

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

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**Institutional Policy on Remediation and Probation**

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**I. Purpose**

The purpose of this policy is to define the progressive discipline process for house officers.

**II. Scope**

This policy will apply to all house officers participating in Inova sponsored graduate medical education programs.

**III. Definitions**

House Staff/House Officer – refers to all interns, residents and fellows enrolled in a post-graduate training program.

Remediation – the act or process of correcting.

Probation – a formal level of academic or professional discipline.

**IV. Responsibilities/Requirements**

**A. Disciplinary Action**

1. House Officers are expected to meet and adhere to academic, clinical and professional standards set forth by the Institutional and Program Requirements, as well as the Institution and the Department. If at any time a house officer exhibits unsatisfactory performance, remediation is necessary. In most circumstances, the house officer will continue to perform his/her daily duties during the remediation process.
2. Inadequate performance should be clearly communicated, in writing, to the house officer as early as possible, and at minimum, at the six-month formal evaluation.
3. If the Program Director deems it necessary, the house officer may be placed on one of two levels of discipline:
  - a) **DEPARTMENTAL REMEDIATION:** Any house officer whose performance is assessed to be unsatisfactory by the Program Director may be placed on Departmental Remediation.
    - (i) The Program Director shall notify the house officer in writing of the deficiencies noted in academic, clinical or professional performance.

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- (ii) A specific program for Departmental Remediation should clearly be identified, in writing, as well as criteria for successful completion of the remediation.
  - (iii) Departmental Remediation must be assigned for a specific period of time, not to exceed six (6) months in duration.
  - (iv) Upon successful completion of Departmental Remediation, the house officer will be removed from this disciplinary status. Documentation will remain part of the house officer's permanent file, but will only be disclosed upon written authorization of the house officer or through legal process.
  - (v) If the Departmental remediation is not successfully completed, the Remediation may be repeated for up to another six (6) month period, or the Program Director may increase the level of discipline to Institutional Probation (see below).
  - (vi) Departmental Remediation is not considered to be a reportable disciplinary action.
  - (vii) Assignment of Departmental Remediation is not grounds for a house officer to request a Fair Hearing.
- b) **INSTITUTIONAL PROBATION**: If a house officer fails to meet the requirements set forth in the Departmental Remediation, then Institutional Probation may result.
- (i) The Program Director shall notify the house officer in writing of the decision to place him/her on Institutional Probation status. This letter must be copied to the Office of Graduate Medical Education.
  - (ii) This letter should contain a very specific program for remediation, as well as goals and objectives for successful completion of the probation.
  - (iii) Institutional Probation must be assigned for a specific period of time, not to exceed six (6) months in duration.
  - (iv) Upon successful completion of Institutional Probation, the house officer will be removed from this disciplinary status. Documentation will remain part of the house officer's permanent file, but will only be disclosed upon written authorization of the house officer or through legal process.

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- (v) If the Institutional Probation is not successfully completed, the Probation may be repeated for another six (6) month period, or the house officer may be recommended for termination (Refer to the Policy for Termination and the Policy for non-Renewal of Contracts).
  - (vi) Assignment of Institutional Probation is considered to be grounds for a house officer to request a Fair Hearing (Refer to the Policy on the Fair Hearing Process).
4. In most circumstances, house officers should be placed on Departmental Remediation prior to being assigned to Institutional Probation. Egregious offenses, however, especially in the area of Professionalism, may lead to immediate Institutional Probation and/or termination.