



## **REMEDICATION OF ACADEMIC DEFICIENCIES Policy**

*GMEC approved April 18, 2024*

**PURPOSE:** To establish a process to address academic performance by a **Resident** who fails to meet expected academic standards.

**SCOPE:** This Policy and Procedure applies to all **Residents** in Programs sponsored by the University of Missouri-Kansas City (UMKC) School of Medicine (SOM) and employed by UMKC. Residents who are employed by affiliated sites may be subject to that site's Policies and Procedures.

**DEFINITION:** **Resident** indicates a trainee either as a Resident or a Fellow in a Program.

**POLICY ACKNOWLEDGEMENT:** **Program Directors (PD)** are responsible for compliance with this Policy and Procedure. For ACGME accredited Programs, the **PD** is responsible for monitoring that the **Program's CCC** complies with this Policy and Procedure.

- 1) **PROCEDURE:** Each **CCC** determines what skills, competencies, attitudes and Milestone progression a **Resident must demonstrate**, and determine when a **Resident** is not meeting minimal standards of performance in that **Program**. **Performance Feedback** is to be routine and structured for each **Resident** during the **Program**. **Performance Feedback** includes end of rotation evaluations, performance on standardized tests or in structured patient contacts, patient satisfaction surveys, 360-degree evaluations, simulation education experiences, six-month Milestone performance assessment and semi-annual evaluations, and other **Program** specific evaluations. **Residents** are encouraged to seek out **Performance Feedback**, reflect, and self-assess their strengths and areas for improvement throughout their training. **Performance Feedback** must be timely to promote performance improvement.
- 2) Deficiencies in **Academic Performance** by **Residents** will be identified and evaluated by the applicable **CCC** through review of the **Performance Feedback** tools as described above. Each evaluation should be considered but also viewed in the context of the entirety of the Resident's **Program**. The **CCC** will accept unsolicited and informal evaluations of **Academic Performance** of a **Resident** but should not make recommendations regarding a **Resident's** progress or failure to meet academic expectations without substantiation of the concerns through at least one formal evaluation mechanism or without a comprehensive assessment of the **Resident's** performance. If a Resident commits an egregious event, or series of events that do or could impact patient safety, or behavior that negatively impact other individuals, a Notice of Proposed Reportable Action may be issued immediately by the CCC. The Resident may also be placed on administrative leave pending the outcome of the Reportable Action.
- 3) At the discretion of the PD, a Resident may be placed on Informal Remediation with a written performance improvement plan (PIP) to address identified academic deficiencies. The PIP shall be periodically reviewed by the PD or another faculty member with the Resident to determine progress in addressing those identified deficiencies. It is expected that if academic deficiencies



are not improved within 3 months, or there are additional academic deficiencies identified, the PD will make consideration to refer the Resident to the CCC for review of the Resident's performance.

- 4) If a **Resident's** performance is deemed to be deficient by the **CCC** and the CCC approves the initiation of Formal Remediation, the **PD** will be notified and the **CCC** will issue a **Notice of Academic Deficiency** to the **Resident**, with a copy to the DIO, setting forth a detailed description of the deficiency(ies) and describing specific examples related to the core competencies and/or Milestones.
- 5) Following the issuance of a **Notice of Academic Deficiency**, the **CCC** (in conjunction with the **PD**) must develop a **Remediation Plan** to address the **Resident's Academic Deficiencies**. Before the **Remediation Plan** is finalized, the **PD** and/or **CCC** may meet with the **Resident** so the **Resident** may have input into the activities that might address the **Resident's** performance issues. The **Remediation Plan** shall be in writing and set forth the following elements:
  - a. A timeline for the remediation; the timeline shall not be indefinite.
  - b. The performance goals and expectations for the **Resident**; what specific knowledge, skills, attitudes, and Milestones need to improve and how.
  - c. A method to assess accomplishment and what **Performance Feedback** will specifically measure the **Academic Deficiency(ies)**. This may be routine **Performance Feedback**, but may also involve more frequent feedback, simulation assessment, chart reviews, and other evaluations, depending on the deficiency(ies).
  - d. The manner in which and how often the **CCC** will monitor the **Resident's** progress; what **Performance Feedback** measures the **CCC** will use to evaluate the **Resident's** performance, the need for modification of the **Remediation Plan**, and the successful completion of remediation.
  - e. The **Resident's** responsibilities in the **Remediation Plan**; must be specified so there is accountability of the **Resident** during the process.
  - f. Assignment of a **Faculty Advisor** during the remediation period to provide the **Resident** with ongoing mentorship; this may be the **PD** or another faculty. Depending on the situation, input from the **Resident** regarding the assignment of the **Faculty Advisor** will be considered.
  - g. An outline of the consequences of meeting/ not meeting the performance goals of the **Remediation Plan**; what determines successful completion of the remediation, and what happens if the **Resident** does not comply with or is unsuccessful in completing the remediation.

The **CCC** shall have the final approval of the **Remediation Plan**.

- 6) **Notice of Successful Completion of Remediation:** The **Resident** will receive a **Notice of Successful Remediation** if the **CCC** determines that the **Resident** has met the performance goals of the **Remediation Plan**, which will thereby terminate the **Remediation Plan**. The **Summative Evaluation** of a **Resident** shall not reference any successful remediation for which there was no **Reportable Action** taken.



- 7) **Notice of Failure to Remediate:** If the Resident fails to successfully meet the goals and expectations of the **Remediation Plan**, the **CCC** will determine the next steps which include:
- Issuing a **Notice of Proposed Reportable Action**.
  - Placing the Resident on Probation and issuing a **Notice of Failure to Remediate** and developing a new **Remediation Plan** as outlined in the procedures above in Paragraph five. The Resident shall have the right to request a meeting within five calendar days with the DIO to review the imposition of Probation. The DIO shall determine whether this Policy was followed, and whether Probation is a reasonable action based upon the facts. The DIO shall issue a decision within five calendar days which shall be provided to the Resident, the Chair of the CCC, and the PD. The decision of the DIO is final.
- 8) **Notice of Proposed Reportable Action:** If the **CCC** is considering recommending a **Reportable Action** (non-promotion, suspension, or dismissal from a Program), a **Notice of Proposed Reportable Action** shall be sent to the **Resident**, with a copy to the DIO, setting forth the failure to remediate and the **Proposed Reportable Action** being recommended by the **CCC**. The **Notice** must also notify the **Resident** of the opportunity to meet with the **CCC** prior to it issuing a **Notice of Reportable Action**, and that the **Resident** has five business days after receipt of the **Notice** to notify the **CCC** Chair and **PD** of a request to meet. If the **Resident** does not request a meeting with the **CCC**, the **CCC** shall issue a **Notice of Reportable Action**.
- If the **Resident** requests a meeting with the **CCC**, the **Resident** may have the **Faculty Advisor** or other **Advisor** present with the **Resident** during the meeting, but the **Faculty Advisor** or **Advisor** may only act in an advisory capacity to the **Resident** and may not otherwise actively participate in the meeting. If the **Faculty Advisor** or **Advisor** is a **CCC** member, that person shall not participate with the **CCC** in any further review of the matter.
  - Following this meeting, the **CCC** may recommend another **Notice of Academic Deficiency** and continuation or modification of the **Remediation Plan**, or a **Reportable Action**.
  - If the recommendation is for a **Reportable Action**, a **Notice of Reportable Action** must be issued to the **Resident**. The **Notice of Reportable Action** shall include all the elements required in the **Notice of Academic Deficiency** and notify the **Resident** of the right to request a review of the **CCC's** recommendation as set forth in the GME Due Process Policy and Procedures.
  - The **PD** must immediately forward a copy of this **Notice of Reportable Action** to the DIO.



Administered By:

A handwritten signature in black ink that reads "Phil Byrne". The signature is written in a cursive, flowing style.

Phillip D. Byrne, EdD  
Associate Dean of Graduate Medical Education