

Augusta 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

To provide House Officers with written notice of intent not to renew their annual contract with Augusta University

2.0 Procedure

- 2.0.1 Augusta 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, Augusta 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 Institutions grievance procedures as described in HS Policy 13.0, once they have received a written notice of intent not to renew their contracts.
- 2.0.2 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 re-issue 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 on the House Officers progress.



1/30/18  
Date

David Hess, M.D.  
Dean, Medical College of Georgia



1/22/18  
Date

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

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

Augusta University

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7/05	12/05,10/07,12/09,10/10,2/11 1/13,10/14,9/15,1/16, 2/17	HS 3.0	