CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE

POLICY ON EVALUATION, REMEDIATION, PROMOTION, AND TRANSFER OF RESIDENTS

I. Purpose

This policy identifies the guidelines used by the residency programs concerning resident evaluation, remediation when a resident fails to perform at an expected level, promotion, nonrenewal, or transfer on the basis of satisfying established criteria within their respective residency programs.

II. Procedures

A. Evaluation. Residents are evaluated on a regular basis by teaching staff, nurses, other residents, and whenever possible, patients. These evaluations assess resident performance with respect to patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. Program directors review specialty board certification examination requirements and resident progress in achieving competence in each of the core competencies towards promotion and eventual eligibility to sit for specialty board examinations. Areas of particular achievement and areas in need of improvement are also noted. E~~v~~aluations are received by the respective program director who summarizes the evaluation and includes them as part of the resident's competency-based assessment. The program director meets periodically with the residents to discuss the evaluations and areas of performance where improvement is needed.

B. Remediation. If it is determined by the program director that a resident is not performing according to expected levels of performance in one or more of the core competencies, the program director may elect to place the resident on an Individualized Educational Plan (IEP). The IEP will specifically note and document the deficiencies in performance in competency-specific language, the onset or duration of those performance issues, any formal previous attempts to correct or improve performance, and the expectations of the program. The IEP will include a specific plan for improvement, including the time frame and monitoring that will be implemented. The potential consequences of continued failure to perform to expected levels may include probation, suspension, and termination, in addition to specific educational activities or assigned experiences. The program director may require a Fitness for Duty evaluation by a disinterested health care provider if there are concerns that performance issues may be due to an underlying physical, emotional, behavioral, or substance use disorder. Failure to comply with any element of the IEP may be grounds for suspension or termination.

C. Promotion. The program director reviews the files of each resident at least annually to determine if the resident is demonstrating satisfactory progress in achieving competency in each of the core competencies according to level of training and ready for promotion to the next level of training. If the program director and faculty evaluations indicate that the resident has demonstrated the appropriate skills and demonstrated adequate knowledge for his/her level of training, the resident will be promoted. The program director and the Designated Institutional Official (DIO) retain the right to remedy deficiencies, delay promotion or graduation until identified

deficiencies are corrected and appropriate training is completed.

D. Non-Renewal of Appointment Agreement. If the program director and faculty determine that a resident's appointment agreement will not be renewed, or the resident's contract terminated due to failure to satisfactorily perform the duties of a resident at an expected level, a ninety (90) day written notice of non-renewal or termination will be given to the resident specifying the effective date of termination.

E. Dismissal / Disciplinary Action. All residents have the right of appeal of any adverse decision of the residency director or the institution. Further information on the disciplinary action/appeals process is provided in the "Appeals Procedure for the Resident" which includes the "Due Process and Grievance Procedure." This document accompanies the resident appointment contract.

F. Transfer. Before accepting a resident, who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. The program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

Any questions regarding this policy should be directed to the DIO.

Reviewed and Approved by the Graduate Medical Education Committee: April 11, 2017; April 13, 2021, December 13, 2022.
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