

	Name of Policy: Academic Deficiency Policy	
	Last Approval Date: June 16, 2017	Effective Date: June 16, 2017

Each program director is responsible for assessing and monitoring a resident's/fellow's academic and professional progress in the areas of:

- Medical Knowledge
- Clinical Competence in Patient Care
- Interpersonal and Communication Skills
- Professionalism (includes absence of impairment)
- Attitudes
- Practice-Based Learning and Improvement
- Systems-Based Practice
- Adherence to program, departmental, institutional and hospital policies and procedures

Failure to perform adequately in any of these areas may result in corrective action, up to and including termination. If a resident/fellow is not progressing appropriately, the program has a responsibility to inform the resident/fellow of the deficiency and provide him/her with an opportunity to correct the deficiency. At times it is possible and appropriate for the program to provide extra assistance or educational experiences for the resident/fellow to aid in this. It is ultimately the resident's/fellow's responsibility to take the steps necessary to meet expectations.

Notice of Deficiency (FEEDBACK)

Structured Feedback: All residents and fellows should be provided routine verbal and written feedback that is consistent with their educational program. Some examples of feedback techniques include verbal feedback (from supervising faculty and program director), rotation evaluations, semi-annual evaluations, summative evaluations, as well as input from patients, ancillary staff or the program's clinical competence committee. Feedback regarding serious deficiencies should be outlined for the resident/fellow, either in an evaluation form or a letter of concern.

Letter of Deficiency: If the program director deems that routine structured feedback is not effecting the necessary improvement, or if the program director determines that the deficiency is significant enough to warrant something more than routine feedback or a letter of concern, the program director may elect to issue a "Letter of Deficiency." This letter provides the resident/fellow with a) *notice of the deficiency*; and b) *an opportunity to correct the deficiency*. As much as possible, a Letter of Deficiency should describe the observed deficiency(ies), and the expected academic standard. The Letter of Deficiency should also include a timeline for reassessment or reevaluation.

A Letter of Deficiency must be cosigned by the program director and the DIO/chair of the GMEC.

The program director will continue to provide the resident/fellow with feedback consistent with the Letter of Deficiency. At each designated period of reassessment, the program director will notify the resident and the DIO/Chair of GMEC in writing that the Letter of Deficiency has been continued or resolved.

Failure to Correct the Deficiency(ACTIONS): If the program director determines that the resident/fellow has failed to satisfactorily correct the deficiency and/or improve his/her overall performance to an acceptable level, the program director, with input from the clinical competence committee, may elect to take further action which may include one or more of the following steps:

- Non-promotion to next PGY level
- Repeat of a rotation(s) that extends the required period of training
- Non-renewal of resident's/fellow's contract
- Termination from the residency/fellowship program
- Suspension (other than for contractual or employment obligations)

A decision not to promote a resident/fellow to the next PGY level, to extend a resident's/fellow's defined period of training, to not renew a resident/fellow's contract, and/or to terminate the resident's/fellow's participation in a residency/fellowship program (Action(s)) may require disclosure to others upon request, including but not limited to privileging hospitals, licensure or specialty boards.

If a resident/fellow is subject to an Action, he/she must be notified of this in writing, such notification must be signed by the Program Director and the DIO/Chair of GMEC. Any resident/fellow who is not being promoted, or whose contract is not being renewed should be notified of this in writing pursuant to the time period set forth in his/her resident agreement. A non-renewal or termination of contract must be reported to the Illinois Department of Financial and Professional Regulation by the institution and program.

Due Process and Request for Review:

A resident/fellow who is subject to an Action may request a review of the decision as described in the Due Process and Resident Complaint Policy. A copy of the Due Process and Resident Complaint Policy should be given to any resident/fellow who is subject to an Action.

Letter of Deficiency Template

*Items in italics are for direction or examples only.
Any italicized items should be removed before letter is printed.
Letter must be printed on Letterhead*

This template is provided to ensure that the LOD contains all of the necessary elements. It is appropriate (and often helpful for the resident) if the letter is personalized with expressions of support or encouragement.

Date:

Dear Doctor _____:

I. NOTICE OF DEFICIENCY

This letter is to notify you that you are being given structured feedback in the form of a Letter of Deficiency, due to insufficient progress in the competency areas of:

(Examples: Medical Knowledge; Patient Care; Interpersonal Communications Skills; Professionalism; Attitudes; Practice Based Learning and Improvement; Systems Based practice; Adherence to program, departmental and institutional policies and procedures.)

These concerns have been previously discussed with you on *(dates)*. *(If previous verbal or written warnings have been given, include here)* This assessment of your progress is based on the following:

List or describe behavioral observations, concerns, events, etc.

The expected standard for your level of training is that you should:

List or describe expectations that correspond to deficiencies.

II. OPPORTUNITY TO CORRECT DEFICIENCY

It is ultimately your responsibility to take the steps necessary to meet expectations. To assist you in meeting the expectations, the following help will be organized.

(examples listed below, if applicable)

- *You will repeat the following rotations:*
- *You will be assigned a mentor.*
- *The chief resident will meet with you weekly to go over board prep questions.*

You will be reassessed *(when)*. Your progress will be assessed via the following parameters:

- Satisfactory performance as assessed by the CCC
(other examples listed below)
- *Attendance and punctuality for all clinical and educational activities*
- *Timely and satisfactory completion of all rotational requirements, including medical records and procedure logs*
- *Prompt and professional response to all emails, pages, etc.,*
- *Absence of patient or staff complaints*

If you have demonstrated significant improvement at that time, this Letter of Deficiency may be resolved, modified or continued. *If promotion status is known, it is appropriate to address here.* If you are not achieving expected standards, this Letter of Deficiency may be modified and/or continued, or other action as determined by faculty may be taken, up to and including termination from the program. This Letter of Deficiency will remain in effect until you are notified that one of the above steps is taken.

(Please note that if a resident's contract will not be renewed or if a resident will not be promoted to the next level of training, the resident must be given at least four months notice (all residents who began training before 2015) or 60-days notice (all residents starting 2015 and after). Programs need to make any decisions regarding resident progress and advancement with this standard in mind.)

Program Director

Date

Karen Broquet, MD
Chair, GMEC

Date

By signing the below, I acknowledge receipt of this letter *(and a copy of the current SIU Due Process and Resident Complaint Policy, if applicable).*

Resident

Date

[(Note - this template is appropriate when a resident has not corrected the deficiency with structured written or verbal feedback, or if the nature of the deficiency is significant and/or there is any indication of suspicion that failure to correct will result in a reportable action (i.e. remediation, non-renewal of contract, termination, etc.)]

If a resident is given notice of any reportable action (non-promotion, non-renewal of contract, termination, etc.) it MUST be accompanied by a copy of the SIU Due Process & Resident Complaint Policy and reflected in the resident's signature line. Please consult with the DIO.