

# ROTATION CLOSURE POLICY

## 1. RATIONALE FOR CLOSURE

### 1.1 A rotation may be considered for closure under the following circumstances:

- 1.1.1 **Quality Concerns:** Persistent negative feedback from residents and tutors, indicating issues such as inadequate supervision, poor learning opportunities or unsafe working conditions.
- 1.1.2 **Compliance Issues:** Non-adherence to accreditation standards, program goals or required competencies.
- 1.1.3 **Resource Limitations:** Lack of adequate faculty or patient caseload to meet the educational objectives of the rotation.
- 1.1.4 **Resident Demand:** Low utilization or preference for the rotation by residents.
- 1.1.5 **Program Restructuring:** Adjustments in curriculum or alignment with program goals that render the rotation unnecessary.

## 2. PROCESS IMPLEMENTATION

- 2.1 The decision to close a rotation must be approved by the Residency Program Committee (RPC).
- 2.2 Maintain detailed documentation of the decision, including the rationale, in the program records.
- 2.3 The Program Director (PD) must send a formal letter to the rotation coordinator at least two months prior to the proposed closure date.
- 2.4 The rotation coordinator must reply within two weeks, providing either:
  - A plan to address the identified issues, **OR**
  - Acceptance of the rotation closure.
- 2.5 The proposed plan provided by the rotation coordinator will be reviewed and voted upon by the RPC.
- 2.6 Under exceptional circumstances (e.g. sudden loss of resources or major safety concern), an emergency closure may be implemented with immediate approval from the PD and RPC.
- 2.7 The PD or APD for residents' affairs is responsible to reschedule the residents.
- 2.8 Update curriculum documentation and accreditation records to reflect the closure.
- 2.9 Evaluate the impact of the closure on the program after one academic year.

This policy will be reviewed every three years to ensure alignment with program goals and accreditation requirements.