GME PROMOTION AND RENEWAL POLICY

PURPOSE: The purpose of this policy is to define the responsibilities for promotion and renewal of Trainees in ACGME-accredited residency and fellowship programs at the David Geffen School of Medicine at UCLA.

SCOPE: This GME policy applies to all residents and fellows enrolled in ACGME-accredited training at the David Geffen School of Medicine at UCLA.

DEFINITIONS

Trainee: Any physician in an ACGME-accredited graduate medical education program including Residents and Fellows.

Program Director: The ACGME Program Director for the Trainee’s specialty or subspecialty, or designee as appropriate. The Program Director is the sole physician designated with authority and accountability for the operation of the residency/fellowship program.

Department Chair: Chair of the Trainee’s specialty or subspecialty Department within the DGSOM, or designee as appropriate.

CCC: The Clinical Competency Committee is the ACGME-required body comprised of three or more members of the active teaching faculty that is advisory to the program director and reviews the progress of all residents in the program.

POLICY

The Trainee’s appointment to a Program is for one (1) year and is renewed annually when there are no educational or clinical concerns. Due to the increasing level of responsibilities and increasing complexity of clinical care over the course of residency and fellowship training, satisfactory completion of prior academic year(s) or rotation(s) does not ensure satisfactory proficiency in subsequent years or rotations. A Trainee’s appointment may be subject to non-renewal when there is a demonstrated failure to meet programmatic standards.

The Program Director should provide each Trainee with a written evaluation at least twice per year. The first evaluation should occur by the end of the seventh month of the appointment term. If the Program Director, in consultation with the Chair, concludes that the Trainee’s appointment should not be renewed for the following year, the Program Director will notify the Trainee in writing (Chair Co-signature required) no later than the
end of the eighth month of the current appointment period that their appointment will not be renewed for the following academic year (“Notice of Non-Renewal”) in accordance with the Academic Due Process Policy. House officers who have not been reappointed may appeal, following the Academic Due Process.

FORMS
Resident Agreement (annual contract for both represented and non-represented trainees)

REFERENCES
Accreditation Council for Graduate Medical Education Institutional Program Requirements

REVISION HISTORY
Effective Date: 9/22/2008
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Revision Date: 06/27/2022

APPROVAL
Nelson SooHoo, MD
Designated Institutional Official
Associate Dean for Graduate Medical Education
David Geffen School of Medicine at UCLA

Clarence Braddock, MD
Sr. Vice Dean for Medical Education
David Geffen School of Medicine at UCLA