

Policy	
TITLE: Appointment, Promotion, Renewal and Dismissal	
ISSUING DEPARTMENT: Graduate Medical Education Committee Creighton University School of Medicine-Phoenix	ORIGINALLY ISSUED: 02/06/23
DOCUMENT CATEGORY: Institutional	LAST REVIEWED: 08/11/25, 08/05/24, 08/07/23

PURPOSE

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

DEFINITIONS

Clinical Competency Committee (CCC): A required body comprising three or more members of the active teaching faculty, including at least one core faculty member, that is advisory to the program director and reviews the progress of all residents or fellows in the program.

Designated institutional official (DIO): The individual in a Sponsoring Institution who has the authority and responsibility for all that institution's ACGME accredited programs.

Dismissal: Permanent discharge from the program due to unacceptable performance and/or behavior and termination of employment and GME Program Agreement ("employment contract").

Graduate Medical Education Committee (GMEC): A required body, that along with the DIO, oversees and monitors all aspects of GME trainee education, in accordance with ACGME Institutional, Common, and Specialty-specific Requirements, and Policies and Procedures.

Noncertification: The determination not to certify HSP to sit for an Accrediting Board.

Non-promotion: The decision not to advance HSP within his or her program of study.

Non-renewal: Permanent discharge from the program at the end of the GME Program Agreement period, due to unacceptable performance and/or behavior and termination of employment.

Probation: Formal disciplinary step in which there are identified areas of unsatisfactory performance that will require remediation and/or improvement if the HSP is to continue in the Graduate Medical Education Training Program. Probation can either be academically based or unprofessional behavior based.

Suspension: A temporary period during which educational and clinical privileges (duty) are revoked. Suspension may occur during an investigation due to unsatisfactory job performance that requires remediation and/or when it is felt in the best interest of patient safety. A HSP may be suspended from all duties during the investigation of any event that may lead to disciplinary action. While a HSP is on suspension, they will not be allowed at any clinical training site or any GME events.

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 GME Program Agreement ("employment contract") and the application for the HSP registration for state licensure. The GME Program Agreement outlines the conditions of their employment.
- Each trainee must meet criteria stipulated by the Arizona Medical Board for HSP registration and will need to submit to a background screening, fingerprinting, and other requirements.
- 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. If HSP do not supply the necessary information within a reasonable time frame or if HSP do not meet eligibility requirements, the Residency/Fellowship programs, after approval from the DIO, are permitted to apply for a waiver through the National Residency Match Program (NRMP).

- GMEC review and approval are required for the appointment of HSP who are exceptionally qualified candidates but do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the Common Program 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 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, HSP who 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, and adherence to institutional and program professionalism standards.
- Examination requirements for promotion/advancement are outlined in the GME Program Agreement ("employment contract").
- The program director has final responsibility for each HSP evaluation and promotion decision.

Non-promotion and Non-renewal

- **Non-promotion:** 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 training and GME Program Agreement ("employment 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 GME Program Agreement, 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 Appeals and Due Process Policy.

HSP must **take** Step 3 of the USMLE or COMLEX Exams or Part II of the Licentiate of the Medical Council of Canada Qualifying Exam (LMCC) or their equivalent (as recognized by the Arizona Regulations and Licensure Agency) by December 31st of their PGY 2 year. If HSP has not taken the test by December 31st of their PGY 2 year, HSP will be treated as having failed the test and such failure will result in non-renewal of GME Program Agreement (“employment contract”) on June 30th of their PGY 2 year. There will be no right to grieve or to appeal this non-renewal.

HSP must provide proof of **passing** USMLE Step 3 or its equivalent by May 31st of their PGY 2 year. If HSP fails to provide proof of passing USMLE Step 3 or its equivalent (as recognized by the Arizona Regulations and Licensure Agency) to the GME office by May 31st of their PGY 2 year, HSP will be treated as having failed the test and such failure will result in non-renewal of GME Program Agreement (“employment contract”) on June 30th of their PGY 2 year. There will be no right to grieve or to appeal this non-renewal.

These determinations are driven by the plain language of the GME Program Agreement (“employment contract”) and not a comment on any other aspects of HSP performance.

Dismissal

- HSP may be terminated for the reasons set out in the GME Institutional policies and the GME Program Agreement (“employment contract”). As with all actions adversely affecting a physician in training, the HSP has the right to appeal this decision as outlined in the Academic Appeals and Due Process Policy.

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 Programs Policy.

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

AMENDMENTS OR TERMINATION OF 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. The University reserves the right to modify, amend or terminate this policy at any time.

ACGME ACCREDITATION STANDARD REFERENCE

4.4. Promotion, Appointment Renewal and Dismissal