Policy

House Officers showing satisfactory completion of educational and experiential objectives as outlined by the training program in which they are enrolled will be promoted at the end of the academic year.

House Officers are provided an annual Graduate Trainee Physician Agreement (contract) indicating the promotion and new stipend rate in the spring of each year. The House Officer must return a signed copy to the Medical Education Office by the required due date.

Each HFHS internship, residency and fellowship program has developed specific objectives for determining the criteria to be used in the promotion of individuals from one level of training to another, generally at the end of an academic year. Promotion may be delayed if specific educational requirements have not been met or if a leave of absence or extended time off has caused the house officer to fail to meet accreditation requirements or other program criteria for promotion. In such an event, the house officer should review Medical Education Policy 208, Grievances and Due Process to determine rights, if any, to appeal.

In the event that the promotion delay is related to lack of completion of educational or experiential requirements, the Program Director will follow Medical Education Policy 213 Performance Improvement. A Graduate Trainee Physician Agreement (contract) will be provided covering the length of remediation. Upon successful remediation and promotion, a new contract will be provided indicating the pay rate associated with the level of performance. The House Officer must successfully complete training at the new level for the subsequent 12 months.

When the promotion delay is related to an authorized leave of absence, a Graduate Trainee Physician Agreement (contract) will be provided covering the length of time that the Program Director has determined must be made up in accordance with Medical Education Policy 210 Leaves of Absence. At the end of that period and upon promotion, a new contract will be provided indicating the promotion and new pay rate. The House Officer must successfully complete training at the new level for the subsequent 12 months.