

**MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION**

**POLICY ON
PROMOTION AND/OR RENEWAL OF TRAINEE'S APPOINTMENT**

Effective Date: May 29, 2019
GMEC Policy Subcommittee Review: November 2, 2022
Review Date: December 2023

SECTION 1. STATEMENT AND SCOPE OF POLICY

The purpose of this policy is to comply with the Accreditation Council for Graduate Medical Education (ACGME) requirement that Sponsoring Institutions must have a policy to determine the criteria for promotion and/or renewal of a trainee's appointment. This policy applies to all graduate medical education residents and fellows at the Marshall University School of Medicine.

SECTION 2. CONDITIONAL OFFER OF APPOINTMENT

21. All trainees (residents and fellows) recruited to begin residency or fellowship training at the Marshall University School of Medicine are given a conditional offer of appointment.
22. The offer is contingent upon the successful completion of a background check and drug screen, as well as upon primary source verification of credentials to confirm that the individual possesses the basic requisite education and training.
23. Failure by the trainee to meet all conditions of appointment will result in revocation of the offer of appointment. This action is not appealable through the School of Medicine.
24. Should the revocation impact the applicant's match to the program through a national matching program, such as the National Residency Match Program (NRMP), Marshall School of Medicine Office of Graduate Medical Education and the training program will submit required documentation to the NRMP.

SECTION 3. PROMOTION

- 3.1. It is assumed that all categorical trainees enter the residency with the intention, both by the program and by the trainee, to complete that residency.
- 3.2. There is no pyramid nor competition for positions at the next level of training within any of the programs in this institution.

- 3.3. Each residency and fellowship program are required to determine the criteria for promotion and/or renewal of a trainee's appointment.
- 3.4. It is understood that each trainee who meets the criteria of a program for promotion as determined by the Program Director (with the recommendation of the Clinical Competency Committee of that program), will be offered a position at the next level of training.
- 3.5. Programs will provide a trainee with a written notice of intent when that trainee's Notice of Appointment will not be renewed, when that trainee will not be promoted to the next level of training, or when that trainee will be dismissed.
- 3.6. The non-renewal of an agreement of trainee appointment by any Program Director requires a written notice of intent no later than 4 months prior to the end of the Trainee's current agreement; or when the primary reason(s) for non- renewal occurs within those four months, as much notice as is feasible.
- 3.7. Trainees who do not meet the criteria for renewal or promotion; or will be suspended or dismissed will be notified in a timely manner and may implement the process outlined in the Policy on Due Process.
- 3.8. Trainees who do not meet the competency criteria for promotion or completion of training may be offered a Corrective Action Plan at the discretion of the Program Director upon consultation with the Clinical Competency Committee.