

Fellow Name:

Name of Training Program/ACGME ID:

Training Program director:

Other Committee Members:

Date of This Meeting:

I. Remediation/Focused Learning Plan

A. Start Date of Initial Remediation or Focused Learning Plan and end date for final assessment: (Date of signed agreement to terms of plan or signature of a witness to discussion with trainee)

Focused learning plan does not need to be reported to accreditation bodies or subsequent employers

B. Members of remediation team:

Learner, Program Director, ≥ 1 additional faculty member and others depending on learner needs

Have available minutes for any meetings in which learner was discussed

C. Substance of Remediation or Focused Learning Plan:

Learner formally notified of concerns, in writing on XXX date(s)

Suboptimal performance in X competency(ies) as evidenced by ...

Brief Summary of source of concerns shared (evaluations, emails, safety reports, notification of poor or incomplete documentation, inadequate performance on ITE, skills assessments, etc.) Refer to prior documentation

Specific, measurable, time bound goals of plan. Limit time for final reassessment

Knowledge, skills, attitudes, behaviors, requirements for specific meetings for follow up.

D. Explicit consequences of refusal to participate, incomplete attainment of specific goals or later relapse after remediation time frame is expired.

Progress to Formal Probation – this is part of permanent academic record and must be reported as requested by future employers, licensing boards, etc.

Grounds for non renewal of contract or immediate dismissal as per institutional policies

Limitations on moonlighting, away electives, withholding discretionary funds, support for travel, etc.

E. Date(s) of Interim Assessment(s), Final Assessment and Final Recommendations:

Signed by remediation team members and learner or witness

Satisfactory attainment of goals of Focused Learning Plan with return to routine monitoring per divisional standards *or* placement on academic probation.

II. Probation

A. Start Date of Formal Probation: (Signed agreement to terms of plan or signature of witness to discussion).

Include notification that formal probation period is part of permanent academic record and will be shared with future interested parties such as licensing boards, accreditation bodies and employers.

B. Reviewed Institutional Policies for Due Process and that these were provided to the learner, in writing or via digital link to source.

C. Members of Probation Committee, (CCC, evaluation committee) Date of meeting that resulted in recommendation for change in academic status from “good” to “academic probation”. Note that the entire academic portfolio, record was reviewed by the committee. Include written notification of probation to Vice Chair Education, DIO, Chairman or other senior education administrator before providing to learner.

D. Substance of Probationary Period:

Focused Learning plan with final reassessment on XXX date demonstrated incomplete attainment of goals of remediation plan. Have copy of letter signed or witnessed.

Learner formally notified of concerns, in writing on XXX date(s)

Suboptimal performance in X competency(ies) as evidenced by ...

Brief Summary of source of concerns shared (evaluations, emails, safety reports, notification of poor or incomplete documentation, inadequate performance on ITE, skills assessments, etc.) Refer to prior documentation

Specific, measurable, time bound goals of plan.

Knowledge, skills, attitudes, behaviors, requirements for specific meetings for follow up. Include any additional training, evaluation, monitoring, duties as well as any limitations placed on learner during probationary period.

E. Explicit consequences of refusal to participate, incomplete attainment of specific goals or later relapse after probation time frame is expired.

Non-renewal of contract

Dismissal from program, placement on non-clinical or limited duties

Requirement to report probation as part of official academic record

Inability to provide a letter of good academic standing or LOR

E. Date(s) of Interim Assessment(s), Final Assessment and Final Recommendations:

Signed by remediation team members and learner or witness

Satisfactory attainment of goals of Probation will result in return to good academic status, with ongoing monitoring per program standards . Unsatisfactory attainment of goals of Probation will result in non renewal of contract/dismissal.

III. Dismissal/Non renewal of Contract

Date of notification:

Date of review of fellow's record and recommendation for change in status by the probation committee (CCC, remediation committee, education committee). This should be the same as II E with final recommendation for non-renewal of contract at the end of the academic term or immediate dismissal. Non-renewal will likely require re-structuring subsequent rotations with increased supervision or away from clinical duties.

If immediate dismissal is indicated- usually in the case of egregious unprofessional behavior or activities that place the learner or others at imminent risk. Alleged crimes should be reported to law enforcement officials immediately. Hospital risk management, GME and legal department need to be involved.