PULMONARY AND CRITICAL CARE MEDICINE
PROMOTION AND DISMISSAL OF FELLOWS POLICY

Policy: Guidelines for promotion, remediation and dismissal from the program as well as provision for due process will be established.

Procedure:

PROMOTION

The Program Director of the Pulmonary and Critical Care Medicine Fellowship Program is charged with naming a Clinical Competency Committee that will perform a semi-annual review of each fellow prior to the reporting deadlines established by the ACGME. The results of those semi-annually reviews, in addition to other evaluations available at the time, will be used by the Clinical Competency Committee to develop a proposal to the Program Director 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. In June, the Clinical Competency Committee will utilize all evaluations available to develop a recommendation regarding continuing status for all fellows in the program. This recommendation will be presented to the Program Director prior to July 1. The fellows will be notified of their status following the meeting. If the Clinical Competency Committee votes 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 by the Program Director to help the fellow achieve the appropriate level of training. Subsequent to completion of the remedial work, the Clinical Competency Committee will vote to approve promotion or extend probation. If the Clinical Competency Committee determines that a fellow’s contract will not be extended beyond the current academic year, the fellow must be notified in writing by April 1st.

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 may be placed “on review” status by the Clinical Competency Committee and confirmed 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 office of Graduate Medical Education. If the performance that resulted in the fellow being placed “on review” status is rectified and certified by the Clinical Competency Committee, the documentation will be removed from 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 Clinical Competency Committee, at the next regularly scheduled meeting or a specially convened meeting depending on the offense, will vote upon the recommendation for probation status. Once a Clinical Competency Committee 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 and in person by the program director. 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 by the Clinical Competency Committee 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.