

Revised February 15, 2018

Purpose: To provide guidance to all graduate medical education training programs and personnel in the promotion, non-promotion, and dismissal of residents and fellows.

Scope: This policy and procedure applies to all residents and fellows in ACGME and non-ACGME accredited programs sponsored by UMKC School of Medicine.

Procedures:

1. **Resident or Fellow Evaluation.** Each training program shall have a comprehensive resident or fellow 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 performance improvement appropriate for each resident's level of training. The resident or fellow must have access to each program's evaluation/promotion criteria and policies.
2. **Promotion.** Each ACGME accredited program must have a policy that determines the criteria for promotion, graduation, and/or renewal of a resident's/fellow's appointment. The CCC/Education Committee will make decisions regarding each resident or fellow's 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 or fellows that 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 PGY-3, 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 or fellow is accepted into a training program at UMKC at a more advanced level and has not yet met this requirement, they will have one year to successfully complete the examinations.
 - A resident/fellow will be required to show documentation of examination status at the time of signature of employment contracts for PGY-2 and PGY-3 (or the second year of a fellowship, if necessary). 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/ Education Committee 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/ Education Committee for review and recommendation.
3. **Failure to Promote.** If the program's CCC/Education Committee determines that the resident/fellow

has not satisfied the criteria for promotion, graduation, and/or renewal, the program must then follow the procedures outlined in the **UMKC 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/Education Committee of non-promotion of a resident/fellow 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 or fellow from the training program.
4. **Contract Renewal.** Prior to issuing a contract for the next period of training, the Graduate Medical Education Office at UMKC School of Medicine, Children’s Mercy Hospital, or Center for Behavioral Medicine must receive written direction from the program director or his/her designee to proceed with the contracting process for each resident or fellow.
 5. **Non-renewal of Contract.** In situations where a resident/fellow 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 **UMKC Graduate Medical Education (GME) Resident Academic Deficiency/Misconduct Policy and Procedure**.
 6. **Due Process.** A resident/fellow that receives a Notice of Reportable Action has the right to appeal that decision as outlined in the **UMKC Graduate Medical Education (GME) Resident Academic Deficiency/Misconduct Policy and Procedure**.

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