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Both the School of Medicine and the Hospital recognize the prerogative of the Department Director or appropriate preceptor to appoint and to terminate postdoctoral research fellows, clinical fellows and House staff. It is the policy of the Johns Hopkins Medicine Institutions to employ procedural fairness in all matters which may lead to probation, suspension or termination. For the protection of all concerned parties the following policy is to be followed:


Procedure:

1. In advance of formal academic or disciplinary action, including termination, the Department Director or his/her representative should have written documentation of the date and nature of all verbal warnings given to individuals. Verbal warnings should be given in the presence of at least one other individual in addition to the Department Director or preceptor and the research or clinical fellow or house officer concerned. It is urged that the Department Director provide appropriate counseling to the research or clinical fellow or house officer whose performance is less than satisfactory. If an offense is so serious that it poses immediate and serious danger to patients and/or to the institutions, immediate suspension prior to procedural review is appropriate.

2. The Department Director shall inform the Associate Dean for Postdoctoral Programs whenever a postdoctoral research fellow, clinical fellow or house officer is to be placed on probation, suspended or terminated, and in actions involving clinical fellows and house staff, the Department Director shall also notify the Vice President for Medical Affairs. A written statement defining the problem, warnings issued, and the proposed mechanism for its resolution (probation, suspension or termination) should be indicated. Before taking final action the Department Director shall meet with the research or clinical fellow or house officer, the Associate Dean for Postdoctoral Programs and, when appropriate, the Vice President for Medical Affairs for the Hospital.

3. In actions involving clinical fellows and house officers, the Hospital must determine whether the action (probation, suspension or termination) should be reported to the Board of Physician Quality Assurance (BPQA) under Section 14-404 of the Health Occupations Article of the Maryland Annotated Code.
 - A. There is no reporting requirement to the BPQA for an action taken with respect to the academic performance of a clinical fellow or house officer who may require additional mentoring, counseling or repeating clinical experiences for the purpose of assisting the clinical fellow or house officer to bring his/her performance to an acceptable level. (Academic probation)

 - B. There is a reporting requirement to the BPQA for any action against a clinical

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fellow or house officer that meets the criteria for disciplinary action under Section 14-404 of the Health Occupations Article. These criteria include: immoral or unprofessional conduct; professional, physical or mental incompetency; abandonment of patient; habitual intoxication, among others. Included in the reporting requirements are clinical fellows and house officers who fail to correct their personal deficiencies.


C. The Vice President for Medical Affairs of the Hospital is responsible for making reports to the BPQA with the concurrence of the Associate Dean for Postdoctoral Programs. In the event the Vice President and Associate Dean do not agree whether the matter is to be reported, the matter shall be referred for review by the Medical Board of the Hospital, sitting in Executive Session. The decision to report to the BPQA will be made upon the recommendation of a majority of the members of the Medical Board at a meeting at which a quorum is present.

4. The Department Director or his/her representative must provide a specific statement to the postdoctoral research fellow, clinical fellow or house officer as to the action to be taken, i.e., probation, suspension or termination; effect on salary, fringe benefits and training certification; and if applicable, whether or not the action taken is reportable to the BPQA.

A. In cases of termination, salary and fringe benefits will terminate as of the effective date, and training certification will be granted for the period of months of acceptable service. Health insurance coverage may be maintained under COBRA options so as to provide continuous health care insurance coverage, in which case the fellow or house officer is responsible for all premiums.

B. A suspension may be imposed with or without pay, and will result in suspension of training credit during interruption of service. Health insurance coverage will be continued during the period of suspension. The fellow or house officer suspended without pay will be responsible for the full premium of the health insurance during the suspension period.

5. The postdoctoral research fellow, clinical fellow or house officer should be informed of his/her right of appeal under the procedures of The Johns Hopkins University School of Medicine and if applicable, the Bylaws of The Johns Hopkins Hospital.
6. All decisions on probation, suspension or termination should be reviewed by the Associate Dean for Postdoctoral Programs.
7. Written decisions should be hand-delivered to the postdoctoral fellow, clinical fellow or house officer, or sent by certified mail, return receipt requested.

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GMEC Approval Date	Chair, GMEC