

# Assessment Verification Period (AVP) Policy

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Council of Ontario Faculties of Medicine (COFM)

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# ASSESSMENT VERIFICATION PERIOD (AVP) POLICY

## **Purpose**

The Assessment Verification Period (AVP), is an assessment period mandated by the College of Physicians and Surgeons of Ontario as part of the Medicine Act, 1991, regulation 865/93. This legislative requirement stipulates that a graduate from a non-CACMS medical school is registered as an International Medical Graduate (IMG) and must be assessed as successfully completing the AVP prior to continuing in the residency program. The assessment process is delegated to the training school where the resident has an appointment and the assessment process is managed by the program.

The AVP provides an opportunity for Program Directors, or delegated Residency or Competence Committees to:

- Assess the resident's basic skills appropriate for supervised practice in the chosen discipline.
- Ensure that residents have the ability to practice professionally, including but not limited to, practicing with decency, integrity and honesty, and in accordance with the law; with sufficient knowledge, skills and judgment to engage in the kind of medical practice authorized by the certificate, and an ability to communicate and collaborate effectively.

## **Scope**

This guideline does not apply to the Pre-entry Assessment Program (PEAP). For more information on the PEAP please see the Pre-entry Assessment Policy. A successful AVP is credited towards residency training time.

## **Supervision**

- The AVP assessment must take place within supervised clinical activity appropriate to the specialty.
- AVP residents may sign their own orders; however, there may be PGME or learning site policies which require AVP candidates to have their orders co-signed.

## **Licensure**

The resident must hold a valid certificate of registration. The AVP candidate:

- Must have a valid CPSO number.
- Must have a letter of appointment to a postgraduate training program in Ontario. Residents may be assigned to different rotations/experiences and/or different locations during the assessment period.

## **Procedures**

Program Directors must ensure that residents are assessed and given written feedback on a regular basis during the AVP. The feedback may be collected using an electronic process or a paper-based process. Forms are provided by the Council of Ontario Universities and are consistent across all Ontario Schools.

Assessments and meetings must be well-documented, and take place at regular intervals. At a minimum, there must be an assessment at 4, 8 and 12 weeks. Where a resident has been identified as below expectations at any point, programs may complete additional assessment forms.

Where candidates have been assigned to one or more rotations/experiences, the assessment forms completed by the supervisors must be forwarded to the Program Director, or delegated Residency or Competence Committee for compilation of the final AVP assessment form.

Completion of the AVP requires successful completion of a summative assessment demonstrating attainment of all required competencies at 12-weeks.

If the resident is successful at the 12-week mark the final AVP assessment form is to be completed, and signed by the Program Director who will review the assessment and obtain signatures from the resident before it is forwarded to the PG Dean's Office for authorization.

## **Possible Outcomes**

### **1. Satisfactory**

AVP candidate continues in the postgraduate training program. A successful AVP counts towards training time.

### **2. Unsatisfactory**

If the resident is performing below expectations at 8 weeks or beyond, PGME Offices must be notified. The program has the following options:

- Ending the AVP at 12 weeks.
- Requesting up to twelve-weeks of extensions:
  - Anything beyond six weeks requires the approval of the CPSO Registration Committee and is likely to cause a delay in the AVP.

- The PGME Office forwards the document to the CPSO to request the extension.
- A modified educational plan identifying area for improvement, opportunities, and assessment strategies must accompany the request for extension.
- The CPSO notifies the PGME Office of their decision.
- an extension of up to 6 weeks to further observe and assess may be issued at the CPSO staff level with the submission of the 12-week AVP report. The resident can continue in the program without delay or pause, with the continued documentation of performance being completed approximately every 2 weeks until the extension is completed.
- The Letter of Appointment from the University for the continuation of the AVP may have a future date depending on resources to support the extension. For example, there may be a pause on the AVP to allow appropriate resources to be put in place.
- The Competence Committee or equivalent, will determine the amount of time, if any, that may be counted towards training with any extension of the AVP if successfully completed.

### 3. Withdrawal

An AVP residents may choose to withdraw from the AVP at any time. Withdrawal may have an impact on the terms of the Ministry of Health Return of Service Agreement. Residents should consult the MOH regarding their ROS obligations. [https://www.health.gov.on.ca/en/pro/programs/hhrsd/physicians/international\\_medical\\_graduates.aspx#sa](https://www.health.gov.on.ca/en/pro/programs/hhrsd/physicians/international_medical_graduates.aspx#sa)

### 4. Other

Residents should refer to individual school and hospital policies regarding suspension or other potential outcomes.

## Appeals

AVP residents may choose to appeal the unsatisfactory assessment based on the policies and processes of the institution. If the appeal is upheld by the school, the resident would repeat the AVP up to a maximum of 12 weeks. There are no further opportunities for extension.

- The school submits a request to the CPSO to issue a new certificate of postgraduate education with the status of AVP.

The CPSO's Registration Committee will review and issue a decision.

### **Reapplication of Failed/Withdrawn Candidates**

- a) As a failed AVP is not counted towards residency training, a resident who failed an AVP may apply to the first iteration of CaRMS.
- b) Restriction on the re-application of failures are:
  - o Cannot apply to the same specialty at the same level of entry in Ontario. Other Provinces may have different requirements.

### **Resident Supports Throughout the Process**

All residents have access to, and are encouraged, to consult with their PGME Wellness Offices and PARO.

### **Leave Requests during the AVP**

Residents in the AVP remain entitled to vacation and other leave provided in the PARO-OTH Collective Agreement. The AVP is a high stakes assessment over a short timeframe and any leave requests must be discussed with the Program Director.

### **Return of Service**

Candidates must contact the Ontario Ministry of Health regarding arrangements for Return of Service contracts.

### **PROGRAM OFFICER**

*Health Workforce Education Strategy Unit*

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