

## **CRITERIA AND PROCESSES FOR DISCIPLINE, REMEDIATION, AND DISMISSAL OF RESIDENTS**

It is the policy of the Department of Urology that due process be afforded to all residents in manners of performance of their duties and in the residency training program. As such, the evaluation of residents is a day-to-day ongoing effort. It is anticipated that improvements in technical skills, cognitive, and interpersonal skills will continue to improve through the training program and that faculty are integral factors in that improvement process.

### **Definitions**

***Regular Status*** – This indicates that the resident may continue to participate in the curriculum and rotations as scheduled. Scrutiny of performance will be through regularly scheduled evaluations though there may be specific areas of concern that need to be addressed. It is assumed that the resident is on regular status unless specifically changed by the CCC.

**Area of Concern (AoC)** – An area of performance identified by faculty or other evaluators that is lagging behind the expected measures for level of training. It can be in any of the major core competencies or a specific skill set that needs more attention. These are generally identified through evaluations and enumerated at the CCC meetings. An AoC may also be identified and articulated by a site director or the program director (PD).

**Administrative Status (AS)** – This status assigned by the PD or CCC indicates that a resident has significant AoC's that require closer monitoring in order to assure that he/she is meeting the educational and performance goals of the program. As such, a time frame for improvement will be set. The site director for the resident's rotations during that time frame will be advised to provide constructive feedback and thoroughly evaluate the resident's performance with whatever tools he/she deems necessary. A report to the Program Director will be made monthly during the rotations within the time frame. Rotation schedules may be changed and resident participation in clinical activities may be modified as necessary to allow for the resident to resolve the issues.

**Probationary Status (PS)** – This status assigned by the CCC indicates that one or more AoC has not been adequately addressed during a period of AS. The PS will be accompanied by a statement of time frame for resolution and a specific set of clearly defined objectives as described in the UTHSCSA GME handbook. Failure to achieve a resolution of the PS will result in dismissal from the program.

**Informal Counseling** - Should issues arise regarding resident performance, a stepwise process begins with the goal of creating a remedy for the problem. Should steps be undertaken to remedy problems that are identified for an individual resident, extensive documentation is prepared. At each step, the resident shall be provided a copy of this documentation and shall sign a copy for his or her files. The first step, upon recognition

of failures of a resident to meet the training or performance standards of the program (**Area of Concern, AoC**), is for immediate faculty feedback. This may take the form of an on-the-spot correction or a private conference. Should problems persist, the faculty member may repeat counseling and report the deficiency to the Site Supervisor, who may further counsel the resident.

**Formal Counseling** - Should it be determined that the informal counseling is ineffective, the following step is a formal meeting with the Program Director who will determine the need for any further action or remediation. If necessary, a formal action plan will be developed with specific goals to be met over a specific time frame and include a defined evaluation process that must be completed. The time frame for this action/remediation plan will be short (<30 days). The formal counseling session must be documented, acknowledged (signed) by the resident and kept in the administrative file.

**Levels of Academic Status in Graduate Medical Education** (GME Policy 2.9) – Residents in training programs are assigned one of the following levels of academic status: Satisfactory, Administrative, or Probationary. Of the three, only probationary status is considered “adverse” and reportable and, therefore, subject to review. Please see the policy for more information.

<https://uthscsa.edu/medicine/about/ogme/policies/manual>

**Resident Grievance and Due Process Policy** (GME Policy 2.10) – Academic Probation, Suspension, Dismissal, Non-renewal of contract, and not promotion to the next level of training may fall under this policy and, therefore, subject to additional review at the program and institutional level at the trainee’s request. Please see this policy for more information.

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The UTHSCSA GME Department has outlined overarching policies that guide all departmental rules regarding promotion, dismissal and grievance procedures. These can be found at the GME web site: <http://uthscsa.edu/gme/gmepolicies.asp>