

University of Tennessee Health Science Center
Graduate Medical Education Program
Residency Requirements and Procedure for Academic Review

Housestaff are trainees and students of the Graduate Medical Education program and required to demonstrate proficiency in the areas listed below. Academic remediation or dismissal can be based on deficiencies in one or more of the following areas:

1. Incremental increases in clinical competence (including identifying and performing invasive and non-invasive medical procedures; gathering critical information and data, whether in the form of H & P's or diagnostic testing; interpreting results; and knowledge of protocols);
2. Fund of knowledge and willingness to teach and supervise others;
3. Clinical judgment (including synthesizing data gathered from appropriate sources and applying the information and medical knowledge to a particular patient care situation, and the ability to respond to unpredictable treatment situations);
4. Necessary skills (those technical skills necessary to perform diagnostic, medical and surgical procedures and to deliver other forms of medical treatment);
5. Humanistic skills (interacting with patients, peer residents, faculty, and medical staff; receptivity to feedback and corrective action from faculty and peers; and demonstrating concern for patients' well-being);
6. Attendance, punctuality, enthusiasm and availability; and
7. Adherence to institutional standards of conduct, rules and regulations, including program standards, and hospital and clinic rules with respect to scheduling, charting, record-keeping, and delegations to medical staff.

Reappointment and promotion to the subsequent year of training require satisfactory, cumulative evaluations by program faculty.

1. **ACADEMIC DEFICIENCY AND REMEDIATION PERIODS (ADRM)**

A remediation period is an opportunity for the resident to correct academic deficiencies and to develop and demonstrate appropriate levels of proficiency for patient care and advancement in the program. Being placed in remediation is notice to the resident of his or her failure to progress satisfactorily as reflected by evaluations and/or other assessment modalities. It is not discipline, and residents in ADRM status have continued enrollment at the University. Placement in ADRM status is not subject to the academic review provisions of part II. **Forms of remediation may include:** (1) repeating one or more rotations; (2) participation in a special program; (3) continuing scheduled rotations with or without special conditions; (4) supplemental reading assignments; (5) attending undergraduate or graduate courses and/or additional clinics or rounds; and (6) extending the period of training. The remediation measure(s) assigned and the period of time that such measures remain in place shall be determined by the program director or his or her designee. The form(s) of remediation assigned are left to the discretion of the department and is/are not subject to the academic review provisions of part II.

If the department chair determines a resident's deficiency to be of sufficient gravity to warrant immediate dismissal, the resident may be dismissed without first being offered an opportunity for remediation; provided, however, that the chair must consult with the Office of Graduate Medical Education prior to instituting a dismissal that is not preceded by a period of remediation. In that instance, the resident may obtain review under the process for academic dismissal.

In addition, during or following a period of remediation, any resident who fails to correct a deficiency may be dismissed.

2. ACADEMIC DUE PROCESS

A. Review Process for Academic Dismissal

Residents may obtain review of an academic dismissal by submitting a written request for review to the program director within (10) ten business days. The following procedure shall apply:

1. A written request for review must be submitted to the program director within ten (10) business days. If the program director is not the department chair, the resident may ask the chair to hear the grievance.
2. The review request must include:
 - (a) all information, documents and materials the resident wants considered, and
 - (b) the reason the resident believes dismissal is not warranted.

The resident may submit the names of fact witnesses whom the chair has discretion to interview as a part of the review process.

3. The chair may appoint a designee or designate an advisory committee to review the decision. The committee's recommendation to the chair shall be non-binding.
4. On reaching a decision, the chair will notify the resident in writing. If the decision is adverse to the resident, the notice shall advise the resident of the right to review on the record. At the discretion of the Associate Dean for Graduate Medical Education (GME), a hearing may be allowed if requested by the resident.

The resident may waive department-level review and begin the review process at the Associate Dean's level. The Associate Dean shall determine whether a hearing or review on the record is appropriate. Review on the record may include a face-to-face meeting with the resident and interviews with witnesses by the Associate Dean. The process will be as follows:

- 5a. Within ten (10) business days of notice of the department chair's decision, the resident shall submit a written request for review to the Associate Dean; **OR**
- 5b. Within ten (10) business days of notice of dismissal, the resident shall submit a signed waiver of department-level review and a written request for review to the Associate Dean for GME.
6. The resident's review request must include:
 - (a) any information the resident wants considered, and

- (b) any reason the resident feels dismissal is not warranted.

The resident may submit the names of fact witnesses whom the Associate Dean has discretion to interview as a part of the review process.

- 7. Upon reaching a decision, the Associate Dean will notify the resident in writing and advise the resident concerning the next level of institutional review.

The resident may obtain additional review on the record by the Dean of the College of Medicine by submitting a written request within five (5) business days after being advised of the outcome of the GME level of review. Additional review may be obtained from the Vice President and Chief Operating Officer¹ of the University of Tennessee Health Science Center by submitting a written request within five (5) business days after being advised of the outcome of the Dean's review. If further review is desired, within five (5) business days of receiving the Vice President and Chief Operating Officer's response, the resident may request review by the President of the UT System.

B. Additional Provisions

- 1. The resident has a right to obtain legal counsel at any level of the review process, but attorneys are not allowed at academic grievance hearings or at reviews.
- 2. Residents who have been dismissed will receive no remuneration during the review.
- 3. The University cannot compel participation in the academic review process by peers, medical staff, patients, or other witnesses, even if such is requested by a resident seeking review.

III. DISCIPLINARY ACTION (OTHER THAN ACADEMIC)

¹The administrative head of the Memphis campus, formerly known as "chancellor."

Residents in the University of Tennessee Graduate Medical Education Program are subject to the University's Personnel Policies and Procedures and University work rules. Copies of all applicable policies, procedures and work rules are available from your Department Chair, the University's Personnel Services Office, located on the first floor of the Beale Building (8-5600), or your department's business manager. They can also be found on the Memphis campus's website,² and the University of Tennessee System website (www.utk.edu).

²www.utmem.edu/policies and www.utmem.edu/policies/Pers/Section500.580.html.

