



**012\_GMEC\_Probation, Suspension and  
Termination of Residents**

Title:	<b>Probation, Suspension and Termination of Residents</b>	Index Number:	<b>FM-GMEC-012</b>		
Scope of application:	<b>All Graduate Medical Education (GME) Programs</b>	Original Date:	Reviewed on:	Next Review Date:	
		<b>17.11.2005</b>	<b>15.01.2024</b>	<b>15.01.2027</b>	

**1. Purpose**

The Faculty of Medicine and the Graduate Medical Education Committee expect all residents to fulfill their responsibilities and conduct themselves in a competent, professional manner, and to follow the rules, regulations and policies of the American University of Beirut and its Medical Center. In the event a resident falls short of these expectations, and/or engages in misconduct, violates rules, or fails to satisfactorily perform in the training program, the resident will be counseled and/or disciplined for his/her actions or inactions. This Policy outlines some of the common disciplinary actions available to each residency training program. Typically the steps involved in corrective discipline of a resident include one or all of the following: verbal warnings, written warnings, probation, suspension, and termination. However, depending on the circumstances of the resident and his/her misconduct or other inappropriate action, the Faculty of Medicine may choose any of the described disciplinary actions for a single infraction including immediate termination from the training program without first providing the resident lesser disciplinary actions. All discipline received by a resident will be taken into account in determining whether the resident will receive a reappointment offer.

**2. Administrative Notice**

Administrative Notice is a remedial action by which a resident is temporarily relieved of clinical duties without pay for violation of a University, Medical Center, institutional, programmatic or departmental policy pertaining to administrative matters. Examples of inappropriate actions triggering an administrative notice include, but are not limited to, failure to maintain an active medical license in the Office of Graduate Medical Education ("OGME") (if required), failure to provide evidence of training in basic life support techniques, failure to obtain PPD tests, and failure to provide the OGME with a copy of his/her medical school diploma or ECFMG certificate. Administrative Notice is not necessarily considered censure, and the Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director will decide whether it will become a part of the resident's permanent academic file.

The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director may impose an Administrative Notice upon a resident for failure to appropriately discharge his/her administrative responsibilities. Administrative Notice may not be invoked for deficiencies in academic performance, patient care, or any other non-program related administrative action or conduct, as those deficiencies should be addressed through verbal warnings, written warnings, probation, suspension, and/or termination. The resident may not appeal his/her receipt of an Administrative Notice.



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The resident will be notified promptly of his/her placement on Administrative Notice. Such notice shall, if possible, be hand-delivered (with the resident signing and dating a copy to acknowledge receipt) or sent by certified mail (return receipt requested) to the resident's address of record. The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director will also, if possible, verbally inform the resident of the action. The Administrative Notice shall clearly delineate the resident's area(s) of deficiency and establish a reasonable period of time no longer than 10 calendar days within which the resident must correct his/her deficiencies. During the period of Administrative Notice, the resident is relieved of all clinical responsibilities without pay. Failure to appropriately address the areas of deficiency in the appropriate time frame as outlined in the letter of notification is considered grounds for additional disciplinary action, up to and including termination from the residency program.

### 3. **Verbal Warning**

Verbal Warning may be imposed for deficiencies for which some degree of remediation is necessary. The resident will have a reasonable opportunity to remediate the deficiency. All remediation requirements shall be specified and monitored. The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director will place a written note in the resident's file specifying the deficiency and the outcome of the remediation. If the deficiency is corrected, no further action will be taken. If the deficiency is not corrected to the satisfaction of the party issuing the verbal warning, the resident may receive a written warning or may be placed on probation, suspended, or terminated.

### 4. **Written Warning**

Written Warning may be imposed for more serious deficiencies than described in Section III above (Verbal Warning). A written warning should always include the following items:

- 4.1. The required standard
- 4.2. The observed deficiency
- 4.3. The required remediation
- 4.4. A timeline for achieving remediation
- 4.5. What will be done to assist the resident in meeting expectations
- 4.6. Mechanism of evaluation used to determine improvement
- 4.7. Consequences of achieving the remediation
- 4.8. Consequences of not achieving the remediation
- 4.9. Written resident acknowledgment of the warning and remediation plan

### 5. **Probation**

The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director may place a resident on probation who is unable to meet the academic expectations of the training program (failing to progress at the expected pace), who experiences a serious lapse in complying with the responsibilities of the program,



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or for other serious misconduct and/or performance problems. If the decision is made by the Department Chair and/or the Program Director they must notify the Assistant Dean for Graduate Medical Education/DIO or his/her designee before placing a resident on probation.

Probation is usually the second step of a series of disciplinary actions for a resident. Usually a resident will have one or more counseling sessions or receive a verbal or written warning about his/her deficiency prior to being placed on probation. In placing the resident on probation the Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director should:

- 5.1. Review the policies and expectations of the program;
- 5.2. Identify the area of deficiency;
- 5.3. Identify the improvement(s) that must be achieved during the probation period;
- 5.4. Identify the length of the probationary period; and
- 5.5. Inform the resident what action(s) may be taken if the stated improvements are not met in the established time frame.

The resident will receive this probation notification in writing. Copies of the probation notice will be placed in the residents' academic file and in his/her administrative file located in the OGME. A probation period occurring during training will be noted in all letters of reference.

## 6. *Suspension*

The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director have the authority to suspend a resident for serious violations of the Resident Agreement, policies, rules, laws and for misconduct, performance problems, and/or recurring administrative lapses such as violations of medical records requirements. If the decision is made by the Department Chair and/or Program Director, they must notify the Assistant Dean for Graduate Medical Education/DIO or his/her designee prior to suspending a resident from the training program. The Department Chair and/or the Program Director will inform the OGME, in writing, of the cause for suspension, the length of suspension, whether the time lost while on suspension will be added to the resident's training requirements at the conclusion of his/her program, and any other pertinent information.

When suspending a resident, the Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director must inform the resident, in writing, of the following:

- 6.1. Action(s) that precipitated the decision to suspend the resident;
- 6.2. The length of the suspension;



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- 6.3. The fact that the resident will not be paid while on suspension;
- 6.4. The fact that the suspension will NOT be counted toward the completion of the training time required to be eligible for board examination(s);
- 6.5. An indication of what the resident may/may not do while on suspension (for example, no moonlighting);
- 6.6. The program's expectations for the resident upon his/her return from suspension.

Copies of the suspension notice will be placed in the resident's academic file and in his/her administrative file located in the OGME. Suspensions will be noted in all letters of reference.

### 7. Termination

The Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair, and/or the Program Director have the authority to terminate a resident for the most serious violations of the Resident Agreement, policies, rules, and laws, for misconduct, performance problems, and/or recurring administrative lapses such as violations of medical records requirements, if the training program is closed, or if resident reduction is necessary. If the decision is made by the Department Chair and/or Program Director, they must notify the Assistant Dean for Graduate Medical Education/DIO or his/her designee prior to terminating a resident from the training program. The Department Chair and/or Program Director will inform the OGME, in writing, of the cause for termination and any other pertinent information.

When terminating a resident, the Assistant Dean for Graduate Medical Education/DIO or his/her designee, the Department Chair and/or the Program Director must inform the resident, in writing, of the following:

- 7.1. Action(s) that precipitated the decision to terminate the resident.

Copies of the termination notice will be placed in the resident's academic file and in his/her administrative file located in the OGME. Terminations will be noted in all letters of reference.

### 8. Grievance Procedure

A resident may challenge a written warning, probation, suspension or termination in accordance with the American University of Beirut Medical Center's "Complaint and Grievance Procedure for Residents" policy. An administrative notice and verbal warning are not covered grievances.



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9. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024