Trainee not meeting performance or behavior expectations

Suggest review of proposed plan with GME Director
May use GME “Informal Remediation Letter Template”

Informal Remediation
• Resolution within the department (non-appealable to program or TAC).
• Meet with trainee immediately, provide a written remediation plan outlining details necessary to improve.
• Must provide a beginning date and deadline for completion.
• Feedback could be through evaluations, biannual meeting, etc. as long as in writing and shared with the trainee.
• Generally managed within the program and not reportable on future reference letters.

Trainee meets remediation plan
Trainee not meeting remediation plan

No further remediation.
Provide positive feedback.
Monitor performance and behavior

When possible, meet with CCC, GME and UofU Legal Counsel to discuss formal remediation action.
May use GME “Formal Remediation Letter Template”

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

Formal Remediation
• Resolution within the program (non-appealable to TAC).
• Meet with trainee, provide a written remediation plan outlining details necessary to improve.
• A third party should be present.
• Must include a beginning date and deadline for completion.
• May extend training beyond original graduation date.
• May be reportable on future reference letters.

Trainee meets remediation plan
Trainee not meeting remediation plan

No further remediation.
Provide positive feedback.
Monitor performance and behavior

When possible, meet with CCC, GME, and UofU Legal Counsel to discuss probation action.
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 non-promotion.
• 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
Trainee not meeting 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 TAC.
• Meet with trainee to discuss non-renewal 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.

Trainee meets probation plan
Trainee not meeting probation plan

No further remediation.
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.