

Project Vida Health Center
Community Psychiatry Residency
Graduate Medical Education Policies and Procedures

**Trainee Promotion/Appointment Renewal and
Non- Promotion/ Dismissal**

APPROVED: 7/26/2023, 11/1/2023

EFFECTIVE DATE: 11/1/2023

REVISED: 9/1/2023

Purpose: To establish a process by which the promotion, appointment renewal, and dismissal of residents is delineated.

Policy:

It is assumed that all categorical residents enter the residency with the intention, both by the program and by the resident, to complete that residency.

1. There is no pyramid nor competition for positions at the next level of training within any of the programs in this institution.
2. Each ACGME-accredited program is required to determine the criteria for promotion and/or renewal of a resident's appointment.
3. It is understood that each resident who meets the criteria of a program for promotion as judged by the Program Director (with the counsel of the Program Education Committee of that program) will be offered a position at the next level of training as an appointment renewal.
 - a. For PGY II to PGY III promotion, the resident must have successfully completed Step III or Complex III.
4. Programs will provide a resident with a written notice of intent when the resident's agreement will not be renewed (non-promotion), to the next level of training, or when the resident will be dismissed.
 - a. Non-promotion is when the resident or fellow does not meet the expected performance standards during their current appointment period or is unable to perform satisfactorily at the next level.
 - b. The non-renewal of an agreement of appointment by any Program requires a written notice of intent a) no later than 4 months prior to the end of the resident's current agreement; or b) when the primary reason(s) for non-promotion occurs within those four months, as much notice as is feasible.
 - c. The Program Director is responsible for furnishing the resident with a copy of the Adverse Action Appeals Policy.
5. Residents who do not meet the competency criteria for promotion or completion of training may be offered remedial training at the discretion of the Program Director/Program Education Committee.
6. Residents who do not intend to continue their training in the following year must inform the program director at least 4 months before the current agreement end date.

7. The Program Director may assess a resident's eligibility for promotion or non-promotion upon the successful completion of the semi-annual resident evaluation.