

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

Institutional Policy on Nonrenewal

I. Purpose

To establish a policy for all post-graduate training at Inova Fairfax Medical Campus for use in termination of a house officer's employment at the conclusion of the contract period, but prior to completion of the post-graduate training program.

II. Scope

This policy will apply to all house staff participating in post-graduate training programs, whether accredited or unaccredited at Inova Fairfax Medical Campus.

III. Definitions

"House Staff/House Officer" - refers to interns, residents and fellows enrolled in post-graduate training programs.

IV. Responsibilities and Requirements

- A.** Failure in performance to progress academically or professionally may result in non-renewal of a house officer's contract.
- B.** Evaluations by the teaching faculty must be considered when a Program Director decides not to renew a house-officer's contract.
- C.** Prior to the decision to non-renew a house officer's contract, the house officer should be placed on either Departmental Remediation or Institutional Probation.
- D.** The house officer should be formally apprised of their right to a Fair Hearing and Grievance procedures upon being notified of the decision to non-renew his/her contract.
- E.** The Office of Graduate Medical Education should be notified immediately upon a Department's decision not to renew employment of the house officer.
- F.** All communication to the house officer in question regarding the decision to non-renew the contract should be approved by the Office of Graduate Medical Education, in conjunction with Legal Affairs, prior to notifying the house officer.
- G.** The Hospital shall provide the house officer with written notice of its intent not to renew the Resident Agreement or enter into a new agreement for the following academic year no later than four (4) months prior to the end of the contract; provided, however, that if the primary reason for such action occurs within four (4) months prior to the end of the contract, the Hospital shall ensure that the house officer is provided with as much written notice of its intent not to renew the contract as the circumstances will reasonably allow prior to the end of the contract. In the event the House Officer receives such notice, the House Officer shall be allowed to implement the Hospital's grievance procedures applicable to house staff.