



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 04

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

B: EFFECTIVE DATE: June 21, 2023 (R)

C: POLICY:

The University of Virginia Medical Center and the Graduate Medical Education Committee (GMEC) shall provide all residents and fellows (hereinafter "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 the dismissal of a trainee from his/her training program. Refer to the GMEC Policy 05: Assessment of Performance, Policy 31: Trainee Misconduct, Policy 32: Adverse Actions and Appeal Process in Graduate Medical Education.

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 requested by the GME Office.
3. All graduate medical trainees being reappointed must complete the appropriate reappointment paperwork and contract, and learning modules.

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 had been instituted. In this circumstance, refer to *GME Policy 05- Performance Assessment of GME Trainees* for the appropriate timeline. Non-renewal notification must be kept in the departmental personnel file, communicated to the individual Board Certification Agency and, updated in ACGME Accreditation Data System by the program when the decision becomes final as well as copied and sent to the DIO and the Director of 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 allow prior to the end of the appointment.
3. GME Trainee must be allowed to implement the University of Virginia Medical Center's Graduate Medical Education appeals process outlined in the GMEC Policy 32 –Adverse Actions and

Appeal Process if they have received a written notice of intent not to renew their appointments. An appeal of non-renewal must be submitted in accordance with GMEC Policy 32 within 30 days of the notification.

4. The program must submit 1) a final summative evaluation and 2) a summary of the non-renewal of the appointment decision to the Designated Institutional Official as soon as possible, but no later than 30 days from the date of notification. The GME Trainee will be provided the final summative evaluation.

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

GMEC Policy Subcommittee Reviewed/revised: March 11, 2020, & May 14, 2020

GMEC Reviewed/Approved: May 20, 2020

GMEC Policy Subcommittee: May 9, 2023

GMEC Reviewed and Approved: June 21, 2023