

Department of Surgery Promotion and Dismissal Policy

Appointment to the surgical residency program is made on a year-to-year basis and is dependent upon satisfactory performance by the resident as well as needs of the Department. There is an implied responsibility by the Department of Surgery, as well as the resident surgeon, to renew this appointment on a yearly basis as long as work is satisfactory, the position is desired by the resident, and the needs of the hospital and department are met. However, it must be emphasized that not everyone learns at a consistent rate and that additional training may be necessary.

In addition, there is an evaluation carried out every rotation on each resident surgeon. Residents are required to review this material and discuss it with his/her mentor/program director. All evaluations and ABSITE are reviewed by the Education Committee which meets twice a year. Written evaluations are discussed with the resident by the program director or mentor. Promotion is based upon the completion of goals, objectives and overall evaluations.

When deficiencies are noted in a resident's academic performance, these are discussed with the resident including recommendations for corrections. Depending on the level of the deficiencies, the resident may be subject to one of the following actions:

Performance Alert and Review (PAR)

Written notice that current performance needs improvement in any or all of the ACGME competencies

Academic Deficiency and Remediation (ADR)

A remediation action where a resident fails to comply with academic requirements

Poor clinical performance as documented by faculty evaluations

Poor performance on exams such as ABSITE

Minimum

Surgical skills below the level expected, as documented by faculty evaluations

Unprofessional or inappropriate actions or disruptive behavior

Failure to complete medical records or logs in a timely manner

Forms of remediation may include:

1. Repeating one or more rotations
2. Participation in a special program;
3. Continuing in scheduled rotations with or without special conditions;
4. Supplemental reading assignments;
5. Attending undergraduate or graduate courses and/or additional clinics or rounds; and/or
6. Extending the period of training.
7. The resident may also be referred to the Resident Assistance Program if indicated.

Repeat Academic Year

A resident will receive written notice 4 months prior to the end of the academic year of his/her requirement to repeat the academic year. If the primary reason(s) for non-promotion occurs in the last four months, notice will be provided as circumstances reasonably allow.

Determination by the department chair that the resident fails to correct a deficiency or that the deficiency or violation of University rules is of sufficient gravity to warrant dismissal, the resident may be dismissed without being placed on

probation. However, the Program Director must consult with the Office of Graduate Medical Education prior to instituting a dismissal that is not preceded by a period of probation. In that instance, the resident may obtain review under the Graduate Medical Education policy of Academic Due Process. This policy is delineated in the housestaff manual.

Steps 1 and 2 CK/Level 1 and 2-CE:

Steps 1 and 2 CK/ Level 1 and 2-CE: To ensure that all residents/fellows meet minimal standards, the Graduate Medical Education Office requires that all residents/fellows entering any graduate medical education program sponsored by the University of Tennessee College of Medicine must have passed USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE. Any Agreement of Appointment or offer letter will be contingent upon passing USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE. Each resident/fellow is responsible for providing copies of passage of USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE to the program director and GME Office and will not be allowed to start training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof for international medical school graduates. An original transcript must be mailed directly from USMLE or COMLEX to the GME Office or emailed to gme@uthsc.edu. Accepted or matched residents and fellows who have not passed USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE by July 1 will be released from their contract. Any program that releases a resident or fellow who matched through the NRMP will be required to obtain a release from NRMP before offering the position to another applicant.

Step 3/Level 3:

All residents are required to pass USMLE Step 3 or COMLEX-USA Level 3 before they can advance to the PGY 3 level. All residents on the standard cycle must register for USMLE Step 3 or COMLEX-USA Level 3 no later than February 28th of the PGY 2 year. The exam should be taken on or prior to June 1, to have scores available to the program and GME office on June 30. Residents must provide proof of passage by June 30th to be promoted to the PGY 3 level. Failure to provide proof of passage by June 30th will result in non-renewal of the resident's contract and the resident will be terminated from the program. It is the responsibility of the resident to provide the necessary proof to the Program Director and GME Office. Residents that are off cycle must register for the exam no later than the end of the 8th month of training during the PGY 2 year or be placed on leave without pay until registered. Proof of passage must be provided no later than the last day of the PGY 2 year or the resident contract will not be renewed, and the resident will be terminated from the program. Any Agreement of Appointment or offer letter to begin training at the PGY3 or higher level will be contingent upon passing USMLE Step 3 or COMLEX-USA Level 3. Accepted or matched residents and fellows who have not passed USMLE Step 3 or COMLEX-USA Level 3 prior to their scheduled start date do not meet eligibility requirements for entering programs at the PGY3 or higher level and will be released from their appointment. Any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from NRMP. The waiver must be granted before offering the position to another applicant. An original transcript must be mailed directly from USMLE or COMLEX to the GME Office or emailed to gme@uthsc.edu.

Exceptions: Any resident/fellow that passed USMLE Step 1 and Step 2 prior to June 1994 will not need to take USMLE Step 3. Any entering resident/fellow that holds an unrestricted Tennessee medical license meets this USMLE requirement. Individual programs may have earlier examination deadlines or specific score requirements. The resident will be responsible for meeting individual program requirements when they exceed GME requirements. Any exception to this policy may only be brought to the Graduate Medical Education Committee by the Program Director at his/her discretion. Only the Program Director may submit the written request and present at the GMEC meeting. If an exception is granted by the GMEC the resident will be placed on leave without pay on their original advancement date and take USMLE Step 3 or COMLEX-USA Level 3 at the next available test date. The resident will bring proof of passage to the Program Director and GME office to be removed from leave without pay and advanced to the next level of training. The resident may be required to extend their training to make up any time missed in accordance with the Residency Program and board eligibility requirements. Failure to pass will result in immediate termination of the resident. The decision of the GMEC is final. Resident Responsibilities: Each resident/fellow is responsible for contacting the appropriate licensing authority to register for the appropriate

examination. All examination fees are the responsibility of the resident/fellow. Each resident/fellow should carefully review the exam dates and policies to ensure that the results will be available by the required deadlines. Information on USMLE Step 3 is available in the USMLE Bulletin of Information. Information on COMLEX-USA Level 3 is available in the COMLEX-USA Bulletin of Information. In addition, many states have restrictions regarding time intervals between the three steps, so residents/fellows should familiarize themselves with these requirements. In Tennessee, all three USMLE steps must be taken and passed within seven years. General information regarding state specific requirements for licensure can be obtained from the Federation of State Medical Boards.