

Title: Trainee Promotion and Program Completion	Policy Number: GME-4
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PURPOSE: To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) to use in the promotion of trainees to the next level of post-graduate training.

This policy applies to all Sponsored Programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

All information contained in this policy shall be used as minimum criteria for promotion. Each clinical program shall delineate more detailed promotion criteria in its respective Promotion Policy.

DEFINITIONS: Not Applicable

POLICY:

A. Promotion

1. The decision to promote a trainee to the next level of post-graduate training shall be done annually by the Program Director upon review of the trainee’s performance and in accordance with Institutional, Program, and department requirements.
2. The Program Director shall consider all evaluations of the trainee’s performance (see policy GME-3: Evaluation of Trainees) and any other criteria deemed appropriate by the Program Director.
3. Trainees will be promoted from each level of training after satisfying all requirements for that training level unless:
 - a) The trainee’s employment is terminated pursuant to GME-14: Termination of Trainee;
 - b) They are ineligible based on failure to satisfy licensure, visa, immunization, registration, or other eligibility requirements for training; or
 - c) Their residency/fellowship program is reduced in size or closed; see policy GME-16: Training Program Reduction/Elimination.
4. The Program Director shall provide a trainee with a written notice of intent when that trainee will not be promoted to the next level of training as soon as such decision is made.

5. Any trainee whose promotion is uncertain due to academic, clinical, or professional performance should be placed on either Remediation or Probation; see policy GME-3: Evaluation of Trainees and policy GME-13: Fair Hearing.

B. Completion of Program

1. The length of each program is determined by the applicable ACGME, CPME, or CODA requirements. Trainees must complete the requirements for the program in which they are enrolled.
2. Program Directors must ensure that all trainees, including those who have absences in excess of allowed time away, complete all training requirements established by their respective accreditation standards and specialty boards.

PROCEDURE: See above.

RELATED DOCUMENTS: GME-3 Evaluation of Trainees; GME-13 Fair Hearing; GME-14 Termination of Trainee; and GME-16 Training Program Reduction/Elimination.

REFERENCE MATERIALS: Not Applicable

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee