

## Medical Education Policy: Promotion and Renewal of Residents

Facility: CMC

Origin Date:

Revision Date: December 2020

Sponsor: GMEC

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### 1. PURPOSE:

Carilion Medical Center (CMC) and our Graduate Medical Education Programs must inform trainees about decisions regarding promotion, renewal of appointment, and non-renewal of contracts in a timely manner.

### 2. SCOPE:

This Policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited post-graduate training programs sponsored by Carilion Medical Center (CMC).

### 3. DEFINITIONS:

- A. Designated Institutional Official (DIO) is the individual appointed by the institution who has authority and responsibility to provide oversight, administration, and accountability to Carilion Medical Center's accredited Graduate Medical Education programs.
- B. Graduate Medical Education Committee (GMEC) is the committee authorized by the Board of Directors and administration of Carilion Clinic and Carilion Medical Center to advise, monitor and evaluate all aspects of graduate medical education. Membership is determined by the GMEC policy.
- C. Program Director is the lead physician appointed by the institution and registered with the appropriate ACGME Residency Review Committee, CPME, or CODA to provide academic and administrative oversight of the residency program and to ensure that residents progress through the program in an appropriate fashion.
- D. Residency Program refers to post-graduate medical education programs approved by the Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), or Commission on Dental Accreditation (CODA).

- E. Resident refers to all interns, residents, and fellows participating in accredited Carilion Clinic post-graduate medical education programs

#### 4. PROCEDURE:

- A. Promotion and renewal of appointment are conditional upon successful completion of the current training year. Each program will determine criteria required for promotion to the next PGY. This criteria must be documented in a program policy.
- B. The decision to reappoint or not to reappoint a resident is made by the Program Director and the Clinical Competency Committee.
- C. The program director has ultimate responsibility for resident appointments and renewals.
- D. Any decision to not reappoint a resident must have oversight by the DIO.
- E. Programs must provide their residents with a written notice of intent not to renew a contract no later than four (4) months prior to the end of the resident's current contract. However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the contract, programs must provide residents with as much written notice as circumstances will reasonably allow. The Program Director must inform the GMEC of any and all intents of non-renewal and must be prepared to answer questions from the GMEC regarding the intent of non-renewal if they arise.
- F. Residents who have received written notice of the intent to not renew their contract must be allowed to implement the institution's grievance procedures. The resident has the option to appeal the non-renewal decision by presenting their concerns to a GMEC Subcommittee. Residents must deliver written notification to the DIO of their intent to appeal the decision within five (5) working days of receipt of written notification of non-renewal. The appeal process is outlined in the Discipline: Appeal Process policy. The decision of the GMEC Subcommittee is final.
- G. Reappointment of a resident who is on probation is deferred until the end of the probationary period. If a resident's contract expires during a period of probation, the contract will be extended until the probation period is completed. Failure to successfully complete and be removed from a period of probation may result in contract termination without further contract extension. If at the end of a period of probation, the resident fails to successfully be removed from probation and is placed on an additional period of probation, the contract will again be extended to the end of the new probationary period. Successful completion of probation will result in contract renewal to the end of the current academic year at which time the usual process of contract renewal will be implemented.

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<b>Name</b>	<b>Title</b>	<b>Dept./Committee</b>	<b>Date</b>
Daniel Harrington, MD	DIO	GMEC	November 20, 2007
Daniel Harrington, MD	DIO	GMEC	January 1, 2011
Donald W. Kees, MD	DIO	GMEC	February 25, 2014
Donald W. Kees, MD	DIO	GMEC	August 15, 2017
Donald W. Kees, MD	DIO	GMEC	December 15, 2020