

West Virginia University School of Public Health
Graduate Medical Education Policy on Promotion and/or Appointment Renewal
(IR IV.C.1, PR III.A.1.a).(2).(b))

The Program Director (PD), in consultation with the Clinical Competency Committee (CCC), will render decisions on Promotion, Intent Not to Renew, or Intent Not to Promote to the next level of training. Continued progress in the residency will require that each resident meets the expectations of the core faculty, preceptors, CCC and follow-through promptly on correction of any noted deficiencies. Throughout both years of training, each resident must exhibit continued progress toward the increased assumption of responsibility in the care of patients and in the provision of Preventive Medicine services, and must, at the end of training, be ready for the assumption of these responsibilities without supervision.

Promotion from Post Graduate Year-2 (PGY-2) or Preventive Medicine-1 (PM-1)

Requirements include:

1. Successful completion of at least 50 percent of the requirements for the Master of Public Health (MPH) or equivalent degree and maintenance of good standing according to the academic and professional standards for graduate/professional programs at WVU:
<http://catalog.wvu.edu/graduate/enrollmentandregistration/#text>
2. Satisfactory quarterly reviews with the PD.
3. Occupational Medicine (OM) residents must have completed a minimum of *four months of direct patient care experience* under the direct supervision of the physician staff while Public Health-General Preventive Medicine (GPM) residents must have completed a minimum of *two months of direct patient care experience* under the direct supervision of the physician staff.
4. Successful completion and ongoing participation in the Preventive Medicine Academic Half-Day, rounds and activities (journal club, board review, quality improvement projects, online learning activities, other non-credit courses).

Promotion from Post Graduate Year-3 (PGY-3) or Preventive Medicine-2 (PM-2)

Promotion from PGY-3 or PM-2 is synonymous with residency completion. The requirements include:

1. Successful completion of all requirements for the MPH or equivalent degree.
2. Satisfactory quarterly reviews with the PD.
3. OM residents must have completed a minimum of *four months of direct patient care experience* under the direct supervision of the physician staff while GPM residents must have completed a minimum of *two months of direct patient care experience* under the direct supervision of the physician staff.
4. GPM residents must have completed a minimum of two months (or equivalent) experience at a governmental public health agency.
5. Successful completion and ongoing participation in the Preventive Medicine Academic Half-Day, rounds and activities (journal club, board review, quality improvement projects, online learning activities, other non-credit courses).

6. Satisfactory evaluations by all preceptors for all rotations. Residents are expected to have demonstrated an appropriate level in all competencies of Preventive Medicine. These competencies are established and documented in the Program Letters of Agreement with each Participating Site and will be outlined with the resident at the commencement of each rotation. It is expected that each resident will fulfill all of the general categories of competency, although specific skills may vary between residents and between sites.

Conditions for Reappointment/Non-renewal of Appointment or Non-promotion

In instances where a resident's agreement will not be renewed, or when a resident will not be promoted to the next level of training, the Sponsoring Institution must ensure that the program provides the resident with a written notice of intent not to renew no later than four months prior to the end of the resident's current agreement. If the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, the Sponsoring Institution must ensure that the program provides the resident with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement.

Residents must be allowed to implement the institution's grievance procedures if they receive a written notice either of intent not to renew their agreement or of intent to renew their agreement but not to promote them to the next level of training.

Documentation Requirements

The resident will be responsible for seeing that the PD is sent a transcript of coursework and grades at the end of each semester and documentation of completion of the MPH or equivalent degree. Evaluations will be sent out to preceptors of all rotations, who will complete and return them to the PD.

Each resident will meet with the PD, as well as other core faculty when deemed appropriate by the PD, on a quarterly basis to evaluate the resident's performance throughout PM-1 and PM-2. Evaluations, In-service exam scores, and grade transcripts will be reviewed with the resident, any areas of weakness or deficiency noted, and specific remediation plans implemented as appropriate. These discussions will be documented in a letter to the resident signed by the PD and countersigned by the resident. In addition, more frequent meetings may be required if there is evidence of substandard performance on the resident's part. Preceptors from Participating Sites are encouraged to contact the PD, who will attempt to address any problems, deficiencies, or concerns with the resident.

Residents will be given notification of completion of training through a certificate and the PD will complete a verification of training for the American Board of Preventive Medicine.