

**SUNY Downstate Medical Center  
Health Science Center at Brooklyn  
Graduate Medical Education  
Policies and Procedures**

**TITLE:  
GME PROMOTION POLICY**

**Purpose:**

To establish a policy for all post-graduate medical programs of SUNY Downstate Medical Center regarding promotion of trainees and advancement in training level leading to completion of the training program. This policy amends the following currently existing policies: Policy on Appointment and Reappointment, Evaluation Policy and Procedure, Policy on Academic Deficiencies and Due Process, Policy on Completion of USMLE or COMLEX Examinations, and Policy on House Staff Post Graduate Year Levels.

**Scope:**

This policy applies to all programs and house officers (residents and fellows) participating in graduate medical education programs sponsored by SUNY Downstate.

**Definitions:**

*Due Process:* an individual's right to be adequately notified of any changes or proceedings involving him or her, and the opportunity to be meaningfully heard with respect to those proceedings.

*House Staff or House Officer:* refers to all interns, residents, fellows enrolled in post-graduate medical training or research program or activity. These terms may be used interchangeably.

*GME Program:* refers to a residency or fellowship educational program

*Promotion:* Progressing within a GME program to a more advanced training level or toward completion of the program generally requiring demonstration of increasing competency, and ability to function with progressive independence and assumption of greater responsibility.

**Policy:**

Through the course of training, a resident is expected to acquire increasing competence in the discipline in which he/she is training. Promotion to the next level of training (e.g. R-1 to R-2) is based on the achievement of program specific competence and performance parameters. These can include specific cognitive, clinical, technical, interpersonal and communication skills, professional behaviors and ethical conduct as determined by the program and/or the sponsoring institution, such as level appropriate completion of curricular objectives, mastery of clinical materials and/or technical skills, and requirement of completion of USMLE or COMLEX Examinations. Residents who satisfactorily meet all requirements for promotion in each year as well as expected specialty Milestones benchmarks are expected to be advanced to each successive level until all program requirements for graduation from the program have been completed. Promotion to successively higher levels within a training program shall be based on the decision of the Program Director who may be guided and informed by the program faculty or a committee of the faculty, such as a Clinical Competency Committee.

Programs must communicate to residents/fellows expectations of performance/achievement required for advancement. This can be done through appropriate program and/or rotation specific written curricula (paper or electronic) which are reviewed with residents at the

beginning of their training and/or in each individual year and/or at the start of each rotation or major assignment.

Non-renewal of appointment or non-promotion: In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training including graduation from the program, the program must provide the resident with a written notice of intent no later than four months prior to the end of the resident's current agreement. If the primary reason(s) for the nonrenewal or non-promotion occurs within the four months prior to the end of the current agreement, the program must provide the resident with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement. The DIO and GME Office must be informed of any decision to non-renew or non-promote a resident or fellow.

If a resident's performance has been significantly deficient and additional training time is required, the program director may elect to authorize an extension of the resident's contract. No resident may remain at the same level of training for more than 24 months, exclusive of leave. Funding for any such extension cannot be assured by the Sponsoring Institution, and it is the department's responsibility to make a good faith effort to acquire funding from available sources such as affiliated participating hospitals, grants, practice plan, etc. for any such extension. An extension of training does not ensure subsequent promotion or successful completion of a training program.

The training level within a residency or fellowship program may not necessarily correspond to the trainees post graduate year (PGY) level.

Residents are entitled to and must be informed of their right to receive due process and implement the grievance and appeals Due Process Policy if they receive written notice either of the intent not to renew their agreement(s) or of intent to not promote or not graduate the resident.

The Graduate Medical Education Committee reviews overall promotion activity and any adverse actions taken by programs as part of the program Annual Report process.

This policy does not apply to individuals appointed in a training track or to a program expected or intended to be of limited duration (e.g. one-year preliminary positions).

This policy is supplemental and not meant to not reduce or nullify any conditions set forth in other GME policies of SUNY Downstate.

***New Policy Addendum approved by GMEC 6/15/11. Effective immediately upon approval.***

Revised and updated 08/27/2015.

Revision reviewed and approved by GMEC: September 16, 2015.