

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. K. ACADEMIC PROBATION

K.1. Introduction

Academic probation is a circumstance in which the program director notifies a resident in writing of educational and clinical deficiencies, which must be corrected within a stated period of time. Failure to make such corrections may result in a continuation of the probationary period or termination from the program. Salary and benefits remain in full force during the probationary period.

K.2. Probation

1. The program director shall schedule a meeting with the resident to discuss the reason(s) for probation, the remedial action required by the resident and the dates of the probationary period.
The program director must notify the resident and the Graduate Medical Education Office ("Central Office of Graduate Medical Education") in writing of the probation including:
 - the reason(s) for probation;
 - the remedial action required; and
 - the dates of the probationary period.

Copies of the correspondence shall be placed in the resident's department file and the Central Office of Graduate Medical Education file.

3. At the end of the probationary period, the program director shall meet again with the resident to review performance. Depending upon the resident's performance, he or she may be:
 - removed from probation;
 - given an additional period of probation; or
 - terminated from the program.
4. A statement regarding the action shall be maintained in the resident's department file and the Central Office of Graduate Medical Education file.
5. No resident shall be advanced to the next PGY level or afforded a new graduate medical education agreement while on academic probation. Any graduate medical agreement signed while a resident is on academic probation shall be null and void.

K.3. Grievance of Academic Probation

A resident has the right to grieve a termination based on educational or clinical performance. The process and requirements for filing a timely grievance are contained in the Grievance Procedure set forth in III.C of the Loyola University Medical Center Resident Handbook.

K.4 Applicability

Although various departments at Loyola may establish educational and clinical standards for residents assigned to those departments, this policy governs all situations regarding the clinical and educational performance and eligibility to continue in a Graduate Medical Education Program at Loyola University Medical Center and any provisions of any departmental standards which may conflict with or be at variance with policy shall be superseded by this policy.

GMEC Approved: April 7, 2000
GMEC Revised: April 2002
Revised: June 9, 2003
Revised: Feb 2006