

## **PULMONARY AND CRITICAL CARE MEDICINE PROMOTION AND DISMISSAL OF FELLOWS POLICY**

### **PROMOTION**

The program director of the Pulmonary and Critical Care Medicine Fellowship program are charged with performing a semi-annual review of each fellow in January and in July. The results of those semi-annually reviews, in addition to other evaluations available at the time will be used by the program director to develop a proposal to the faculty, to be presented at the February faculty meeting, regarding a recommendation to proceed at the current level of supervision, to place on review or to place the fellow on probation for remedial clinical work. If the faculty vote to increase the level of supervision, the fellow will be notified and the notification will include a statement that failure to improve performance will result in non-renewal of the fellows contracts. In May, the program director will utilize all evaluations available to develop a recommendation regarding continuing status for all fellows in the program. This recommendation will be presented for approval at a faculty meeting prior to June 1. The fellows will be notified of their status following the meeting. If the faculty vote to place a fellow on probation, the fellow and the Office of Graduate Medical Education will be informed that the fellow has been placed on probation status and a remedial program will be instituted to help the fellow achieve the appropriate level of training. Subsequent to completion of the remedial work, the faculty will vote to approve promotion or extend probation.

### **DISMISSAL**

The policies outlined for dismissal herein are subordinate to UNMC institutional policies. There are two stages of intensified evaluation of fellow performance, "on review" status and "probation". These two stages may be reversible but if appropriate improvement in performance is not achieved, would result in procedures leading to dismissal of the fellow.

#### **1. ON REVIEW**

If there are questions regarding the adequacy of the fellow's performance, the fellow maybe placed "on review" status by the program director. The "on review" status does not signify that the fellow's performance is unsatisfactory but indicates greater scrutiny of that fellow's performance. When the fellow is placed "on review" status, the program director will provide the fellow with written notification with additional notification to the Graduate Medical Education. If the performance, which resulted in the fellow being, placed "on review" status is rectified, the documentation will be retained in the fellow's permanent record.

#### **2. PROBATION**

If the fellow's performance is found to be unsatisfactory from an academic or professional standpoint or there has been a breach of the House Officer Agreement or the Bylaws of the Board of Regents, an immediate recommendation will be made that the fellow be placed on probation. The faculty, at the next regularly scheduled faculty meeting or a specially convened meeting depending on the offense, will vote upon the recommendation for probation status. Once a faculty vote has been taken to put the fellow on probation, the fellow, the Office of Graduate Medical Education, and Graduate Medical Education Committee will be notified in writing. The notice will include the specific details of the unsatisfactory performance, the performance measures that will be utilized to indicate that the performance has improved and the date of that performance review.

The review of the fellow's performance will take place within 3-months following initiation of probation. If probation is extended, a subsequent review will occur every 3-months. If the fellow remains on probation for 6-months or more, discussions will commence regarding dismissal of the fellow. Gross failure to perform duties or illegal/unethical conduct constitute grounds for immediate dismissal with appropriate documentation. The Office of Graduate Medical Education will be notified and provided with all supporting documentation prior to initiating procedures for dismissal.

### 3. GRIEVANCE AND APPEALS

Policies regarding appeal of academic dismissal, unsatisfactory academic performance, or grievances involving terms of the House Officer Agreement are contained in the House Officer Agreement. If the fellow wishes to contest probationary status or procedures for dismissal, the grievance should initially be brought to the program director's attention and if the grievance is not resolved at that level, the fellow should take the grievance to the Associate Dean for Graduate Medical Education.