



<b>POLICY #:</b>	
<b>SUBJECT:</b> <i>Resident Promotion Policy</i>	<b>EFFECTIVE DATE:</b> 6/16/16
<b>SPONSOR:</b> <i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>REVISED:</b>
<b>APPROVED:</b> <i>Graduate Medical Education Committee</i>	<b>APPROVED FOR USE:</b> 6/16/16

<b>PURPOSE:</b>
<p>Broward Health has adopted the following policy to address resident promotion and the renewal of a resident’s appointment at Broward Health.</p> <p>This policy addresses <b>ACGME Institutional Requirements: IV.C. Promotion, Appointment Renewal and Dismissal</b> IV.C.1. 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. IV.C.1.a) 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 promoted to the next level of training, or when that resident/fellow will be dismissed.</p>

<b>DEFINITIONS</b>
<p><b>Promotion:</b> the process by which a resident progresses from one year of training to the next.</p> <p><b>Progressive responsibility:</b> increasing levels of competency in residents leading to greater levels of independence in clinical practice and increasing levels of responsibility for patient care and / or the supervision of more junior residents and medical students.</p>

<b>BACKGROUND</b>
<p>Graduate Medical Education is based on the principle of graduated and increasing levels of responsibility. As the resident gains knowledge, clinical competence, and skill it is anticipated that the resident will progress toward greater independence. This process is known as progress responsibility. The ultimate goal of residency training is for the resident to develop into an independent practitioner.</p> <p>Residents are advanced to the higher levels of responsibility upon successful completion of the program’s goals and objectives in the core competencies. These are defined by the ACGME</p>

specialty milestones, evaluated by faculty members, determined by the Clinical Competency Committee (CCC) for each program. The CCC then reports their recommendations to the Program Director.

## **POLICY**

### **1. Promotion criteria**

- 1.1 The faculty members of each program must develop and agree to a set of criteria which will allow a resident to progress from year to year (promote).
- 1.2 Programs must utilize ACGME milestones as part of their promotion criteria.
- 1.3 Each program must distribute these criteria for promotion to the residents at the beginning of each year and ensure that they are informed of these expectations.
- 1.4 Programs must periodically review the appropriateness of these competency-based criteria. This review happens as part of the Annual Program Evaluation (APE) process which is conducted the individual Program Evaluation Committee (PEC).

### **2. Resident advisement and semi-annual review**

- 2.1 Each program must develop a process for resident review and advisement regarding their academic progress. This review must happen at least twice annually, but may be more frequent.
- 2.2 Any concerns about academic performance should be reviewed with the resident and documented at these meetings. Underperforming residents should be given notice of their deficiencies, a process for improvement in their performance, and a date for re-review of their performance.

### **3. Non-Promotion**

- 3.1 If a program determines that a resident cannot meet the competency-based criteria and is not capable of proceeding to the next level of progressive responsibility but must repeat a portion of the training program, the program director must notify the resident in writing of his/her deficiencies and of the reason for not being promoted.
- 3.2 Non-promotion decisions should be made by the Clinical Competency Committee and conveyed to the Program Director and the resident in writing.

### **4. Non-renewal**

- 4.1 Continuation in the residency program is contingent upon satisfactory academic and professional performance by the resident. There are instances in which a resident's performance is far below the expected standard and they are not able to meet the

promotion criteria. In this case, the Clinical Competency Committee may determine and recommend to the Program Director that a resident not be allowed to continue in the program in subsequent years. This could happen after a resident receives remediation or probation, after a notice of non-promotion with or without repeating all or a portion of training, or on the recommendation of the Program leadership or other faculty members.

- 4.2 It is the intent of Broward Health to provide adequate opportunity for the resident to seek other training avenues, whether that be at another institution or at another program within our institution.

## **PROCEDURE**

### **1. Promotion criteria**

- 1.1 The Program Evaluation Committee (PEC) must review and approve promotion criteria as part of the Annual Program Evaluation (APE).
- 1.2 Program Director must provide the promotion criteria to all residents at the beginning of each academic year. PD should document that each resident received a copy of the criteria and that the criteria were discussed.

### **2. Promotion / Non-Promotion Decision**

- 2.1 The Clinical Competency Committee (CCC) must review each resident (at least) semi-annually. The CCC will review each resident in light of the promotion criteria and make a recommendation to the Program Director in regards to promotion.
- 2.2 If a program determines that a resident cannot meet the competency-based criteria, the Program Director must notify the resident in writing of his/her deficiencies and of the reason for not being promoted.
- 2.3 Resident may appeal this decision in writing.

### **3. Non-renewal**

- 3.1 The Clinical Competency Committee (CCC) must review each resident (at least) semi-annually. The CCC will review each resident in light of the promotion criteria and make a recommendation to the Program Director in regards to non-promotion and non-renewal.
- 3.2 In the event that a program determines that a resident's participation in the program is not going to be renewed, Broward Health shall provide the resident with a written notice of intent not to renew no later than four (4) months prior to the end of the contract term which is generally the end of the academic year (June 30<sup>th</sup>).
- 3.3 The Program Director must notify the resident in writing of his/her deficiencies and of the reason for non-renewal. The resident may appeal this decision in writing.

3.4 In the event the primary reason for non-renewal occurs within the four (4) months prior to the expiration of the Term, Broward Health shall provide resident with written notice of its intent not to renew as soon as possible.

<b>Related Policies:</b>	<i>Grievance policy</i>		
	<i>Clinical Competency Committee policy</i>		
	<i>Resident Due Process policy</i>		
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<b>GMEC Approval</b>	<i>Reviewed and approved</i>		<i>6/16/16</i>