

	MOREHOUSE SCHOOL OF MEDICINE GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES	POLICY NUMBER	GME-08
		EFFECTIVE DATE	04/01/2011
		PAGE (S)	03
	SUBJECT RESIDENT PROMOTION	SUPERSEDES	07/01/2004 10/01/1992

I. PURPOSE:

The purpose of this policy is to ensure that the quality of Graduate Medical Education programs at Morehouse School of Medicine (MSM) meets the standards outlined in the **Graduate Medical Education Directory**: “Essentials of Accredited Residencies in Graduate Medical Education” (AMA-current edition). A Resident will be prepared to undertake independent medical practice upon the successful completion of a residency program and shall have completed requirements to obtain a physician’s license and prepare for certification by a specialty board.

II. SCOPE:

All MSM administrators, faculty, staff, Residents, and accredited participating affiliates shall understand and support this policy and all other policies and procedures that govern both Graduate Medical Education programs and Resident appointments at MSM.

III. POLICY:

- 3.1. Residency education prepares physicians for independent practice in a medical specialty. A Resident is expected to progressively increase his or her level of proficiency in order to advance within a residency program.
- 3.2. MSM’s focus is on the Resident’s acquisition and development of pertinent skills and behaviors with the intent of providing a competent practicing physician to the community.
- 3.3. Appointments are made on a yearly basis with the expectation of continuation within the one-year appointment and of reappointment yearly throughout the duration of the residency period.

IV. RESIDENCY PROGRAM PROMOTION:

4.1. Program Responsibilities

- 4.1.1. The Resident will receive periodic, scheduled, written evaluations of his or her performance, progress, and competence in the program specialty as outlined in the MSM Evaluation Policy.
- 4.1.2. Residents must be familiar with ACGME-RRC and MSM educational requirements to successfully complete the residency program.
 - 4.1.2.1. This should begin on the first day of matriculation.
 - 4.1.2.2. At a minimum, Residents must be given the following information by the residency program and/or the GME office:
 - a) A copy of the MSM Graduate Medical Education (GME) General Information Policy
 - b) A Residency Program Handbook (or equivalent) outlining at a minimum:
 - i. The residency program goals, objectives, and expectations
 - ii. The ACGME Specialty Program Requirements

- iii. The six general competencies designed within the curriculum of the program
- iv. Clinical rotations and/or other education modules with specific goals, objectives, and expected outcomes
- v. Schedules of assignments to support rotations
- vi. The educational supervisory hierarchy within the program, rotations, and education affiliates
- vii. The residency program evaluation system

4.2. Promotion Requirements

- 4.2.1.** In order for a Resident to complete an MSM residency education program, he or she must successfully meet the following standards in addition to any program-specific requirements:
- 4.2.1.1.** The Resident must exhibit clinical and academic performance and competence consistent with the curricular standards and the level of training undergone.
 - 4.2.1.2.** The Resident must satisfactorily complete all assigned rotations, as supported by evaluation documentation, in each Post Graduate Year (PGY).
 - 4.2.1.3.** The Program Director must certify that the Resident has fulfilled all criteria, including the program-specific criteria, to move to the next level in the program.
 - 4.2.1.4.** The Resident must demonstrate professionalism, including the possession of a positive attitude and behavior, along with moral and ethical qualities that can be objectively measured in an academic and/or clinical environment.
 - 4.2.1.5.** The Resident must achieve a satisfactory score on the in-service examinations along with other program-specific criteria required in order to advance. ACGME-RRC Program Requirements provide the outline of standards for advancement.
- 4.2.2.** Upon a Resident's successful completion of the criteria listed above, the Residency Program Director will certify by placing the semi-annual evaluations and the promotion documentation into the Resident's portfolio indicating that the Resident has successfully met the Specialty requirements for promotion to the next educational level. If this is a graduating Resident, the Program Director should place the Final Summative Assessment in the Resident's portfolio.

4.3. Process and Timeline for Promotional Decisions

- 4.3.1.** Normal promotion decisions are made no later than the fourth month of the appointment. Reappointment agreements are prepared based on the residency Program Director's recommendation for promotion.
- 4.3.2.** When a Resident will not be promoted to the next level of training, the program will provide the Resident with a written notice of intent no later than four months prior to the end of the Resident's current appointment agreement. If the primary reason for non-promotion occurs within the last four months of the appointment agreement period, the program will give as much written notice as circumstances reasonably allow.
- 4.3.3.** If a Resident's appointment agreement is not going to be renewed, the residency program must notify the Resident in writing no later than four months prior to the end of the Resident's current contract. If the decision for non-renewal is made during the last four months of the contract period, the residency program must give the Resident as much written notice as possible prior to the end of the appointment agreement expiration.
- 4.3.4.** For more information concerning adverse events, refer to the Adverse Academic Decisions and Due Process Policy.