

**Harlem Hospital Center**  
**Department of Pediatrics**  
Policies & Procedures

**Disciplinary Action and Due Process**

For good interpersonal relationships and the proper functioning of the Department of Pediatrics, there are situations for which corrective measures and/or disciplinary actions must be enforced.

Criteria for failure to graduate or to be promoted to the next year of training include:

- Persistent failure to meet expectations in any of the six core competencies set by the ACGME on written evaluations or other unsolicited feedback, that remain uncorrected after initial remedial action has been implemented.
- Failure to fully participate in assigned rotations and educational activities

Remedial action for deficiencies is provided, as needed, through:

- Written action plan/guidelines for remediation adopted/developed on an individual basis
- Direct supervision by faculty mentor assigned to monitor progress in remediation
- Additional and/or repeat rotations (which may extend the period of residency training beyond 3 years)
- Outside services, such as language assistance or counseling.

A resident whose performance jeopardizes promotion/graduation as outlined above or warrants immediate discipline, will receive a letter from the Residency Program Director and will be required to meet with the Residency Program Director for a discussion of the evaluation. A resident who is being considered for a year of remedial training or non-renewal of agreement of appointment will be given written notice of intent not to renew by the dates stipulated in the CIR Collective Bargaining Agreement, or as the circumstances will reasonably allow, four months prior to the end of the agreement of appointment.

The resident is given an opportunity to respond to the report in writing to the Residency Program Director. This response shall be reviewed by the PGMEC and a decision made. If for any reason a resident is deemed not fit to continue in the Pediatric program or needs to be reprimanded, the resident will be informed in writing and will be given an opportunity to meet with the PGMEC, and the Director of Pediatrics. The C.I.R. will be informed of the Department's decision.

If the decision is not reversed, the resident will have the right to follow the procedure outlined in Disciplinary Action Article XVI in the C.I.R. Collective Bargaining Agreement.

All letters of warning, reprimand, suspension or dismissal will become permanent records in the resident's file.