

## Department of Anesthesia

**Title:**

Termination/Dismissal of Employment

**Issued**

December 26, 2001

**Last Revised:**

June 9, 2015

**Policy Number:**

9204

**Pages:**

2

**Attachments:**

None

### I. Purpose

To establish a policy for the Department of Anesthesia training program within MedStar Georgetown University Hospital for use in the termination of house staff employment prior to the date of contract expiration.

### II. Scope

This policy will apply to all Anesthesia Residents (CA1, CA2, CA3) in MedStar Georgetown University Hospital Department of Anesthesia. All information contained in this policy shall be used as absolute criteria for dismissal.

### III. Definitions

Remediation – the act or process of remedying or correcting; see Policy for Fair Hearing.

Probation – A formal level of academic or professional discipline; see Policy for Fair Hearing.

Termination – the act of severing employment prior to the date of expiration of the house officer's contract.

### IV. Responsibilities/Requirements

Termination of a house officer's employment prior to the establishment expiration date of the contract may be necessary due to just cause.

### V. Voluntary Termination/Resignation

If the house officer desires a termination of employment, a letter of resignation must be submitted to the Program Director, at least 30 days in advance, stating the reason for the action. The 30 days' notice may be waived at the discretion of the Program Director.

An interview may be requested by the Program Director and/or the Director of the Medical Education CPMA (or designee).

Termination may be granted with the concurrence of the Program Director/Department Chair, and the Director of Medical Education/Vice President of Medical Affairs of the Hospital.

### VI. Involuntary Termination

1. The Hospital may elect to terminate a house officer's employment prior to the established contract expiration date due to:

a) Academic or Professional (Gross) Misconduct

- b) Endangerment of the health or safety of others, including patients, employees, or other persons.
  - c) Unsatisfactory performance
  - d) Abandonment of position/employment
2. The Program Director/Department Chair, and the Director of Medical Education/the Vice President for Medical Affairs, shall notify the house officer in writing of the decision to terminate employment.
3. Upon notice of termination, the house officer has the right to request a Fair Hearing, as described in the Policy for Fair Hearing.

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