



CONCLUSION

Text Button A

CORRECTIVE ACTION AND HEARING PROCEDURES: A FIVE-STEP PROTOCOL

(Adapted from the five-step policy of Dr. John Weinerth, DIO, Duke University Hospital)

Report to the Office of Graduate Medical Education (GME) all corrective actions, adverse actions, summary suspensions, automatic corrective actions, or decisions for non-renewal of contracts. For consistency and affirmation of understanding between program directors and graduate medical trainees, deal with each instance in a five-step fashion.

1. Describe complaint, including sources of documentation.
2. Describe remediation, including a timeline to completion.
3. Describe measurable goals, including points of assessment and timeline.
4. Describe consequences of success or failure in meeting defined goals.
5. Have document signed and dated by both program director and graduate medical trainee.

Send a copy confidentially to Director of GME.

Send a completion report at the end of the timeline, confidentially, to Director of GME.