I. PURPOSE

To provide guidelines and procedure for the voluntary and non-voluntary termination of an appointment prior to the established expiration date of the house officer's contract.

II. SCOPE

This policy is applicable to all members of the housestaff.

III. DEFINITIONS

Housestaff - refers to all interns, residents and subspecialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. A member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITY/REQUIREMENTS

Termination of a house officer's appointment prior to the established expiration date may be accomplished only for good reason.

A. Voluntary Termination

1. If a house officer desires such a termination due to personal hardship, he or she should write a letter to the Program Director and the Chair of the Department stating the reason for the request.

2. An interview may be requested.

3. Termination may be granted with the concurrence of the Chair and/or Program Director.

B. Non-voluntary Termination (Dismissal)

1. Reasons for a non-voluntary termination of a house officer prior to the established expiration date of contract may include but is not limited to:
   a. Unsatisfactory performance, including failure to remediate deficiencies.
   b. Excessive absenteeism which effectively disrupts training.
   c. Personal conduct.
2. In accordance with both University policy and the CIR, dismissals for academic cause are not grievable.

C. The Medical School's procedure for due process regarding decisions on academic issues concerning residents is addressed in GME Policy I.5 Academic Deficiencies of Housestaff and Procedures for Appeals of Academic Decisions.

D. Housestaff may be disciplined or discharged for cause, however, these actions shall be grievable, and in the event the involved house officer files a grievance, the burden of proving just cause shall be upon the University.

The University shall give five (5) working days advance notice, in writing, of any intended disciplinary action to the affected house officer and the CIR. The notice shall state the nature and extent of discipline, the specific charges against the house officer and describe the circumstance(s) upon which each charge is based.

Approved by GMEC on 02/23/99
Amended by the GMEC on 05/13/08