

3.B.6.

Pre-Probation Measures and Probation

If the Program Director, based on consultation with the program's Education Committee, when that is possible, determines that a resident's performance, as judged by the criteria stated above and any other relevant factors, is unsatisfactory, the Program Director may place the resident on pre-probation measures or probation, in a timely manner. This decision must be communicated to the resident in a timely manner.

Pre-Probation

Pre-probation measures may vary from program to program, documented within each program only.

Probation

Probation connotes a process of intensified evaluation and remediation. A resident may appeal the decision to be put on probation (see Policy on Resident Appeals). The Program Director shall give the resident written notice of probationary status that must include the identified areas of deficiency, a plan for remediation and performance evaluation during the probationary period, and the length of time for the probationary period. Probation may be given for a maximum of 3 months, and no more than one additional contiguous 3-month probationary period may be given. There may not be more than a total of three 3-month periods of probation during a resident's entire training program without approval from the Associate Dean for GME or designee.

Formal evaluation of the resident's performance during probation will occur at multiple points, at least weekly, including midway in the probation period. Failure to progress or improve during remediation by the midpoint of the probationary period may result in termination and will be decided by the Education Committee and the Program Director. The resident shall be given the opportunity to meet with the Education Committee to discuss his/her performance, and to explain any extenuating circumstances affecting his/her performance before a final decision concerning the individual's continuation in the program is rendered by the Education Committee.

The program director must deliver the letter of probation to the resident in person and discuss the terms of probation, remediation and possible outcomes of probation. The resident must sign the probation letter acknowledging receipt and a copy of the letter with the signature of the resident and the program director plus a witness who can be the program coordinator, the resident's advisor or any other faculty or administrative person in the program, will be given to the resident, kept in the resident's file and sent to the Associate Dean for GME or designee.

At the end of the probationary period, the Program Director and the Education Committee shall decide whether to fully reinstate the resident, continue the probation, or terminate the resident from the program. The decision must be transmitted to the resident in writing in such a manner as to assure a signed and dated receipt. **A written copy of the decision must also be sent to the Associate Dean for GME or designee.** If probation is continued, all steps described in Section 5.3 must be followed.

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