

Family Medicine APP Residency Program

Grievance & Due Process Policy

The Department of Family Medicine at UIHC strives to make the experience of residency rewarding for the APP resident. This policy provides a mechanism for APP residents to obtain answers or resolve disputes or disagreements that may arise during the residency. These may include issues related to the work environment, academic performance, program faculty or administrative matters. The policy aims to minimize conflicts of interest.

The following avenues are available for the APP resident to address/resolve concerns:

- A. Program Director: All questions and concerns should first be directed to the Program Director or their designee. They will be best able to address most questions or concerns.
- B. Human Resources Representative: Questions regarding benefits or other administrative matters that cannot be resolved by the Program Director may be directed to the Department of Family Medicine Human Resources Representative.
- C. Department Administrative Review: Other concerns or questions that are not able to be resolved by the Program Director or are related to the Program Director's performance may be directed to a Department Administrative Review Committee (DARC). This committee will be comprised of the Department Chair, Department Administrator, Vice Chair for Education, and the PA Residency Medical Director. The APP resident will be required to present a written description of the concern. The APP resident may be asked to meet with one or more members of the committee to discuss the concern. The committee will provide a written response of the concern to the APP resident.

Due Process and Grievance Procedures – Discipline and Dismissal

- A. Dismissal: If the APP resident is dismissed from the training program, the procedures specified in Article IV Section 7 of the Bylaws, Rules and Regulations of the University of Iowa Hospitals and Clinics and Its Clinical Staff will be followed.
https://www.healthcare.uiowa.edu/marcom/gme/policies/House-Staff-Member-Concerns.pdf?_ga=2.174626274.133117905.1707078861-1487144948.1672335477&_gl=1*_l1u6tb*_ga*MTQ4NzE0NDk0OC4xNjcyMzM1NDc3*_ga_L7BTY7JCG8*MTcwNzA3ODg2MS40My4wLjE3MDcwNzg4NjEuNjAuMC4w
- B. Other Disciplinary Action (other than Dismissal):
 - a. The Program Director will provide the APP resident a written notification of the disciplinary action.
 - b. The APP resident may request a review of any disciplinary action by the DARC within 10 business days of the APP resident becoming aware of the action.
 - c. The DARC will submit its recommendations to the Program Director. The DARC may recommend a change to the disciplinary action to the Program Director will then reconsider the disciplinary action.

- d. The resulting decision of the Program Director shall be provided to the APP resident, the DARC, and UIHC administration (if needed) in writing.
- e. The decision will be final unless the APP resident believes the disciplinary action could significantly threaten their intended career development.
- f. If the APP resident believes the disciplinary action could significantly threaten their intended career development, the APP resident must submit a written request to the CEO/Director of UIHC within 10 business days of the receipt of the Program Director's written decision.
- g. The CEO/Director will determine if the alleged threat is significant and review the decision.
- h. The CEO/Director may seek the advice of the Professional Practice Subcommittee as part of the review.
- i. If the CEO/Director approves the Program Director's decision, the decision shall be given to the APP resident and is final.
- j. If the CEO/Director recommends the Program Director modify the decision, the Program Director will then reconsider the disciplinary action in consultation with the CEO/Director. The resulting decision of the Program Director, with the CEO/Director approval shall be provided to the APP resident in writing and is final.