POLICY ON PROMOTION AND REAPPOINTMENT OF RESIDENTS

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The Program Director of the Department of Otolaryngology training program has the primary responsibility for monitoring the competence and professionalism of each of the program trainees, recommending necessary remedial educational activities, probationary status of trainees or other adverse actions, and recommending promotion and admittance to the specialty board examinations.

The program will provide a written summary performance review to each trainee at semi-annual intervals. The trainee will acknowledge receipt of each summary performance review by signing the review document.

Promotion to the next level of training and the corresponding reappointment contract are dependent on successful completion of the goals and objectives of the current post graduate year including, but not limited to, knowledge, skills, professional judgment, and professional behavior. In addition, residents must meet the objectives as related to the General Competencies for the applicable PGY level. Decisions on annual reappointment will be made by the program director and Residency Education Committee, utilizing the evaluations performed by the Clinical Competency Committee, including milestones, technical skills assessment and PGY specific goals and objectives.

These are detailed in the Educational Benchmarks as follows:
Trainees requiring additional time to complete the program may be required to do so in an unpaid status.

If the resident is not progressing as expected, the Resident Education Committee will develop an action plan to address the deficiencies using the appropriate institutional policies and procedures. The program director will communicate this finding and action plan to the resident. If the resident is to be placed on probation, appropriate written notification, in compliance with institutional policies, will be provided.

The program director must provide the trainee with written notice of intent not to renew the contract no later than four months prior to the end of trainee’s current contract. If the primary reason(s) for non-renewal occur(s) within the four months prior to the end of the current contract, written notice of intent not to renew must be provided as soon as reasonably possible.

A trainee whose contract is not renewed must be informed that he/she has a right to use the institutional Grievance Procedures to appeal the decision.

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