Scope
The policy applies to all residency and fellowship programs at CCHS.

Purpose:
The Sponsoring Institution has a policy regarding the process for administration of Probation, Remediation and Summary Suspension applicable to all graduate medical education programs.

Policy and Guidelines

**Academic Probation:** The Program Director shall be authorized to place a resident/fellow on academic probation. This may include a recommendation from the residency/fellowship or College Faculty. Grounds for academic probation include performance judged to be unsatisfactory for the resident/fellow's level of training, unprofessional attitudes or conduct, issuance of a warning or reprimand, or failure to comply with institutional and/or program policies and procedures. Academic Probation will be accompanied by a remediation plan (see below).

**Administrative Probation:** The Program Director shall be authorized to place a resident/fellow on administrative probation for violations of the eligibility standards for becoming and remaining a resident/fellow in the training programs, as outlined in the Eligibility, Recruitment, Appointment and Promotion, Renewal and Dismissal Policies. This may include a recommendation from the residency/fellowship or College Faculty. Grounds for administrative probation include, but are not limited to, failure to complete the employment physical (if applicable), issuance of a warning or reprimand, failure to obtain certification in all Advanced Life Support Courses, failure to meet deadlines for obtaining passing scores for USMLE Steps 2 and 3, and/or failure to meet the deadline for obtaining the appropriate Alabama medical license, controlled substance (Federal and State). Administrative Probation will be accompanied by a remediation plan (see below).

**Remediation:** In all such cases of academic or administrative probation, resident/fellows will be placed on a remediation plan. Remediation refers to an attempt to correct deficiencies which, if left uncorrected, may lead to a suspension, non-reappointment, non-promotion, dismissal or other adverse action. In the event a resident/fellow’s performance, at any time, is determined by the Program Director to require remediation, the Program Director shall notify the resident/fellow in writing of the need for remediation. A written remediation plan will be developed that outlines the terms of remediation and the length of the remediation process. Failure of the resident/fellow to comply with the remediation plan may result in suspension, non-reappointment, non-promotion, dismissal or other adverse action.

A resident/fellow who is dissatisfied with a Program Director’s decision to issue a warning or reprimand, impose a remedial program, or impose probation may appeal that decision to the Assistant Dean of Medical Education to discuss the basis of the resident/fellow’s dissatisfaction within 10 working days of receiving the Program Director’s decision. If resident/fellow fails to follow the above time line, the resident/fellow will automatically waive their right to further appeal. The decision of the Assistant Dean of Medical Education shall be final.
Summary Suspension: The Program Director, or designee (acting with the full knowledge of the Program Director) shall have the authority to summarily suspend, without prior notice, all or any portion of the resident/fellow’s appointment and/or privileges granted by The University of Alabama or any other resident/fellow training facility, whenever it is in good faith determined that the continued appointment of the resident/fellow places the safety of University or other training facility patients or personnel in jeopardy or to prevent imminent or further disruption of University or other resident/fellow training facility operations.

Except in those cases where suspension occurs as part of other appealable disciplinary actions, within two working days of the imposition of the summary suspension, the Program Director will hand-deliver written reason(s) for the resident/fellow’s summary suspension. The written statement shall be delivered to the resident/fellow and the Associate Dean for Academic Affairs. In those other appealable cases, the Due Process Policy applies. The resident/fellow will have five working days upon receipt of the written reasons for Suspension to present written evidence to the Associate Dean for Academic Affairs in support of the resident/fellow’s challenge to the summary suspension. A resident/fellow who fails to submit a written response to the Associate Dean for Academic Affairs within the five work-day deadline waives his/her right to appeal the suspension. The Associate Dean for Academic Affairs shall accept or reject the summary suspension or impose other adverse action. Should the Associate Dean for Academic Affairs impose adverse action that could significantly threaten a resident/fellow’s intended career, the resident/fellow may utilize the Due Process Policy.

The training program may opt to retain the services of the resident/fellow or suspend the resident/fellow with or without pay during the appeal process. Suspension with or without pay cannot exceed 90 days, except under unusual circumstances.

In any case of a potential conflict of interest on the part of the Program Director or Associate Dean for Academic Affairs, the Chair of the Graduate Medical Education Committee and the Dean of the College will select an appropriate replacement.

Related Policies: Due Process