

<b>Title:</b> Termination of Trainee	<b>Policy Number:</b> GME-14
---	---------------------------------

**PURPOSE:** To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) to use in the termination of a trainee’s employment prior to the date of expiration of the trainee’s Graduate Medical Education Training Contract (Contract).

This policy applies to all Sponsored Programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

All information contained in this policy shall be used as minimum criteria for termination.

**DEFINITIONS:**

Termination: The act of severing employment prior to the date of expiration of the Contract.

**POLICY:**

Termination of a trainee’s employment prior to the established expiration date of their Contract may be voluntary or involuntary and must follow the processes and guidelines outlined below.

**A. Voluntary Termination**

1. If a trainee desires to terminate their employment, they must submit a letter of resignation to the Program Director.
2. An interview may be requested by the Program Director and/or the Designated Institutional Official (DIO) or their designee.
3. The Program will report all voluntary terminations to the DIO or their designee, the applicable human resources representative from the trainee’s employer group, and to the applicable state licensing board (the “Board”) in accordance with applicable law. The report will be submitted to the Board within ten (10) business days of receipt of the resignation letter.

**B. Grounds for Discipline or Involuntary Termination**

1. The trainee’s employment may be terminated prior to their contract expiration date due to:
  - a) Academic or Professional Misconduct, including but not limited to engaging in conduct that:
    - i. is detrimental to the safety of patients, employees, or others,

- ii. is detrimental to the delivery of quality patient care,
    - iii. disruptive of the operations of any facility or other site to which the trainee has been assigned and rotates, or
    - iv. violates the standards of professional conduct and ethics.
  - b) Unsatisfactory performance.
  - c) Abandonment of position/employment.
  - d) Any disciplinary action as set forth in applicable law of the State of Minnesota or Wisconsin, as applicable.
  - e) Failure to comply with:
    - i. the policies of: any facility or other site to which the trainee has been assigned and rotates; any applicable department(s); or requirements of medical staff; or
    - ii. the terms and conditions of the Contract.
  - f) Commission of an offense under federal, state or local laws or ordinances, which impacts the trainee's ability to appropriately perform their normal duties in the Program.
  - g) Failure to meet the expectations established by the Program Director as set forth in the departmental policy manual.
2. The Program Director, after discussion with the DIO or their designee, and a Human Resources representative from the trainee's employer group, shall notify the trainee in writing of the decision to terminate the trainee's employment.
  3. Upon notice of termination, the trainee has the right to request a Fair Hearing, as described in policy GME-13 Fair Hearing.
  4. All involuntary terminations must be reported to applicable state licensing boards (the "Board"). The report will be submitted to the Board within ten (10) business days of the involuntary termination. Such action is reportable at the time the change takes place with the trainee's privileges, not after the Fair Hearing Process.

**PROCEDURE:** See above.

**RELATED DOCUMENTS:** GME-3 Evaluation of Trainees and GME-13 Fair Hearing.

**REFERENCE MATERIALS:** Not Applicable

**ADDITIONAL INFORMATION:** Not Applicable

**COMMITTEE/POLICY SPONSOR AND OWNER:** Graduate Medical Education Committee