

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY**

PROMOTION, APPOINTMENT RENEWAL AND DISMISSAL

Purpose

To establish guidelines for the promotion and/or renewal of a resident's/fellow's appointment in one of the Conemaugh Memorial Hospital resident/fellowship programs.

Applies To

All Conemaugh Memorial Medical Center Graduate Medical Education training programs.

Policy

Graduate medical education programs will use recommended standards/criteria for promotion of residents/fellows.

Procedure

- A. The final responsibility for the decision to promote the resident/fellow rests with the program director.
- B. The program director with input from the Clinical Competency Committee will make the decision to promote the resident/fellow using performance criteria including:
 1. Written evaluations of rotations
 2. Proficiency exam scores
 3. Input from faculty, and
 4. Input from other appropriate sources
- C. The program director will consider guidelines set by:
 1. The appropriate educational accrediting organizations,
 2. Specialty board guidelines,
 3. Institutional resources,
 4. Relative merit of individual compared to other trainees, and
 5. Program guidelines in making the decision
- D. The program must provide a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed
- E. A program must follow the Disciplinary Action Policy when the resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed.
- F. Residents/fellows should be provided with the Due Process Policy that relates to suspension, non-renewal, non-promotion; or dismissal regardless of when the action is taken during the appointment period.

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References

IR: 4.4 (Promotion, Appointment Renewal and Dismissal)

GMEC Revision: 2/2001, 1/2016, 3/2018; 2/2026

GMEC Reviewed and Approved: 5/2009; 2/19/2026