

Academic Deficiency & Remediation (ADR): Program Director Checklist

Resident: _____

Program: _____

Steps A-E must be completed to satisfy the requirements for Academic Deficiency and Remediation

A. Prior to Placement on ADR:

Action	Comments	Date Completed
1. Formal ADR notification letter completed including the following required elements: a. Deficiency/deficiencies identified and documented b. Deficiency/deficiencies linked to ACGME competencies c. Methods for remediation documented in writing d. Remediation outcome measures identified e. Time period (4 months) for remediation documented in writing		
2. Schedule formal meeting with resident		

B. Notification of ADR:

Action	Comments	Date Completed
1. Formal meeting with resident		
2. Details of ADR notification letter discussed with resident		
3. Resident and program director sign ADR letter		
4. Copy of signed ADR letter given to resident at conclusion of meeting		
5. Copy of signed ADR letter delivered to GME office (within 3 days of meeting)		
6. Original ADR letter filed in resident training record		

C. Monitoring of ADR Progress:

Action	Comments	Date Completed
1. Schedule all end of month meetings with resident and inform resident in writing		
2. Month 1 meeting and written progress report a. Resident signature b. Copy to resident c. Original to resident training record		
3. Month 2 meeting and written progress report a. Resident signature b. Copy to resident c. Original to resident training record		
4. Month 3 meeting and written progress report a. Resident signature b. Copy to resident c. Original to resident training record		

D. Conclusion of ADR period:

Action	Comments	Date Completed
1. Schedule conclusion of ADR meeting with resident		
2. Conclusion of ADR meeting and written progress report – item 3 or 4 selected based upon outcome		
3. Satisfactory ADR and all requirements completed – formal letter indicating satisfactory performance, removal from ADR status, and return to full duty a. Resident & program director signature b. Copy of signed letter to resident c. Copy of signed letter to GME office (within 3 days) d. Original letter placed in resident training record		
4. Unsatisfactory or incomplete ADR – formal letter indicating unsatisfactory performance and one of the following (require prior approval by Associate Dean for GME): a. Placement on a second ADR period b. Disciplinary action including but not limited to probation, suspension, or dismissal c. Non-renewal of contract		

E. Outcome of ADR:

All of the ADR essentials outlined above have been completed as documented.

Dr. _____ is:

(check appropriate action):

- Returned to full duty effective: _____
- Placed on 2nd ADR effective: _____
- Placed on probation or suspension effective: _____
- Notified of non-renewal of contract effective: _____
- Dismissed effective: _____

Program Director Signature

Date