Children's National

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Trainee Misconduct **DATE EFFECTIVE:** July 1, 2019

POLICY: Misconduct

I. PURPOSE:

This policy is intended to establish a process for the investigation and determination of allegations of Trainee misconduct raised in the training programs at Children's National Hospital (CH).

II. POLICY SCOPE:

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

III. DEFINITIONS:

Trainee
Trainee refers to all interns, residents and fellows participating in ACGME accredited and 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.

Misconduct
Examples of misconduct include, but are not limited to theft, fighting, dishonesty, abusive or disruptive behavior, harassment, and breach of confidentiality.

Reportable Actions
The decision not to promote a Trainee, not to renew a Trainee's contract, to suspend a Trainee from the program, to dismiss a Trainee from the program, and other actions that could significantly affect the Trainee's intended career development are considered "Reportable Actions." Reportable Actions are those actions that the program must disclose to others upon request, including but not limited to future employers, credentialing organizations,

hospitals, and licensing and specialty boards.

IV. PROCESS:

If an allegation of misconduct occurs:

1. The Program Director will speak with the Trainee to provide notice of the allegations and afford the Trainee an opportunity to respond and determine what, if any, response is appropriate, including whether any Reportable Actions should be taken. The Program Director should document this meeting and notify the GME Office.
2. The Designated Institutional Official (DIO) in consultation with the Program Director will determine whether to notify the Department Chair, Legal Department, or Human Resources, depending upon the nature of the allegations.
3. The Program Director and DIO will decide if a full investigation of the allegations ("Full Inquiry") is warranted. In addition, a Full Inquiry shall also be conducted if requested by a Trainee, Department Chair, Legal Department, or Human Resources.

Full Inquiry

The Full Inquiry provides formal notice of the allegation and affords the Trainee with an opportunity to respond. The Full Inquiry is overseen by the GME Office and may be conducted by the Program Director, Department Chair, Human Resources, Legal Department, or others, depending upon the nature of the allegations. Results of the Full Inquiry will be documented by the GME Office and reported to the Trainee and Program Director.

Determination of Misconduct

If the Full Inquiry results in a determination that misconduct has occurred, the GME Office may elect to take further action, including:

1. Issuance of a Formal Written Warning for misconduct
2. Non-promotion to the next PGY level
3. Non-renewal of the Trainee's contract
4. Suspension from the program for a defined period of time; or
5. Dismissal from the training program.

V. REVIEW:

Upon request of a Trainee within fourteen (14) days of notification of a decision to take a Reportable Action related to Trainee misconduct, the DIO or their designee will review the decision to determine whether all processes and policies were followed and if the resulting decision was reasonably made. The DIO or their designee will notify the Trainee, Program Director, and GME Office of the decision. There will be no further reviews.

VI. APPROVAL

Approved by:

Dinesh Agrawal MD

DIO/Vice Chair, Medical Education

5/8/2024

Date

VII. REVIEW OR REVISION DATE

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
Reviewed and Approved by the GMEC: May 8, 2024