



Office of Graduate Medical Education

GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 04

A: SUBJECT: Policy on Renewal and Non-Renewal of Graduate Medical Trainees' Appointment

B: EFFECTIVE DATE: March 15, 2017 (R)

C: POLICY:

The University of Virginia Medical Center and the Graduate Medical Education Committee (GMEC) shall provide all residents and fellows (herein after "GME Trainees") with the appropriate procedure and guidelines should their GME Trainee appointment not be renewed. The ultimate decision not to renew a GME Trainee's appointment remains with the Program Director and/or Chair. This policy does not address dismissal of a trainee from his/her training program. (Refer to the GME Policy 05: Assessment of Performance, Policy 31: Trainee Misconduct, Policy 32: GME Adverse Actions and Appeal Process).

D: PROCEDURE:

Appointment Renewal

1. Trainees will be reappointed based on successful completion of level-appropriate program requirements as determined by the Program Director with advisement by the program's Clinical Competency Committee.
2. All programs must submit the appropriate reappointment documents as regulated by the GME Office.
3. All graduate medical trainees being reappointed must complete the appropriate reappointment paperwork and contract, NetLearning Modules, and obtain TB Testing (by the end of their birth month).
4. Additionally, all trainees must abide by Medical Center Policy No. 0283-Behavioral Code of Conduct and HR Policies 701-Employee Standards of Performance and 104-Conditions of Employment.
5. All appointments and reappointments must be in compliance with all relevant GME Policies.

Non-Renewal of Appointment

1. When a GME Trainee's appointment is not going to be renewed, the program must provide the GME Trainee with a written notice of the intent no later than 60 days prior to the end of the GME Trainee's current appointment unless a Remediation Plan has been instituted. In this circumstance, refer to *GME Policy 05- Performance Assessment of GME Trainees* for appropriate timeline. Documentation of non-renewal notification must be kept in the departmental personnel file, communicated to the individual Board Certification Agency, updated in ACGME Web-ADS by the residency or fellowship coordinator, as well as copied and sent to the GME Office.

2. Should the reason for the non-renewal occur within 60 days prior to the end of the appointment, the program must provide the GME Trainee with written notice of the intent not to renew as soon as the circumstances reasonably allows prior to the end of the appointment [I.R. IV. C. 1. a].
3. GME Trainee must be allowed to implement the University of Virginia Medical Center's Graduate Medical Education appeals process outlined in the GME Policy 32 – GME Appeal Process if they have received a written notice of intent not to renew their appointments.
4. The Program Director must submit a final evaluation and summary of the non-renewal of appointment decision within 30 days of date of notification for review by the Designated Institutional Official. This review will remain confidential and is not part of the GME grievance procedure.

Approved by GMEC: November 1, 2007

Reviewed/Revised: GMEC Policy Subcommittee, June 22, 2010

Reviewed/Approved: GMEC, August 28, 2013

Reviewed/Revised: GMEC Policy Subcommittee, December 8, 2015 & January 12, 2016

Reviewed/Revised: GMEC Policy Subcommittee, March 14, 2017

GMEC Reviewed/Approved: March 15, 2017