

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Graduate Medical Education	<i>Issued:</i> 8/2021	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Institutional Appointment, Promotion, Renewal, and Dismissal</i>		<i>Page 1 of 3</i>				

PURPOSE

It is the policy of Creighton University School of Medicine to assure consistent standards and processes for appointment, promotion, renewal, and dismissal of Creighton residents and fellows.

SCOPE

This policy applies to all Graduate Medical Education Programs sponsored by Creighton University School of Medicine

DEFINITIONS

- **Summative Evaluation:** Evaluating a resident's learning by comparing the residents against the goals and objectives of the rotation and program, respectively.

POLICY

Appointment:

- Residents and fellows will be selected according to the Creighton University School of Medicine Graduate Medical Education (GME) Institutional Policy for Resident and Fellow Recruitment, Selection and Eligibility and Appointment.
- Once selected, the GME office will forward the resident contract and the application for the resident/fellow registration for licensure within the program's state. The contract outlines the condition of their employment.
- Each trainee must meet criteria stipulated by the appropriate State Board of Medicine for resident/fellow registration and will need to submit to a background screening and fingerprinting.
- Trainees who do not meet all eligibility criteria (including, but not limited to, Visa or work permit, social security number, academic credentials, licensure, background check, health and drug screening) within a reasonable time frame may have their offer of employment revoked and their participation in the program terminated. Residency programs, after approval from the DIO, are permitted to apply for a waiver through the NRMP if residents/fellows do not supply the necessary information within a reasonable time frame or if residents/fellows do not meet eligibility requirements.

Promotion/Advancement:

- Programs must communicate to residents and fellows the 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 residents at the beginning of their training and/or in each individual year and/or at the start of each rotation or major assignment.
- The Clinical Competency Committee (CCC) shall meet a minimum of every 6 months to evaluate residents' and fellows' progress.
- Review of the resident's training record will be utilized by the CCC to make decisions about promotion to the next level of training or program completion.

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- While it is expected that residents and fellows will be promoted to the next level of responsibility annually, residents and fellows that fail to meet the program’s criteria for promotion will not be advanced solely on the basis of time served.
- The CCC will make a recommendation to the PD regarding promotion to the next PGY level. If accepted, this shall certify that the resident or fellow is ready to progress to the next year of the program.
- Promotion will be based on performance evaluations and an assessment of the resident/fellows readiness to advance to the next phase or year of post graduate training. The CCC will also take into account the appropriate program and institutional guidelines set by the Review Committee (RC), specialty board guidelines, institutional resources, and the merit of the individual. The position of the resident/fellow 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.
- The program director has final responsibility for each resident’s or fellow’s evaluation and promotion decisions.

Non-promotion and Non-renewal:

- Failure to Promote: A decision by the program to not promote a resident may be recommended by the CCC to the program director (PD). The CCC, with final approval by the PD, must determine if the resident/fellow needs to repeat a training year or extend the current training year by a specified time. The resident/fellow should optimally receive a 90-day written notice. The PD must consult with the DIO prior to notifying the resident or fellow. The resident or fellow has a right to appeal this decision in accordance with the GME Institutional Resident Due Process and Grievance Policy.
- Non-renewal: If the CCC determines that the resident or fellow will be unable to make adequate progress towards advancement to the next level of training, the program may decide against renewal of the resident’s training and contract. The resident or fellow should optimally receive a 90-day 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 resident or fellow with as much notice of its intent not to renew as the circumstances will reasonably allow. The PD must consult with the DIO prior to notifying the resident or fellow. The resident or fellow has a right to appeal this decision in accordance with the GME Institutional Resident Due Process and Grievance Policy.

Dismissal:

- A resident’s or fellow’s a contract may be terminated for the reasons set out in GME Institutional Corrective Action Policy. As with all actions adversely affecting a physician in training, the resident or fellow has the right to appeal this decision as outlined in the GME Institutional Resident Due Process and Grievance Policy.

REFERENCES

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<i>Policy: Institutional Appointment, Promotion, Renewal, and Dismissal</i>		<i>Page 3 of 3</i>				

ACGME

Resident Due Process and Grievance Policy

Institutional Policy for Resident and Fellow Recruitment, Selection and Eligibility and Appointment

Corrective Action Policy

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

Reviewed and Approved By:

Omaha GEC: June 11, 2021

Phx GEC: August 2, 2021

Exec GMEC: August 2, 2021