

Due Process Policy
For Postgraduate Programs

The purposes of the following policies and procedures are to assure the effective and adequate training of postgraduate students, to provide for a fair method addressing those postgraduate students who have difficulty meeting training requirements, and to insure safe patient care by postgraduate students. The following are guidelines that are intended to be applied when there is a question about a progression in training with respect to academic, clinical, or disciplinary issues. *Postgraduate students are provided a copy of these guidelines at the beginning of their program and they are available on InsideSDM.*

1. Each Residency Program has designated a committee that addresses issues of postgraduate students promotion and probation. This committee considers evaluations and promotions. For the remainder of this description the committee will be referred to as the Evaluation and Promotions Committee. Membership on this committee will include the director and/or chairman, and the other members of the faculty as determined by the director and chairman. This committee is responsible for the fair application of these probation guidelines.
2. The Evaluation and Promotions Committee will gather and discuss written evaluation by teachers of each postgraduate student on a regular basis, not less frequently than every six months. These evaluations, which assess the knowledge skills and attitudes of each postgraduate student are first reviewed with the student by the evaluator and then submitted to the Evaluation and Promotions Committee. The program director then meets with each postgraduate student at least once every six months to review all the student's evaluations and a summary letter of this review are provided. The possible outcomes of each of these regular evaluation periods are:
 - a. Satisfactory or above satisfactory performance.
 - b. Performance which reveals areas of unsatisfactory performance requiring remediation.
 - c. Serious concern about the postgraduate student's overall performance requiring probation or dismissal.
 - d. Immediate and grave difficulties requiring suspension of the postgraduate student from clinical responsibilities.
3. For postgraduate students whose performance is satisfactory or better, and for those whose performance requires focal remediation, the procedures are self explanatory.

4. For postgraduate students whose performance evaluations reveal a level of difficulty requiring probation, the following guidelines apply:
 - a. The program director will meet with the postgraduate student to review the specific areas of deficiency. This review will include clear and detailed delineation of the problem areas that the postgraduate student has displayed.
 - b. The remediation plans will be clearly outlined. This will include specific additional provisions for help or remediation and will include the type of remediation and who will provide it. Examples of such remediation may include additional supervision, additional reading, modification of the postgraduate student's clinical responsibilities or counseling. These are only suggested areas of remediation and others may be included.
 - c. The length of probation, which usually should last from one to three months, will be specified, as will the specific improvements that are expected.
 - d. The three possible outcomes of a probation period are as follows:
 1. Removal from probation
 2. Continuation of probation
 3. Dismissal from training program
 - e. A letter outlining the above provisions of probation will be given to the postgraduate student, and a written response by the postgraduate student is expected. This response should include the postgraduate student's understanding of the problems prompting the probation and the terms of the probation and remediation. The department will decide if the response by the postgraduate student to the proposed probation is acceptable.
 - f. The postgraduate student's salary if any will be continued during the probation period
 - g. If dismissal results from the probation process, the postgraduate student will be informed of the fair hearing process.

5. The following are guidelines for suspension of a postgraduate student:
- a. Suspension is defined as the interruption of the postgraduate student's clinical and/or academic responsibilities due to an immediate and grave problem that results in serious danger to patients care or involves unethical conduct by the resident.
 - b. The duration of suspension will be limited to one week, during which time a special meeting of the Evaluation and Promotions Committee must be held to re-evaluate the reasons for the suspension. The postgraduate student's salary (if any) will be continued until this special meeting has been held.
 - c. The possible outcomes of a suspension are reinstatement of the postgraduate student, probation, or dismissal.

revised 2007