



Henry Ford St. John Hospital Graduate Medical Education

Promotions Policy

Applicability

Henry Ford St. John Hospital

Scope

This applies to Henry Ford St. John Hospital Medical Education programs, including all enrolled trainees, residents, and fellows.

Background

Residents & Fellows 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.

Definitions

Residents & Fellows: any physician in any Henry Ford St. John Hospital GME program, including interns, residents, and fellows.

Policy

Residents & Fellows 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.

Residents & Fellows are provided an annual Physician Postgraduate Training Agreement (contract) indicating the promotion and new stipend rate in the spring of each year. The resident or fellow must return a signed copy to the Medical Education Office by the required due date.

Each Henry Ford St. John Hospital 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 Resident or Fellow to fail to meet board eligibility, accreditation requirements or other program criteria for promotion. In such an event, the Resident or Fellow should review



the Medical Education policy: Grievances Due Process. 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: Performance Improvement. A Physician Postgraduate Training 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 resident or fellow 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 Physician Postgraduate Training 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: Leave 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 Resident or Fellow must successfully complete training at the new level for the subsequent 12 months.

In the event that the non-promotion results in termination of the Resident's or Fellow's participation in the program, the Program Director will follow Medical Education policy: Performance Evaluation, Improvement, and Misconduct. In such an event, the Resident or Fellow should review Medical Education policy: Grievances Due Process. Grievances and Due Process to determine rights, if any, to appeal.

In the event of non-promotion, Henry Ford St. John Hospital shall attempt to give the Resident or Fellow one hundred twenty (120) days prior written notice. However, if reason for non-promotion occurs less than one-hundred and twenty (120) days before the end the Physician Postgraduate Training Agreement, Henry Ford Health shall give the Resident or Fellow as much notice as possible.

Failure to pass the USMLE Step 3, COMLEX Level 3, APMLE Part III examination as required by the Program, but no later than the end of the second postgraduate year of training will result in non-promotion to PGY3. The Resident or Fellow will be placed on an unpaid leave of absence until proof of passing score is received.

References/External Regulations:

Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), Commission on Dental Accreditation (CODA), other accrediting organizations for individuals on a GME contract.