

Policy #: 015.002
Policy Title: Trainee Promotion, Appointment Renewal, and Dismissal
Sponsor: David Brown, MD; DIO
Approved by: Graduate Medical Education Committee

Purpose

Florida International University (FIU) has adopted the following policy to address trainee promotion and the renewal of a trainee's appointment at FIU.

This policy addresses Accreditation Council of Graduate Medical Education's (ACGME) Institutional Requirement *I V.D. Promotion, Appointment Renewal, and Dismissal*.

Definitions

Promotion: the process by which a trainee progresses from one year of training to the next.

Progressive responsibility: increasing levels of competency in trainees leading to greater levels of independence in clinical practice and increasing levels of responsibility for patient care and/or the supervision of more junior trainees and medical students.

Background

FIU has determined that a trainee's training must be graduated, with increasing levels of responsibility as required by the ACGME. A trainee will progressively gain independence with the attainment of knowledge, clinical competence, and skill. This process will be known as progressive responsibility.

Trainees will advance to higher levels of responsibility upon successful completion of program goals and objectives in the core competencies as defined by the ACGME. Ultimately, training should develop the trainee into an independent practitioner.

Policy

Trainees must remain in good standing to participate in ACGME-accredited graduate medical education programs sponsored by Florida International University.

Promotion Criteria

1. Programs will provide criteria for the advancement of a trainee, i.e. promotion.
2. Programs will incorporate specialty specific ACGME milestones as part of their promotion criteria.
3. Programs must distribute the criteria for promotion to the trainees at the beginning of each year and ensure that they are informed of these expectations.
4. Programs must periodically review the appropriateness of the competency-based criteria. This review happens as part of the Annual Program Evaluation (APE) process which is conducted by the Program leadership.
5. If a program determines that a trainee meets the competency-based criteria, is capable of proceeding to the next level of progressive responsibility, then the Program Director must notify the trainee in writing.

6. Promotion recommendations should be made by the Clinical Competency Committee and conveyed to the Program Director in writing.
7. The Program Director will then choose to uphold the Clinical Competency Committee's recommendation or not.
8. The Program Director's decision will be conveyed to the trainee and GMEC in writing.
 - a. Once the Program Director has approved the promotion of a trainee, COM HR will renew the trainee contract for the new academic year

Trainee Advisement and Review

1. Programs must develop a process for trainee review and advisement meetings regarding their academic progress. This review must occur at least twice annually.
2. Any concerns about academic performance should be reviewed with the trainee and documented at these meetings. Underperforming trainees should be given notice of their:
 - a. Deficiencies
 - b. Suspension of clinical and/or educational duties
 - c. A process for improvement in their performance, i.e. remediation
 - d. A date for re-review of their performance
 - e. Reinstatement of suspended clinical and/or educational duties

Non-Promotion

1. If a program determines that a trainee does not meet the competency-based criteria, is not capable of proceeding to the next level of progressive responsibility, and must repeat a portion of the training program, the Program Director must notify the trainee in writing of his/her deficiencies and the reason(s) for not being promoted.
2. Non-promotion recommendations should be made by the Clinical Competency Committee and conveyed to the Program Director in writing.
3. The Program Director will then choose to uphold the Clinical Competency Committee's recommendation or not.
4. The Program Director's decision will be conveyed to the trainee and GMEC in writing.
 - a. Once the Program Director has determined that a trainee will not be promoted, COM HR will be notified, and the trainee contract will be updated accordingly for the new academic year

Non-Renewal or Dismissal

Continuation in residency programs is contingent upon satisfactory academic and professional performance by the trainee. There are instances in which a trainee's performance is far below the expected standard and he/she is not able to meet the promotion criteria. In this case, the CCC will make a recommendation to the Program Director (PD) that a trainee is not allowed to complete the training program. This could be after a trainee receives remediation, is suspended, given a notice of non-promotion, or following an egregious incident. The Program Director will make the final decision as to whether a trainee appointment will not be renewed or if a trainee will be dismissed immediately.

1. If a program determines that a trainee does not meet the competency-based criteria, is not capable of proceeding to the next level of progressive responsibility, and must

be removed from the training program, the Program Director must notify the trainee in writing of his/her deficiencies and the reason(s) for not being renewed.

2. Non-renewal or Dismissal recommendations should be made by the Clinical Competency Committee and conveyed to the Program Director in writing.
3. The Program Director will then choose to uphold the Clinical Competency Committee's recommendation or not.
4. The Program Director's decision will be conveyed to the trainee and GMEC in writing.
 - a. COM HR will initiate the process of separation from the University.

Procedure

Promotion Criteria

1. The Program Leadership will review and approve promotion criteria as part of the Annual Program Evaluation.
2. The Program Director will provide the promotion criteria to all trainees at the beginning of each academic year.
 - a. The Program Director will document that each trainee received a copy of the criteria and that the criteria were discussed.

Decision of Promotion/Non-Promotion

1. The Clinical Competency Committee will review each trainee at least twice a year, with consideration given to the promotion criteria.
2. The CCC will make a recommendation to the Program Director regarding promotion for each trainee.
3. The Program Director may accept or reject the CCC's recommendation. If the Program Director determines that a trainee cannot meet the competency-based criteria, the Program Director must notify the trainee in writing of his/her deficiencies and of the reason(s) for not being promoted.
4. The trainee may appeal this decision in writing.

Non-renewal or Dismissal

1. The Clinical Competency Committee (CCC) will review each trainee at least twice a year with consideration given to the promotion criteria.
2. The CCC will make a recommendation to the Program Director regarding non-promotion and non-renewal.
3. If the program determines that a trainee's participation in the program is not going to be renewed, FIU will ensure that the trainee receives a written notice of intent not to renew no later than four (4) months prior to the end of the contract term which is generally the end of the academic year (June 30th).
4. In the event the primary reason for non-renewal occurs within the four (4) months prior to the expiration of the term, FIU shall provide trainee with written notice of its intent not to renew as soon as possible.
5. The Program Director must notify the trainee in writing of his/her deficiencies and of the reason for non-renewal.
 - a. The trainee may appeal this decision in writing as referenced in the Trainee Grievances policy.

Related Policies

Trainee Agreement of Appointment/Contract, Trainee Grievances, Trainee Disciplinary Action.

Author	Maryam Shakir	01/24/2020
Revised		08/24/2024
DIO Review	David Brown, MD	08/26/2024
GMEC Approval	Reviewed and approved	08/29/2024