**INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY**

**SUBJECT:** Promotion and Dismissal **DATE EFFECTIVE:** April 20, 2005

**POLICY:** Promotion/Dismissal 

## I. PURPOSE:

This policy is intended to provide a guideline for training programs of Children's National Hospital (CH) for use in promoting a Trainee to the next level of training and dismissal of a Trainee prior to the end of the contract or completion of the training program.

## II. POLICY SCOPE:

All Accreditation Council for Graduate Medical Education (ACGME) accredited or non-ACGME residency and fellowship programs sponsored by CH.

## III. DEFINITIONS:

*Trainee*
Trainee refers to all interns, residents and fellows participating in ACGME accredited, or non-ACGME training programs sponsored by CH.

*Training Program*
Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

*Dismissal*
The act of terminating a Trainee's participation in a training program prior to the successful completion of the course in training, be it by early termination of a contract, or by notice of the intent not to renew the Trainee contract thereby denying the Trainee's promotion to the next level of training.

## IV. POLICY:

1. The decision to promote or not promote a Trainee to the next level of post-graduate training will be the decision of the training program director after review of the recommendations of the Clinical Competency Committee. This decision will be consistent with criteria outlined in the training program's policy on Trainee promotion and due process established in the Children's National Competency and Remediation Policy
2. If a program director determines that a Trainee will not be promoted to the next level of training or not to extend the Trainee's period of training, pursuant to the ACGME's Institutional Requirements, the program must provide written notice to the Trainee in a timely manner.
3. The GME Office should be notified immediately upon the program director's decision not to promote a Trainee.
4. The program director may elect to dismiss a Trainee or not renew the Trainee's contract prior to completion of training due to, but not limited to, the following:
    a. Failure to satisfactorily remediate noted competency deficiencies
    b. Misconduct
    c. Failure to comply with any of the terms and conditions of the Trainee contract, GME or program policies or code of conduct.
5. The decision to dismiss a Trainee should be consistent with the due processes established in the Children's National's (1) Competency and Remediation Policy, (2) Grievance, Corrective Action and Due Process Policy, and (3) Trainee Misconduct Policy, as applicable. The Trainee must be advised by the program director of their rights to due process as outlined in these policies.
6. If a program director determines that a Trainee will be dismissed, pursuant to the ACGME's Institutional Requirements, the program must provide written notice to the Trainee in a timely manner. The GME Office should be notified immediately upon the program director's decision to dismiss a Trainee.

## V. APPROVAL

Approved by:



DIO/Vice Chair, Medical Education

5/8/2024
Date

## VI. REVIEW OR REVISION DATE

Approved by the GMEC: April 20, 2005
Modified and Approved by the GMEC: March 21, 2007
Modified and Approved by the GMEC: September 15, 2010
Modified and Approved by the GMEC: January 20, 2017
Modified and Approved by the GMEC: March 13, 2019
Modified and Approved by the GMEC: September 9, 2020
Reviewed and Approved by the GMEC: October 13, 2021
Reviewed and Approved by the GMEC: June 15, 2022

Modified and Approved by GMEC: September 13, 2023
Modified and Approved by GMEC: May 8, 2024