



BAPTIST MEMORIAL MEDICAL EDUCATION

GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

Effective Date: July 2013	<h2>Nonrenewal of Agreement</h2>
Last Review / Revision: April 2020; February 2021; June 2023, August 2023, April 2025	
Reference: BMME 0031	

Purpose: To establish minimum notification requirements for nonrenewal of a resident's or fellow's ("RF") training agreement.

Policy: All RF's training agreements will be renewed on an annual basis based on satisfactory attainment of **all** required clinical and educational goals for each post-graduate year **and** at the recommendation of the program director, which recommendation may be withheld for any reasonable reason. When an agreement is not to be renewed, the RF will be notified of such decision in as timely a manner as circumstances will allow.

Procedure: When the decision is made to not renew an RF's agreement, the RF will, if possible, be notified in writing no later than three months prior to the end of the trainee's current contract. If the decision of nonrenewal occurs within three months prior to the end of the agreement term, the RF will be provided with as much advance written notice as reasonably possible.

If an RF cannot fulfill the requirements of the program to advance to the next level, the RF's agreement may not be renewed.

RFs will be allowed to invoke the GME Due Process policy when the RF is notified that his/her agreement will not be renewed.