Trainee not meeting performance or behavior expectations When possible, meet with CCC, GME and UofU Legal Counsel to discuss formal remediation action. Suggest review of proposed plan with May use GME "Formal Remediation **GME Director** Letter Template" May use GME "Informal Remediation Letter Template" Review proposed plan with GME Director. Letter must be approved by GME Director. Informal Remediation Resolution within the department (non-appealable to program or TAC). Meet with trainee immediately, **Formal Remediation** provide a written remediation Resolution within the program plan outlining details necessary to (non-appealable to TAC). improve. Meet with trainee, provide a Must provide a beginning date written remediation plan and deadline for completion. outlining details necessary to Feedback could be through improve. evaluations, biannual meeting, A third party should be present. etc. as long as in writing and Must include a beginning date shared with the trainee. and deadline for completion. Generally managed within the May extend training beyond program and not reportable on original graduation date. future reference letters. May be reportable on future reference letters. Trainee not Trainee meets meeting remediation Trainee not remediation Trainee meets plan meeting plan remediation remediation plan plan No further remediation. No further Provide remediation. positive Provide feedback. positive Monitor feedback. performance

and behavior

Monitor

performance

and behavior

Academic Action Flow Chart

- -This document is not a GME policy. Actual GME policy 12.1 can be found at "website location"
- -Depending on the concerns, the process may start at different phases, but in general, progressive academic actions are best.

When possible, meet with CCC, GME, and UofU Legal Counsel to discuss probation action.

May use GME "Probation (Final

May use GME "Probation (Final Warning) Letter Template"

Review proposed plan with GME Director. Letter must be approved by GME Director.

Probation (Final Warning)

- Qualifies for an appeal to the TAC.
- Meet with trainee to discuss formal plan to correct unacceptable performance or conduct including nonpromotion.
- A third party should be present.
- Regular and frequent meetings with the PD or faculty mentor to review progress should be a part of the plan.
- Reportable on future reference letters and to licensing boards.

Trainee meets probation plan

No further

remediation.

Monitor

performance and behavior

When possible, meet with CCC, GME, and UofU Legal Counsel to discuss non-renewal of contract, or dismissal actions.

May use GME "Non-Renewal or Dismissal Letter Template"

Review proposed plan with GME Director. Letter must be approved by GME Director.

Non-renewal of Contract or Dismissal

- Qualifies for an appeal to the
- Meet with trainee to discuss nonrenewal or dismissal and provide written notice.
- A third party should be present.
- Non-renewal of contract and dismissal are reportable on future reference letters and to licensing boards.