

## POLICY ON PROMOTION AND REAPPOINTMENT OF RESIDENTS 2015

The Program Director of the Department of Otolaryngology training program has the primary responsibility for monitoring the competence and professionalism of each of the program trainees, recommending necessary remedial educational activities, probationary status of trainees or other adverse actions, and recommending promotion and admittance to the specialty board examinations.

The program will provide a written summary performance review to each trainee at semi-annual intervals. The trainee will acknowledge receipt of each summary performance review by signing the review document.

Promotion to the next level of training and the corresponding reappointment contract are dependent on successful completion of the goals and objectives of the current post graduate year including, but not limited to, knowledge, skills, professional judgment, and professional behavior. In addition, residents must meet the objectives as related to the General Competencies for the applicable PGY level. Decisions on annual reappointment will be made by the program director and Residency Education Committee, utilizing the evaluations performed by the Clinical Competency Committee, including milestones, technical skills assessment and PGY specific goals and objectives.

These are detailed in the Educational Benchmarks as follows:

### A Clinical Practice of EVMS Medical Group

#### OTOLOGY/NEUROTOLOGY

Barry Strasnick, MD, FACS  
*Professor Chairman*  
Stephanie Moody Antonio, MD, FACS  
*Associate Professor*

#### LARYNGOLOGY

John Sinacori, MD, FACS  
*Associate Professor*  
Benjamin Rubinstein, MD  
*Assistant Professor*

#### PEDIATRIC OTOLARYNGOLOGY

Craig Derkay, MD, FAAP, FACS  
*Professor and Vice Chairman*  
David Darrow, MD, DDS, FAAP  
*Professor*

#### Cristina Baldassari, MD, FAAP, FACS

*Associate Professor*  
Thomas Gallagher, DO, FAAP  
*Associate Professor*

#### HEAD AND NECK CANCER

Daniel Karakla, MD, FACS  
*Professor*  
Matthew Bak, MD, FACS  
*Assistant Professor*  
Jonathan Mark, MD, FACS  
*Assistant Professor*  
Pam Kennedy, FNP-C  
*Nurse Practitioner*  
VASCULAR ANOMALIES/  
HEMANGIOMAS  
David Darrow, MD DDS, FAAP  
*Director*

#### RHINOLOGY/ALLERGY

Joseph Han, MD, FARS, FACS  
*Professor*  
Kent Lam, MD  
*Assistant Professor*  
FACIAL PLASTICS AND/  
RECONSTRUCTIVE SURGERY  
Eric Dobratz, MD  
*Associate Professor*  
William Dougherty, MD  
*Assistant Professor*

#### SKULL BASE SURGERY

Barry Strasnick, MD, FACS  
*Director*  
Stephanie Moody Antonio, MD, FACS  
Joseph Han MD, FARS, FACS  
Kent Lam, MD  
GENERAL OTOLARYNGOLOGY  
Ashley Schroeder, MD  
*Assistant Professor*

#### COCHLEAR IMPLANT PROGRAM

Stephanie Moody Antoni, MD, FACS  
*Director*  
Barry Strasnick, MD, FACS  
HEARING AND BALANCE CENTER  
Barry Strasnick, MD, FACS  
*Director*  
Stephanie Moody Antonio, MD, FACS  
Nathan Michalak, AuD, CCC-A

### LOCATIONS:

SENTARA NORFOLK GENERAL HOSPITAL RIVER PAVILION 600 GRESHAM DRIVE, SUITE 1100 NORFOLK, VA 23507 TEL 757.388.6200 FAX 757.388.6201  
CHILDREN'S HOSPITAL OF THE KING'S DAUGHTERS (CHKD) 601 CHILDREN'S LANE NORFOLK, VA 23507 TEL 757.668.9327 FAX 757.668.9848  
SENTARA PRINCESS ANNE 2075 GLENN MITCHELL DRIVE, SUITE 310 VIRGINIA BEACH, VA 23456 TEL 757.689.8500 FAX 757.301.2530

## Otolaryngology-HNS Educational Benchmarks

	Expectation/Benchmark	Follow-up/Progress plan	Remediation Steps
Faculty Evaluations	Average score >2.8/4	Meet with PD, interim progress evaluation	If the Progress Plan did not result in expected improvement after 3 months:  1) Revised Progress Plan and Letter of Concern 2) Letter of Warning 3) Probation 4) Suspension from Patient Care activities 5) Termination
Global Assessment performed by Clinical Competency Committee (milestones, technical skills assessment)	Milestones score (expected score at completion of PGY) PGY-1&2 (1/5), PGY3 (2/5), PGY 4 (3/5), PGY5 (4/5)  Technical skills assessment ( $\geq 2.5/5$ )	Meet with PD, interim progress evaluation	
Semi-annual review	Meet expectations of 6 core competencies, identify areas of improvement needed, identify professional goals	Quarterly meeting to review and assess discussed areas of needed improvement	
In-service exam	Score at or above stanine 3 overall within group score	Reading remediation plan with quizzes	

Trainees shall proceed from postgraduate level to the next higher level of responsibility within the educational program unless the trainee:

- ◆ is released from the program;
- ◆ decides to voluntarily leave the program,
- ◆ has not completed the requirements for the current educational level;
- ◆ continues to perform below expected academic or personal standards as indicated by the program's educational benchmarks after notification of below standard performance is provided; and/or
- ◆ Fails to remediate identified deficiencies during a probation period.
- ◆ Trainees requiring additional time to complete the program may be required to do so in an unpaid status.

If the resident is not progressing as expected, the Resident Education Committee will develop an action plan to address the deficiencies using the appropriate institutional policies and procedures. The program director will communicate this finding and action plan to the resident. If the resident is to be placed on probation, appropriate written notification, in compliance with institutional policies, will be provided.

The program director must provide the trainee with written notice of intent not to renew the contract no later than four months prior to the end of trainee's current contract. If the primary reason(s) for non-renewal occur(s) within the four months prior to the end of the current contract, written notice of intent not to renew must be provided as soon as reasonably possible.

A trainee whose contract is not renewed must be informed that he/she has a right to use the institutional Grievance Procedures to appeal the decision.

