



IMPAIRMENT

Text Button E

LETTER: EXPECTATIONS AND RECOMMENDATIONS TO PURSUE DISABILITY CONSULT

[Date]
S. Smith, MD*
Department X
University Hospital X

Dear Dr. Smith:

This letter, which is in follow-up to our meeting, confirms in writing your current standing and the program's expectations in order for you to continue in this residency. This letter will be your last and final warning, and will serve as a corrective action plan for the time period [inclusive dates]. Successful completion of these specific expectations and of those delineated in the residency manual will result in promotion to your third year of residency at the conclusion of this academic year. Any deviation from these expectations will result in termination of your residency position within this department.

You are currently repeating the second year of residency training. This action was the result of not meeting the requirements for successful completion of your second year and your failure to successfully remediate the issues outlined in your corrective action [date]. The issues include:

- Failing two major rotations, constituting 6 months of Year 2
- Recurrent absenteeism, with lack of communication about your absences in spite of the prior corrective action
- Consistent faculty comments indicating that you have not sufficiently mastered the skills and knowledge of a second-year resident
- Some concerns regarding judgment and professionalism: not coming in on two occasions to care for your assigned patients and not calling anyone to indicate you would be unavailable. The lapses potentially jeopardized patient safety
- Absenteeism at the annual required residency research forum
- Sub-optimal performance on the in-service training examination (you were at the [number] percentile, compared with the [number] percentile required by our program for advancement)

Because of your absenteeism and poor performance, we do not believe you are ready to advance to the third year of our residency. Our third year requires more independence, greater skill, and the ability to teach and supervise others. This, in turn, requires a demonstrated strong fund of knowledge and mastery of first- and second-year core material, as well as a track record of responsible judgment.



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Our Program wishes the best for you and your career, but for you to continue, you must fulfill all of the clinical duties expected of you as outlined in the residency manual. Expectations include, but are not limited to, the following, wherein you must:

- Be reliable and on time (within 5 minutes of the start of clinic or other day's session)
- Be present for the full duration of your clinical activities
- Participate in all patient care activities and complete the clinical content of all assigned rotations in a competent manner
- Complete a research project this year, submit an abstract, and participate in the activities of the research day
- Inform your respective attending and me, your program director, of each and every time you will be absent, BEFORE the beginning of the half-day in which the absence will occur (informing a member of the nursing staff is not sufficient)
- Bring a note from your doctor, within 72 hours of any medical absence
- Perform at or above the [number] percentile on the annual in-service training examination
- Pass all of your clinical rotations during this academic year; if you fail any of your rotations during this academic year, you will not be allowed to repeat them

If you are unable to comply with any of these requirements, your contract will be terminated.

I would like to bring to your attention one of the resources available to all members of our community. Attached to this letter is information highlighting the hospital's procedure for exploring coverage and reasonable accommodations for the purposes of the Americans with Disabilities Act (ADA). There is a description of the reasonable accommodation process, reasonable accommodation request form, and documentation criteria for several common conditions (e.g., ADHD, learning disability, mobility-related impairments, psychological impairments, and low vision impairments). I strongly urge you to review this information and contact the [title, e.g., accommodations director] of the local ADA [contact information] office by [date] to discuss options or any questions you may have about the process. If you feel you have a disability and wish to receive accommodations you must activate this process.

I recommend we meet every other week to review your performance and attendance. I will put in writing any feedback I receive regarding your performance and attendance at those meetings.

Sincerely,

J. Doe, MD*
Residency Program Director



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LETTER: EXPECTATIONS AND RECOMMENDATIONS TO PURSUE DISABILITY CONSULT (CONT'D)

I have read the above statement and understand the terms of my remediation.

(Signed) S. Smith, MD

*None of the names in this document refer to actual people.

It is recommended you add your institution-specific peer-review language to this document, e.g.: "This evaluation is confidential and is intended only for the program's use and that of the trainee. The information contained herein may be confidential under the attorney/client privilege and/or the quality-assurance and peer-review privilege."

Some programs might give resident the option to resign.

It is advisable to put in writing for the trainee what the final summary of the program will be, e.g.: " This confirms that Dr. [name] entered the [field, e.g., obstetrics] residency program [date] and [appropriate terminology, e.g., "resigned" or "his/her contract was not renewed"]. Dr. [name] successfully completed [number] months of training, specifically in [fields].

"An assessment of his/her competencies indicates [key items in assessment]. The [field] Board was notified of this [date]."