

Title:	Probation and Suspension Policy	Index Number:	OBSTETRICS-Residency Program-002		
Scope of application:	Housestaff	Original:	Last Review:	Next Review:	
		30.05.2013	08.04.2019	08.04.2022	

1. Policy

- 1.1. Probation:** If, after documented counseling, a resident is not performing at an adequate level of competence, demonstrates unprofessional or unethical behavior, engages in misconduct, or otherwise fails to fulfill the responsibilities of the program in which he/she is enrolled, the resident may be placed on probation by the program director or the Clinical Competency Committee (CCC).
- 1.2. Suspension:** May be imposed for conduct that is deemed to be grossly unprofessional, incompetent, erratic, potentially criminal or threatening to the well-being of patients, staff or the resident.

2. Purpose

- 2.1.** To assure and protect physician well-being and patient safety.

3. Procedure

- 3.1. Probation:** The resident must be informed in person of this decision and must be provided with a probation letter which includes the following:
- 3.1.1.** A statement of the grounds for probation, including identified deficiencies or problem behaviors.
 - 3.1.2.** The duration of probation which ordinarily will be at least three months.
 - 3.1.3.** A plan for remediation and criteria by which successful remediation will be judged.
 - 3.1.4.** Notice that failure to meet the conditions of probation could result in extended probation, additional training time, and/or suspension or dismissal from the program during or at the conclusion of the probationary period.
 - 3.1.5.** Written acknowledgment by the resident of the receipt of the probation document.
 - 3.1.6.** The status of a resident on probation should be evaluated by the committee at 3 months. If, at the end of the initial period of probation, the resident's performance remains unsatisfactory, probation may either be extended or the resident may be suspended or dismissed from the program.
 - 3.1.7.** Probationary actions must be reported to the Graduate Medical Education (GME) Office. Probation documents must be forwarded to the GME Office for review before they are issued.
- 3.2. Clinical Suspension**
- 3.2.1.** A resident may be suspended from clinical activities by the program director and/or department chair.
 - 3.2.2.** This action may be taken in any situation in which continuation of clinical activities by the resident is deemed potentially detrimental or threatening to patient safety or the quality of patient care. Unless otherwise directed, a resident suspended from clinical activities may participate in other program activities.
 - 3.2.3.** A decision involving suspension of clinical activities of a resident must be reviewed within three working days by the CCC to determine if the resident

may return to clinical activities, and/or whether further actions is warranted (including, but not limited to, counseling, probation or dismissal).

3.3. Program Suspension

- 3.3.1.** A resident may be suspended from all program activities and duties by the program director, the CCC, the department chair, the Associate Dean of Clinical Affairs or GME or the Dean of the School of Medicine.
- 3.3.2.** Program suspension may be imposed for conduct that is deemed to be grossly unprofessional, incompetent, erratic, potentially criminal or threatening to the well-being of patients, staff or the resident.
- 3.3.3.** A decision involving program suspension of a resident must be reviewed within three working days by the CCC to determine if the resident may return to some or all program activities and duties and/or whether further action is warranted (including, but not limited to, counseling, probation or dismissal).

3.4. Dismissal During or at the Conclusion of Probation

- 3.4.1.** Probationary status in a residency program constitutes notification to the resident that dismissal from the program can occur at any time (i.e. during or at the conclusion of probation).
- 3.4.2.** Dismissal prior to the conclusion of a probationary period may occur if conduct, which gave rise to probation, is repeated or if grounds for program suspension or summary dismissal exist.
- 3.4.3.** Dismissal at the end of a probationary period may occur if the resident's performance remains unsatisfactory or for any of the foregoing reasons.
- 3.4.4.** Prior to dismissal, the GME office must be notified of any dismissal of any resident during or at the conclusion of a probationary period.

3.5. Summary Dismissal



- 3.5.1.** For serious acts of incompetence, impairment, or unprofessional behavior, the CCC may immediately suspend a resident from all program activities and duties for a minimum of three days and, concurrently, issue a notice of dismissal effective at the end of the suspension period.
- 3.5.2.** The resident does not need to be on probation, nor at the end of a probationary period, for this action to be taken.
- 3.5.3.** The resident must be notified in writing of the reason for suspension and dismissal. He/she must have an opportunity to respond to the action before the dismissal is effective, and be given a chance to appeal through the GME office.
- 3.5.4.** Prior to dismissal, the GME office must be notified of any dismissal of any resident during or at the conclusion of a probationary period.

3.6. Appeals

- 3.6.1.** In the event a resident is not promoted or is dismissed from a program, the resident may appeal such non-promotion and dismissal.

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4. Signatures

Reviewed and Concurred by	Name	Signature	Date
Professor and Chairperson, Department of Obstetrics and Gynecology	Anwar Nassar, MD		April 8, 2019
Associate Professor and Residency Program Director, Department of Obstetrics and Gynecology	Fadi Mirza, MD, FACOG		April 8, 2019