

## GRADUATE MEDICAL EDUCATION

### **POLICY: PROMOTION, APPOINTMENT RENEWAL AND DISMISSAL**

GME Policy and Procedure Manual

<b>Department Responsible</b> Graduate Medical Education	<b>Created</b> 3/2/2016	<b>Effective Date</b> July 1, 2016	<b>Next Review/Revision Date</b> April 2021
<b>Title of Person Responsible</b> Designated Institutional Official	<b>Approved Council:</b> Graduate Medical Education Committee		<b>Date Approved by Council</b> June 1, 2016

#### **Policy**

Per ACGME requirements the Sponsoring Institution must have a policy that requires each of its ACGME-accredited programs to determine the criteria for promotion and/or renewal of a resident's/fellow's appointment.

The Sponsoring Institution must ensure that each of its programs provides a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promote to the next level of training, or when that resident/fellow will be dismissed.

The Sponsoring Institution must have a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion; or dismissal.

#### **Purpose**

The purpose of this policy is the expectation of how Long Beach Memorial Graduate Medical Education Office (GME) determines the criteria for promotion and/or renewal of a resident's appointment within each of its Accreditation Council for Graduate Medical Education (ACGME)-accredited programs, as per the Institutional Requirements set forth by the ACGME.

Resident physicians may be promoted to the next year of training if their performance indicates their ability to perform at the subsequent level as outlined in the conditions for reappointment in the resident agreement. Promotion to the next level of training and/or reappointment is made annually based on consideration of evaluation results and at the discretion of the Program Director and the Clinical Competence Committee (CCC).

This policy covers all house staff in programs based at Long Beach Memorial Medical Center (LBMMC) or a clinic setting under the direction of LBMMC.

## **I. Evaluation**

Residents are evaluated on the six (6) ACGME competencies described in the *Evaluation of Resident Performance Policy*.

The Program Director will obtain from the faculty, as well as from other pertinent sources and/or relevant committees, information on the performance of each resident.

All Residents must be evaluated at least semi-annually on their skills and professional growth using appropriate advice from members of the teaching staff. The evaluation is the responsibility of the program director with advice from members of the teaching staff.

The evaluation process must be reported to the Graduate Medical Education Committee as part of the overall evaluation of the residency program.

As a Resident progresses through his/her training he/she is to assume greater responsibility and require greater professional abilities as judged by the program director and the program's faculty. The resident should periodically advance to positions of higher responsibility based upon the evaluation of his/her readiness for advancement.

The evaluation is to provide the Resident an assessment of his/her performance. For this reason, the Resident should sign and date the evaluation. Evaluations are then sent to the Graduate Medical Education (GME) Department.

## **II. Promotion/Appointment Renewal**

1. Each program must have a policy regarding the promotion of residents to a higher level of training.
2. Each program must determine the criteria for promotion and/or renewal of a resident's/fellow's appointment. Promotion will be based on performance evaluations and an assessment of the resident's readiness to advance to the next year of post graduate training (including, but not limited to, attainment of the ACGME Competencies at the respective level of education, achievement of specialty specific milestones, experience, demonstrated ability, clinical performance, and professionalism).
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 relative merit of the individual compared to other residents.
4. As the position of resident 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. Prior to considering promotion, the Program Director may offer a resident additional time in any given Post Graduate Year to allow the resident to achieve the required

level of proficiency for promotion. A resident accepting this condition must be given a written summary of deficiencies, a delineation of the remediation program and the criteria for advancement.

6. Programs will provide a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed. Such written notice of intent will be provided in a reasonably timely manner. Decisions resulting in suspension, non-promotion, non-renewal, or dismissal are subject to the Due Process procedures set forth in Long Beach Memorial's GME policies. A resident may choose to implement the Due Process procedure upon receipt of written notice of intent of non-promotion/non-renewal.

### **III. Non-renewal of Appointment or Non-Promotion**

1. In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training, the program must provide the resident with written notice of intent no less than one hundred twenty days (120) prior to the expiration of the resident's current agreement.
2. If the primary reason(s) for the non-renewal or non-promotion occur(s) within the four months prior to the end of the agreement, the program must provide the resident with as much written notice as circumstances will reasonably allow, prior to the end of the agreement.
3. Residents are allowed to implement the grievance process if the resident receives a written notice either of intent not to renew the agreement, or of intent to renew the agreement but not to promote the resident to the next level of training.
4. Programs must provide residents with a copy of the institutional grievance policy at the time of initial notification.