

Resident & Fellow Performance Action Planning Summary

Educational Intervention/Administrative Intervention/Disciplinary Notice

NOT in trainee permanent file; NOT on Final Trainee Evaluation; trainee typically does NOT need to disclose

ACTION	RESPONSIBLE INVESTIGATOR	SAMPLE CONCERN(S) ¹	SAMPLE INTERVENTION(S) ¹	DISPUTE PROCESS ²	ON FINAL EVALUATION ²	PAID/ UNPAID	NCH LEGAL?	PRECIPITATING ACTION EXAMPLES ¹
Educational Intervention (EI)	PD/APD	Slow education/clinical progress, poor technical skills, lower than expected milestones, low ITES, no/slow QI/ research progress, poor stress mgt.	<ul style="list-style-type: none"> • Repeat rotation • Focused electives • Counseling • Psychometric testing • Simulation checkoff • Coaching/mentoring • Restricted rotations 	GME Grievance	No	Paid	No, unless legal or regulatory violation(s)	<ul style="list-style-type: none"> • Low score on ITE/milestones • CCC/SOC/mentor concerns • Poor procedure skills • More supervision needed • Inability to manage full patient load or complex patients • Repeated absences
Administrative Intervention (AI)	PD/APD/DIO or HR/Legal/ Compliance Officer	Violations of legal/ administrative policies or regulations resolvable quickly (≤10 business days)	<ul style="list-style-type: none"> • Temporary removal from some/all duties • May count as non-educational time 	GME Grievance	No	Paid unless removed from all duties	No, unless legal or regulatory violation(s)	<ul style="list-style-type: none"> • Failure to renew Ohio license or visa • Failure to get flu shot • Inaccurate duty hour reporting

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Verbal Notice (VN)	PD/APD or HR/Legal/ Compliance Officer	Minor infraction of policies, expectations, regulatory/ legal/other responsibilities, inadequate personal accountability	<ul style="list-style-type: none"> • Greater supervision • Voluntary counseling • EI interventions • Assigned faculty mentor (clinical or academic) 	GME Grievance or HR Problem Review and Resolution Process	No	Paid	No, unless legal or regulatory violation(s)	<ul style="list-style-type: none"> • Repeated tardiness • Delayed page response • Texting violation (not PHI) • Failure to use Zero Hero tools • Poor interpersonal/family relationships
Written Notice (WN)	PD/APD or HR/Legal/ Compliance Officer	Performance fails to improve or deteriorates; repeat poor patient/team interactions; new more serious problem; alleged compliance, HR or Legal violation; poor personal accountability	<ul style="list-style-type: none"> • Added education or EI interventions • Duty assignment changes, including practice limitations • Delayed elective rotations 	GME Grievance or HR Problem Review and Resolution Process	No	Paid	No, unless legal or regulatory violation(s)	<ul style="list-style-type: none"> • Unexcused absence(s) • Multiple or Repeat patient/team complaints • Sustained deterioration in performance • Policy violation • Diminished personal accountability

¹ The examples set forth in this document are provided for guidance. They do not represent the universe of events and situations that would trigger actions.

² Extension of training for medical leave is not an Adverse Action. Performance actions intervention which extend training are Adverse Actions. Any extension may need to be explained on Final Trainee Evaluation.

Disciplinary Actions

IN trainee permanent file; ON Final Trainee Evaluation; trainee MUST disclose

ACTION	RESPONSIBLE INVESTIGATOR	SAMPLE CONCERN(S) ¹	SAMPLE INTERVENTIONS ¹	DESPUTE PROCESS ²	ON FINAL EVALUATION ²	PAID OR UNPAID	NCH LEGAL	PRECIPITATION ACTION EXAMPLES ¹
Conditions on Practice (CP)	PD/APD <i>or</i> HR/Legal/Compliance	<ul style="list-style-type: none"> New or more serious concern(s) Failure to improve with prior actions; 2nd violation of similar issue Alleged compliance, HR or Legal violation 	<ul style="list-style-type: none"> Mandatory counseling Increased supervision Remedial education Mandatory coaching Increased feedback Other GME limitations 	GME Due Process <i>or</i> HR Problem Review and Resolution Process	<i>Yes; May report to State Medical Board</i>	Paid	Yes	<ul style="list-style-type: none"> Unresolved performance issues Continued patient/team performance/safety concerns Behaviors creating hostile/threatening work environment Violation of professional boundaries
Probation	PD/APD <i>or</i> HR/Legal/Compliance	<ul style="list-style-type: none"> Repeated same violations; lack of improvement Other serious lapses Violation of known policies Alleged compliance, HR or Legal violation 	Any CP intervention plus <ul style="list-style-type: none"> Restricted duties No moonlighting Patient care @ NCH only 	GME Due Process <i>or</i> HR Problem Review and Resolution Process	<i>Yes; May report to State Medical Board</i>	Paid	Yes	<ul style="list-style-type: none"> Noncompliance with WN or CP Violation of EMR policies Falsifying duty hours Serious ethics violations Repeated patient/staff complaints
Suspension	PD/APD <i>or</i> HR/Legal/Compliance	<ul style="list-style-type: none"> Serious and/or reoccurring lapses Safety concern(s) Lack of accountability Alleged compliance, HR or Legal violation 	<ul style="list-style-type: none"> No GME duties No moonlighting Time NOT counted toward program completion 	GME Due Process <i>or</i> HR Problem Review and Resolution Process	<i>Yes; Likely report to State Medical Board</i>	Unpaid unless DIO authorizes	Yes	<ul style="list-style-type: none"> Reporting for duty impaired Failure to report for duty Care beyond scope of practice/supervision level Patient/staff harassment
Termination	PD/APD <i>or</i> HR/Legal/Compliance	<ul style="list-style-type: none"> Breach of contract Serious violation of known safety practice/policy Failure to meet terms of progressive DAs 	<ul style="list-style-type: none"> Dismissal Adverse Final Evaluation Government reporting 	GME Due Process <i>or</i> HR Problem Review and Resolution Process	<i>Yes; Will report to State Medical Board</i>	Unpaid	Yes	<ul style="list-style-type: none"> Jeopardize patient, family, or team member safety Serious HIPAA/privacy/policy/legal violation Falsifying info on EMR

	Description		Description
APD/PD	Associate Program Director/Program Director	AI	Administrative Intervention
CCC/SOC	Clinical Competency Committee/Scholar Oversight Committee	CP	Conditions on Practice
CMO	Chief Medical Officer	COO/CLO	Chief Operating Officer; Chief Legal Officer
EI	Education Intervention	DA	Disciplinary Action
DIO	Designated Institutional Official	GME PI Summary	GME Performance Improvement Summary
VN	Verbal Notice	WN	Written Notice

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