

DISCIPLINARY ACTION COMPLIANCE TABLE

Mandatory duties that are out of compliance will be linked to the following disciplinary process and will be placed in the resident's respective educational file:

- ✓ *1st Incident: Notice of Concern*
- ✓ *2nd Incident: Observation*
- ✓ *3rd Incident: Probation – for review and approval by Education Committee*
- ✓ *4th Incident: Dismissal from the program – for review & approval by Education Committee*

Every disciplinary action will be notified to the individual, to his/her respective advisor, and to other entities such as the GME office as applicable. Probation and dismissal from the program actions will be presented to the Education Committee for review and approval. If a violation is related to sub-standard performance on any of the six competencies, the respective algorithm will apply (see attached) and the case will be presented to the Education Committee for review and approval, as well.

Assigned Responsibility		Assigned Task	
<u>Mandatory Or Optional</u>		<u>Mandatory Or Optional</u>	
<i>Evaluations</i>	<i>Mandatory</i>	<i>Timely completion</i>	<i>Mandatory</i>
<i>Duty hours</i>	<i>Mandatory</i>	<i>Data entry by end of mo.</i>	<i>Mandatory</i>
<i>Morning Report</i>	<i>Mandatory</i>	<i>Required 80 % Attendance</i>	<i>Mandatory</i>
<i>Noon Conference</i>	<i>Mandatory</i>	<i>Required 80% Attendance</i>	<i>Mandatory</i>
<i>In-Training Exam</i>	<i>Mandatory</i>	<i>Take Exam</i>	<i>Mandatory</i>
<i>Leave Requests</i>	<i>Optional</i>	<i>Timely submission (3 mos. prior)</i>	<i>Mandatory</i>
<i>Away Rotations</i>	<i>Optional</i>	<i>Start process – 6 months prior</i> <i>Approved – 3 months prior</i>	<i>Mandatory</i>
<i>Early Departure</i>	<i>Optional</i>	<i>Requested & approved coverage 3 mos. prior to departure</i>	<i>Mandatory</i>
<i>Procedures</i>	<i>Mandatory</i>	<i>Complete required procedures</i>	<i>Mandatory</i>
<i>Clinic</i>	<i>Mandatory</i>	<i>Report to clinic on time</i>	<i>Mandatory</i>
<i>Consults</i>	<i>Mandatory</i>	<i>Call back to acknowledge</i>	<i>Mandatory</i>
<i>Admissions Tracking Form</i>	<i>Mandatory</i>	<i>Submit daily log</i>	<i>Mandatory</i>
<i>GM Consult Log</i>	<i>Mandatory</i>	<i>Submit daily log</i>	<i>Mandatory</i>
<i>Patient Check-Out Log</i>	<i>Mandatory</i>	<i>Submit daily log</i>	<i>Mandatory</i>
<i>Moonlighting</i>	<i>Optional</i>	<i>Not On-call & Moonlighting simultaneous</i>	<i>Mandatory</i>
<i>Research Teams</i>	<i>Mandatory</i>	<i>Completion of project within one year</i>	<i>Mandatory</i>
<i>Research Month</i>	<i>Mandatory</i>	<i>Write a Case Report</i>	<i>Mandatory</i>
<i>Scholarly Activities</i>	<i>Mandatory</i>	<i>Submit all Scholarly Activities</i>	<i>Mandatory</i>
<i>SWAHAP (Annually)</i>	<i>Mandatory</i>	<i>Submit a Case Report</i>	<i>Mandatory</i>