

Probation and Dismissal Policy

*December 1995 Rev. - November 2001 **

Academic and Professional Enhancement

Residents who are not performing satisfactorily based on the standards and evaluation procedures of their program must be immediately notified and a written plan of correction developed. Examples of corrective actions include special assignments, direct supervision, repeating a rotation(s), or in severe cases probation. Each program must specify in writing who has the authority to initiate corrective actions and develop and monitor the plans. Copies of this information must be forwarded to the Office of Graduate Medical Education. This plan should be specific and include measurable objectives.

Probation/Suspension

Program Directors may elect to place individuals on probation/or suspend them. The terms of probation must be established by the program after reviewing the individual resident performance. The terms must specify the length of the probation, specific learning objectives for the resident, resident responsibilities and duties during the probationary period, and the method for determining whether the resident may be removed from probation. Faculty supervisors must provide residents with written feedback about their performance no less than monthly during probation.

Dismissal

Dismissal may be considered for residents who fail to be removed from probation or are judged to unsuccessfully complete a plan of correction for unsatisfactory evaluations.

Prior to dismissing residents, programs must verify that the resident was notified in writing of their performance problems, given the opportunity to remediate their deficiencies, and provided feedback on their efforts except in the circumstances described below.

Automatic dismissal may be considered for:

- Misrepresentation of facts or falsification of employment documents
- Conviction of a felony while enrolled in the residency program
- Failure to comply with or satisfactorily complete terms outlined in University at Buffalo (UB) policies (e.g. impaired physician policy)
- Failure to comply with the bylaws and applicable rules, regulations, and procedures at each University at Buffalo (UB) affiliated hospital as outlined in the employment contract

Non-renewal

Non-renewal must be based on the criteria established for dismissal. Decisions to not renew a contract must be communicated in writing four months prior to the end of the current contract. However, if the primary reason(s) for the non-renewal occur(s) within the four months prior to the end of the contract, the program must provide their residents with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract. Residents must be allowed to implement the grievance procedures when they have received a written notice of intent not to renew their contracts.