POLICY – CRITERIA AND PROCESSES FOR DISCIPLINE, REMEDIATION, AND DISMISSAL OF RESIDENTS

It is the policy of the Department of Urology that due process be afforded to all residents in manners of performance of their duties and in the residency training program. As such, as noted above, the evaluation of residents is a day-to-day ongoing effort. It is anticipated that improvements in technical skills, cognitive, and interpersonal skills will continue to improve through the training program and that faculty are integral factors in that improvement process.

However, should issues arise regarding resident performance, a stepwise process begins with the goal of creating a remedy for the problem. Should steps be undertaken to remedy problems that are identified for an individual resident, at each step, extensive documentation is prepared. At each step, the resident shall be provided a copy of this documentation and shall sign a copy for his or her files. The first step, upon recognition of failures of a resident to meet the training or performance standards of the program, is for immediate faculty feedback. This may take the form of an on-the-spot correction or a private conference. Should problems persist, the faculty member may repeat counseling and report the deficiency to the Site Supervisor, who may further counsel the resident. Should it be determined that the informal counseling is ineffective, the following step is a formal meeting with the Program Director who will determine the need for any further action or remediation. If necessary a formal plan of action or remediation will be developed and presented to the resident. This will include a time frame for completion of the required elements. During this time the resident will be considered on Administrative Status. If after the administrative status period expires, the resident has not completed the requirements a formal request for Probation will be sent to the GMEC. This request is submitted to the GME Committee of UTHSCSA and includes: a detailed summary of the problems with the resident that led to the request; the recommended remedy; a period of time for probation (generally not to exceed 90 days); and a metric to be used to determine if the resident has achieved an adequate improvement in performance. Generally, at the time of a request for probation, the resident will be assigned a faculty mentor to assist him or her in the efforts to achieve a satisfactory performance. The faculty mentor cannot be the Residency Program Director. It should be extremely rare that a second period of probation is requested after a first period but a request for extension can be made under extenuating circumstances and only upon approval of the UTHSCSA GME Committee. Should a resident be found to have not progressed sufficiently during the probationary period, a request for dismissal may be referred to the GME Committee. All teaching faculty members of the Department of Urology will participate in each step of this process.