

# Renewal and Promotion Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	09-25-2019
Last GMEC Review Date:	10-19-2023

## Scope

This policy pertains to all WiNC-sponsored residency programs. This policy does not pertain to ABPS Fellows.

## Purpose

To outline a standardized approach for making and documenting decisions about residents' readiness to advance to the next level of training, or ability to demonstrate sufficient professional ability to practice competently and independently, while having met all requirements for completion of the program.

## Policy Guidelines

1. Promotion Decisions
  - a. Annual Determination:
    - i. Prior to the end of each resident's training year, and at least annually prior to the end date of the resident's Agreement of Appointment, a decision will be made about each resident's advancement to the next level of training or completion of the program.
    - ii. Decisions will be made by the Program Director in consultation with program faculty; the WiNC Osteopathic Program Director will be consulted for residents in the statewide osteopathic training program.
    - iii. Decisions will be based on documentation from the program's internal evaluation systems, including written competency-based rotation and semi-annual evaluations, and supporting documentation such as procedure logs, attendance records, patient feedback, patient visit data, and other evaluative measures used by the program.
  - b. Graduation from the Program:
    - i. To be eligible for graduation from the program, residents must successfully meet the requirements of the Program, requirements of the ACGME, and demonstrate competency to practice independently.
    - ii. The Program Director must provide sufficient clinical educational experiences for residents to ensure that each graduate from the program can demonstrate and document competence for independent practice as required by the ACGME.
  - c. Unsuccessful Advancement:
    - i. In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training or successful completion of the program, the resident will be provided with a written notice no later than four months prior to the end of the resident's current Agreement of Appointment. However if the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, the resident will be provided with as much written notice as circumstances reasonably allow prior to the end of the agreement.
    - ii. The DIO, or GMEC Chair in his/her absence, must be notified and agree prior to giving a resident written notification of a probation, non-promotion, non-renewal of appointment, suspension or dismissal.
2. Documentation
  - a. Promotion Summary Document
    - i. The local Program Director, or his/her designee, will complete the current version of the Resident Promotion Summary form which documents the decision for advancement to the next level of training, or completion of the program requirements for graduation; the WiNC

- Osteopathic Program Director will complete the osteopathic section of the form for residents in the statewide Osteopathic Program.
- ii. The Resident Promotion Summary form must be signed by the local Program Director, the resident, and the WiNC Osteopathic Program Director for residents in the statewide Osteopathic Program.
  - iii. A copy of the Resident Promotion Summary form will be given to the resident, with the original maintained in the resident's file by the local program.
  - iv. With the exception of residents who are identified as likely not to advance to the next level of training or graduation from the program, who will be given advance notice as described in #3 above, the Resident Promotion Summary form will be completed by the Program Director or his/her designee.
- b. File Maintenance
- Resident Promotion Summary forms and written notifications of non-renewal or non-promotion will be maintained in the resident's file by the local program, with a copy given to the resident. These file documents will be accessible to residents upon request.

## Responsibilities

1. The Graduate Medical Education Committee is responsible for:
  - a. Ensuring that each WiNC program has systems in place for making decisions about resident promotion. This will be accomplished by:
    - i. Ensuring that programs provide residents adequate opportunities for each resident from the program to meet program standards and ACGME requirements.
    - ii. Focused meetings on compliance issues between individual programs and GMEC leadership.
2. Program Directors are responsible for:
  - a. Making final decisions about resident advancement to the next level of training and completion of the program in consultation with the Clinical Competency Committee and program faculty.
  - b. Ensuring that residents are provided adequate training experiences to meet accreditation requirements
  - c. Ensuring that any resident who graduates from the program successfully meets the requirements of the program and the ACGME.
  - d. Identifying residents who may not be promoted or renewed, and notifying them at least four months in advance of the end date of their current Agreement of Appointment, or otherwise as described in 1.c. above.
  - e. Notifying and getting approval from the DIO regarding any resident who will not or may not be promoted or renewed, prior to notification to the resident.
  - f. Working in collaboration with the DIO, in consultation with WiNC as needed, to develop the written notification to residents who will not be promoted or renewed, or will be dismissed.
  - g. Completing a written promotion summary with each resident annually.
  - h. Ensuring that each Resident Promotion Summary form is signed by the resident, the Program Director, and the Osteopathic Program Director if applicable.
  - i. Maintaining completed and signed promotion summaries in a confidential manner, in local resident program files.

## References

WiNC Evaluation of Residents policy  
ACGME website– <http://www.acgme.org>  
AOA website – <http://www.do-online.osteotech.org>

**ACGME Institutional Requirements (2022)**

IV.D. Promotion, Appointment Renewal and Dismissal

IV.D.1. The Sponsoring Institution must have a policy that requires each of its ACGME-accredited programs to determine the criteria for promotion and/or renewal of a resident's/fellow's appointment. <sup>(Core)</sup>

IV.D.1.a) The Sponsoring Institution must ensure that each of its programs provides a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed. <sup>(Core)</sup>

IV.D.1.b) The Sponsoring Institution must have a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion; or dismissal. <sup>(Core)</sup>

**ACGME Common Program Requirements (2022)**

II.A.4. Program Director Responsibilities

The program director must have responsibility, authority, and accountability for: administration and operations; teaching and scholarly activity; resident recruitment and selection, evaluation, and promotion of residents, and disciplinary action; supervision of residents; and resident education in the context of patient care. <sup>(Core)</sup>