What Steps to Take When a Resident is Not Performing

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Evaluations

• Inform the resident of the goals and objectives

• Inform the resident of the evaluation process
  • When
  • By whom
  • CCC Committee
  • Semi-annual evaluation
  • Annual evaluation

• Resident must have access to the evaluations
Principles

- The deficiency must very specifically characterized
- An opportunity to correct the problem must be provided
  - This includes provision of a sufficient time (typically 3 months)
- A specific plan correction plan must be constructed
- The plan should be overseen by a specific faculty member
- A reasonable period of probation must proceed termination
  - Typically 3 months
- The resident must be informed of an unfavorable action by March 31.
A Concern is Raised: Meeting # 1

• PD formally meets with resident
  • Explain/discuss the deficiency

• Explain what will be evaluated in the interim and how
  • Schedule a follow-up meeting

• Written summary of meeting signed by PD and resident
Meeting # 2

• BEFORE THE MEETING
  • Review the evaluations and discuss with faculty
  • IF unfavorable, inform DIO
  • IF unfavorable, construct a remediation plan

• MEET WITH RESIDENT
  • Review/explain the evaluations
  • Explain that there will be a remediation plan
  • Schedule the next meeting
  • Written summary of meeting, signed by PD and resident
Meeting # 3

BEFORE MEETING #3

• Meet with DIO
• Construct remediation plan
• Submit remediation to DIO for review
• Discuss the remediation plan with the faculty
Meeting # 3

• Explain the remediation plan
  • Reasonable amount of time for improvement - 3 months
  • Explain how resident will be evaluated
  • Assign a specific faculty member to be responsible

• Explicitly outline the following:
  • Failure to remediate will mean probation
  • Failure to successfully get off probation will mean dismissal

• Written summary signed by PD and resident
Meeting # 4

BEFORE MEETING # 4

- Secure and review the summative evaluation of the remediation plan.
- Discuss with faculty

**IF UNFAVORABLE**

- Meet with DIO
- Meet with legal
- Construct the plan for probation approved by both
- Written summary of meetings with DIO and legal
Meeting #4

• Consider having a third person in the room
• Review failure to remediate and why
• Explain plan for probation
  • Must very specifically address the deficiency
  • Must be a reasonable amount of time – 3 months
  • Must provide an opportunity to correct deficiency
  • Must provide a process of evaluation
Meeting #4 (con’t)

• Specifically state that failure of probation means dismissal

• PD to receive progress reports at appropriate intervals

• Written summary of meeting signed by PD and resident
Meeting #5

BEFORE MEETING #5

• Review the results of probation and all documentation
  • Must include summative evaluation of probationary period
• Discuss with faculty

• IF UNFAVORABLE
  • Meet with DIO and Legal
  • Present all documentation for approval
  • Review options
Meeting #5

• Consider having a third person in the room

• Be sensitive to the concerns of the resident

• Be very specific in your language

• Explain the decision
Meeting #3

Decision

Decision

Remediation

Probation

July 1

Oct 1

Jan 1

March 31

June 30
Conclusion

• Adhere to the requirements of evaluations
• Engage with DIO and legal early and often
• Document everything