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Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) on August 26, 2025

Effective Date: December 1, 2024

Review Date: August 26, 2025

Next Review Date: August 2030

Policy Title: Promotion Reappointment Renewal Policy

Purpose: To describe the methods of Reappointment and Promotion

Policy Type: Sponsoring Institution/Sponsored Program Policy

Appointments, promotions, and reappointments are decided upon annually for the Trainee. Programs should determine which Trainees will be promoted to the next PGY, and which will not, by 6.15 to allow adequate time for notification to the GME office of any Trainee who will not be promoted, in addition to allow timely completion of reappointment contracts.

Reappointments are not automatic. Reappointments are based on the Trainee meeting requirements as outlined by their specific training program and based off established guidelines that can be found through the ACGME (Accreditation Council for Graduate Medical Education) program requirements.

Reappointments allow Trainees to be advanced to the next academic year.

Reappointments for the subsequent academic year do not necessarily indicate promotion.

Promotion requires satisfactory progress via cumulative evaluations, professional growth, and scholarly evaluation by faculty through the Clinical Competency Committee (CCC).

The CCC, in collaboration with the Program Director determines if the Trainee has met established criteria for promotion throughout the program. This includes documented and demonstrated proficiency in the ACGME competencies of:

- Patient Care
- Medical Knowledge
- Practice Based Learning and Improvement
- Interpersonal and Communication Skills
- Professionalism
- Systems Based Practice
- Osteopathic Principles and Practice (if an osteopathically recognized program)

Demonstrated proficiencies are developed by the program and should be consistent with ACGME program requirements.

Promotion from PGY-1 to PGY-2 requires passage of COMLEX Level 3 or USMLE Step 3.

No Trainee may remain at the same level longer than 24 months, exclusive of leave. Trainees' that have left their program for a period longer than three months but less than one year may be subject to additional testing to assure that their skills and abilities have not deteriorated to a level that would suggest that re-entry may require additional adjustments to their training schedule.

Trainees that have left their program for a period of longer than a year may be subject to dismissal, non-renewal, be required to re-enter the program as a PGY I, or may be allowed to re-enter the program at the PGY training level immediately prior to leave with precautions in place to assure that patient quality and safety are closely monitored and prioritized, based upon an evaluation of Trainee's skills upon re-entry.

The Sponsoring Institution requires that each Sponsored Program provides a Trainee with written notice of intent when that Trainee agreement is not renewed, will not be promoted to the next level of training, or dismissed. Non-renewal, failure to promote or dismissal are reviewable disciplinary actions and follow the disciplinary and adverse actions policy.

Repeat year(s): If a GME Trainee is requested to repeat a year (or a portion thereof) in the training program they will continue to be paid at the same PGY level for the repeated time. If additional educational stipends are offered to Trainees of a sponsored program (outside of their salary and benefits), and the Trainee is fulfilling additional time for academic deficiencies, the sponsored program is not required to provide this benefit to the trainee but may choose to do so at their discretion. If the Trainee is fulfilling additional time for non-academic purposes, it is also to the discretion of the sponsored program to provide this benefit.

Each Sponsored Program must provide a copy of the policy to the OSU-CHS/OMECO GME office for review and verification of compliance with the policy. If there are discrepancies between Sponsored Program and Sponsoring Institution policies, in general the stricter of the two policies will apply; however, the Sponsoring Institution and the Sponsored Programs will work collaboratively to come to consensus in areas of debate.

References

ACGME Sponsoring Institution Policies

4.3.a.4. conditions for reappointment and promotion to a subsequent PGY level; (Core)

4.4. Promotion, Appointment Renewal and Dismissal The Sponsoring Institution must have a policy that requires each of its ACGME accredited programs to determine the criteria for promotion and/or renewal of a resident's/fellow's appointment. (Core)

4.4.a. The Sponsoring Institution must ensure that each of its programs provides a resident/fellow with a written notice of intent when that resident's/fellow's agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed. (Core)

4.4.b. The Sponsoring Institution must have a policy that provides residents/fellows with due process relating to the following actions regardless of when the action is taken during the appointment period: suspension, non-renewal, non-promotion; or dismissal. (Core)