



GME Policy – Renewal and Promotion

PURPOSE

It is the goal of the Graduate Medical Education Committee (GMEC) that every trainee be afforded an academic and work environment which fosters their growth as physicians, instills in them a desire for life-long learning, and provides for high-quality patient care. Supervised programs must have documented policies regarding evaluation of residents and documented policies for determination of advancement/promotion/graduation of residents.

PROCEDURE

Program policies, by necessity, must be more detailed than the following general procedures. Specific policies of programs may be more restrictive, but may not conflict with the policies stated herein.

I. Evaluation of Trainees

1. Each resident shall be provided with timely formative feedback by faculty during each rotation or educational assignment, as well as access to written evaluations of his/her performance at the completion each rotation or educational assignment in the training program.

2. The Program Director or his/her designee shall meet with each resident on at least a semiannual basis to provide a documented assessment with feedback on his/her performance in the program.

3. The assessment will be based on the resident's overall performance improvement appropriate to educational level and progress toward demonstrating achievement of competence in each of the specialty-specific Milestones.

4. Each program will appoint a Clinical Competency Committee (CCC) according to guidelines set forth in the Program Requirements to review all resident evaluations and to assure the reporting of Milestones evaluations of each resident semiannually to the ACGME.

5. The meeting discussions and Milestone reports shall be documented in writing and maintained in the Resident's academic file, which is accessible for review by the Resident.

II. Conditions of Reappointment and Promotion

1. Program appointment, advancement, and completion are not assured or guaranteed to the Resident. Promotion to the next level of training is based on the achievement of program-specific

competence and performance parameters via evaluation, including specialty-specific Milestones, as determined by the Program Director and CCC.

2. Notification of re-appointment or non-reappointment must be provided in writing to trainees no later than 4 months prior to the completion of their current contract.

3. Unsatisfactory resident performance can result in required remedial activities, temporary suspension from duties, non-promotion, non-reappointment, or termination of appointment and residency education.

4. The policies and procedures described in the Academic Action Review Policy are the exclusive means of review of academic actions within SJMC-sponsored training programs, and are designed to ensure that actions which might adversely affect a resident's status are fully reviewed and affirmed by neutral parties while at the same time ensuring patient safety, quality of care, and the orderly conduct of training programs.

5. In the case of non-renewal of appointment, non-promotion to the next training level, or dismissal, the program will provide the Resident with notice of its intent promptly, and in the most expeditious manner possible. The notification will be by letter to the Resident and will contain the reasons for the non-renewal of appointment, non-promotion or dismissal.

6. Residents who desire to leave the program prior to completion of the training necessary for certification of the specialty are expected to discuss this action with the Program Director at the earliest possible time, preferably by January 1 of the training year. In this circumstance, residents are expected to complete the training year of their current appointment, unless an earlier resignation is mutually agreed upon by the Resident and Program Director.