



<b>Policy Number:</b>	08.2.1	<b>Former Policy Number</b>	25-01
<b>Policy Name:</b>	BHRS Graduate Medical Education Policy on Promotion, Renewal, and Dismissal		
<b>Authority:</b>	ACGME Institutional Requirement IV.D		
<b>Original Policy Date:</b>	March 12, 2025		
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**PURPOSE**

This policy describes the requirements and processes by which residents and fellows will be evaluated for promotion to the next training level as they reach the end of each academic year.

**POLICY**

**I. Considerations for Promotion**

- A. Residents and Fellows will be evaluated for promotion to the next training level as they reach the end of each academic year. Multiple factors will be considered in promotion of trainees, including
  - 1. academic performance, as measured by evaluations by attending physicians and supervisors as well as standardized examinations;
  - 2. patient care skills, as measured by evaluation by supervisors and clinical skills verifications;
  - 3. professional manner and maturity, as measured by evaluations by supervisors;
  - 4. quality of documentation; and ethical standards as evidenced by resident/fellow behavior and evaluation of supervisors.
- B. Residents and Fellows will be promoted to the next level of training if, and only if, they have achieved the knowledge skills, and attitudes necessary for promotion.
- C. Each training program maintains year-specific criteria for promotion and/or renewal and educational objectives, which serve as a guideline in the process.
- D. Semi-annual assessment of resident performance occurs on an ongoing basis and includes many of the factors considered in promotion. Specific deficits in these necessary areas will not



necessarily preclude promotion, but must be addressed as part of the resident’s overall educational plan.

**II. In cases on non-promotion**

- A. If it is determined that a resident/fellow will be dismissed, their contract will not be renewed, or they will not be promoted to the next level of training, the training program must provide the trainee with a written notice of intent.
- B. Residents and Fellows will be afforded due-process for suspension, non-renewal, non-promotion, or dismissal regardless of when the action is taken during the appointment period in accordance with the San Mateo County Employee Relations Handbook and the [BHRS policy 93-06: Psychiatry Residency Program Procedures for Resolving Performance and Conduct Problems](#).

**III. Approvals and Guidelines**

- A. All promotions must be approved by the Program Training Director and Training Committee.
- B. Residents and Fellows involved in academic or disciplinary difficulties will be promoted consistent with existing policy and as consistent with an individual trainee’s overall educational plan.
- C. Residents and Fellows reappointment is also discussed separately in the resident contract, and the Memorandum of Understanding between San Mateo County and the Union of American Physicians and Dentists.

**SIGNATURES**

Approved: Signature on File

Tasha Souter, MD  
 BHRS Medical Director

Approved: Signature on File

Dr. Jei Africa, PsyD, FACHE  
 BHRS Director



**REVISION HISTORY**

Date of Revision	Type of Revision	Revision Description