



SUBJECT RESIDENT PROGRESSION/ RENEWAL/ADVANCEMENT	POLICY NUMBER 300.009	PAGE 1 of 3
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 12/18/07	EFFECTIVE DATE 2/14/06

I. POLICY:

It is the policy of the Department of Academic Affairs (“Academic Affairs”) at St. Joseph’s Hospital and Medical Center (“SJHMC”) that each residency training program establishes formal policies governing resident physician (“Resident”) progression that utilizes structured, formal and accepted criteria for progressive responsibility and promotion from one post graduate level (PGY) to the next higher level (“Policy”).

II. PURPOSE:

To recognize the necessity for training programs and physicians-in-training programs. To develop clearly communicated and understood objective criteria for the level designated responsibility for trainees and for promotion to higher levels of training.

III. PROCEDURE/RESPONSIBILITY:

A. Program Director shall:

1. Annually review with the faculty or attending physician the objective criteria for progressive responsibility and promotion. These criteria may include, but are not limited to:
 - Passing Cardiac Life Support Courses (ACLS, PALS, ALSO).
 - Scores on Resident in-training examinations
 - Participating in the EPEC End-of-Life Course before completion of training.
 - Passing written or oral examinations developed by the faculty.
 - Passing all clinical rotations as judged by the supervising physician(s).
 - Participation in teaching conferences, journal clubs, or other educational activities at a level of attendance (e.g., 50% attendance at noon conference).
 - Professionalism and attendance
 - Compliance with Rules and Regulations



- Participating in other required activities as required and communicated to the resident physicians (e.g., Senior level residents' Grand Rounds Presentation).
- 2. Communicate all criteria on Progression/Advancement to the residents in writing at the beginning of the academic year, or when the resident joins the program.
- 3. Monitor Residents' compliance and completion of the criteria with written documentation to the residents' files.
- 4. Communicate with Residents who are not in compliance regarding their status and determine the appropriateness of remedial actions or non-promotion / non-renewal of contract for the resident. Report pending actions to the Director of Academic Affairs. All communications with such non-compliant residents shall be documented in writing by the program director and acknowledged by the resident.
- 5. Review all determinations for promotion/non-promotion with the Graduate Medical Education Committee ("GMEC").
- 6. Report difficulties with compliance to the GMEC.

B. Resident shall:

1. Receive in writing, at the beginning of each academic year, the Criteria for Progression/Advancement.
2. Participate in all activities of the program commensurate with level of advancement and responsibility.

C. Director of Academic Affairs shall:

1. Review with the GMEC annually the Progression/Advancement criteria for each GME Program.
2. Review training program's specific policy on progression/advancement with Human Resources annually at least annually and report the findings to the GMEC.

D. SPECIAL NOTE:

The Clinical Specialty INTRAINING EXAMS ("ITE") taken annually by Residents may not be utilized as promotion/advancement criteria. They are to be used by the Resident to develop their program of self study, and may serve as a guide for focal cognitive strengths and deficits.

The Program Director or Director of the Training Program is not prohibited from giving special written or oral examinations to all Residents in a program at any given level, or to a particular resident to ascertain strengths or deficits. Such special examinations by themselves alone cannot be used as sole criteria for

promotion/advancement, but must be weighted with other evaluations and criteria.

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	12/18/07
CHW	12/18/07
JC	12/18/07
RISK/LEGAL	12/18/07
HUMAN RESOURCES	12/18/07
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	12/18/07
GMEC COMMITTEE	