

SUBJECT	NUMBER
TERMINATION/DISMISSAL OF TRAINEE	GME-14 Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
KEY WORDS	EFFECTIVE DATE
Conduct, Dismissal, Hearing, Termination	July 1, 1999
CATEGORY	LAST REVIEW DATE
Human Resources (HR)	January 2021
MANUAL	NEXT REVIEW DATE
Graduate Medical Education	January 2024
ISSUED BY	ORIGINATION DATE
Graduate Medical Education	July 1, 1999
APPLICABLE	RETIRED DATE
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental trainees. The term “trainee” applies to residents and fellows.	Not Applicable
REVIEW RESPONSIBILITY	CONTACT
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

PURPOSE

To establish a policy for all post-graduate training programs within HealthPartners Institute (the “Institute”) to use in the termination of trainee’s employment prior to the date of expiration of the trainee’s contract.

SCOPE

This policy applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

All information contained in this policy shall be used as minimum criteria for dismissal. More detailed termination/dismissal criteria shall be delineated by each clinical department in its respective Departmental Termination/Dismissal Policy.

DEFINITIONS

Remediation — The process of remedying or correcting performance that does not meet expected performance standards.

Institutional Probation — A formal level of academic or professional discipline.

Termination — The act of severing employment prior to the date of expiration of the trainee’s contract.

RESPONSIBILITIES/REQUIREMENTS

Termination of a trainee’s employment prior to the established expiration date of his/her contract may be voluntary or involuntary and must follow the processes and guidelines outlined below.

A. Voluntary Termination/Resignation

1. If a trainee desires to terminate his/her employment, he/she must submit a letter of resignation to the Program Director stating the reason(s) for the termination.
2. An interview may be requested by the Program Director and/or the DIO/Executive Director of Health Professional Education or their designee.

3. Termination must be approved by the Program Director..
4. Voluntary terminations will be reported to the DIO/Executive Director of Health Professional Education, or his/her designee, and to the Minnesota Board of Medical Practice (the "Board") in accordance with applicable law. The report will be submitted to the Board within ten (10) days.

B. Grounds for Discipline or Involuntary Termination

1. The trainee's employment may be terminated prior to their contract expiration date due to:
 - a) Academic or Professional Misconduct, including but not limited to engaging in conduct that:
 - (i) is detrimental to the safety of patients, employees, or others,
 - (ii) is detrimental to the delivery of quality patient care,
 - (iii) disruptive of the operations of any facility or other site to which the trainee has been assigned and rotates, or
 - (iv) violates the standards of professional conduct and ethics.
 - b) Unsatisfactory performance.
 - c) Abandonment of position/employment.
 - d) Any disciplinary action as set forth in applicable law of the State of Minnesota.
 - e) Failure to comply with:
 - (i) the policies of any facility or other site to which the trainee has been assigned and rotates, and any applicable department(s), and requirements of medical staff, thereof,
 - (ii) the terms and conditions of the resident contract.
 - g) Commission of an offense under federal, state or local laws or ordinances, which impacts upon the trainee's ability to appropriately perform his/her normal duties in the Program.
 - h) Failure to meet the expectations established by the Program Director as set forth in the Departmental Policy and Procedure Manual; which shall be provided to the trainee at the start of the Program.
2. The Program Director, after discussion with the DIO/Executive Director of Health Professional Education (or his/her designee), shall notify the trainee in writing of the decision to terminate the trainee's employment.
3. Upon notice of termination, the trainee has the right to request a Fair Hearing, as described in policy GME-13: Fair Hearing.
4. All involuntary terminations will be reported to applicable state licensing boards (the "Board") by the DIO/Executive Director of Health Professional Education (or his/her designee). The report will be submitted to the Board within ten (10) days of the involuntary termination. Such action is reportable at the time the change takes place with the trainee's privileges, not after the Fair Hearing Process.

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