

Policy: Promotion Guidelines

Advancement to the next year of training is dependent upon the fellow meeting all performance standards on quarterly evaluation. The PD & CES Faculty meets (FEB or MARCH CES business meeting) prior to the end of each academic year to review fellow performance according to monthly evaluations and make recommendations for promotion to the Program Director.

The following guidelines are used when considering a fellow for advancement to the next academic year:

1. Fellows must have completed all academic requirements and expectations specific to a fellow's current Pediatric Emergency Medicine (PEM) year including professionalism and interpersonal skills in a satisfactory manner as measured by CES faculty evaluations and PD review. The fellow must have demonstrated a readiness to function at the next higher level and fulfill the guidelines for progressive responsibility in the next academic year.
2. Satisfactory skills in all the following areas as evidenced by the PEM faculty/off-service faculty evaluations and the Program Director's semi-annual evaluation: Patient Care, Medical Knowledge, Clinical Judgment, Practice-Based Learning and Improvement, Communication and Interpersonal Skills, Professionalism, and System-Based Practice.
3. Satisfactory completion of all block rotations as measured by UMHS faculty evaluations of fellows and PD review. A failure to satisfactorily complete a block rotation may require all or part of the rotation to be repeated. This may take the place of an elective or be completed following the expected date of graduation. Failure to satisfactorily complete all block rotations may result in a failure to promote and/or delay in graduation.
4. Failure to show progress in and complete a scholarly project of acceptable quality, as determined by the fellow's Scholarly Activity Oversight Committee (SAOC) and the Program Director will result in a failure to graduate from the program. For Pediatric trained fellows, the SAOC committee, its role, responsibilities and composition is defined by the American Board of Pediatrics (ABP) and ACGME EM RRC. For EM trained fellows, scholarly activity expectations and assessment will follow the same operations as Pediatric trainees, however, scholarly project requirements will follow those set by the ACGME EM RRC & American Board of Emergency Medicine (ABEM). For all fellows, regardless of specialty training, failure to complete scholarly work will result in ineligibility to sit for the Pediatric Emergency Medicine board examination (Joint testing by ABEM and ABP) until a satisfactory project is completed and formal application submission to the (respective) board signed by the Program Director.
5. Criteria for promotion require that a fellow:
 - a. Achieve Satisfactory (or higher) overall composite rankings in the six core competencies for all rotations during the year.
 - b. A fellow may be promoted after receiving one below satisfactory rating (overall on one rotation) IF successful completion of any/all learning plan and or remediation activities are successfully completed as outlined by the PD in addition to return to satisfactory rating on all other rotations.
 - c. Complete required shift assignments.
 - d. Meets procedural experience and logging expectations.
 - e. Must achieve satisfactory review by the Scholarly Oversight Committee.
 - f. Be in compliance with RRC expectations of maintaining a conference attendance record of 85%
 - g. Maintain complete and accurate patient care documentation, procedure, resuscitation and duty hour logs.
 - h. Promotion to the next higher academic level requires that a fellow be in compliance with the employment, and professional standards and expectations as outlined in the policies of the University of Michigan Health System.

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PEM 1 to PEM 2 Level

1. Demonstrate satisfactory monthly performance evaluations (six core competencies) from all clinical rotations
2. Demonstrate satisfactory overall performance review (including the six core competencies from all rotations and program work) from quarterly evaluation with PD.
3. Completion of Departmental and Hospital documentation in an appropriate time frame.
4. Submit end-of-rotation evaluations for all off-service rotations.
5. Submit annual fellowship and faculty evaluations.
6. Maintain accurate and current patient care documentation, procedure, resuscitation and duty hour logs.
7. Satisfactory Quarter evaluations from Program Director.
8. Attend or review annual sleep and fatigue educational sessions offered by the program or UMHS.
9. Follow program requirements for Notification of Extracurricular Medical Practice (Moonlighting) forms as directed by the Graduate Medical Education Office.
10. Satisfactory participation in a scholarly project activity to the satisfaction of the Program Director and Scholarly Activity Oversight Committee.
11. Timely submission of proposals (One year advance notice) for elective time to the Program Director/Program Coordinator.
12. Participate in all required fellowship didactic curriculum activities (70% attendance min).
13. Participate in all required fellowship track program activities.
14. Satisfactory performance of all PEM clinical skills for fellow level 1 (See PEM Fellow Roles/Responsibilities/Supervisory checklist by level of training attached).

PEM 2 to PEM 3 Level (Pediatric Trainees only)

1. Demonstrate satisfactory monthly performance evaluations (six core competencies) from all clinical rotations
2. Demonstrate satisfactory overall performance review (including the six core competencies from all rotations and program work) from quarterly evaluation with PD.
3. Completion of Departmental and Hospital documentation in an appropriate time frame.
4. Submit end-of-rotation evaluations for all off-service rotations.
5. Submit annual fellowship and faculty evaluations.
6. Maintain accurate and current patient care documentation, procedure, resuscitation and duty hour logs.
7. Satisfactory Quarter evaluations from Program Director.
8. Attend or review annual sleep and fatigue educational sessions offered by the program or UMHS.
9. Follow program requirements for Notification of Extracurricular Medical Practice (Moonlighting) forms as directed by the Graduate Medical Education Office.
10. Satisfactory participation in scholarly project activities to the satisfaction of the Program Director and Scholarly Activity Oversight Committee.
11. Timely submission of proposals (One year advance notice) for elective time to the Program Director/Program Coordinator.
12. Participate in all required fellowship didactic curriculum activities (70% attendance min).
13. Participate in all required fellowship track program activities.
14. Satisfactory performance of all PEM clinical skills for fellow level 2 (See PEM Fellow Job description checklist by level of training attached).

Policy: Promotion Guidelines

Program Graduation Requirements

1. Graduation requires that all of the above transitions occur successfully for the trainee.
2. All of the above metrics have been successfully completed.
3. The fellow has successfully achieved competency in Patient Care, Medical Knowledge, Practice-Based Learning and Improvement, Interpersonal and Communication Skills, Professionalism, and Systems-Based Practice.
4. The fellow has submitted an acceptable scholarly project summary as outlined by the program.
5. The fellow has completed quality improvement project and submitted an acceptable summary as outlined by the program.

The Program Director has final authority regarding the promotion of a fellow. Remediation of fellows is at the discretion of the Program Director under the guidelines of the “Fellow Evaluation and Remediation Policy”.

Reviewed	07/2005	01/2006	06/2008	11/2008	06/2009		
Revised			06/2008	11/2008	06/2009	07/2011	10/11/2012
Initials	MN	MN	MN	MN	MN	MN/slb	da