



POLICY: Promotion of House Staff

Purpose: To establish a process by which house staff may be promoted to the next year of training if their performance indicates their ability to perform at the subsequent level. Promotion to the next level of training and/or reappointment is made annually based on consideration of evaluation results 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 on each house staff.

Promotion will be based on performance evaluations and an assessment of the house staff's readiness to advance to the next year of post graduate 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. Semi-annually the Program must provide the house staff with a documented evaluation and feedback on their 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 and placed in the house staff's file.

3) If the house staff does not meet the requirements to be promoted, the Program Director may extend a house staff's time in any given post graduate year. The added time would allow the house staff to meet the required level of proficiency for promotion. A house staff accepting this condition must be given a written summary of deficiencies, a delineation of the remediation program and the criteria for advancement.

4) If the house staff is not promoted, he/she will receive written notice in accordance with the Non-Renewal or Non-Promotion of Contract Policy. The GME Director should review this 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. The GME office should be notified immediately regarding off cycle 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)