

Still OPTI

POLICY		Policy No: IS-002
Subject: Promotion, Appointment Renewal, and Dismissal	Approval: 3/28/23 Last Revision Approved: 7/25/17 Last GMEC review: 08/26/2025	Page 1 of 1

PURPOSE

This is a Still OPTI policy regarding promotion, appointment renewals and dismissal of residents/fellows in an affiliated program. The policy is written in accordance with *ACGME Institutional Requirements*.

POLICY

Still OPTI, as the Sponsoring Institution (SI), will ensure that each participating site has determined the criteria for promotion and/or renewal of a resident's/ fellow's appointment.

RESPONSIBILITY

Participating Site Responsibilities:

1. The participating site will work with each of its programs to provide every resident/fellow with a written notice of intent when the following occurs:
 - A) The resident's/fellow's agreement will not be renewed;
 - B) The resident/fellow will not be promoted to the next level of training;
 - C) The resident/ fellow will be dismissed.
2. The Program Director of a resident/fellow identified as someone who will not be promoted or who will be dismissed from the program will have executed a remediation plan that was not completed successfully by the resident/fellow in question.
3. The Program Director will collaborate with the Associate DIO/CLER Director and other appropriate departments (human resources, legal, etc.) at the participating site when preparing any written notice of intent concerning a resident or fellow.
4. The Associate DIO/CLER Director and/or Program Director will consult with the DIO prior to releasing any written notice of intent.

Resident/Fellow Responsibilities:

1. Residents/Fellows who receive a written notice of intent stating that one of the following actions is being taken: suspension, non-renewal, non-promotion, or dismissal, is entitled to a written explanation regarding the action taken. Decisions about promotion or reappointment of the resident/fellow are communicated by the Program Director to the resident/fellow as soon as reasonably practicable under the circumstances and should occur at least four months prior to the end of the academic year.
2. Residents/fellows may follow steps outlined in the Grievance Procedure when disputing any claim that he/she was not successful in completing training requirements for advancement.

Still OPTI Responsibilities:

Still OPTI will collaborate with the Associate DIO/CLER Director, program directors, and others, as appropriate, to ensure all actions leading to suspension, non-renewal, non-promotion, or dismissal of a trainee is appropriate.