

Augusta University  
House Staff Policies and Procedures

Policy  
HS 18.0 House Staff Performance

Source  
Graduate Medical Education Office

---

1.0 Purpose

To ensure House Staff are performing at an adequate level of competence for a GME Training Program and to provide Program guidance if a House Staff is not performing at an adequate level of competence.

2.0 Procedure

2.1 The Program Director, upon learning of or observing a performance problem with a House Staff, counsels them about the problem and documents the counseling in the House Staff's Training file. The Program Director may present the House Staff's performance issue to the Clinical Competency Committee (CCC) for additional input and may appoint a mentor to assist the House Staff member in improving their performance.

2.2 If, after documented counseling, a House Staff is not performing at an adequate level of competence as demonstrated by unprofessional or unethical behavior, engagement in misconduct, or failing to fulfill the responsibilities and requirements set forth by the Program, GME, and/or ACGME, the House Staff should be placed on formal remediation following CCC review. Program Directors have the sole authority to determine disciplinary actions and may choose to place the House Staff on probation or more significant disciplinary action to include non-renewal or dismissal at any point of the training period. However, Programs must follow all GME policies to include HS13.0 and 3.0.

2.3 The House Staff must be informed in person of this decision and must be provided with a formal academic remediation plan document, which includes the following:

2.3.1 Statement of the grounds for the remediation, including identified deficiencies or problem behaviors;

2.3.2 The duration of the remediation which ordinarily will be at least three months, but may be extended to six months;

2.3.3 A plan for remediation and criteria by which successful remediation will be judged;

2.3.4 Notice that failure to meet the conditions of the remediation could result in extension of the training program period, extension of the remediation to include potential modification of the remediation plan, probation, dismissal, or non-renewal during or at the conclusion of the remediation period; and

2.3.5 Written acknowledgement by the House Staff of the receipt of the remediation document.

2.3.6 A copy of the remediation document may be forwarded to the Senior Associate Dean for Graduate Medical Education. Programs are encouraged to contact GME regarding formal remediation and to use the standard GME remediation form, which should be placed on Department letterhead.

2.4 During this remediation time, a faculty member should be appointed to serve as the House Staff's mentor. The House Staff is expected to work closely with the mentor and meet with them at least once a month or as determined by the mentor and House Staff. The mentor may also serve as the House Staff's advocate and will keep the Program Director informed of the House Staff's progress.

2.5 If the decision is made to place the House Staff on probation, not renew the contract, or to dismiss the House Staff from the Training Program, the House Staff may appeal the adverse decision pursuant to HS13.0. Programs must inform the GME office if they are considering probation, non-renewal, or dismissal.

---

Effective Date:  
7/05

Revision/Review Date:  
12/05, 10/07, 12/09, 10/10, 2/11  
1/13, 10/14, 9/15, 1/16, 2/17, 6/19, 8/20, 5/22

Number: 1

HS 18.0

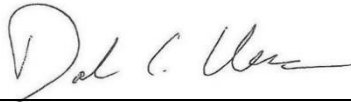
Augusta University  
House Staff Policies and Procedures

Policy  
HS 18.0 House Staff Performance

Source  
Graduate Medical Education Office

---

- 2.6 If non-renewal of contract or dismissal is upheld as per HS13.0 and involves a J1 Visa holder, the ECFMG will be notified of the failure of progression by the House Staff.
- 2.7 If the House Staff holds a Temporary Training Permit issued by the Georgia Composite Medical Board, the Board will be notified of the non-renewal or dismissal by the Program Director. The Program Director must report to the Board within 15 days of the permit holders withdrawal or termination from the Training Program. The Board must also be notified, by the Program Director, of any leave in excess of two weeks unless applicable FMLA leave.



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

05/09/22  
Date



Natasha M. Savage, M.D,  
Senior Associate Dean, Graduate Medical Education and  
DIO

05/09/22  
Date