

**INOVA FAIRFAX MEDICAL CAMPUS  
GRADUATE MEDICAL EDUCATION POLICY**

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**Institutional Policy on the Promotion of House Officers**

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**I. Purpose**

To establish a policy for all post-graduate training at Inova Fairfax Medical Campus for use in the promotion and/or re-appointment of house officers to the next level of post-graduate training.

**II. Scope**

This policy will apply to all graduate medical education programs at Inova Fairfax Medical Campus. This policy should provide minimum criteria for promotion. More detailed promotion criteria are delineated in the departmental policy(s).

**III. Definitions:**

- A.** House Officer/House Staff– Refers to all interns, residents and fellows enrolled in a post-graduate training program at Inova Fairfax Medical Campus.
- B.** Post-Graduate Training Program – Refers to a residency or fellowship educational program.
- C.** Clinical Competency Committee- A faculty committee that reviews all house officer evaluations, prepares and assures the reporting of Milestones evaluations to the ACGME and advises the program director regarding resident progress, including promotion, remediation, and dismissal.
- D.** Remediation – The process of correcting or remedying.
- E.** Probation – A formal level of academic or professional discipline.
- F.** Non-promotion – The delay of promotion to the next training level.
- G.** Non-renewal – Termination of a house officer’s employment agreement at the conclusion of the contract period, but prior to the completion of residency training.
- H.** Dismissal – The act of severing employment prior to the expiration date of the house officer’s contract.

**IV. Responsibilities/Requirements**

- A.** The decision to re-appoint and/or promote a house officer to the next level of training is in the sole discretion of the Hospital in consultation with the program director and is expressly contingent upon several factors, including, but not limited to the following:
  - 1.** Satisfactory completion of all training components consistent with the level of training;
  - 2.** Satisfactory completion (pass) of USMLE II / COMLEX II (NBPME II for podiatry residents) no later than the end of the PGY-1 training year;

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3. Satisfactory completion (pass) of the USMLE III / COMLEX III (NBPME III for podiatry residents) by no later than the end of PGY-2 training year;
  4. Satisfactory performance evaluations;
  5. Satisfactory case logs where applicable for their specialty;
  6. The availability of a position;
  7. Full compliance with the House Officer Agreement (contract);
  8. The continuation of the Hospital's and Program's accreditation by the ACGME/CPME;
  9. The recommendations of the training program Clinical Competency Committee (CCC);
- B.** Each ACGME accredited program must determine specific criteria for promotion and/or renewal of a House Officer appointment for their specialty. The program must communicate and review said criteria with the trainees annually.
- C.** In the event a Program Director determines not to renew a House Officer's Agreement (contract), the Office of Graduate Medical Education (GME) must be notified. The Program Director and Hospital will provide the house officer written notice of its intent not to renew the House Officer Agreement (contract) for the following academic year no later than four (4) months prior to the end of the contract year. However, if the primary reason for such action occurs within four (4) months prior to the end of the Agreement (contract), the Hospital shall ensure that the house officer is provided with as much written notice of its intent not to renew the Agreement (contract) for the following academic year, (refer to Non-Renewal Policy).
- D.** Any house officer pending promotion due to academic performance should be placed on either Departmental Remediation or Institutional Probation (refer to Evaluation and Fair Hearing Policies).
- E.** The Office of GME will provide the house officer with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion, or dismissal. (Refer to Fair Hearing Policy).