



EASTERN VIRGINIA MEDICAL SCHOOL
DEPARTMENT OF OTOLARYNGOLOGY-HEAD AND NECK SURGERY

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POLICY ON PROMOTION AND REAPPOINTMENT OF RESIDENTS

(Revised March 2005)

The Program Director of the Department of Otolaryngology training program has the primary responsibility for monitoring the competence and professionalism of each of the program trainees, recommending necessary remedial educational activities, probationary status of trainees or other adverse actions, and recommending promotion and admittance to the specialty board examinations.

The program will provide a written summary performance review to each trainee at semi-annual intervals. The trainee will acknowledge receipt of each summary performance review by signing the review document.

Promotion to the next level of training and the corresponding reappointment contract are dependent on successful completion of the goals and objectives of the current post graduate year including, but not limited to, knowledge, skills, professional judgment, and professional behavior. **In addition, residents must meet the objectives as related to the General Competencies for the applicable PGY level.** Decisions on annual reappointment will be made by the program director in conjunction with the program's Education Committee and will be based on quality of performance and conduct.

The Department of Otolaryngology-Head & Neck Surgery recognizes that each resident acquires knowledge and develops clinical skills at a different pace. Furthermore, residents are exposed to disorders of the head and neck at different times during the course of their training. As a result, there is no designated number of procedures required for promotion. Rather, it is the responsibility of the Program Director to determine eligibility for promotion based on a review of each resident's progress and assessment tools, including, but not limited to, faculty evaluations, inservice examination scores, mock oral examination scores, operative experience, conference attendance, presentations, and research endeavors as related to the General Competencies for the applicable PGY level.

Trainees shall proceed from post graduate level to the next higher level of responsibility within the educational program unless the trainee:

- is released from the program;
- decides to voluntarily leave the program,
- has not completed the requirements for the current educational level;

CHILDREN'S HOSPITAL OF THE
KING'S DAUGHTERS
601 Children's Lane
Norfolk, VA 23507
(757) 668-9327

BON SECOURS DePAUL
MEDICAL CENTER
150 Kingsley Lane
Norfolk, VA 23505
(757) 889-6670

VIRGINIA BEACH OFFICE
933 First Colonial Road
Virginia Beach, VA 23454
(757) 422-9300

- performs below expected academic or personal standards as indicated by the program's established evaluation system, and notification of below standard performance is provided; and/or
- fails to remediate identified deficiencies during a probation period.

Trainees requiring additional time to complete the program may be required to do so in an unpaid status.

The program director must provide the trainee with written notice of intent not to renew the contract no later than four months prior to the end of trainee's current contract. If the primary reason(s) for non-renewal occur(s) within the four months prior to the end of the current contract, written notice of intent not to renew must be provided as soon as reasonably possible.

A trainee whose contract is not renewed must be informed that he/she has a right to use the institutional Grievance Procedures to appeal the decision.

John T. Sinacori, M.D.
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Department of Otolaryngology-Head and Neck Surgery

Barry Strasnick, M.D.
Chairman
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