

APPENDIX A:

**TYPES OF CONFIDENTIAL INFORMATION:
RELEASABLE VERSUS NON-RELEASABLE**

Legend:

√: Confidential information that may be released upon request by the party (information to which the party would generally have provided or require as part of normal business).

X: Confidential and generally “non-releasable”. Will not be released or viewed without a legal obligation to release.

R: Confidential and releasable only on request and with permission from Trainee.

FP: Generally confidential but may possibly be released through successful FOIPOP request.

Confidential Information held at PGME Office				
Type of information to be released	Destination of Released Documents			
	Trainee	RPC (including admin supports), Competence Committee, program accreditors	Colleges, Hospitals, and other educational Institutions	All Other 3 rd parties
Application records (CARMS, or other processes) EXCEPT letters of reference and official transcripts	√	√	X	X
Reference letters received, official transcripts	X	X	X	X
Personal Information Profile collected during annual PGME registration	√	√	R	X
PG Deans recommendation letters	√	√	R	X
Letters received or written at the request of the post graduate trainee regarding health or personal issues that affect academic progress or performance	X	√	X	X
Physician letters regarding health-related matters	X	X	X	X
Outcome letters from appeals	√	√	R	X
Supporting documents from appeals	X	X	X	X
Notes to file based on Trainee meetings	√	√	X	X
Documents related to Trainee requests, including but not limited to: transfers, grievances, verification of training and accommodation.	√	√	X	X
Letters regarding legal matters not pertaining to the current training position, such as request for verification of training	X	X	X	X

Confidential Information related to Assessments and Progress				
Types of Documents	Destination of Released document			
	Trainee	RPC (including admin supports), Competence Committee, Program accreditors	Colleges, Hospitals, and other educational Institutions	All Other 3 rd parties
Information on academic progress (eg. Assessments, exam results, EPAs, etc)	√	√	R	FP
Transcripts of academic performance	√	√	R	FP
Registration information	√	√	R	FP
Scholarship applications	√	√	R	FP
Other unsolicited general Trainee performance letters (eg letters of thanks from patients/families, notification of awards)	√	√	R	FP
Formal Enhanced Learning Plans (FELPs) & Probation Contracts	√	√	R	FP
Documents related to certification	√	√	R	FP
Confidential Documents held by Residency Training Programs				
Program director notes to file, including but not limited to: notes on training progress, counselling, incidents or issues that impact training	√	√	R	FP
Trainee requests, including but not limited to: leave request for illness, vacations, conferences, parental leave, requests for waiver of training, accommodation	√	√	R	FP
Summary of 360 evaluations	√	√	R	FP
Informal Enhanced Learning Plans (IELPs)	√	√	X	FP
Documents leading to certification ie CCTs(RC), STACERS, FITERs, e-FITERS, Confirmation of Training (CFPC) AFCs	√	√	R	FP