



Florida

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## **NSU KPCOM GME**

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

#### **PURPOSE:**

This policy addresses Accreditation Council for Graduate Medical Education (ACGME) *Institutional Requirements IV.D. Promotion, Appointment Renewal, and Dismissal*:

*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.D.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. (Core)*

*IV.D.1.b) 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. (Core)*

#### **DEFINITIONS:**

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated April 15, 2020; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

#### **BACKGROUND:**

Graduate Medical Education is based on the principle of graduated and increasing levels of responsibility. As the trainee gains knowledge, clinical competence, and skill it is anticipated that the trainee will progress toward greater independence. This process is known as progress responsibility. The ultimate goal of residency training is for the trainee to develop into an independent practitioner.

Trainees 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 specialty milestones, evaluated by faculty members, determined by the Clinical Competency Committee (CCC) for each program. The CCC then reports their recommendations for promotion and/or higher levels of responsibility to the Program Director.

#### **POLICY:**

##### **A. Promotion Criteria**

1. The faculty members of each program must develop and agree to a set of criteria which will allow a trainee to progress from year to year (promote).
2. Programs must utilize ACGME milestones as part of their promotion criteria.

3. Each program must distribute these criteria for promotion to the trainees at the beginning of each year and ensure that they are informed of these expectations.
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 annually.

**B. Trainee Advisement and Semi-annual Review**

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

**C. Non-Promotion**

1. If a program determines that a trainee 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 their deficiencies and of the reason for not being promoted.
2. Non-promotion decisions should be made by the Clinical Competency Committee and conveyed to the Program Director and the trainee in writing.

**D. Non-renewal**

1. Continuation in the program is contingent upon satisfactory academic and professional performance by the trainee. There are instances in which a trainee'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 trainee not be allowed to continue in the program in subsequent years. This could happen after a trainee 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.
2. It is the intent of NSU GME to provide adequate opportunity for the trainees to seek other training avenues, whether that be at another institution or at another program within the institution.

**PROCEDURE:**

**A. Promotion criteria**

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

**B. Promotion/Non-promotion decision**

1. The Clinical Competency Committee (CCC) must review each trainee (at least) semi- annually. The CCC will review each trainee in light of the promotion criteria and make a recommendation to the Program Director in regard to promotion.
2. If a program determines that a trainee cannot meet the competency-based criteria, the Program Director must notify the trainee in writing of their deficiencies and of the reason for not being promoted.
3. Trainees may appeal this decision in writing to the DIO.

**C. Non-renewal**

1. The Clinical Competency Committee (CCC) must review each trainee (at least) semi- annually. The CCC will review each trainee in light of the promotion criteria and make a recommendation to the Program Director in regard to non-promotion and non-renewal.
2. In the event that a program determines that a trainee's participation in the program is not going to be renewed, NSU GME shall provide the trainee 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 30th).
3. No prior notice is required in the case of non-renewal due to termination for disciplinary reasons.
4. The Program Director must notify the trainee in writing of their deficiencies and of the reason for non-renewal.
5. Trainees may appeal this decision in writing to the DIO.
6. In the event the primary reason for non-renewal occurs within the four (4) months prior to the expiration of the term, NSU GME shall provide trainee with written notice of its intent not to renew as soon as possible.

For NSU related policy statements, log in to the NSU employee portal to access:

- NSU Academic Affairs – Non-Renewal, Corrective Action and Employment Termination - found at: [nova.edu/portal/academic-affairs/faculty-policy-manual/non-renewal-corrective-action-termination.html](http://nova.edu/portal/academic-affairs/faculty-policy-manual/non-renewal-corrective-action-termination.html)
- NSU Employee Policy Manual – Formal Grievance Hearing Policy - found at: [nova.edu/portal/hr/policies/formal-grievance-hearing.html](http://nova.edu/portal/hr/policies/formal-grievance-hearing.html)
- NSU Employee Policy Manual – Corrective Action Policy - found at: [nova.edu/portal/hr/policies/corrective-action.html](http://nova.edu/portal/hr/policies/corrective-action.html)
- NSU Employee Policy Manual – Guidelines for Appropriate Conduct and Ethical Behavior for Employees - found at: [nova.edu/portal/hr/policies/conduct-ethical-behavior.html](http://nova.edu/portal/hr/policies/conduct-ethical-behavior.html)

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