

# UVM HEALTH NETWORK - CHAMPLAIN VALLEY PHYSICIANS HOSPITAL GENERAL MEDICAL EDUCATION

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Section: GME Institutional

<b>SUBJECT: RESIDENT/FELLOW DISCIPLINARY PROCESS</b>	
<b>PREPARED BY:</b> Laura McCray, MD MSCE	<b>RESPONSIBLE DEPARTMENT:</b> Graduate Medical Education
<b>CONTRIBUTING DEPARTMENT(S):</b>	
<b>ADMINISTRATIVE APPROVAL:</b> General Medical Education Committee	<b>POLICY CREATION DATE:</b> 2/6/2026
<b>NEW:</b> X	<b>SUPERSEDES POLICY DATED:</b> GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL "Procedures for Resident Grievances" Page #50-51
<b>REVISED DATE:</b>	
<b>REVIEW DATES &amp; INITIALS OF REVIEWER:</b>	
<b>OTHER RELATED POLICIES: (LIST POLICY TITLE &amp; DEPT. IF NOT ADMIN.):</b> CVPH GME POLICY "RESIDENT/FELLOW ACADEMIC REMEDIATION AND PROCEDURE FOR ACADEMIC GRIEVANCE"	

**I. PURPOSE**

This policy is applicable if disciplinary process is needed for resident/fellow and if a resident/fellow wishes to appeal a decision to terminate their appointment due to disciplinary reasons.

This policy does not apply if a resident/fellow wishes to appeal a decision of non-promotion, non-renewal, or dismissal based on academic/training reasons. In these cases, the resident/fellow must follow the UVMHN- CVPH GME policy "Resident/Fellow Academic Remediation and Procedure for Academic Grievance."

**II. PROCEDURE:**

A resident/fellow may be subject to corrective or disciplinary action, up to and including termination of appointment. Evidence of behavior meriting corrective or disciplinary action may include, but is not limited to: unprofessional behavior toward colleagues, patients or staff; habitual or excessive use or abuse of drugs, alcohol, or other substances that impair their ability to practice medicine ; criminal activity; violation of UVMHN- CVPH rules, regulations, bylaws, personnel policies, or the "Resident Employment Agreement"; any of the activities constituting unprofessional conduct; or conduct representing lack of competence, skill, judgment, and/or specific knowledge; and for immoral, illegal, unprofessional or unethical behavior.

- A. The program director must notify the GME Designated Official (DIO) and/or GME Director about the disciplinary violation(s) and provide the date and time for the meeting with the resident/fellow to discuss the violation(s) identified.
- B. The program director and either one faculty member and/or the program's GME program administrator shall meet with the resident/fellow to present the evidence

of the disciplinary violation(s) and provide an opportunity for the resident/fellow to present their perspective.

- C. The program director can dismiss the charges made, require a disciplinary action plan, suspend the resident/fellow while further investigation occurs, or terminate the resident's/fellow's training contract.
  - 1. The program director's decision should be provided in writing to the resident/fellow within three (3) business days after meeting with the resident/fellow.
- D. The resident/fellow may appeal the decision by submitting a written request to the Chief Medical Officer (CMO) within ten (10) days from the date the decision notification was sent stating that the resident/fellow would like a hearing and providing a written objection to the statement of causes.
- E. Upon receipt of a written request, the CMO shall appoint a Hearing Committee, which shall consist of the following specified members:
  - 1. CMO
  - 2. One full time faculty member
  - 3. CVPH GMEC representative
  - 4. CVPH GMEC resident representative or chief resident
  - 5. A resident/fellow or faculty member chosen by the resident/fellow who brought the appeal
- F. The hearing shall occur no later than four (4) weeks following the resident's/fellow's written request to the DIO for a hearing.
- G. At their sole discretion, the Program Director may place the resident/fellow on unpaid suspension until the Hearing Committee renders its decision. If the termination decision is reversed, the Resident will be paid retroactively and any notation with respect to the termination shall be removed from the Resident's record.
- H. The format for the hearing shall be as follows:
  - 1. The Program Director, or the director's designee, shall present evidence of the conduct against the resident/fellow, which is believed to warrant the termination of appointment.
  - 2. The resident/fellow shall have an opportunity to present relevant evidence.
  - 3. The hearing will be conducted without the presence of outside counsel and is not required to follow the rules of evidence.
- I. The Hearing Committee shall issue written finding(s) and render a decision within five (5) business days of the hearing. Said findings(s) and decision shall be furnished by the CMO to the resident/fellow and the program director. The decision shall address the question of whether the program director or their designee's decision to terminate the Resident's appointment was supported by reasonable grounds. The decision of the hearing committee is final and binding.

### **III. DEFINITIONS:**

CMO- Chief Medical Officer

DIO – Designated Institutional Official

GME – Graduate Medical Education

GMEC – Graduate Medical Education Committee

### **IV. REFERENCES**

Accreditation Council for Graduate Medical Education, Institutional Requirements

V. **DISTRIBUTION**

This policy will be available in Policy Manager for all employees on an as needed basis.

All recipients of this policy must acknowledge their receipt and understanding of the policy by referring to any questions or problems with the policy within ten (10) days of the issue date to their immediate supervisor. If no questions or problems are stated, it will be assumed that the policy has been read and understood.

All questions regarding this policy or its implementation may be referred to your immediate administrative supervisor.