

# Georgia Regents University

## House Staff Policies and Procedures

**Policy**  
**HS 3.0 Non-Renewal of Contract**

**Source**  
**Graduate Medical Education Office**

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**1.0 Purpose**

Provide House Officers with written notice of intent not to renew annual contract with the Georgia Regents University

**2.0 Procedure**

- 2.1** The Georgia Regents University must ensure that Programs provide their House Officers with a written notice of intent not to renew a House Officers contract no later than four months prior to the end of the House Officers current contract. However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the contract, the Georgia Regents University must provide the House Officer with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract. House Officers must be allowed to implement the Institution's grievance procedures as described in HS Policy 13.0, once they have received a written notice of intent not to renew their contracts.
- 2.2** If a Residency Program finds a House Officer falling below expected Program requirements, they must notify the Senior Associate Dean for Graduate Medical Education and VA Affairs in writing. The Graduate Medical Education Office can reissue a contract for the House Officer putting the House Officer on program remediation if need be. The Senior Associate Dean for Graduate Medical Education and VA Affairs must be kept up dated of the House Officers progress.

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Peter Buckley, M.D.  
Dean, Medical College of Georgia

Date

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Walter J. Moore, M.D.  
Senior Associate Dean, Graduate Medical Education and VA Affairs

Date

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Regents University.*

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7/05

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