

## Creighton University School of Medicine-Phoenix Policies

POLICY:	Appointment, Promotion, Renewal and Dismissal
GOVERNING BODY:	Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix
GMEC APPROVAL DATE:	August 7, 2023; February 6, 2023
REVISED DATE:	February 6, 2023
ACGME ACCREDITATION STANDARD REFERENCE:	Institutional Requirement: IV.D. Promotion, Appointment Renewal and Dismissal -

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### PURPOSE

It is the policy of Creighton University School of Medicine -Phoenix (CUSOM-PHX) to assure consistent standards and processes for appointment, promotion, renewal, and dismissal of Creighton University House Staff Physicians (HSP).

### SCOPE

The policy applies to all CUSOM-PHX HSP and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

### POLICY

#### Appointment:

- HSP will be selected according to the CUSOM-PHX Graduate Medical Education (GME) Institutional Policy for HSP Appointments.
- Once selected, the GME office will forward the HSP contract and the application for the HSP registration for licensure within the program's state. The contract outlines the condition of their employment.
- Each trainee must meet criteria stipulated by the appropriate State Board of Medicine for HSP registration and will need to submit to a background screening and fingerprinting.
- Trainees who do not meet all eligibility criteria (including, but not limited to, Visa or work permit, social security number, academic credentials, licensure, background check, health and drug screening) within a reasonable time frame may have their offer of employment revoked and their participation in the program terminated. Residency/Fellowship programs are then, after approval from the Designated Institutional Official (DIO), permitted to apply for a waiver through the National Residency Match Program (NRMP) if HSP do not supply the necessary information within a reasonable time frame or if HSPs do not meet eligibility requirements.

#### Promotion/Advancement

- Programs must communicate to HSP the expectations of performance/achievement required for advancement. This can be done through appropriate program and/or rotation specific written curricula (paper or electronic) which are reviewed with HSP at the beginning of their training and/or in each individual year and/or at the start of each rotation or major assignment.
- The Clinical Competency Committee (CCC) shall meet a minimum of every 6 months to evaluate HSP progress.

- Review of the HSP training record will be utilized by the CCC to make decisions about promotion to the next level of training or program completion.
- While it is expected that HSP will be promoted to the next level of responsibility annually, HSPs that fail to meet the program's criteria for promotion will not be advanced solely based on time served.
- The CCC will make a recommendation to the program director regarding promotion to the next Post Graduate Year (PGY) level. If accepted, this shall certify that the HSP is ready to progress to the next year of the program.
- Promotion will be based on performance evaluations and an assessment of the HSP readiness to advance to the next phase or year of post graduate training. The CCC will also consider the appropriate program and institutional guidelines set by the Review Committee (RC), specialty board guidelines, institutional resources, and the merit of the individual. The position of the HSP involves a combination of supervised, progressively more complex and increasing responsibility in the evaluation and management functions of patient care. Reappointment and promotion will be dependent upon meeting the academic standards and curricular requirements of the program.
- The program director has final responsibility for each HSP evaluation and promotion decisions.

#### **Non-promotion and Non-renewal**

- **Failure to Promote:** A decision by the program to not promote an HSP may be recommended by the CCC to the Program director. The CCC, with final approval by the program director, must determine if the HSP needs to repeat a training year or extend the current training year by a specified time. The HSP should optimally receive a 90-day written notice. The program director must consult with the DIO prior to notifying the HSP. The HSP has a right to appeal this decision in accordance with the Academic Appeal and Due Process Policy.
- **Non-renewal:** If the CCC determines that the HSP will be unable to make adequate progress towards advancement to the next level of training, the program may decide against renewal of the HSP's training and contract. The HSP should optimally receive a 90-day written notice. If the reason for non-renewal occurs within the 90 days prior to the end of the current contract, it is expected that the program will provide the HSP with as much notice of its intent not to renew as the circumstances will reasonably allow. The program director must consult with the DIO prior to notifying the HSP. The HSP has a right to appeal this decision in accordance with the Academic Appeal and Due Process Policy.

#### **Dismissal**

- An HSP contract may be terminated for the reasons set out in the Academic Appeal and Due Process Policy. As with all actions adversely affecting a physician in training, the HSP has the right to appeal this decision as outlined in the Academic Appeal and Due Process Policy.

#### **Graduate Medical Education Committee (GMEC) Approval**

All appointments will be reviewed and approved by the DIO and GMEC annually.

#### **AMENDMENTS OR TERMINATION OF THIS POLICY**

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.