

## UK GME Policy and Procedure Manual Appendix: **UK Graduate Medical Education Professionalism Policy**

Graduate Medical Education (GME) residents and fellows are expected to conduct themselves in a professional manner regarding achievement of educational objectives, provision of patient care, and relationships with colleagues, supervisors, and team members. The GME appointment contract makes these expectations explicit and makes reference to other relevant documents that govern resident behavior including the University Administrative Regulations (AR), the UK Behavioral Standards in Patient Care and Commitments to Performance, UK Code of Conduct, and the GME Policy and Procedure Manual all of which are available via the GME Office or on the GME website: <https://gme.med.uky.edu/gme-policies-procedures>. Residents/fellows are informed of these general behavioral and academic standards at orientation and provided continuous access to the relevant documents through the GME website. Each training program also outlines department/program level policies and expectations relevant to that programs' trainees.

Residents and fellows must:

- Devote time and interests fully to the welfare of the patients assigned;
- Provide compassionate, efficient and cost-effective care commensurate with level of training and responsibility;
- Assume responsibility in the teaching or professional direction of students and other interns/residents/fellows;
- Be responsive to the supervision and direction of professional staff involved their education and patient care activities;
- Take advantage of all opportunities offered to improve knowledge and skills in the profession;
- Abide by the policies, regulations and procedures of any hospital or institution to which they are assigned for any part of training and other responsibilities as assigned by the program; and
- Complete all required information submissions and other tasks including but not limited to medical record documentation, electronic order signatures, application for state licensure, ACLS (or PALS/NRP as applicable) certification and recertification, procedural case logging or other training experience documentation, required evaluations, and annual mandatory training modules.

All residents/fellows are expected to complete assigned required tasks in a timely manner and will be appropriately notified of pending tasks. Escalation of notification to the trainees' program coordinator and program director will also occur if tasks are not complete and a deadline is approaching. Failure to complete required tasks in a timely manner/by previously communicated deadlines may result in suspension during which the resident/fellow will not participate in any aspects of the training program including didactic, clinical, or research activities. The resident/fellow is expected to immediately complete all delinquent tasks upon suspension notification. Suspension with pay includes the day of notification and the subsequent 24 hour period running from midnight to midnight. If the required task is not completed within this time frame then the house officer is placed on **suspension without pay** until the task is completed. Deficiencies that remain present each subsequent midnight result in continued suspension without pay for the following day regardless of the time of deficiency completion during that 24 hour period. Suspensions are deemed resolved through the Graduate Medical Education Office after notification of task completion by the applicable individual or department. Removal of suspensions occurs only during normal business hours excluding nights and weekends. Suspensions are required to be

reported on many state licensure applications and medical credentialing requests. Suspensions without pay may require an extension of training equivalent in length of time based on specialty or subspecialty board requirements. If a resident/fellow is suspended, a request for expungement of suspension may be submitted to the GME Senior Associate Dean for GME with a copy to the Program Director for review/consideration. GME will respond to the request indicating whether the suspension was repealed or upheld. Repeated or prolonged deficiencies or suspensions may result in additional disciplinary action including Non-Promotion, Probation, Immediate Dismissal or Non-renewal actions. House staff may appeal disciplinary actions using the house officer grievance procedure (AR 5:5; Grievance Procedure for House Officers).

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