

Departmental Policy Title	Automatic Resignation from a GME Training Program	Policy ID	33147
Keywords	Visa, DEA, Absence, Resignation, Due Process, Disciplinary Action, Termination, Automatic		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

Identify instances when a Resident is considered to have automatically resigned from their Accreditation Council for Graduate Medical Education (ACGME)-accredited residency or fellowship program at Dartmouth-Hitchcock (DH).

II. Policy Scope

The policy applies to Graduate Medical Education (GME) Residents in an ACGME-accredited residency or fellowship program at DH.

III. Definitions

- **Designated Institutional Official (DIO):** The individual in a sponsoring institution who has the authority and responsibility for all the ACGME-accredited GME programs.
- **Program Director:** The individual designated with authority and accountability for the operation of a residency/fellowship program, including compliance with all applicable ACGME program requirements.
- **Resident:** Any physician in an ACGME-accredited GME program including residents and fellows.

IV. Policy Statement

Administrative Actions

Administrative actions as set forth below are non-disciplinary. A Resident does not have the right to appeal administrative actions pursuant to the *Disciplinary Action and Due Process Policy and Procedure* (GME ID 11324).

Automatic Resignation

The Resident may be considered to have automatically resigned under the following circumstances:

- Failure to provide Visa or License Verification: Failure of a Resident to provide verification of eligibility to work legally in the United States or verification of current compliance with State licensing requirements of the New Hampshire Board of Medicine and/or DEA registration may result in the Resident's automatic resignation from their GME training program.
- USMLE or COMPLEX Step 3 Exam: Failure of a Resident to pass the United States Medical Licensing Examination (USMLE) Step 3 or Comprehensive Osteopathic Medical Licensing

Examination (COMLEX) Level 3 in accordance with the requirements and timeframe set forth in the DH GME USMLE/COMLEX Policy (GME ID 11321). In this event, automatic resignation is effective at the conclusion of the academic year in which the timeframe for passing the licensing examination expires.

- **Unapproved Absence:** If a Resident is absent without leave for forty-eight (48) hours or more, they may be considered to have resigned voluntarily from their GME program unless they submit an acceptable written explanation of any absence taken without leave.
 - The Program Director must receive the written explanation must be received within ten (10) days of the first day of absence without leave.
 - The Program Director or their designee reviews the explanation and any materials submitted by the Resident regarding the absence without leave.
 - The Program Director or designee notifies the Resident in writing of their decision within ten (10) days of submission of the Resident's written explanation.
 - Failure of the Resident to submit a written explanation or failure to explain adequately or to document the unexcused absence to the satisfaction of the Program Director or their designee may result in the Resident's automatic resignation from the GME training program.

Notification

The Program Director consults with the GME Designated Institutional Official prior to deeming a Resident to have automatically resigned based on the circumstances set forth in this section. The Program Director provides written notice to the Resident of the Resident's automatic resignation.

The Program Director should deliver the notice to the Resident in person, if possible. If hand delivery is not possible, the Resident's notice should be delivered to their residence by certified mail/return receipt requested or by national overnight courier service.

V. References N/A

Responsible Owner:		Contact:	Karen Miller
Approved By:	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents	Version #	1
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Related Policies & Procedures:	USMLE Step 3, COMLEX Level 3 Examination Policy - GME Disciplinary Action and Due Process Policy and Procedure - GME		
Related Job Aids:			