



# IMPAIRMENT

## Text Button F

### LETTER: NON-RENEWAL OF CONTRACT

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

Dear Dr. Smith:

I am very sorry to inform you that you will not be offered renewal of your contract for the next academic year. The Program Education Committee of the faculty met and discussed your progress in the residency program. The faculty decided unanimously that this action be taken.

The reason for your dismissal is that you have been unable to make sufficient progress in the previously identified areas of deficiency that led to your two periods of corrective action. These areas are:

1. Basic examination techniques—you continue to miss key findings on patient physical examinations.
2. Completeness of history—you frequently fail to take a complete history and/or use the patient's medical record to obtain important information.
3. Clinical judgment—you frequently fail to take into account the important facts and examination findings to develop a logical problem list, differential diagnosis, overall assessment, and management plan. Although your knowledge has increased, your clinical application is deficient.
4. Presentations—your patient presentations in clinic are frequently marred by the lack of a methodic approach in relating the patient's history, physical examination findings, assessment, and treatment approach.

You have the right to appeal this decision; a copy of the "House Staff Appeal Procedure" has been provided for you.

Sincerely,

J. Doe, MD\*  
Residency Program Director

I have read the above.

(Signed) S. Smith, MD

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



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### LETTER: NON-RENEWAL OF CONTRACT (CONT'D)

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: The [field] Board was notified of this [date]."