

# Georgia Regents University House Staff Policies and Procedures

**Policy**  
**HS 13.0 House Officer Evaluation, Grievance &  
Due Process Policy**

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

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## 1.0 Purpose

To define the procedure for Residency Program officials to evaluate the educational progress of House Officers and make recommendations regarding disciplinary actions taken against House Officers that could result in:

- Dismissal;
- Non renewal of a House Officers Notice of Appointment; or
- Other actions that could significantly threaten a House Officers intended career development

## 2.0 Procedure

The following policy and procedure applies to all House Officers in Training and will be followed by officials for each Program evaluating House Officers for promotion or for disciplinary actions.

**NOTE:** House Officers are encouraged to attempt to first resolve any grievance informally by meeting with the appropriate Program Director or Department Chairperson

- 2.1 Each Residency Program shall have a Clinical Competency Committee (CCC). The membership of each individual CCC shall be determined by the individual Program and may include faculty, administrators and House Officers. The CCC shall have the following functions:
- To certify that House Officers have met the academic criteria for promotion;
  - To periodically review the performance and academic progress of House Officers;
  - To recommend feedback and counseling as needed to correct deficiencies;
  - To recommend non-renewal or remedial action for House Officers who have failed to make adequate academic progress;
  - To recommend disciplinary action, including dismissal, of a House Officer who has violated any applicable law or policy, or otherwise failed to meet the criteria for continued employment according to academic and non-academic guidelines.
- 2.2 The CCC shall make recommendations on remedial action, non-renewal, disciplinary actions (e.g., suspension) and dismissal to the Chairperson of the Department of designee. The recommendation must be in writing and a copy on file with the Graduate Medical Education Office.
- 2.2.1 Recommendations of non-renewal must be made at least four months before the end of the current contract period, unless primary reason(s) for the non-renewal occur(s) within the four months prior to the end of the contract. The House Office must be notified and sign the action form. See H.S. Policy 3.0.
- 2.2.2 Recommendations shall state reasons for recommendation and suggestion action. The House Officer shall have the right to a hearing by the CCC or other committee as determined by the Program Director or designee and must be approved by the Senior Associate Dean for Graduate Medical Education and VA Affairs.
- 2.3 The Chairperson or designee shall make decisions, based upon the CCC recommendation, within 5 days of receipt of the CCC recommendation.
- 2.3.1 The decision will be in writing;
- 2.3.2 Be personally delivered to the House Officer;
- 2.3.3 Copies to the CCC and the Graduate Medical Education Office;

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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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- 2.3.4 Inform House Officer of right to request a hearing in cases of serious disciplinary action.
- 2.4 The House Officer shall have 10 days to file a request for hearing.
  - 2.4.1 Request for hearing shall be in writing;
  - 2.4.2 Shall state the reason(s) for request with a complete description of the basis for the grievance.
- 2.5 The Dean, Medical College of Georgia or Senior Associate Dean for Graduate Medical Education and VA Affairs shall appoint an Ad Hoc Committee (AHC) within 5 days of receipt of request for hearing.

NOTE: All times are advisory and may be extended for reasonable cause.
- 2.6 The Ad Hoc Committee may be composed of any three individuals (faculty, House Officers and administrators). No member of the committee shall have participated in the decision or action that the House Officer is grieving.

NOTE: If the House Officer requests, no member of the committee shall have previously been substantially involved in any other decision or action directly involving the House Officer. Where possible, the committee shall consist of two members of the faculty of the House Officer's department and one member of the House Staff. If potential conflicts require that one or more committee members come from other Departments, the Dean or Senior Associate Dean for GME and VA Affairs will attempt to select them from Departments in related disciplines. The Dean or Senior Associate Dean for GME and VA Affairs shall designate one of the faculty members as the committee chairman.

  - 2.6.1 Parties may request removal of an AHC member for cause;
  - 2.6.2 House Officer has the right to a non-participating advisor (not an attorney);
  - 2.6.3 Affected Program Director shall designate a person to represent the program;
  - 2.6.4 All parties shall receive adequate notice of charges and opportunity to present evidence;
  - 2.6.5 Evidence may be requested by the AHC;
  - 2.6.6 AHC shall conduct a hearing within 10 days of appointment;
  - 2.6.7 There shall be a tape or transcript of the hearing.
- 2.7 AHC will make recommendation(s) to the Dean, Medical College of Georgia or designee.
  - 2.7.1 Recommendation will be in writing and will state facts and reasons for recommendation;
  - 2.7.2 Recommendation will be within 5 days of the hearing.
- 2.8 Dean, Medical College of Georgia or designee shall make a decision based upon AHC recommendation, within 5 days of receipt.
  - 2.8.1 Decision shall be in writing;
  - 2.8.2 Delivered to the House Officer, Program Director, Graduate Medical Education Office and AHC;
  - 2.8.3 Inform House Officer of the right to appeal to the President of Georgia Regents University.
- 2.9 Pursuant to Article 2, Chapter 34, Title 43 of the Official Code of Georgia Annotated, a licensed physician who qualifies as a Program Director is required to report to the Board the following within 15 days of the event:

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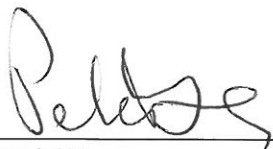
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- 2.9.1 House Officer with a Temporary Training permit who withdraws or is terminated from a postgraduate Training Program and reasons for such termination or withdrawal.
  - 2.9.2 Occurrence of any event identified as grounds for disciplinary action, violations, or practice restriction taken against a Temporary Training permit holder or any disciplinary action regarding quality of care and/or ability to practice with reasonable skill and safety.
  - 2.9.3 Any permit holder who has an unauthorized absence from the Program for any length of time in excess of two weeks and reason.
  - 2.9.4 At the completion of the Program year, Program Directors must report to the Board whether a permit holder has failed to advance in the Program for performance or behavioral reasons.
  - 2.9.5 Failure to notify the Composite State Medical Examiners of a House Officers change in status will have negative consequences for the Program Director and the Program Director shall be subject to disciplinary action(s) by the Board.
- 2.10 Complete rules may be viewed at: <http://www.medicalboard.georgia.gov/rules>



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

12/10/14  
Date



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

12/5/14  
Date

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