Template for Administrative Status Letter
(replace the blue text with individualized language; print copies for file and for the resident)

(Date)

Dear Dr. ___________

This memo is to inform you that pursuant to the GME policy “Levels of Academic Status in Graduate Medical Education” you are being placed on administrative status effective immediately. Information regarding the reasons for administrative status, the implications of this status, mechanisms for you to return to good standing, consequences of failure to remediate, and your responsibilities and rights, are detailed in the paragraphs below. Relevant policies, which you received when you began your training here, are attached.

1. Reasons for administrative status: (detail failures, communications and dates; Examples):
   - You have been notified in multiple occasions that your medical records, specifically discharge summaries have been in arrears

2. Implications of administrative status: You should know that administrative status is due to less than satisfactory status in the residency training program. Within the training program, your administrative status carries the following consequences:
   Examples:
   - This will be reported to the Clinical Competency Committee as an information item.
   - If your medical records are not brought up to date or become delinquent in the future, this will be brought before the clinical competence committee for consideration of probation.
   - This administrative status will not be reported by the program to the Texas Medical Board (TMB) or on future licensing or credentialing verification forms unless we tell you otherwise because this represents development of a more robust individualized development plan to further advance your career and not an adverse academic action.
   - Note: Regarding professionalism or behavioral concerns that are beyond typical and could be described as “Unusual,” may need to be reported to the Texas Medical Board at graduation on the Form L.

3. Timeline and means of reassessment: (detail when and how the resident will be evaluated, focused on the failures detailed in 1. Administrative status should not last >90 days.)
   Examples:
   - You will be expected to complete your delinquent discharge summaries before your first scheduled ED shift on ________________.
   - I review the periodic reports from the VA and UHS on overdue medical records to assure that you continue to meet this responsibility.

4. Return to good standing: With satisfactory performance on reassessment, you will be restored to good standing. The documentation of your administrative status, as well as the lifting of administrative status, will remain in your training file. This is not considered an adverse action.
We hope that you will be able to successfully address the deficiency and are available to discuss this matter with you further. You are requested to sign at the end, to signify that you have received a copy of this letter.

Sincerely,

_________________________________    __________________________
Program Director     Chair

I have received a copy of this letter and attachments.

_________________________    __________________________
Resident      Date

Attachments:
  Program-specific policies
  Institutional policy: Levels of Academic Status in Graduate Medical Education

CC: Graduate Medical Education Office