



GRADUATE MEDICAL EDUCATION POLICIES

Resident/Fellow Criteria for Promotion and/or Renewal

ACGME Policies

IV.D.1. The Sponsoring Institution must have a policy that requires each of its ACGME – accredited programs to determine the criteria for promotion and/or renewal of a resident’s/fellow’s appointment.

Background

All ACGME-accredited residency/fellowship programs sponsored by the Tilman J. Fertitta Family College of Medicine (COM) must have a written policy delineating the criteria utilized for promotion and/or renewal of a resident’s/fellow’s appointment in that training program. Such policy will be approved by the GMEC and kept on file in the Office of Graduate Medical Education.

Procedure

Residents/fellows in any ACGME-accredited training program shall be evaluated fairly and objectively on the basis of their academic and clinical performance. The evaluation process shall include a written formal evaluation for each rotation or segment of the training program. Such evaluations shall be completed in a timely fashion and made available for the resident/fellow to review through the residency management software.

Promotion to the next level of training is based on the achievement of program-specific Milestones, including specific cognitive, clinical, technical, interpersonal, and communication skills. The standards for achievement and criteria for advancement for trainees to the next level of training shall be approved by the GMEC, and then distributed to all trainees and reviewed annually by the Clinical Competency Committee (CCC). These documents will be reviewed and approved annually by the GMEC and submitted to the Designated Institutional Official (DIO).

The Program Director shall appoint the Clinical Competency Committee (CCC). At a minimum, the CCC must include three (3.0) members of the program faculty, at least one of whom is a core faculty member.

Additional members must be faculty members from the same program or other programs, or other health professionals who have extensive contact and experience with the program’s residents. These individuals may include more than physician faculty, such as other physicians and non-physicians who teach and evaluate the program’s residents. There may be additional members of

the CCC. Chief residents who have completed core residency programs in their specialty may be members of the CCC.

The Clinical Competency Committee (CCC) must:

1. Review all resident evaluations at least semi-annually;
2. Determine each resident's progress on achievement of the specialty-specific Milestones; and,
3. Meet prior to the residents' semi-annual evaluations and advise the Program Director regarding such resident's progress.

The decision to renew/not-renew and/or promote a resident/fellow to the next level of training shall be made by the Program Director upon review of the resident's/fellow's performance, as reflected in the training file. While the Program Director should consider recommendations made the CCC, the final decision rests solely with the Program Director.

Notification of intent to renew or not renew a resident's/fellow's appointment shall be made by the Program Director no later than March 1st of the resident's/fellow's current term of appointment, provided that the resident/fellow is in good standing. The decision to renew or not to renew a resident/fellow not in good standing may be deferred until such time as the resident/fellow has returned to such a status. A resident/fellow may not be promoted if they are not in good standing.

If a resident on a Performance Improvement Plan (PIP) when a renewal agreement is tendered and/or executed, the Institution reserves the right to rescind/cancel the renewal agreement. Renewal of a resident's agreement will not be actualized until it has been determined that the resident has successfully completed the PIP.

Any renewal is conditioned upon the resident's/fellow's successfully completing training for the current appointment period, continuing to meet the standards of the program, and maintaining an active Physician-in-Training Permit or licensure registration with the Texas Medical Board. Upon receipt of the notice of renewal, the resident/fellow shall return the signed agreement to their Program Director within 30 days. After this time period, the renewal offer shall be considered void, and may be rescinded by the Program Director.

The determination to renew or not to renew a resident/fellow is made by the Program Director and can be appealed in accordance with COM policies. A resident/fellow must be provided written notice when that trainee's appointment will not be renewed, or when that resident/fellow will be renewed without promotion to the next level of training, or when the resident/fellow will be dismissed no later than March 1st of the current appointment period. Such notice must be approved by the DIO prior to issuance to the resident/fellow.

It is possible to offer renewal in a program without promotion to the next training level; that is, to ask a resident/fellow to repeat all or part of a training year. This may be done whether or not a



resident/fellow is in good standing and is subject to appeal in accordance with COM policies. Renewals of this type are paid at the level at which the resident/fellow is currently appointed.

Residents/fellows have a right to appeal any decision of non-renewal, non-promotion to the next level of training, or dismissal, pursuant to the COM Academic Grievance Policy.

EFFECTIVE DATE: September 1, 2023

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