



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.
- 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:
 - a. Issuing a **Notice of Proposed Reportable Action**.

