



Origination 07/2015
Last Approved 08/2024
Effective 08/2024
Last Revised 08/2024
Next Review 08/2027

Owner Kristel Maes:
Therapy Services
Educator
Policy Area Rehabilitation
Therapies
Applicability UNC Medical
Center

Retention and Termination

I. Description

Describes the policy and procedures for all duly appointed residents and fellows (referred to as “trainees” in this policy) within a University of North Carolina (UNC) Hospitals' Rehabilitation Therapies Residency/Fellowship program. The duration of the Appointment to Graduate Medical Education is for a period of twelve (12) months to twenty-four (24) months, unless extended by the Program.

II. Rationale

A trainee's appointment/retention is expressly conditioned upon satisfactory performance of all Program elements as outlined in the Program handbook/appointment agreement. If the actions, conduct, or performance, professional or otherwise, of the trainee are deemed by the Hospitals or Program Director/Coordinator to be inconsistent with the terms of the Trainee Appointment Agreement, the Hospitals' standards of patient care, patient welfare, or the objectives of the Hospitals, or if such actions, conduct, or performance reflect adversely on the Program or Hospitals or disrupt operations at the Program or Hospitals, corrective action may be taken by the Hospitals and Program Director/Coordinator.

III. Policy

- A. Program Directors/Coordinators should refer to the UNC Hospital's [Remediation and Grievance](#) Policy. This policy is available to trainees and reviewed at the time of initial onboarding.
- B. In instances where a trainee's agreement will not be continued the Program Director/Coordinator must provide the trainee with a written notice of intent with as much written notice as the circumstances will reasonably allow.
- C. Summary Suspensions: The Hospitals and the Program Director/Coordinator or designee in

collaboration and agreement with each other have the authority to summarily suspend, without prior notice, all or any portion of a trainee's appointment and/or privileges granted by the Hospitals whenever it is in good faith determined that the continued appointment of the trainee places the safety or health of UNC Hospitals' patients or personnel in jeopardy, or to prevent imminent or further disruption of Hospitals operations, or in the event of egregious behavior by a trainee. All summary suspensions shall be reviewed by the Department Director(s) of record. When programs are jointly administered by the UNC Rehabilitation Therapies department and other UNC HCS practice entities, this review will be completed in consultation with the Residency-Fellowship Administrator(s) and both Departmental Directors for final disposition.

1. **Automatic Termination For Lack of License.** Notwithstanding any provision to the contrary, a trainee's appointment shall be terminated automatically and immediately upon the suspension, termination, or final rejection of a trainee's application for his/her professional license. In the event of such a suspension, termination, or final rejection, a trainee is obligated to report that fact to the Program Director/Coordinator, Work Supervisor(s) and Residency-Fellowship Administrator(s) immediately. Upon obtaining the necessary licensure, the trainee may be reinstated through the clinical department and with the approval of the same individuals as if for initial appointment. Trainees must be familiar with UNC Hospitals Policy on [Licensure, Certification and Education Verification](#).
 2. **For Egregious Behavior.** Notwithstanding any provision to the contrary, a trainee's appointment shall be terminated automatically and immediately whenever it is in good faith determined that the trainee's egregious behavior, in violation of ethical and criminal regulations or laws, has placed the safety or health of UNC Hospitals' patients or personnel in jeopardy, or has or may imminently cause serious disruption of the Hospitals operations. Egregious behavior includes providing false information as part of the application or interview process.
- D. If a trainee fails the educational enhancement plan, the Program Director/Coordinator or designee in consultation with Residency-Fellowship Administrator(s), Departmental Director(s) and HR may terminate a trainee's appointment.
- E. Request for Review: In the event a trainee's agreement is terminated by the Hospitals, the trainee may request an appeal of the decision directly to the Department Director(s) of record. When programs are jointly administered by the UNC Rehabilitation Therapies department and the UNC-CH department of Health Sciences, this review will be completed in consultation with the Residency-Fellowship Administrator(s) and Departmental Directors. All appeals must be submitted in writing. Upon receipt of a written request for review the Residency-Fellowship Administrator(s) will:
1. Review the trainee's written request
 2. Meet with the trainee
 3. Review the trainee's file and supporting documentation
 4. Meet with the Program Director/Coordinator
 5. Consider any extenuating circumstances
 6. Consult with others, as appropriate, to assist in the decision making process; and

7. Determine whether this Policy was followed. That is, that the trainee received notice and an opportunity to be heard, and the decision to terminate was reasonably made
 - **The decision resulting from this review is a final and binding decision. A written report will be provided to the Trainee and the Program Director/Coordinator, and others as appropriate.**
 - i. A trainee may terminate his/her appointment at any time after notice to and discussion with the Program Director/Coordinator, unless waived by the Hospitals, on at least 30 days written notice to the Hospitals after that discussion.
 - ii. If a trainee's appointment is terminated, either voluntarily or involuntarily, the Program Director/Coordinator in consultation with the Work Supervisor shall recommend to the Hospitals whether or not to extend credit to the trainee for participation in the Program; the Program Director/Coordinator is not obliged to recommend that such credit be extended and the Hospitals is not obliged to extend any such credit.

F. Upon such termination of appointment, the trainee shall:

1. Receive his/her stipend through the effective date of such termination.
2. Return to the Hospitals all property owned by it by or before the close of business on the effective date of termination of the trainee's appointment and the appointment agreement.

IV. Related Policies

[Remediation and Grievance](#)

[Licensure, Certification, and Education Verification](#)

Approval Signatures

Step Description	Approver	Date
Policy Stat Administrator	Kimberly Novak-Jones: Nurse Educator	08/2024
	Stephen Finch: VP Operations - UNCMC	08/2024
	Mark Prochazka: Admin Dir Rehab Svcs	08/2024
PolicyStat Administrator	Kimberly Novak-Jones: Nurse Educator	08/2024

Applicability

UNC Medical Center

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