



## GME RENEWAL AND PROMOTION

Policy Title: GME Renewal and Promotion

Policy Number:

Applies to: ESFCOM Sponsored Residency and Fellowship Programs, Trainees

Date: 05/17/18

### 1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to assure consistent standards and processes for renewal and promotion of Trainee appointment.

### 2.0 Definitions

**Annual Program Evaluation (APE):** Written documentation of a formal, systematic evaluation of the curriculum and overall residency/fellowship program submitted, through the program via the Program Evaluation Committee (PEC), to the GMEC annually.

**Clinical Competency Committee:** A required body comprising three or more members of the active teaching faculty who is advisory to the program director and reviews the progress of all Trainees in the program.

**Designated Institutional Official (DIO):** The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all of the ACGME-accredited programs.

**Due Process:** A mechanism by which Institutional and Program Policies are outlined for the adjudication of Trainee complaints and grievances; a process by which an individual who is aggrieved has an opportunity to have another inquiry/re-evaluation to assure that a corrective action was fair and reasonable.

**Program Director:** The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME.

**Promotion:** Progressing within a GME program to a more advanced training level or toward completion of the program generally requiring demonstration of increasing competency, and ability to function with progressive independence and assumption of greater responsibility.

**Trainee:** a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

### 3.0 Responsibilities

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GMEC through the DIO; Associate Dean for GME; Assistant Regional DIOs; Program Director

## 4.0 Procedures

Each training program shall have a comprehensive Trainee evaluation system in place (See Evaluation Policy). Through the course of training, a Trainee is expected to acquire increasing competence in the discipline in which he/she is training. Promotion to the next level of training is based on the achievement of program specific competence and performance parameters. These can include specific cognitive, clinical, technical, interpersonal and communication skills, professional behaviors and ethical conduct as determined by the program and/or the sponsoring institution, such as level appropriate completion of curricular objectives, mastery of clinical materials and/or technical skills, and requirement of completion of certification examinations.

Programs must communicate to Trainees expectations of performance/achievement required for advancement. This can be done through appropriate program and/or rotation specific written curricula (paper or electronic) which are reviewed with Trainees at the beginning of their training and/or in each individual year and/or at the start of each rotation or major assignment.

### Promotion/Appointment Renewal

The program administration, in collaboration with the Clinical Competency Committee (CCC), will make decisions regarding each Trainee's promotion to the next year of training. Those decisions will be based on the evaluation criteria developed by the program and ACGME Milestones. While it is expected that Trainees will be promoted to the next level of responsibility annually, Trainees that fail to meet the program's criteria for promotion will not be advanced solely on the basis of time served.

1. Each program must have a policy regarding the promotion of Trainees to a higher level of training that is made known to faculty and Trainees. At each level, acceptable progress must be documented by the program.
2. Each program must determine the criteria for promotion and/or renewal of a Trainee's appointment. Promotion will be based on performance evaluations and an assessment of the Trainee's readiness to advance to the next phase or year of post graduate training.
3. The Program Director will also take into account the appropriate program and institutional guidelines set by the Residency Review Committee (RRC), specialty board guidelines, institutional resources, and the merit of the individual.
4. As the position of Trainee involves a combination of supervised, progressively more complex and increasing responsibility in the evaluation and management functions of patient care, reappointment and promotion will be dependent upon meeting the academic standards and curricular requirements of the program.
5. Trainees must complete all administrative responsibilities as required.
6. Prior to considering promotion, the Program Director, after consultation with the DIO, may offer a Trainee additional time in any given Post Graduate Year to allow the Trainee to achieve the required level of proficiency for promotion. A

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Trainee accepting this condition must be given a written summary of deficiencies, a delineation of the remediation program and the criteria for advancement.

## Failure to Promote

A decision by the program to not promote a Trainee to the next level of training will necessarily be accompanied by one of two recommendations: a) Retain the Trainee at the current level of training for a specified period of time prior to re-evaluation, and/or until competency level is achieved, or b) Dismiss the Trainee from the training program (non-renewal). In either instance, the Trainee has the right to appeal this decision, as outlined in the ESFCOM GME Grievance and Due Process policy.

## Non-Renewal

In situations where a Trainee is not making adequate progress towards advancement to the next level of training, the program may decide against renewal of the trainee's agreement. In this situation, it is expected that the Trainee will receive at least 90 days advance written notice. If the reason for non-renewal occurs within the 90 days prior to the end of the current contract, it is expected that the program will provide the Trainee with as much written notice of its intent not to renew as the circumstances will reasonably allow.

## Non-Renewal by Trainee

If the Trainee intends not to seek continued appointment, Trainee shall provide the Program Director with written notice; not less than 90 days prior to the agreement term date.

## Termination of Trainee

Per the Physician In Training Agreement, a Trainee may be terminated for cause. Causes include but are not limited to gross failure to perform duties, illegal conduct, unethical conduct, and/or any negligent act.

As with all actions adversely affecting a physician in training, the trainee has the right to appeal this decision as outlined in the ESFCOM Grievance and Due Process policy.

The Graduate Medical Education Committee reviews overall promotion activity and any adverse actions taken by programs as part of the Annual Program Evaluation process.

## **5.0 Related Policies**

GME Grievance and Due Process  
GME Evaluation Policy

## **6.0 Key Search Words**

Promotion; Renewal
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## **7.0 Revision History**

Original Approval	Policy number	Revision Date Approval
May 17, 2018		

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**Responsible Office:** Designated Institutional Official; GME Office

**Policy Contact:** GME Office, GME Director, Institutional Coordinator

**Supersedes:** N/A