



Purpose:

To ensure a standard across THMEP programs for promotion, non-promotion, final graduation and dismissal from a graduate medical education program

Scope: This policy applies to all residents in ACGME and non-ACGME accredited programs sponsored by THMEP or administered by THMEP on behalf of TMC/TMC Health.

Resident Evaluation:

- Each training program shall have a comprehensive resident evaluation system in place. This evaluation system shall provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism and systems-based practice.
- For Accreditation Council for Graduate Medical Education (ACGME) accredited programs, the assessment of Milestones for the specialty's trainees every six months by the Clinical Competency Committee (CCC) of the program is required.
- A component of this evaluation system will be criteria that document progressive resident progress and performance improvement appropriate for each resident's level of training.
- The resident must have access to each program's evaluation/promotion criteria and policies.

Promotion:

- Each ACGME accredited program must have a policy that determines the criteria for promotion, graduation, and/or renewal of a resident's appointment. The CCC will make decisions regarding each resident promotion to the next year of training. Those decisions will be based upon the evaluation criteria developed by the program. While it is expected that trainees will promote to the next level of responsibility on a yearly basis, residents who fail to meet the program's criteria for promotion will not be advanced solely on the basis of time served.
- Non-ACGME programs must similarly have a policy that determines the criteria for promotion, graduation, and/or renewal of a resident's appointment. The program director and program committee, as structured in accordance with any accreditation requirements and approved by the DIO, will make decisions regarding each resident promotion to the next year of training. Those decisions will be based upon the evaluation criteria developed by the program. While it is expected that trainees will promote to the next level of responsibility on a yearly basis, residents who fail to meet the program's criteria for promotion will not be advanced solely on the basis of time served.
- To be eligible for consideration of promotion to a categorical PGY-3 or beyond, a resident must have successfully completed the examination requirements necessary for permanent medical licensure (Steps I, II, and III of USMLE or COMLEX).
 - In the event that a resident is accepted into a training program at a more advanced level and has not yet met this requirement, the resident will have one year to successfully complete the examinations.
 - A resident will be required to show documentation of examination status at the time of signature of employment contracts for PGY-2 and PGY-3.
 - If all examination requirements have not been met by the beginning of the PGY-2 year, the program director will be notified and asked to refer the resident to the program's CCC Committee or equivalent for development of a remediation plan.



- If all examination requirements have not been met by the beginning of the PGY-3 year, the contract for continued employment will not be offered and the resident will again be referred to the program's CCC for review and recommendation.

Graduation:

- In order to be eligible for graduation from a THMEP program, the resident must:
 - Fulfill all criteria for promotion;
 - Have completed all required criteria for completion of residency training, as stipulated by this document and the accreditation body's Residency Program Requirements;
 - Be appropriate for graduation per the program's CCC or equivalent; and
 - Have completed all required off-boarding procedures required by the Program and THMEP.

Failure to Promote:

- If the program's CCC or program equivalent determines that the resident has not satisfied the criteria for promotion, graduation, and/or renewal, the program must then follow the procedures outlined in the **THMEP Graduate Medical Education (GME) Resident Academic Deficiency/Misconduct Policy and Procedure**, which includes requiring written notice of Proposed Reportable Actions and Reportable Actions. (Reportable Actions include any decision that results in extension of training, non-promotion, probation, suspension, non-renewal of contract, or dismissal).
- A decision by the CCC of non-promotion of a resident to the next level of training will necessarily be accompanied by one of two recommendations:
 - a) Retain the resident/fellow at the current level of training for a specified period of time prior to re-evaluation, or
 - b) Dismiss the resident from the training program.

Contract Renewal:

- Prior to issuing a contract for the next period of training, the Graduate Medical Education Office at THMEP must receive written direction from the program director or designee to proceed with the contracting process for each resident or fellow.

Non-renewal of Contract:

- In situations when a resident is not making adequate progress towards advancement to the next level of training, the program faculty may decide against renewal of the trainee's contract.
 - In this situation, it is expected that the resident or fellow will receive at least four months advance written notice.
 - If the reason for non-renewal of contract occurs within the four months prior to the end of the current contract, it is expected that the program will provide the resident or fellow with as much written notice of its intent not to renew as the circumstances will reasonably allow.
 - As with all actions adversely affecting a resident's or fellow's training course, the trainee has the right to appeal this decision, as outlined in the **THMEP Graduate Medical Education (GME) Resident Academic Deficiency/Misconduct Policy and Procedure**.



**Tucson Hospitals
Medical Education
PROGRAM**

**THMEP Policy for Promotion, Non-Promotion,
Graduation and Dismissal**

Due Process:

- A resident/fellow that receives a Notice of Reportable Action has the right to appeal that decision as outlined in the THMEP **Graduate Medical Education (GME) Resident Academic Deficiency/Misconduct Policy and Procedure.**