

Medical College of Georgia at Augusta University
House Staff Policies and Procedures

Policy
HS 3.0 Non-Renewal of Contract


Source
Graduate Medical Education Office

1.0 Purpose

To provide House Staff with written notice of intent not to renew their annual contract with the Medical College of Georgia at Augusta University


2.0 Procedure

- 2.1 Programs must ensure that House Staff are given a written notice of intent not to renew a House Staff's contract no later than four-months prior to the end of the House Staff's current contract. Contact the Graduate Medical Education (GME) Office for process and notice template.
- 2.2 However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the contract, the Program may provide the House Staff with as much written notice of the intent not to renew as the circumstances will reasonably allow prior to the end of the contract. Moreover, if a significant egregious event were to occur, dismissal is permissible.
- 2.3 Regardless, Programs must notify the GME Office for disciplinary actions at or above the level of non-promotion and probation to include non-renewal, suspension, or dismissal to allow for GME review. Programs should notify GME Office before notifying House Staff of disciplinary action intentions. House Staff are afforded due process pursuant to HS13.0.
- 2.4 Nothing in this policy prohibits a Program from removing a House Staff member from the campus and clinical care duties if they pose a threat to patient safety, themselves, or the clinical/educational work environment. GME Office should be notified as soon as possible.
- 2.5 The DIO can re-issue a contract for the House Staff if needed to allow for full due process pursuant to HS13.0. The DIO must notify the Program of such and work with the Program to determine applicable Program training opportunities, if any, during this time.



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5/22/24
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