



CRITERIA FOR SELECTION, EVALUATION, REAPPOINTMENT, AND DISMISSAL OF RESIDENTS (CSERDR)

In this document, the term resident refers to both residents and fellows.

I. Eligibility and Selection of Residents for Appointment

Geisinger and its sponsored residency programs adhere to the guidelines published by the Accreditation Council on Graduate Medical Education (ACGME) and other relevant accrediting bodies with respect to the eligibility and selection of residents for appointment

Eligible applicants will be selected for appointment on the basis of preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, as well as the satisfaction of any program-specific criteria. Eligible applicants' previous records and accomplishments are also considered when selecting eligible applicants for appointment to the various programs. Programs must not discriminate with regard to sex, age, race, religion, color, national origin, disability, veteran status, or any other legally protected status.

Appointment of a selected applicant is expressly conditioned on satisfaction of all conditions of appointment and execution of a Geisinger Resident Agreement.

II. Appointment Process

A. Conditions of Appointment

Appointment is conditioned upon the following:

- Successful completion of a pre-employment drug and nicotine screening, background screenings/clearances, and proof of required vaccinations or approved exemption(s).
- Appropriate licensure from the Pennsylvania State Board of Medicine or Pennsylvania State Board of Osteopathic Medicine or other applicable body prior to appointment. The resident is responsible for obtaining the appropriate license for their training program. If appropriate licensure cannot be obtained within 45 days of the resident's first day of scheduled employment, Geisinger has the right to terminate the contract.
- Compliance with the regulations promulgated by the U.S. Department of Homeland Security for all residents in training within the United

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States on a Visa.

a. Securing a Visa is the responsibility of the applicant.

- Verification of any prerequisite training. It is the responsibility of the applicant to ensure the program sends a summative evaluation to the program administrator of their new Geisinger program.

B. Offer of Appointment

Acceptance into a residency program will be communicated to the applicant in writing, and the applicant will be provided a resident agreement for execution at that time. The resident agreement will specify the conditions and terms of the appointment, Geisinger benefits, and will include, in part, the following information:

- The residency program in which the resident is appointed.
- The beginning date and ending date of the period of appointment. The period of appointment shall not exceed twelve (12) months, with renewal dependent upon performance and the requirements of the residency program.
- Statement that renewal of appointment shall be dependent upon achievement of performance standards and requirements of the residency program.
- The current stipend for the appointment.

III. Evaluation Procedure

- A. Periodic, formative, comprehensive, and written review and evaluation of residents will be conducted at least semi-annually, under the direction of the program director. The evaluation will assess the resident's progress in achieving the six core competencies by the ACGME. For non-ACGME programs, the evaluation will assess the resident's progress in achieving the competencies set forth by the accrediting body.

In addition, evaluation of residents will include other factors deemed necessary or desirable by Geisinger to complete the requirements of the program or maintain good standing in the institution, including—but not limited to—knowledge, clinical competence, professional conduct, and interpersonal skills.

The process will (to the extent reasonably possible) provide early identification of deficiencies in knowledge, skills, or professional character and allow appropriate remedial action to enable a resident to satisfactorily complete the requirements of the program.

- B. Program directors will use multiple assessors and methods in compliance with accrediting body requirements. Program directors or faculty advisors will provide timely feedback to residents.
- C. A Program's Clinical Competency Committee (CCC) or appropriately designated body shall meet at least twice each academic year (July 1-June 30). This is to conduct an Annual Summative Evaluation and/or Final Evaluation of each resident to review performance and make recommendations to the program director(s) regarding their ability to continue in the program and/or advance to a higher level of responsibility.
- D. The results of all resident evaluations will be kept on file. The evaluations will be available for the resident's inspection at a mutually convenient time during normal business hours.

IV. Renewal of Appointments

- A. In the event the resident intends not to seek renewal of the agreement for a subsequent year of residency, the resident shall furnish the program director written notice of such intent no less than ninety (90) days prior to the expiration of the agreement.
- B. Program director(s) will consider CCC or designated body's recommendations regarding the resident's ability to continue in the program and/or advance to a higher level of responsibility and decide whether to renew the resident agreement and/or promote the resident to the next level of training.
- C. In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training, the program director must provide the resident with a written notice of intent to not renew or not promote no later than four months (120 days) prior to the end of the resident's current agreement. If the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, the program director must provide the resident with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement.
- D. Medical residents who are required by the Pennsylvania State Board of

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Medicine must receive a passing Step 3 exam score (USMLE or COMLEX) prior to the beginning of their third year of training to be eligible for a PGY 3 training license.

- a. USMLE Step 3 or COMLEX 3 will only be paid (one time) by Geisinger if taken as a PGY 1 resident or in the resident's 1st year of training at Geisinger (if entering an advanced year program).
- E. A program director recommendation for non-renewal or non-promotion may be appealed per the process outlined in section VII.
- F. If Geisinger intends not to renew a resident's contract due to closure of a training program, procedures as set forth in the Policy on Residency Program Closure/Reduction will be followed.

V. Grievance Procedure

- A. Each graduate medical education program must have a process for adjudicating complaints or grievances relevant to the program.
- B. Residents are encouraged to seek resolution of grievances relating to assigned duties. "Grievance" means any difference between the resident and Geisinger with respect to the interpretation, application of, or compliance with the provisions of the resident agreement. The grievance procedure is as follows:
 - Resident to program director– A resident with a grievance is urged to first discuss it with the program director within **ten (10)** working days following the date of the incident or problem. The program director shall determine the issues involved, applicable facts, and the resolution requested by the resident. The program director shall respond to the grievance verbally within **ten (10)** working days.

In situations when the concern relates to the program director, and the resident believes that it cannot be presented to the program director, the resident may present the grievance directly to the Designated Institutional Official (DIO) or designee for guidance.

- Resident to DIO – If, after discussion with the program director, the grievance is not resolved to the satisfaction of resident, the resident has the option to present the grievance to the Designated Institutional Official or designee within **ten (10)** working days after the program director provides a verbal response to the grievance as provided for by section V.B.1 above. The DIO or designee may interview those individuals he/she may consider relevant to the grievance in order to investigate the issues presented.

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The DIO or designee will meet with the resident and attempt to resolve the grievance. The DIO or designee will respond to the grievance in writing within **ten (10)** working days of their last meeting.

VI. Dismissal of Residents

Residents who are recommended for dismissal are to be referred to the Geisinger Center of Professionalism and Wellbeing as a support resource.

- A. When any of the below causes for dismissal arise, the program director may recommend dismissal to the DIO, or designee. The recommendation for dismissal will fall within one of three categories:
1. Academic Dismissal
 - a. Lack of appropriate progress in current level of training.
 2. Non-Academic Dismissal
 - a. Unable to attain/maintain appropriate medical license for their training level, visa or other required documents to perform the duties as a resident physician.
 3. Misconduct
 - a. An event or conflict of interest that is clinical or non-clinical in nature that is in violation of the standards described in the Geisinger Code of Conduct – or of any Geisinger Policy.
- B. A resident may be dismissed for cause during an appointment period. Examples of cause for dismissal include, but are not limited to, the following:
- Academic Dismissal
 - Lack of evidence, in Geisinger’s sole opinion, of continuing self- education.
 - Lack of progress, in Geisinger’s sole opinion, in developing clinical competency.
 - Failure of successful remediation plan.
 - Non-Academic Dismissal
 - Failure to attain/maintain visa or other required documents to perform the duties of a resident physician
 - Misconduct
 - Failure to meet, in Geisinger’s sole opinion, the performance or conduct standards of the program.
 - Violation, in Geisinger’s sole opinion, of (a) the rules and

regulations of Geisinger (including Geisinger's Code of Conduct); or, (b) the direction(s) of the program director, or of the director or coordinator of the service to which the resident is assigned.

- Abuse, sexual harassment, or assault of any individual.
- Refusal of evaluation for suspected impairment that impacts performance as described in the Geisinger Provider Health Policy (4.43).
- Refusal of rehabilitation for a diagnosed impairment that impacts performance. Any conduct, in Geisinger's sole opinion, which is or would be detrimental to Geisinger operations, activities, or interests.
- Deficiencies, in Geisinger's sole opinion, in maintaining current medical records.
- Persistent strife, in Geisinger's sole opinion, in interpersonal relations in the workplace.
- Any breach of the resident agreement.
- Failure to adhere, in Geisinger's sole opinion, to Geisinger rules and regulations pertaining to password-protected secured information, patient confidentiality, and to HIPPA regulations.

- C. The DIO or designee will review and provide a recommendation of support, or denial, of the program director's recommendation for Academic Dismissal and Non-Academic Dismissal recommendations. The DIO shall give written notice of their decision related to dismissal to the resident and program director. The dismissal notice shall include a summary of the cause for dismissal and shall advise the resident of the right of appeal provided by this policy (Section VII).

If circumstances warrant, the program director may immediately relieve the resident from the performance of further professional duties, pending the outcome of the review referred to above, by placing the resident on suspension with pay. Once the recommendation is reviewed by the DIO, the suspension with pay ceases, and the resident is either dismissed without pay or directed to

resume performance of professional duties with pay.

- D. Individuals recommended for dismissal or termination due to misconduct will process through the Geisinger Human Resource.

If circumstances warrant, the program director may immediately relieve the resident from the performance of further professional duties, pending the outcome of the review referred to above, by placing the resident on suspension with pay. Once processed through Human Resources the, the suspension with pay ceases, and the resident is either dismissed without pay or directed to resume performance of professional duties with pay.

Appeal Process for Decision to Not Renew Resident Agreement, Not to Promote, and Academic or Non-Academic Dismissal Recommendation

- E. A decision to not renew an appointment, to not promote a resident, or to dismiss a resident for academic or non-academic reasons may be appealed. The resident shall have **ten (10)** business days from the notification by the Designated Institutional Official (DIO) or designee, within which to request an appeal of the decision to the GMEAC.

- The GMEAC will consist of the Chief Medical Officer or appointee, Associate Designated Institutional Official or appointee, Graduate Medical Education Director or appointee, two GMEC voting members.
- The GMEAC, upon written receipt of an appeals request, will meet with the resident. No additional individuals may meet with the panel at this time. The GMEAC will review the appeal request and make a final decision to affirm or deny the resident dismissal of the DIO. The decision of the GMEAC is final.

To be effective, such a request with all supporting documentation must be in writing, received by the Director of Graduate Medical Education with a focus on Accreditation, with a copy to the Associate Designated Institutional Official, within the required **ten (10)** business day period of the DIO notification; otherwise, the resident shall be deemed to have waived any further entitlement to review and the decision to not renew an appointment, to not promote or for dismissal shall be final.

- F. In the case of a recommended dismissal, if an appeal is filed, the dismissal will be suspended pending the conclusion of the appeal with pay. However, when the cause for dismissal creates reasonable grounds to believe that there is a threat to the safety of patients, the resident, or other persons or property, or a threat to disrupt the essential operations of Geisinger, the GMEAC may direct that all or part of the resident's duties be suspended with pay, pending the

conclusion of the appeal.

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