**Missed Deadline Policy**

**Background:**Residents are provided a yearly roadmap that includes all time sensitive training program requirements, such as completion of educational and administrative responsibilities.  These dates are featured on the IMRP website and calendar reminders for program and GME deadlines are pushed out to you.  Email reminders may be distributed prior to deadlines as a courtesy but the baseline expectation is that residents independently complete these responsibilities as part of their professional growth and development. APDs should review the road map at semi-annual meetings as a further means of support.

**Missed deadlines are tracked across the 36 months of residency – they do not “reset” between academic years.**

Missed deadlines will lead to the following responses:

**1st miss:**You will receive an email noting the missed deadline and a reminder about the various deadlines in residency. The list of deadlines can be found on the ‘Residency Roadmap’ (<http://www.ucdenver.edu/academics/colleges/medicalschool/departments/medicine/intmed/imrp/KEYDATES/Pages/Roadmap.aspx>)

**2nd miss:**You will receive an email noting the missed deadline. Your Associate Program Director (APD) will be notified via email as well.  You will be offered the opportunity to speak to your APD if you would like.

**3rd miss:**You will receive an email noting the missed deadline. We will require that you and your APD meet to discuss a plan to prevent further missed deadlines.

**4th miss:**You will receive an email noting the missed deadline. We will require that you meet with your Associate Program Director to discuss the residency requirements, reflect on why the previous plan did not work, and come up with a new plan to prevent further missed deadlines. You will be required to use your personal time during clinic blocks on Friday afternoons to complete your missed deadlines until the requirement(s) are completed. You will be required to be physically present at the Housestaff office to complete this work.and will be required to miss at least one personal half day.

**5th miss:**You will receive an email noting the missed deadline. We will require that you meet with the Program Director for all 5th missed deadlines. You will no longer be allowed moonlight (additional pay for additional work). You will miss all personal time half days on Friday afternoons for your next clinic block in order to complete missed deadlines. You will have to be physically present at the housestaff office during these times. You will complete additional NEJM+ questions during the remainder of that time after you complete your missed deadlines.

**6th miss:**You will receive an email noting the missed deadline. We will require that you meet with your APD and the Program Director together, with an option to meet with leadership from the GME office. All residents with 6 missed deadlines will be brought to Clinical Competency Committee (CCC) for review for ACGME Milestone PROF-2 (“Accepts responsibility and follows through on tasks.”). You will not be allowed personal time ½ days during clinic blocks or moonlighting privileges until it is decided that you are on track per CCC review.

**7th miss:**You will receive an email noting the missed deadline. We require that you meet with your APD and the Program Director together, with an option to meet with leadership from the GME office. Clinical Competency Committee review and Focused Review can be assumed. If you are placed on Focused Review it is not a part of your Permanent training file. You will continue to be unable to moonlight and use personal time ½ days until it is decided by the Clinical Competency Committee that you are off Focused Review and on track.