

EL RIO HEALTH

SCOPE:

This procedure applies to **CLINICAL** and **NON-CLINICAL** departments in the following El Rio Health functional areas and/or locations (check all that apply):

- | | | | |
|-------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Family Medicine | <input type="checkbox"/> Same Day Appt. Clinic | <input type="checkbox"/> Radiology | <input type="checkbox"/> MOR/DOS |
| <input checked="" type="checkbox"/> Internal Medicine | <input checked="" type="checkbox"/> HOB / HOU | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Administration |
| <input checked="" type="checkbox"/> Pediatrics | <input type="checkbox"/> SIA | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> Dental | <input checked="" type="checkbox"/> Birth & Women's | <input type="checkbox"/> HIM | <input type="checkbox"/> Accounting |
| <input checked="" type="checkbox"/> Behavioral Health | <input type="checkbox"/> Care Coordination | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Business Office |
| <input checked="" type="checkbox"/> Midwives | <input type="checkbox"/> Wellness | <input type="checkbox"/> Patient Communications | <input type="checkbox"/> Coding |
| <input checked="" type="checkbox"/> OB/GYN | | <input type="checkbox"/> Advocacy & Eligibility | <input type="checkbox"/> Security |
| <input checked="" type="checkbox"/> Clinical Pharmacy | | <input type="checkbox"/> Facilities/Materials | <input type="checkbox"/> Transportation |

PROCEDURE DESCRIPTION:

Advanced Practice Registered Nurse (APRN)
Residency Program – Resident Request to Terminate
or Resign from Residency

PAGE:

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REFERENCE NUMBER:

MED-035-APRN-SOP-006

APPROVAL DATE:

05/2020

DATES REVIEWED WITHOUT CHANGE:

EFFECTIVE DATE:

05/2020

REPLACES PROCEDURE DATED:

NEW

NEXT REVIEW DATE:

05/2021

DATE RETIRED:

N/A

RESPONSIBILITY:

APRN Residency Program Director
Chief Clinical Officer
Chief Human Resources Officer

APPROVALS:

PPC:05/2020
CAC:05/2020

PURPOSE: To establish protocols for Residents requesting to resign from El Rio Health's APRN Residency Program.

PROCEDURE:

1. It is expected that APRN Residents will make every attempt to complete their residency commitment as outlined in their signed employment contract.
2. If situations arise that the resident feels are insurmountable, and they wish to terminate their position within the program, the resident must request a formal meeting with the Residency Program Director.
3. If upon completion of the meeting with the Residency Program Director, it is still felt that resignation is necessary, the resident will have a formal meeting with the Chief Clinical Officer, to discuss any possible remaining options to address Resident issues.
4. If upon completion of the meeting with the Chief Clinical Officer, the resignation is still necessary, a formal resignation request will be submitted by the resident to the Chief Clinical Officer and

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Residency Program Director. The Resident will be required to provide at least 4 weeks' notice, unless special circumstances dictate otherwise, and are accepted by the Chief Clinical Officer.

5. Both the Chief Clinical Officer and the Residency Program Director will sign the resignation letter to indicate they have met with the resident in an attempt to encourage completion of the program but were unable to provide an acceptable solution.
6. Upon signature of the resignation letter, Resident will continue in their position until the designated exit date and will continue to serve El Rio Health patients to the best of their ability until their exit from the organization. Residents will complete all pending tasks and will return all El Rio Health-owned equipment prior to their exit.
7. El Rio Health Human Resources Department will complete all exit interviews as per current Human Resource Policies & Procedures.

REFERENCES: