

Policy Title: Actions for Residents Lacking Progress or Competencies

Effective Date: [Insert Date]

Reviewed/Revised: [Insert Date]

Approved By: [Program Director/Medical Director]

Purpose:

To outline a clear, fair, and supportive process for identifying, addressing, and documenting performance concerns when a resident in the Orthotic & Prosthetic Residency Program is not progressing as expected or is failing to demonstrate the required competencies.

Policy Statement:

The residency program is committed to supporting all residents in achieving clinical, technical, and professional competence. This policy provides a structured process to address residents who are not meeting established expectations, ensuring transparency, fairness, and the opportunity for remediation.

Policy Guidelines:

1. Identification of Performance Deficiencies:

- Supervisors, mentors, or faculty will document and communicate concerns related to a resident's clinical, technical, professional, or academic performance.
- Specific competencies or milestones not being met must be clearly identified with supporting examples.

2. Personalized Development Plan (PDP):

- A formal, written development plan will be created collaboratively with the resident.
- The PDP will include:
 - The specific areas of deficiency.
 - Clear goals for improvement.
 - A timeline for expected progress.

- Action steps and responsible parties.
- Both the resident and program leadership will sign the PDP to confirm understanding and agreement.

3. Regular Progress Meetings:

- The resident will participate in scheduled meetings (e.g., bi-weekly or monthly) with their mentor or program leadership to review progress.
- These meetings will include feedback, discussion of challenges, and modifications to the development plan if necessary.
- Meeting outcomes will be documented and shared with the resident.

4. Access to Additional Resources and Support:

- The program will provide appropriate support to assist the resident in meeting expectations. This may include:
 - Additional supervision or mentoring.
 - Refresher training or educational materials.
 - Opportunities for simulation-based practice.
 - Mental health or counseling resources, if appropriate.

5. Documentation:

- All actions, communications, and meetings related to performance concerns will be thoroughly documented.
- Records will be maintained in the resident's file, and the resident will be provided with copies upon request.

6. Escalation and Disciplinary Action:

- If the resident fails to demonstrate sufficient progress despite the implementation of the development plan and supportive measures, further action may be taken.
- This may include:
 - Extension of the residency timeline.
 - Formal probation.
 - Suspension from clinical duties.
 - Dismissal from the residency program.

- Any potential dismissal will follow institutional due process and be reviewed by the program's advisory or oversight committee.
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Confidentiality:

All matters related to resident performance concerns and disciplinary actions will be handled with strict confidentiality and in accordance with institutional policies and applicable laws.

Appeals:

Residents have the right to appeal any formal disciplinary action according to the grievance procedures established by Orthotic & Prosthetic Lab, Inc.