

## GRADUATE MEDICAL EDUCATION CONSORTIUM OPERATING PRINCIPLES DOCUMENT FOR

### WUSM/BJH/SLCH GME CONSORTIUM

#### *Section XVI. Procedure for Review of Formal Adverse Disciplinary Decisions Relating to Residents and Clinical Fellows and NST Trainees*

#### **XVI. Procedure for Review of Formal Adverse Disciplinary Decisions Relating to Residents and Clinical Fellows and NST Trainees (Inst. Reqs. 4.5)**

This procedure applies to all residents/clinical fellows/NST trainees in all residency/fellowship/NST programs at Washington University School of Medicine, Barnes-Jewish Hospital, St. Louis Children's Hospital, and Missouri Baptist Medical Center.

The School of Medicine and the Hospitals recognize that the primary responsibility for academic and disciplinary decisions relating to resident/clinical fellows/NST trainees and residency/fellowship/NST programs resides within the departments and the individual residency/fellowship/NST programs. Academic and performance standards and methods of resident/clinical fellows/NST trainees training and evaluation are to be determined by the departments and programs in accordance with ACGME and specialty specific requirements and guidelines and may differ among programs.

The interests of the resident/clinical fellows/NST trainees, the School of Medicine, and the Hospitals are best served when problems are resolved as part of the regular communication between the resident/clinical fellows/NST trainees and departmental officials in charge of the training program. Thus resident/clinical fellows/NST trainees are encouraged to make every effort to resolve disagreements or disputes over academic or disciplinary decisions by discussing the matter with the Program Director, Division Chief, and/or Department Chair, as appropriate. The Designated Institutional Officer (DIO) is available to provide guidance in this effort.

If the matter is not resolved at the departmental/program level, the resident/clinical fellow/NST trainee may request further review of formal adverse disciplinary decisions involving termination or performance-based extension of the residency/fellowship/NST program. The procedure for such reviews is as follows:

- Within 14 calendar days of the formal adverse disciplinary decision, the resident/clinical fellow/NST trainee must submit to the DIO a written request for review of the decision. The resident/clinical fellow/NST trainee must provide a detailed description of the basis for the request, along with pertinent documentation. It is acceptable for this request and associated documentation be submitted via email to the DIO.
- The DIO will forward to the Program Director the written request and documentation submitted by the resident/clinical fellow/NST trainee. Within 14 calendar days of receipt of those materials, the Program Director will submit to the DIO a written response to the request, along with pertinent documentation. Again, email submission of the response and associated documents is acceptable.

- Upon receipt of the resident/clinical fellow/NST trainee's written request for review, the DIO will appoint a five-member Review Panel comprised of the following: three program directors from the GME Consortium, one of whom shall act as chair of the Panel; one member of the GMEC Housestaff representatives; and one Hospital representative. No person who is a member of the resident/clinical fellow/NST trainee's program or who has been involved in the matter may serve on the Panel. The DIO will forward to the Panel copies of the written materials submitted by the resident/clinical fellow/NST trainee and the Program Director.
- The Review Panel will review the written materials and may interview the resident/clinical fellow/NST trainee, Program Director, or other persons as it deems appropriate. The Panel may also request additional documents from the resident/clinical fellow/NST trainee and Program Director. No representatives from outside the School of Medicine or Hospitals will be permitted to attend interviews or communicate with the Panel, and neither the resident/clinical fellow/NST trainee nor the Program Director will be allowed to attend or participate in the Review Panel's interview of any other person.
- The Review Panel will complete its review ordinarily within 30 calendar days of receipt from the DIO of the materials submitted by both the resident/clinical fellow/NST trainee and the Program Director. The Panel will reach a decision as to its recommendation by majority vote, and will submit its recommendation in writing to the Dean of the School of Medicine and the President of the Hospital, with a copy to the DIO.
- If the review concerns a Hospital-employed resident or clinical fellow or NST trainee, the final decision will be made by the President of the Hospital or their designee, after consultation with the Dean of the School of Medicine or their designee. If the review concerns a School of Medicine- employed clinical fellow or NST trainee, the final decision will be made by the Dean or his/her designee, after consultation with the President or their designee. Ordinarily within seven calendar days of receipt of the Review Panel's recommendation, the final decision will be communicated in writing to the DIO, who will communicate the decision to the resident/clinical fellow/NST trainee and the Program Director.
- The DIO retains the authority to make reasonable adjustments to the deadlines and timeframes set out above.

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