

Graduate Medical Education Policy	Discipline – Administrative Sanction
Facility/Sponsor	CMC/GMEC
Policy Origin Date	July 2009
Revision Date	September 2024

PURPOSE

Administrative Sanction is a process that allows the Program Director to temporarily relieve a Trainee of clinical and educational duties to enforce the completion of overdue administrative and other required tasks.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Administrative Sanction: an action taken at the departmental level to temporarily relieve a Trainee of clinical duties for failure to comply with institutional or medical education policies pertaining to administrative matters. Examples of such administrative matters might include but are not limited to failure to complete clinical and educational work hour input, not following appropriate departmental policy for time off requests, failure to complete other forms of required paperwork, failure to complete medical documentation in a timely fashion, or failure to complete required in-services.

PROCEDURE

The Program Director must provide verbal and written notice to the Trainee of the decision to place the Trainee on Administrative Sanction.

The Trainee will be required to report to the office of the Program Director or Program Manager immediately or as soon as reasonably possible after verbal notification to receive and sign a written notice of Administrative Sanction.

The written notice will identify the areas of deficiency and will establish a time period for correction of the deficiencies. The Trainee will be provided with a copy of the written notice of Administrative Sanction, and a copy will be retained in the Trainee's file.

Failure to correct the deficiencies in the specified time frame may result in further disciplinary action, including possible suspension, remediation, probation, non-renewal of contract, or dismissal.

Administrative Sanction is not an appealable action.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	March 15, 2011
Donald W. Kees, MD	GMEC	November 18, 2014
Donald W. Kees, MD	GMEC	January 16, 2018
Donald W. Kees, MD	GMEC	October 16, 2018
Arthur Ollendorff, MD	GMEC	September 17, 2024