

**REAPPOINTMENT, PROMOTION, NON-REAPPOINTMENT, & TERMINATION**

Appointments to each Residency or Fellowship program are made on an annual basis with the expectation of continuation within the one-year appointment and of reappointment yearly throughout the duration of the Residency or Fellowship period.

Re-appointment and promotion to the subsequent year of training require satisfactory and cumulative evaluations by Faculty that document satisfactory progress in scholarship and professional growth. Individual programs must establish criteria for promotion and completion of the program that include fulfilling overall program requirements, rotation requirements, appropriate skills and responsibilities as outlined in the Resident Agreement of Appointment. Meeting these requirements includes demonstrated proficiency in:

1. Satisfactory progress in assessment from Faculty, colleagues, and the program's Clinical Competency and Residency Quality Improvement Committee regarding the ACGME specialty milestones and general competency domains appropriate for the level of training
  - a. Patient Care & Procedural Skills
  - b. Medical Knowledge
  - c. Practice-Based Learning & Improvement
  - d. Interpersonal & Communication Skills
  - e. Professionalism
  - f. Systems-Based Practice
2. Incremental increase in clinical competence including performing applicable procedures;
3. Appropriate increase in fund of knowledge; ability to teach others;
4. Clinical judgment;
5. Necessary technical skills;
6. Humanistic skills; communication with others;
7. Attendance, punctuality, availability and enthusiasm;
8. Adherence to institutional standards of conduct, rules and regulations, including program standards and hospital and clinic rules with respect to infection control policies, scheduling, charting, record-keeping, and delegations to medical staff;
9. Adherence to rules and regulations in effect at each health care entity to which assigned;
10. Other - *e.g.*, satisfactory scores on examinations if designated for that purpose by specialty, scholarly activity, including participation in patient safety, quality improvement, and research participation, etc. Note: In-training examination scores cannot be the sole factor in a decision not to reappoint a Resident.

**USMLE Step 3 Requirement**

The UT College of Medicine Chattanooga acknowledges that Residents\* who complete GME training at this institution should be able to become licensed as a result of their training. The UT College of Medicine Chattanooga encourages each program to accept candidates who have passed both the United States Medical Licensing Examination (USMLE) Steps 1 and 2 [or Parts

1 and 2 of the Comprehensive Osteopathic Medical Licensing Examinations (COMLEX) for osteopathic candidates at the discretion of the individual departments]. Similarly, advanced Residents (PGY-3 or above) offered appointments must provide proof to the Program Director that they have already passed USMLE Step 3 (or COMLEX Part 3 if accepted by the Department).

All Residents are required to pass USMLE Step 3 (or COMLEX Part 3 if acceptable to the Department) before they can advance to the PGY-3 level of training and to eventually receive a certificate of completion of Residency training. All Residents who are appointed for a July – June academic year must register early enough during the second year of training in order to provide proof of passing the exam by June 30. The recommended deadline to register in order to meet this requirement is February 28. Failure to provide proof by the end of the academic year could result in non-reappointment to the program. In that case, the Resident will be terminated from the program. The only exception would be if the Resident has taken the exam and is awaiting results on June 30. At the discretion of the Program Director, the Resident may continue training but will not be promoted until proof is received. It is the responsibility of the Resident to provide the necessary proof to the Program Director and Director of Graduate Medical Education. Payment of any examination fees would be the responsibility of the Resident. At the discretion of the Chair and/or Program Director, professional development funds may be used to reimburse initial registration fees (up to the maximum available funds) paid during the PGY-1 or PGY-2 level of training at the Chattanooga Campus.

### **Continuation and Promotion**

Residents judged by a program to have completed satisfactorily requirements for a specific level of training will be promoted to the next higher level of responsibility unless the Resident is specifically appointed to a training track of limited duration and not designed to achieve full certification (*e.g.*, a one-year preliminary position such as Preliminary Surgery). No Resident may remain at the same level of training for more than 24 months, exclusive of leave. A Resident whose performance is judged to be satisfactory will advance until the completion of training, having met all program requirements. Each year Residents must sign the Annual Resident Agreement of Appointment.

### **Non-Reappointment**

Residents not demonstrating satisfactory performance and progress in accordance with the aforementioned items, as well as specific program requirements, may face non-reappointment to the program. In these situations, a Resident must be given written notice of the intent not to reappoint or promote. Every effort must be made to give a Resident at least four months' notice of the intent not to reappoint, or the possibility of non-reappointment based on remediation, prior to the end of the appointment period (March 1 if the Resident is in a typical academic year of July–June). If the primary reason for non-promotion or non-reappointment occurs within the last four months of the level of training, or if remediation has not been completed and the decision is still uncertain, the program must give as much written notice as circumstances reasonably allow.

**Form for Promotion, Reappointment, Non-Reappointment, & Termination**

Annually, usually by March 1, the Program Director must complete the Form for Promotion, Reappointment, Non-Reappointment, & Termination for each Resident. Supporting documentation must be provided for Non-Promotion, Non-Reappointment, or Termination unless the Resident is at the successful end of training.

\*The term “Resident” refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 5/16/2017. Administrative edits 6/20/2020.