


Title: Graduate Medical Education - Academic Deficiency Policy

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I. Policy Statement

- a. The purpose of this policy is to provide guidance to the program director when a resident is academically deficient.
- b. This policy is important because it delineates the timeline and order of actions to be taken if a resident is academically deficient. It also provides documentation and transparency of the communication processes, remediation procedures, and possible outcomes.

II. Definitions

- a. Academic Deficiency: A graduate medical training deficiency in one or more of the Accreditation Council for Graduate Medical Education (ACGME) defined core competencies, or the equivalent. Academic deficiency also includes a determination by a program director that a resident has not met the academic and/or clinical standards of the program within the expected time frame.

III. Process/Content

- A. When a resident fails to progress and/or has an academic deficiency, the program director may consider taking action. These actions may include, but are not limited to, a letter of warning, probation, withholding promotion, extension of the training program, repeat of the training year, non-renewal of the residency agreement, or dismissal. Prior to taking any of these actions, however, residents shall be provided with the following:
 - i. Notice of the Deficiency: Residents shall be provided with a written notice of deficiency, prepared by the program director.
 - ii. Opportunity to Respond: Residents shall be provided with an opportunity to discuss and respond to the notice of deficiency.
 - iii. Opportunity to Correct/Remediate: Residents shall be provided with an opportunity to correct or remediate the deficiency. Expectations and requirements of the resident shall be clearly defined and be accomplished in an appropriate, designated, period of time, with a reassessment to determine if the deficiency is corrected. If the deficiency is not corrected, further action may be taken. Any further action will require an additional

Title: Graduate Medical Education - Academic Deficiency Policy

notice of the deficiency and an opportunity to respond to the notice of deficiency.

- iv. Any resident receiving a notice of deficiency has the right to file a grievance with regard to that notice of deficiency, in accordance with the Grievance Policy for Residents (GME-09).

B. Guidance regarding documentation for academic deficiency:

- i. The resident's file should be replete with documentation of all meetings, emails, faculty conferences or discussions, and written evaluations.
- ii. If there has been no documentable satisfactory academic improvement, the resident will be given a "letter of warning". This letter will detail the following:
 - 1. The issues leading to this action.
 - 2. The expected improvement needed to correct the issues.
 - 3. The length of time the resident has to achieve the required improvement.
 - 4. Notice that the faculty will review the resident's performance at the end of the period covered by the letter of warning.
 - 5. The consequences if the expected improvement does not occur. These consequences may include extension of the warning period, placement of the resident on probation, non-promotion, or dismissal.
 - 6. The resident will be asked to sign the letter of warning, acknowledging the receipt thereof. If the resident declines to sign the letter of warning, a note should be made on the document to record this. Copies of the letter of warning shall be placed in the resident's academic file and will be provided to the Office of Graduate Medical Education (GME).
 - 7. If the resident has met the expectations indicated in the letter of warning, this should be documented and attached to the letter of warning in the resident file with a copy provided to the GME Office.
- iii. Should the resident fail to meet the expectations of the letter of warning and it is decided that the resident be placed on probation, the program director will meet with the resident to explain the decision. A transcript of this meeting, along with a letter documenting the probationary period will be placed in the resident's file. The letter of probation will contain the following:
 - 1. The issues leading to the action.

Title: Graduate Medical Education - Academic Deficiency Policy

2. The expected improvement.
 3. The length of time the resident has to accomplish the improvement.
 4. The consequences of **not** accomplishing the improvement, which could include termination from the program or non-promotion.
 5. Notice that the probationary period is a permanent entry into the resident's academic record and must be reported to all future licensing and credentialing bodies.
 6. A copy of the GME grievance policy (GME-09)
 7. Notice that the teaching faculty will meet at the end of the probationary period to review the resident's performance and determine whether the required remediation was accomplished and that the probation was successfully completed.
 8. If the probationary period extends beyond March 1 of an academic year, a date shall be set forth in the letter of probation by which the resident will receive notice of nonrenewal or termination.
 9. The resident should provide written acknowledgement of receipt of the letter of probation and the GME grievance policy. A copy of all documents will be maintained in the resident's academic file and a copy sent to the GME Office.
- iv. Notice of non-renewal or termination of the resident's appointment must be given to the resident no later than March 1 of the academic year, unless exceptional circumstances exist. If the probationary period extends beyond March 1 of the academic year, the new date for notice of non-renewal or termination shall be set forth in the letter of probation.

IV. Attachments

- a. [Graduate Medical Education - Grievance Policy for Residents](#)

V. References, Regulatory References, Related Documents, or Links

Not Applicable