

## **Counseling and Due Process**

As mentioned, the residents are expected to finish the residency in 24 months, ideally. To successfully complete a rotation, the resident has to:

1. Meet all the objectives stated in the Rotation Goals.
2. Successfully complete any assignments or homework given by the rotation mentor
3. Pass an oral rotation assessment by a panel of clinical physicists. This oral assessment is an independent verification that the resident has attained the required knowledge during the rotation. These oral assessments occur at a frequency of once per 3 months, as such more than one rotation might be assessed at the same setting.

If the resident does not perform satisfactorily in the exam, then a follow up assignment is given by the program director (PD). The follow up assignment could be a clinical work or exam-style questions or a combination of both.

The PD supervises the resident until the assignment is completed satisfactorily. Then information is then passed on to the exam committee and the pass-result is issued.

If the PD feels that the resident still needs more supervision in a particular rotation, extra weeks are added to the rotation.

To successfully finish the program the resident has to:

1. Successfully complete all rotations, as mentioned above
2. Successfully pass the first end-of-year exam
3. Successfully pass the second end-of-year exam

If the resident fails to successfully pass the exam, he/she are given another chance to sit for and pass the exam. Meanwhile, the Steering Committee is informed of the failed attempt and the graduation to the next step (second year resident or finishing the program) is postponed. During the time leading to the next second attempt on the exam, the resident will meet with the PD and other clinical supervisors for guidance on studying and is given focused assignment to remedy weaknesses.

## **Failure to meet rotation objectives or pass end-of-year exam**

After several documented attempts to help the resident successfully pass a rotation or an exam, then the work performance of the resident is considered unsatisfactory. In such scenario, the PD will inform the Steering Committee and the resident that the work performance will be documented with the HR department. The resident, as a UPMC employee, is subject to the rules and regulations governing the work performances of UPM employees. The same metric for employees not meeting their work performance will be used and the appropriate actions taken by the HR given the situation. These actions include verbal warning, written warning or final dismissal. As these steps involve the HR department, they work assessment and the action taken would be recorded in the resident's file. The PD and the Steering Committee are committed to do their best to help each resident attain the required competencies. We take pleasure that our program has not reached to a point of dismissal to any resident until the date of this response.