DISCLAIMER: This form is provided to the intended user ("User") as a teaching aid by The Council Of Emergency Medicine Residency Directors ("CORD") for usage by medical residency programs. CORD strongly suggests that prior to adopting this form, User's Residency Program review the form with User's legal counsel and general liability insurer. USER RELEASES CORD FROM ANY AND ALL LIABILITIES KNOWN OR UNKNOWN DUE TO USER'S USAGE OF THIS FORM. User waives all express and implied warranties including, without limitation, fitness for any particular purpose. The State where the Residency Program is located may have other laws which should be incorporated into this form. Hence, as previously stated, this form should be reviewed by User's legal counsel prior to use.



DATE

Dr. RESIDENT NAME,

 On behalf of the PROGRAM NAME Clinical Competency Committee, and PROGRAM DIRECTOR NAME of the RESIDENCY PROGRAM NAME, this letter is to inform you that you ( have received a letter of concern/ are placed on a corrective action plan/ are placed on remediation/ are placed on probation) for concerns with your clinical performance to date as more-fully detailed below. This letter serves as official notification of a need to resolve issues of performance. The dates for this plan run from DATE to DATE.

 This decision is based on (among other things) (SOURCES OF INFORMATION) and constitutes our expert opinion as educators in the RESIDENCY PROGRAM NAME.

 Based on this information the following specific areas of concern have been identified:

|  |  |  |
| --- | --- | --- |
| Competency | Sub competency/ milestone/ EPA if applicable  | Issue |
| Type here- Example: Professionalism | Type here- Example: PROF 2- Accountability to patients, society, profession. | Type here- Example: Not attending 70% of conference |
| Type here- Example: Professionalism. | Type here- Example: PROF 2- Accountability to patients, society, profession | Type here- Example: Not completing charts in a timely manner as described in Health System Policy XXX |
| Type here- Example: Interpersonal & Communication Skills | Type here- Example: Ensuring effective communication and mutual respect among members of the team. | Type here- Example: Communication style that is perceived as aggressive by nursing staff |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

As such, the following actions are to be taken with all deliberate speed in order to rapidly address the concerns.

|  |  |  |
| --- | --- | --- |
| Action | Specific Outcome | Timeline |
| Type here- Example: Meet with program director and advisor weekly for self-reflection | Type here- Example: Weekly meetings with e-mail confirmation of attendance | Type here- Example: Weekly throughout XXXX |
| Type here- Example: Attend a Crucial Conversations course. This will be paid for by the department and your schedule will be protected to allow for adequate time to attend | Type here- Example: Completion of the Crucial Conversations Course with course certificate as verification. | Type here- Example: By XXXX |
| Type here- Example: Participation in all planned resident conference activities that do not violate duty hours | Type here- Example: Attendance on sign in Sheet and in New Innovations. E-mails send to APD with reasons for any conference missed | Type here- Example: Through XXXX |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

This plan has been formulated in accordance with the residency program’s policies, INSTITUTION/SCHOOL NAME policies, and has been a reviewed by the Clinical Competency Committee, among others.

If each of the above issues are successfully remediated this letter will (Remain in the local residency file until graduation and then be destroyed/ remain in the local residency file unless additional remediation is warranted and in that case will be forwarded to the GME office/ be maintained by both the residency and GME).

It is all of our hopes that you will finish this period of focused remediation and review with a much better understanding of yourself as a physician and also with the skills necessary to continue as an emergency medicine resident and eventually become a board certified emergency medicine physician.

Failure to achieve and sustain significant improvement will result in additional action, which may include among other remedies:

[ ] Remediation

[ ] Probation

[ ] non-promotion

[ ] non-renewal of contract

[ ] termination

You should be aware that additional steps such as remediation, academic probation, extension of training, and termination are reportable to the American Board of Emergency Medicine, state licensing agencies, and future employers. Please review the NAME AND NUMBER OF GOVERNING INSTITUTIONAL POLICY.

Signatures:

By signing this document, the resident indicates that he/she has met with the program director and has discussed and reviewed this document.

Resident name Date

Program Director Name Date

Additional Name Date

Additional name Date