

POLICY: Promotion of House Staff

Purpose: To establish a process for house staff promotion to the next year of training. Promotion to the next level of training and/or reappointment is made annually based on consideration of house staff evaluations and at the discretion of the Program Director and the Clinical Competency Committee.

Procedure:

1) Each program must have a policy regarding promotion/renewal of a house staff appointment. Each program shall determine the criteria for promotion/renewal in accordance with the appropriate program and institutional guidelines set by the Residency Review Committee (RRC).

2) The Program Director will obtain from the faculty as well as other pertinent sources and/or relevant committees, information to support each house staff promotion/renewal.

Promotion will be based on performance evaluations and an assessment of the house staff's readiness to advance to the next year of postgraduate training (including, but not limited to, attainment of the ACGME Competencies and milestones at the respective level of education, experience, demonstrated ability, clinical performance, and professionalism). The Program Director will also take into account evaluation by, and recommendations of, the Clinical Competency Committee, specialty board guidelines, institutional resources and the relative merit of the individual compared to other house staff in the same program. Semi-annually, the Program must provide the house staff with a documented evaluation and feedback on the house staff's overall training progress, including promotion to the next level if the specialty and educational requirements were met. Documentation of successful completion, or of leaving the training program should be completed on the final evaluation form, delivered to the GME office, and placed in the house staff's program file.

3) If the house staff does not meet the requirements to be promoted, the Program Director may extend a house staff's training time in any given postgraduate year. The extended time should allow the house staff to meet the required level of proficiency for promotion. A house staff who accepts a training extension must be given a written summary of deficiencies, a delineation of the remediation agreement and the criteria for advancement from the Program.

4) If a house staff is not promoted, they will receive written notice in accordance with the Non-Renewal or Non-Promotion of Contract Policy. The Program will need to consult with the GME Director concerning the notice prior to the notice being sent to the house staff.

5) All changes to a house staff's status, including promotions, extensions and non-renewals are processed by the GME office. Programs will need to notify the GME office immediately regarding house staff off cycle training changes. Annual notifications for the upcoming year are due in February (specific date provided annually to the coordinator). The ETA process (see policy) should be followed to report any changes.

(Original signed Policy is available in the UCSF Fresno Office of Medical Education)

