a short timeframe. As such, candidates are discouraged from taking vacation during the AVP, as it may put their assessment in jeopardy.

Return of Service

Candidates must contact the Ontario Ministry of Health and Long Term Care regarding arrangements for Return of Service contracts.

Reference documents:

1. Flowchart: AVP Process
2. AVP Forms

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**ASSESSMENT VERIFICATION PERIOD (AVP)
DETAILED ASSESSMENT FORM for IMGs**

Updated May 2010

Name of Candidate: _____

Name of Assessor(s): _____

Program: _____ Date of Assessment: _____

Note: This Detailed AVP Assessment Form is an internal program document to be used to assess IMG candidates seeking entry into Ontario postgraduate residency training programs.. This form will be used to assess the candidates, including their communication skills: 1) at the end of the 2nd week of the AVP, and 2) at mid-rotation by the end of the 8th week, and 3) at the end of the 12 week AVP period. All assessments remain in the program/department files. This assessment information will be used to inform the summary AVP Evaluation Form, which the Program Director must sign and forward to the PGME Office at the end of the AVP to complete the registration and licensing process.

for grading legend, see page 2

CRITERIA	DESCRIPTION	U	BE	ME	AE	O
1. CLINICAL SKILLS						
Comprehensiveness	Explores leads, obtains relevant past, family and personal history, reviews all systems, those related to problem(s) in detail. Explores social history. Completes examination as appropriate for time and situation.					
Problem Definition and Orientation	Obtains full description of main problem; picks up cues (verbal and non-verbal); directs examination towards problems elicited in history; examines relevant areas thoroughly.					
Flexibility	Is able to vary approach to history to adapt to physical and emotional state of parent or patient. Gets most out of time available for interview.					
Technique	Procedure correct and efficient, but takes account of patient's age, physical and emotional condition; interacts with patient. Appropriately drapes patient. Does not hurt patient. Washes hands before and after examination.					
2. TECHNICAL SKILLS						
	Displays experience with and knowledge of technical skills compatible with reported level of training in the specialty.					
3. KNOWLEDGE AND JUDGMENT						
Synthesis	Accurately interprets history and physical findings.					
Diagnosis	Establishes an appropriate problem list and differential diagnosis, based on information so far available.					
Investigation	Appropriate, taking into account probable yield, risks, costs and whether it can be done as out-patient or in-patient.					

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CRITERIA	DESCRIPTION	U	BE	ME	AE	O
Therapy	Appropriate for problems; involves health care team as necessary; patient education planned, emotional and socioeconomic considerations included; long term care considered.					
4. COMMUNICATION SKILLS						
Introduction	Introduces self, uses patient's name, makes sure patient is aware of reason for encounter.					
Vocabulary	Uses vocabulary which is easily understood, avoids medical jargon, asks clarification of historian's terms					
Technique	Expresses self clearly, mixes open and closed questions, controls interview, facilitates patient response, uses allotted time well.					
Interaction	Gives appropriate attention and respect to patient, puts at ease, establishes a sensitive and compassionate relationship.					
Attentiveness	Listens attentively, picks up leads, avoids repetitious questions.					
Patient's Response	Understood the question, felt that they were being both listened to and understood, comfortable with professional relationship.					
5. PROFESSIONAL ATTITUDES						
Management	Establishes priorities in approach to investigation and management as to urgency, or otherwise.					
Consultation	Utilizes consultants appropriately, after due consideration to difficulty of patient's problems, own expertise and what is expected of consultant.					
Interpersonal Relationships	Maintains acceptable and workable co-worker relationships and respectful of roles of other team members.					
Sense of Responsibility	Completes assigned tasks, dependable, appropriate patient follow-up.					
Overall Assessment	Unsatisfactory, Below Expectations, Meets Expectations, Above Expectations, Outstanding.					
6. ASSESSOR'S COMMENTS: _____						

Signature Trainee: _____ Signature Assessor: _____						

- **Grading Legend:** Please place checkmark or "x" in the appropriate box.
 U = Unsatisfactory
 BE = Below Expectation
 ME = Meets Expectation
 AE = Above Expectation
 O = Outstanding
- Report performances rated Unsatisfactory or Below Expectation to the PGE Office.

**ASSESSMENT VERIFICATION PERIOD for INTERNATIONAL MEDICAL GRADUATES:
FINAL ASSESSMENT FORM**
Updated May 2010

The Assessment Verification Period (AVP) is an assessment process for international medical graduates (IMGs) who have been admitted into the Ministry of Health and Long Term Care funded postgraduate residency training programs. The purpose of the AVP is to ensure the IMG meets the competencies necessary to function at their designated training level. The AVP occurs concurrently with training and candidates will be exposed to the goals and objectives of the given speciality during the 12 week period. IMGs must pass the AVP in order to continue on in their postgraduate education program.

The AVP allows for appropriate, supervised clinical activity. Candidates are assessed in a multidisciplinary environment with patient input on an ongoing basis. The AVP will:

- a) be twelve weeks in duration
- b) be taken at a medical school in Ontario
- c) provide assessment of the candidate's clinical skills, knowledge and judgment in the discipline in which the candidate is seeking postgraduate education, as appropriate for practice in the chosen discipline
- d) provide assessment in respect of whether the candidate,
 - is mentally competent to practice medicine
 - has the ability to practice with decency, integrity and honesty and in accordance with the law,
 - has sufficient knowledge, skills and judgment to engage in the kind of medical practice authorized by the certificate, and
 - can communicate effectively and displays an appropriately professional attitude.

Name of Candidate: _____
CPSO Registration # : _____ **IMPORTANT ! Do not begin AVP without a valid CPSO Registration #**
Obtained MD From: _____ Year: _____ Country : _____
Ontario Medical School: _____
Supervisor: _____ Telephone: _____

-----**To be completed by the Assessors**-----

Location and Dates of the Assessment Verification Period:

Level of the AVP (PGY1 or PGY2+):

Department:	Hospital:	Dates:	Duration in Weeks:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Cumulative Summary Observed Assessments:

	U	BE	ME	AE	O	<i>Legend</i>
Clinical Skills						<i>U – Unsatisfactory</i>
Technical Skills						<i>BE – Below Expectations</i>
Knowledge and Judgement						<i>ME – Meets Expectations</i>
Communication Skills						<i>AE – Above Expectations</i>
Professional Attitudes						<i>O – Outstanding</i>

Has the assessment of the candidate included assessment of the candidate’s basic skills appropriate for practice in the discipline in which the candidate is seeking postgraduate education?

YES: _____

NO: _____

Has the assessment of the candidate included assessment of the candidate’s ability to demonstrate receptive and productive fluency in one of the official languages of Ontario sufficient for safe and effective medical practice in the residency program?

YES: _____

NO: _____

Has the candidate successfully completed the Assessment Verification Period?

YES: _____

NO: _____

Supervisor’s comments (please print clearly):

Name of Supervisor

Signature of Supervisor

Date

Name of Program Director

Signature of Program Director

Date

Signature of Dean of Postgraduate Education

Date

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-----**To be completed by the Candidate**-----

By providing my signature below, I attest that I have read this assessment and understand that the results will be distributed as follows. The Postgraduate Office should forward copies of this evaluation to the CPSO and CEHPEA.

My comments (please print clearly):

Candidate's Signature

Date

Important notes to the assessors and the candidate:

1. Once completed, this form must be sent **immediately** to the Postgraduate Office for PG Dean's signature. The Postgraduate Office will forward the form to the College for processing. . To ensure the CPSO has sufficient time to process the change from AVP to the full Postgraduate license, the Program Director must postdate their sign-off by at least 7 days.
2. **Upon completion of the AVP or upon date of Program Director sign-off, the candidate must cease practicing.** The candidate may resume practice only when the College has issued a Postgraduate Education certificate of registration. Candidate must call the College's Registration Department to confirm issuance of the certificate: (416) 967 – 2617, extension 221.
3. If the candidate is successful in the AVP, s/he will continue at the current level of postgraduate training.
4. If the candidate is not successful in the AVP, s/he will not be permitted to continue on and will be dismissed from the program.
5. Ensure all writing on form is legible. Illegible writing may result in delays in processing this form at all levels and therefore a delay in commencing and/or continuing training.
6. Before the candidate begins his or her AVP, s/he must have received from the College an educational certificate for AVP or been advised by the College's Registration Department that a certificate has been issued. Upon successful completion of the AVP and submission of AVP Form to CPSO, the CPSO will process the educational certificate for AVP into a full certificate of registration for Postgraduate Education. This must occur prior to the candidate continuing training in his/her residency program.

It is an offence under the Regulated Health Professions Act for a person to practice medicine in Ontario until such time as the person is registered and authorized to practice medicine by the College of Physicians and Surgeons of Ontario.

A completed Assessment Report must be forwarded by the Postgraduate Office to the following:

Registration Department
College of Physicians and Surgeons of Ontario
80 College Street, Toronto, Ontario, M5G 2E2
Tel: (416) 967 – 2617 Fax: (416) 967 – 2623

&

CEHPEA
80 Bloor Street West, Suite 902
Toronto, ON, M5S 2V1
Tel: (416) 924 – 8622 Fax: (416) 924 – 8921