

Graduate Medical Education Policy	Discipline – Promotion and Advancement
Facility/Sponsor	CMC/GMEC
Policy Origin Date	November 2007
Revision Date	September 2024

PURPOSE

It is expected that all Trainees will progress in their training programs according to criteria set by the respective program. Programs must communicate the criteria and process of advancement to Trainees.

Programs must inform Trainees in a timely manner about decisions regarding promotion, renewal of appointment, and non-renewal of contracts.

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

Promotion: Advancement to the next PGY level after successful completion of current level training requirements.

Renewal: Trainee's new contract and reappointment to the training program for the upcoming academic year after successful promotion of the current year.

PROCEDURE

1. Promotion and renewal of appointments are conditional upon successful completion of the current training year. Each program will determine the criteria required for promotion to the next PGY. The criteria must be documented in a program policy.
2. Decisions regarding advancement and renewal of appointments are made by the Program Director with input from the Clinical Competency Committee (CCC); however, the Program Director has ultimate responsibility for Trainee appointments and renewals.
3. Trainees who fail to achieve increasing levels of competency in program's goals and objectives or ACGME Milestones may be required to repeat all or part of an academic year. This could result in the need to extend their training program and/or to enter a partial-year contract.
4. All decisions to not award credit to a Trainee for an educational rotation must be communicated verbally and in writing to the Trainee preferably within six weeks after completing the rotation. This time frame allows the program to gather information about the trainee's performance to make a determination of successful or unsuccessful completion of the rotation.
5. Trainees who fail to advance may be subjected to actions defined in the Evaluation and Assessment Policy.
6. Any decision not to promote or reappoint a Trainee must be reviewed with the DIO within a reasonable time period prior to the notification timeframes included in this policy.
7. Programs must provide their Trainees with a written notice of intent not to renew a contract no later than four (4) months prior to the end of the Trainee's current contract. If the primary reason(s) for the nonrenewal occurs within the four months prior to the end of the contract, however, programs must provide Trainees with as much written notice as circumstances

reasonably allow. This provision does not apply to partial-year renewals or promotions as part of an ongoing remediation or probation plan.

8. Trainees who have received written notice of the intent not to renew their contract are allowed to implement the institution's due process procedures (see Appeals and Due Process Policy).

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	November 20, 2007
Daniel Harrington, MD	GMEC	January 1, 2011
Donald Kees, MD	GMEC	February 25, 2014
Donald Kees, MD	GMEC	August 15, 2017
Donald Kees, MD	GMEC	December 15, 2020
Arthur Ollendorff, MD	GMEC	September 17, 2024