

Guidelines for Enacting Probation Policy: SSO and Program Responsibilities and Options

SSO:

1. Include comprehensive list of deficiencies to program when probation notice given
2. Include "Enacting Probation" Policy in documents given to Program
3. Include copy of appeals policy
4. Notify trainees and interview candidates Program was placed on probation

Program:

1. Acknowledge in writing receipt of probation letter
2. Options once notified of probation status
 - a. Accept probation
 - b. Appeal (see policy attached, notify Chair of Training Committee in writing within 30 days of notification)
 - c. Withdraw
3. Probation term
 - a. Probation is for a minimum of 1 year
 - b. Probation is for a maximum of 2 years
4. Documentation needed throughout probation period
 - a. Initial plan of action is due in 90 days
 - b. Progress reports due every 6 months for as long as probation status continues.
 - i. Progress report(s) must demonstrate sufficient improvements to the approval of the Training Committee.
 - c. Site visit
 - i. A minimum of six months will pass between the time being placed on probationary status and the subsequent site visit to assess durability of instituted changes. The earliest a program can come off probation is one year following the initial notice.
5. Possible outcomes of subsequent site visit
 - a. Closure (current fellow will still receive certificate)
 - b. Continue probation (may still participate in the Match); site visit again in one year
 - c. Suspension (may not participate in the Match); site visit again in one year
 - d. Approval for 2 years