Purpose: The ACGME requires that the sponsoring institution have a policy that requires each of its ACGME-accredited programs to determine the criteria for promotion and/or renewal of a resident/fellow’s appointment. Programs must maintain clear criteria for advancement and competence that are detailed and explicit to the resident. Careful records must be kept to evaluate resident progress. Detailed documentation of performance is critical and the importance of this cannot be overstated.

Policy

Evaluation

All programs sponsored by the GME Committee, including those not accredited by ACGME, are required to utilize the residency management software to create evaluation systems to assess Resident performance. As part of the Common Program Requirements (V.), supervising faculty must evaluate the resident’s performance in a timely manner during each rotation or similar educational experience or assignment, and document the evaluation at the completion of the assignment. The resident’s performance evaluation must include an objective assessment of competence using ACGME competencies based on the specialty-specific Milestones, use evaluations by multiple evaluators, and document progressive Resident performance improvement appropriate to educational level.

Promotion/Reappointment

Programs must clearly delineate, in writing, requirements for promotion/completion of residency/fellowship training, in addition to specialty specific Residency Review Committee (RRC) requirements. The requirements must include but are not limited to:

1. Satisfactory completion of all training components per PGY-level as determined by the ACGME
2. Satisfactory performance evaluations
3. Full compliance with the terms of the residency agreement of appointment
4. Documentation of passage of appropriate licensing examinations (see USMLE and Comlex examination policy)

Program appointment, advancement, and completion are not assured or guaranteed to the resident. Promotion to the next level of training is based on the achievement of program-specific competence and performance parameters via evaluation, including special specific Milestones, as determined by the program director and/or Clinical Competency Committee (CCC). Unsatisfactory resident performance can result in required remedial activities, temporary suspension from clinical duties, reappointment
without promotion, non-renewal of appointment, or dismissal from the residency program. A resident must be notified with a written notice of intent of the decision for non-renewal of appointment, reappointment without promotion or dismissal (see Performance Improvement policy). Residents may be reappointed for a period of not more than one (1) year.

Completion of Program

The program director must provide a Summative Evaluation for each resident upon completing/leaving the program. This evaluation must be based on recommendations of the CCC and specialty-specific Milestones must be used as one of the tools to ensure residents are able to practice core professional activities without supervision upon completion of the program. This evaluation must:

- Become part of the resident’s permanent record maintained by the institution, and must be accessible for review by the resident
- Document performance during the final period of education
- Verify that the Resident has demonstrated sufficient competence to enter practice without direct supervision.

Resignation from the Program

Residents who desire to voluntarily leave the program prior to completion necessary for certification of the specialty are expected to discuss this action with the program director at the earliest possible time, preferably by January 1 of the current training year. In this circumstance, residents are expected to complete the training year of their current appointment, unless an earlier resignation is mutually agreed upon by the resident and the program director (see Resident Transfer policy).

Procedure for Promotion/Reappointment/Completion of the program

- After conferring with the residency program CCC, the program director will make the final determination of the resident’s readiness for advancement/completion of the program.
- Program directors will notify the residents and the GME office in writing of the final determination of the resident’s readiness for advancement/completion of the program by March 1st of the current academic year.
- In the case of non-renewal of appointment, reappointment without promotion or dismissal, the program will provide the resident with notice of intent promptly and in the most expeditious manner possible. The program director must meet with the resident and present the notification letter to the resident. The letter will contain the reasons for the non-renewal of appointment, reappointment without promotion or dismissal (see Performance Improvement policy).
- The GME office with prepare all necessary human resource documents including preparation of the agreement of appointment or completion certificate.
- Documentation of renewal of licenses (Michigan ELL & CSL), certifications (BLS, ACLS, ATLS as required) must be uploaded into the residency management software.
Monitoring:

The GMEC will monitor compliance with the institutional and program policies through the following venues:

- Annual Program Evaluation
- Special Review of the Program
- ACGME Annual Resident Survey
- Annual GME Resident evaluation of the program
- ACGME Annual Faculty Survey
- Annual GME Faculty evaluation of the program
- Resident Quality Council
- Anonymous contact via hotline and/or online complaint form