

Academic or Professional Development Action Form

Personal Data

Resident:

Date:

Program:

PGY Level:

Action Proposed

- Level 1 Constructive Advice**
For minor offenses
- Level 2 Performance Improvement Plan**
For repeated minor offenses, or the first occurrence of a more serious infraction. At this level a Performance Improvement Plan for Academic or Professional Development must be initiated and submitted with the corrective action to be filed in resident's HR file. (Improvement plan for attendance is optional).
- Level 3 Formal Probation**
Deficiencies or offenses that have not been corrected. A Level 3 offense will be placed in the resident's permanent and HR file. This Level is eligible for resident grievance under the Policy on Grievance and Due Process. A GME Leader must seek professional consult from the PH Human Resource Department
- Level 4 Dismissal**
Resident dismissal from his/her program. A Level 4 offense will be placed in the resident's permanent and HR file. This Level is eligible for resident grievance under the Policy on Grievance and Due Process. A GME Leader must seek professional consult from the PH Human Resource Department.

Action History

Mark as applicable	Date(s)
<i>Written Counseling</i>	
Level I Constructive Advice	
Level II Performance Improvement Plan	
Level III Formal Probation	
Level IV Dismissal	

Procedures

Mark as applicable	Date
Resident informed of proposed action	
Resident provided input to Dept. Committee	
Dept. Committee voted on proposed action	
Resident informed of Dept. Committee vote	
Projected date of GMEC action	

Competency Issues

Goals/Objectives or Standards not achieved (see Appendix A)	Brief description with example(s)	Evaluation Tools Used
Medical Knowledge		
Patient Care		
Interpersonal and Communication Skills		
Professionalism		
Practice Based Learning and Improvement		
Systems Based Practice		

Assessment of factors impacting resident's GME performance:

Corrective Action/Remediation Plan

As referenced in the GME Resident Manual in Corrective Action & Remediation Policies
To be completed if resident is identified at Levels 2, 3, or 4 for Corrective Action or Remediation

Resident:

PGY Level at Date of Action/Plan:

Timeline

Dates of Proposed Action:
GMEC Progress report(s) on:
GMEC Final report on:

Summary of Corrective/Remediation plan for each competency not being met

Competency	Remediation Plan	Evaluation Tool and Endpoints
Medical Knowledge		
Patient Care		
Professionalism		
Interpersonal and Communication Skills		
Practice Based Learning and Improvement		
Systems Based Practice		

Plan for *other* items impacting the corrective/remediation issue(s)

Item	Plan to address corrective/remediation issue(s)
Feedback on progress	
Mental Health support	
Other factors limiting GME capabilities:	

Program Director signature and date:

Resident verification: I have reviewed and discussed the contents of this form with my program director and understand that immediate and sustained improvement is required. Failure to correct the deficiencies noted above may result in further action up to, and including, dismissal from the residency program. I know where to get a copy of the Palmetto Health Grievance and Due Process Policy from the Palmetto Health web site at

<http://residency.palmettohealth.org/documents/Graduate%20Medical%20Education/ResidentManualOnline.pdf>

Resident signature and date:
